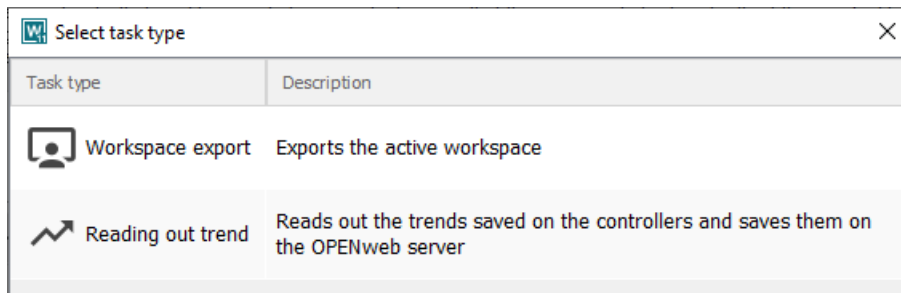
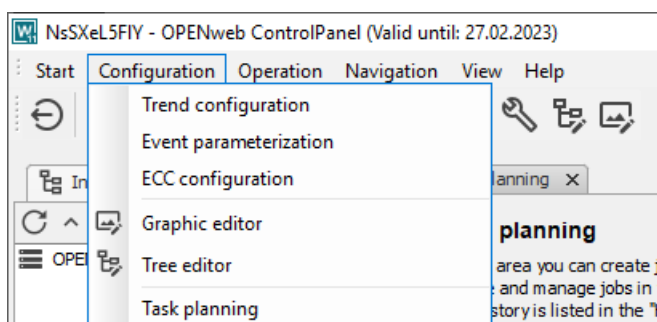


## TT230204 - OPENweb 11 - Task Planning

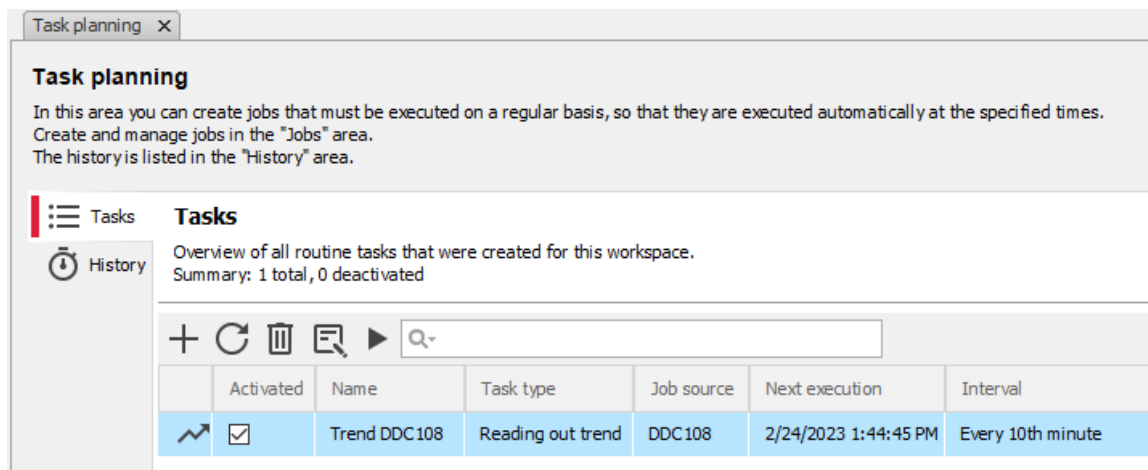
1. In the "Task planning" module, tasks to be performed regularly can be created in such a way that they are executed automatically at a predefined time. Currently it supports workspace export and trend readout, so you can schedule to run them periodically.



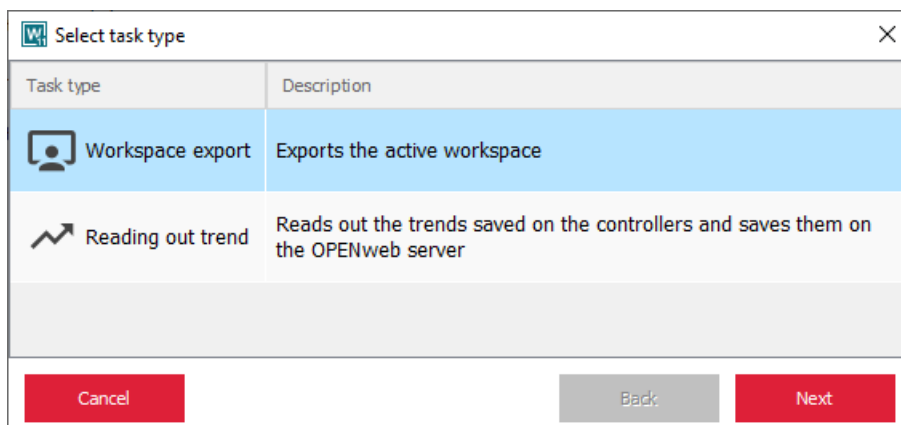
2. From the "Configuration" menu, click on "Task planning" to start it.



