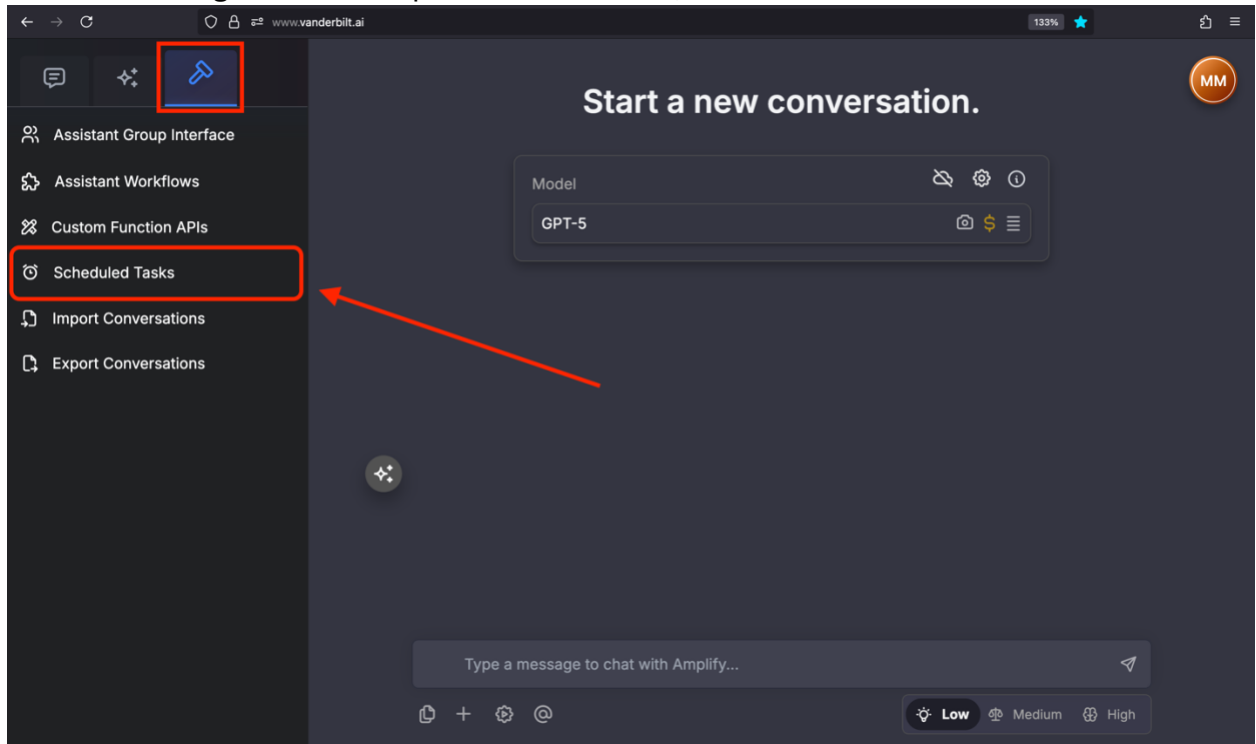


To schedule tasks using Amplify, follow these steps:

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.

