# Work instruction: Scheduled tasks

This document describes the work instruction of the daily check “Scheduled Tasks”. The goal of this work instruction is to check the result of all executed Scheduled Tasks in the environment in the last 24 hours.

# Involved servers

|  |  |  |
| --- | --- | --- |
| Acceptance | Production | Disaster Recovery |
|  |  |  |

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| **Important: Perform these steps on all servers in the farm** | |
| Step 1:  Open a RDP session to the server |  |
| Step 2:  Open “Administrative Tools > Task Scheduler” |  |
| Step 3:  Open the “Task Scheduler Library” |  |
| Step 4:  Select every job and open the tab “History”. Check of all instances that ran in the past 24 hours executed successfully.  If this isn’t the case: Create an incident to have this investigated. |  |
| Step 5:  Record your findings in the “Registration list Periodic Checks” |  |

# Automatic check

This check is part of the Periodic Checks script, which means the above checks do not have to be performed manually. Analysis will take place by reviewing the generated e-mail and taking actions if issues are reported.

# resolution

Look at the history of the failing Scheduled Task to determine the cause of the failure. Take appropriate actions, depending on the cause of the failure.