

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: Docetaxel Adverse Events Daily

Description: Daily run of all Adverse Events for Docetaxel Study

Please Pick a Dataset to Export: DocetaxelAdverseEvents

Period to Run: Daily ☒ Weekly ☐ Monthly ☐

Start Date/Time: 25-Mar-2012 12 : 53 (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.


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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.

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