



8.5.2.2 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.

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

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.	

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

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