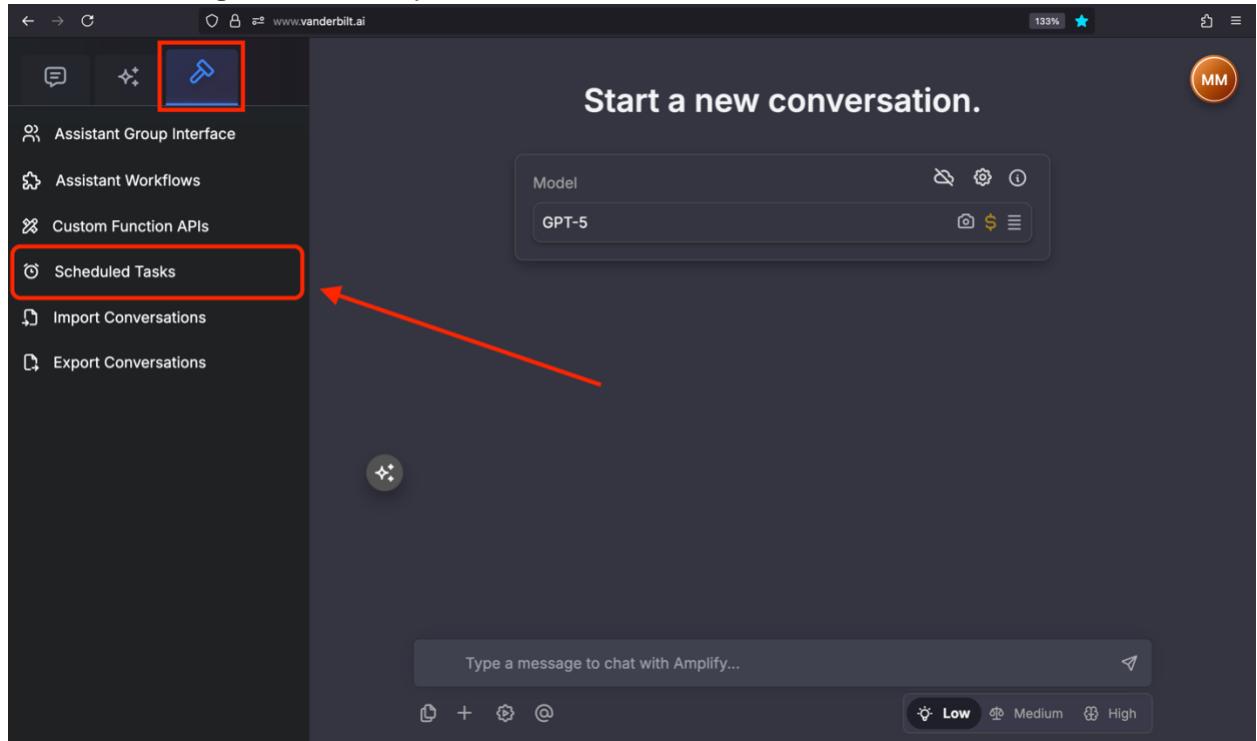


To schedule tasks using Amplify, follow these steps:

1. Click the settings tab in the top of the left sidebar, and select “Scheduled Tasks”



2. Within the “Manage Scheduled Tasks” interface, complete the form:

- a. Task Name: A short, descriptive name.
- b. Description: What the task does.
- c. Task Instructions: The prompt that guides the AI model (most important field).
- d. Task Schedule:
 - i. Scheduled Time: Choose daily, weekly, monthly, or set a custom schedule.
 - ii. Optional: Enable “Set date range for schedule” to add a start and end date.
- e. Task Type: Choose Assistant, Action Set, or API Action.

3. Click “Save Task”.

4. After saving:

- a. To run immediately, click “Run Task.”
- b. To review past runs, click “View Scheduled Run Logs.”
- c. Otherwise, the task will run automatically at the scheduled time.