3. To add a new task, click the "Add" button



4. Let's try the "Workspace export" first, click on it and then click "Next".



5. Enter the "Storage location" and then click "Next".

The dialog box is titled "Workspace export: Storage location". It contains the following fields and options:

- Name:
- Active workspace: default ⓘ
- Description:
- Storage location:
- Options:
  - ☒ Always overwrite the last file in this storage location
  - ☐ Allow multiple files in this location
    - ☒ Unlimited number
    - ☐ max.  Files (note: with a maximum number of files, the oldest file is overwritten)

Buttons at the bottom: Cancel, Back, Next.

6. If you want to save multiple copies of the backup, you can enable the "Allow multiple files in this location" and select the option like below.

This close-up shows the "Allow multiple files in this location" option selected. Below it, the "max." option is selected with a value of 3 in the input field.

☒ Allow multiple files in this location

☐ Unlimited number

☒ max.  Files (note: with a maximum number of files, the oldest file is overwritten)

7. Now set the schedule for the workspace backup, in the below example, OPENweb will do a backup every month on the 1<sup>st</sup> day at 2am automatically.

The dialog box is titled "Workspace export: Options". It contains the following settings:

- Interval**
  - Time basis:
  - Interval: monthly on  by
  - Start:
- Data**
  - ☒ Include trend data

Buttons at the bottom: Cancel, Back, Done.

8. You can see the "Next execution" time for each task. You can also run the task manually if you want by clicking the "Run task" button ▶.

The screenshot shows the "Tasks" overview in the software interface. It includes a sidebar with "Tasks" and "History" tabs, and a main table listing the tasks.

Activated	Name	Task type	Job source	Next execution	Interval
<input checked="" type="checkbox"/>	Trend DDC108	Reading out trend	DDC108	2/24/2023 2:04:45 ...	Every 10th minute
<input checked="" type="checkbox"/>	Workspace export	Workspace export	default	3/1/2023 2:00:00 AM	Every month on the 1th day by 2:00 AM hour(s)

9. Click the “History” tab to check the task running status. When the task is finished successfully, you will see the ✓ under “Status”.

The screenshot shows the 'History' tab of a task management system. It displays a summary of tasks for the 'Last 24 hours' period: 5 total, 0 started, 2 error(s), and 3 finished. Below the summary is a table with columns: Name, Task type, Status, Started, and Finished. The first row shows a task named 'Workspace export' with a status of '✓' (success) and completion times of 2/24/2023 1:56:15 PM and 2/24/2023 1:57:19 PM.

Name	Task type	Status	Started	Finished
Workspace export	Workspace export	✓	2/24/2023 1:56:15 PM	2/24/2023 1:57:19 PM

10. Now we setup the “Reading out trend” for the controllers. Select it and click “Next”.

The 'Select task type' dialog box shows two options: 'Workspace export' and 'Reading out trend'. The 'Reading out trend' option is selected and highlighted in blue. It has a description: 'Reads out the trends saved on the controllers and saves them on the OPENweb server'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.









11. Select the controller that you want to readout the trend automatically and click “Next”.

The 'Trend readout: Select controller' dialog box shows a list of controllers: DDC108, DDC102, and DDC101. DDC101 is selected with a checkmark. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.



12. Set how often you want to read the trend data from the controller, e.g. every 1 hour.

The 'Trend Readout: Set up trend readout' dialog box shows fields for configuring the trend readout. The 'Name' field is 'Trend DDC101'. The 'Controller group' is 'DDC101'. The 'Description' field is empty. The 'Time basis' is set to 'hour' and the 'Interval' is set to '1'. The 'Execution from' date is '2/24/2023' at '08:00 AM'. The 'Compress trend data' checkbox is unchecked. At the bottom, there are 'Cancel', 'Back', and 'Done' buttons.



	Name	Task type	Status	Started	Finished
	Workspace export	Workspace export		2/24/2023 2:10:24 PM	2/24/2023 2:10:45 PM
	Trend DDC108	Reading out trend		2/24/2023 2:04:55 PM	2/24/2023 2:04:55 PM
	Workspace export	Workspace export		2/24/2023 1:55:04 PM	2/24/2023 1:57:19 PM
	Trend DDC108	Reading out trend		2/24/2023 1:55:04 PM	2/24/2023 1:55:04 PM

Last u<sub>l</sub>

	Activated	Name	Task type	Job source	Next execution	Interval
	<input checked="" type="checkbox"/>	Trend DDC108	Reading out trend	DDC108	2/24/2023 2:04:45 ...	Every 10th minute
	<input checked="" type="checkbox"/>	Workspace export	Workspace export	default	3/1/2023 2:00:00 AM	Every month on the 1th day by 2:00 AM hour(s)