

## 6.5.2 Scheduled Export Jobs

You can schedule a Job to regularly export data for an existing dataset definition. For background information about exporting data from OpenClinica, [see Extract Data](#).

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### 6.5.2.1 Create an Export Job

Before you can create an export Job, the dataset definition must exist. For information, see [Define Dataset](#).

To create an export Job:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Export Data Jobs.  
The Scheduled Export Data Jobs page opens.
3. Click Create a New Export Data Job.  
The Create Scheduled Job: Export Dataset page opens.

### Create Scheduled Job: Export Dataset

*Note that the job is set to run on the server time. The current server time is 22-Mar-2012 18:31:19.*

\* indicates required field.

Job Name:

Description:

Please Pick a Dataset to Export:

All CRF Data

Period to Run:

☐ Daily  
☐ Weekly  
☐ Monthly

Start Date/Time:

22-Mar-2012

13

:

47

(DD-MMM-YYYY HH:MM)

File Formats:

CDISC ODM XML 1.3 Full with OpenClinica extensions

CDISC ODM XML 1.3 Clinical Data with OpenClinica extensions

CDISC ODM XML 1.3 Clinical Data

CDISC ODM XML 1.2 Clinical Data with OpenClinica extensions

CDISC ODM XML 1.2 Clinical Data

View as HTML

Excel Spreadsheet

Tab-delimited Text

SPSS data and syntax

Datamart in a downloadable format.

Contact Email:

Confirm and Save

Cancel

4. Complete at least the required fields. Refer to the following information as needed:
  - The list of datasets to export includes dataset definitions that already exist for all Studies.
  - Set the time using server time, which is shown just below the title and uses a 24-hour

format. The Job will run for the first time on the date and at the time you specify in Start Date/Time. The Job will run again at the same time on a date that is based on the interval you specify in the Period to Run.

- Each time the Job completes running, the OpenClinica system sends an email notification to the addresses you specify here that the exported dataset Job has completed. Separate multiple email addresses with a comma, for example: dmanagone@institution.org, sdirk@institution.org.
- For information about file formats, see [Formats for Dataset Files](#).

5. Click Confirm and Save.

The Scheduled Export Data Jobs page opens. It now includes the scheduled export Job you just created.

## 6.5.2.2 View Scheduled Export Jobs

To view all scheduled export Jobs:

1. Select Tasks > Jobs.

The Administer All Jobs page opens.

2. Click View All Export Data Jobs.

The Scheduled Export Data Jobs page opens, listing all scheduled export 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.

Name	Previous Fire Time	Next Fire Time	Description	Period to Run	Dataset	Study	Actions
Docetaxel Adverse Events Daily	24-Mar-2012 12:53:00	25-Mar-2012 12:53:00	Daily run of all Adverse Events for Docetaxel Study	daily	DocetaxelAdverseEvents	Docetaxel in Patients With Completely Resected NSCLC	
Physical Exam scheduled export in ODM Full	06-Jul-2011 20:30:00	28-Mar-2012 20:30:00	All physical exam data	weekly	All Physical Exam data	Docetaxel in Patients With Completely Resected NSCLC	

3. View information about the Jobs. 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, Period, or Dataset includes the text you specify.

4. Click the View icon for a Job to see details about it.

The View Job page opens for that Job.

**View Job: Docetaxel Adverse Events Daily** ⓘ

*Note that the job is set to run on the server time. The current server time is 24-Mar-2012 13:38:14.*

Job Name:	Docetaxel Adverse Events Daily
Last Time Fired:	24-Mar-2012 12:53:00
Next Time to Fire:	25-Mar-2012 12:53:00
Description:	Daily run of all Adverse Events for Docetaxel Study
Dataset:	DocetaxelAdverseEvents
Period to Run:	daily
Contact Email:	dmanagone@institution.org
File Formats:	Excel Spreadsheet

Page 1 of 1  **Find**

Date and Time ⓘ	Action/Message	Entity/Operation	Changes and Additions	Actions
24-Mar-2012 12:53:00	You may access the Excel Spreadsheet file by changing your study/site to Somerville Medical Center and selecting the Export Data icon for DocetaxelAdverseEvents dataset on the View Datasets page.	Docetaxel Adverse Events Daily	The Job completed successfully.	

**Edit This Job** **Create a New Export Data Job** **Exit**

To view the dataset file created by the export Job, see [Archive of Exported Dataset Files](#).

## 6.5.2.3 Modify Scheduled Export Jobs

You can edit the parameters of an export Job, remove or restore an export Job, or delete an export Job.

### Edit an Export Job

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Export Data Jobs.  
The Scheduled Export Data Jobs page opens, listing all scheduled export Jobs.
3. For the Job you want to edit, click the Edit icon.  
The Update Scheduled Job: Export Dataset page opens.

**Update Scheduled Job: Export Dataset**

*Note that the job is set to run on the server time. The current server time is 24-Mar-2012 13:38:54.*

**Job Name:**

**Description:**

**Please Pick a Dataset to Export:**

**Period to Run:**  
☒ Daily  
☐ Weekly  
☐ Monthly

**Start Date/Time:**   :  (DD-MMM-YYYY HH:MM)

**File Formats:**  
☐ CDISC ODM XML 1.3 Full with OpenClinica extensions  
☐ CDISC ODM XML 1.3 Clinical Data with OpenClinica extensions  
☐ CDISC ODM XML 1.3 Clinical Data  
☐ CDISC ODM XML 1.2 Clinical Data with OpenClinica extensions  
☐ CDISC ODM XML 1.2 Clinical Data  
☐ View as HTML  
☒ Excel Spreadsheet  
☐ Tab-delimited Text  
☐ SPSS data and syntax  
☐ Datamart in a downloadable format.


**Contact Email:**

**Confirm and Save** **Cancel**

4. Make changes to the values, then click Confirm and Save.  
The Scheduled Export Data Jobs page opens, reflecting the changes you made to the Job.


## Remove an Export Job

If you want to stop a scheduled export Job from running at the specified frequency, remove the Job. You can later restore it. To remove an export Job:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Export Data Jobs.  
The Scheduled Export Data Jobs page opens, listing all scheduled export Jobs.
3. For the Job you want to remove, click the Remove icon .
4. Click OK in the confirmation dialog box.  
The Scheduled Export Data Jobs page opens. The Job you removed is listed, with no value for Next Fire Time. The datasets created by the Job are not removed.


## Restore an Export Job

Restore an export Job that was previously removed when you want to resume running the Job according to the specified frequency. To restore an export Job:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Export Data Jobs.  
The Scheduled Export Data Jobs page opens, listing all scheduled export Jobs.
3. For the Job you want to restore, click the Restore icon .
4. Click OK in the confirmation dialog box.  
The Scheduled Export Data Jobs page opens. The Job you restored is listed, and the Next Fire Time now shows when the Job will next run.

## Delete an Export Job

Delete an export Job when you no longer want the Job run. You cannot restore a deleted Job. The data extract file created the last time the Job ran is not deleted. To delete a scheduled export Job:

1. Select Tasks > Jobs.  
The Administer All Jobs page opens.
2. Click View All Export Data Jobs.  
The Scheduled Export Data Jobs page opens, listing all scheduled export Jobs.
3. For the Job you no longer want, click the Delete icon .
4. Click OK in the confirmation dialog box.  
The Scheduled Export Data Jobs page opens. The Job you deleted is no longer listed. The datasets created by the Job are not deleted.  
If you need the Job again, you can re-create it.