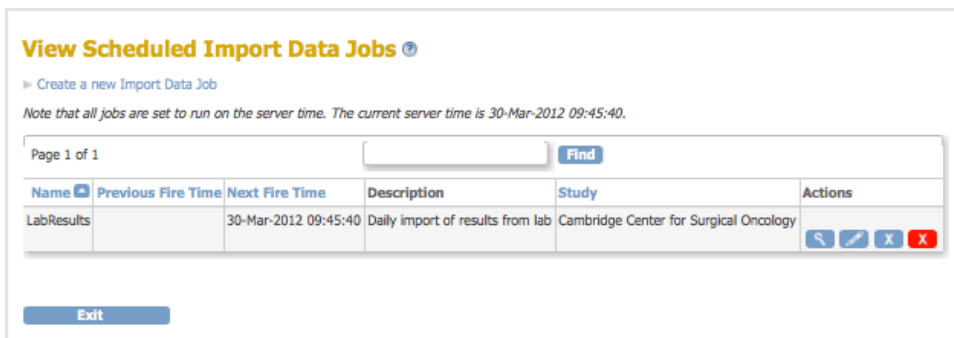


6.5.1.2 View Scheduled Import Jobs

To view all scheduled import data Jobs:

1. Select Tasks > Jobs.
The Administer All Jobs page opens.
2. Click View All Import Data Jobs.
The View Scheduled Import Data Jobs page opens, listing all scheduled import Jobs and information about them such as the Previous Fire Time (last date and time the Job executed), and Next Fire Time (the next date and time the Job is scheduled to execute). The time used is server time, which is reported on the page.



View Scheduled Import Data Jobs

► Create a new Import Data Job

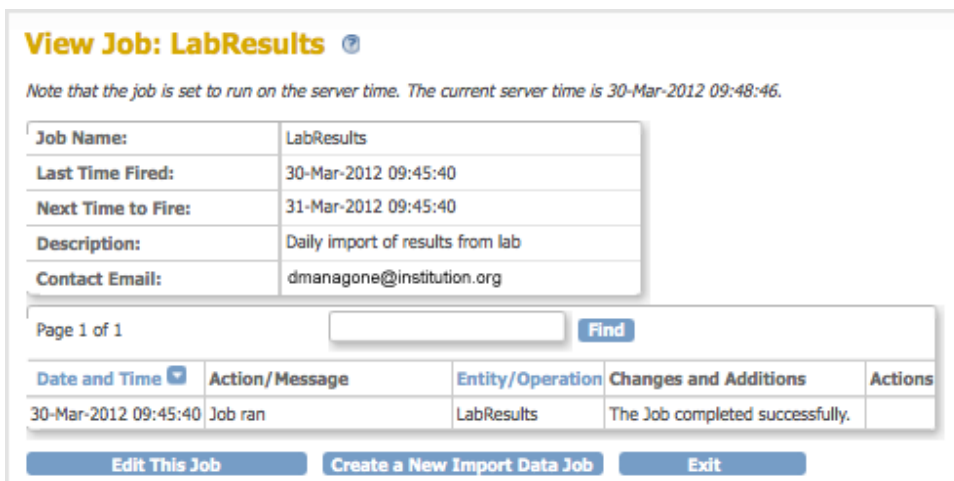
Note that all jobs are set to run on the server time. The current server time is 30-Mar-2012 09:45:40.

Page 1 of 1 Find

Name	Previous Fire Time	Next Fire Time	Description	Study	Actions
LabResults		30-Mar-2012 09:45:40	Daily import of results from lab	Cambridge Center for Surgical Oncology	

Exit

3. View summary information about the Jobs in the table. You can click any of the column header links to sort the Jobs by that column. Use the Find field to find all Jobs whose Name, Description, Study, or Times includes the text you specify.
4. To see details about a Job, click the View icon for it.
The View Job page opens for that Job.



View Job: LabResults

Note that the job is set to run on the server time. The current server time is 30-Mar-2012 09:48:46.

Job Name:	LabResults
Last Time Fired:	30-Mar-2012 09:45:40
Next Time to Fire:	31-Mar-2012 09:45:40
Description:	Daily import of results from lab
Contact Email:	dmanagone@institution.org

Page 1 of 1 Find

Date and Time	Action/Message	Entity/Operation	Changes and Additions	Actions
30-Mar-2012 09:45:40	Job ran	LabResults	The Job completed successfully.	

Edit This Job Create a New Import Data Job Exit