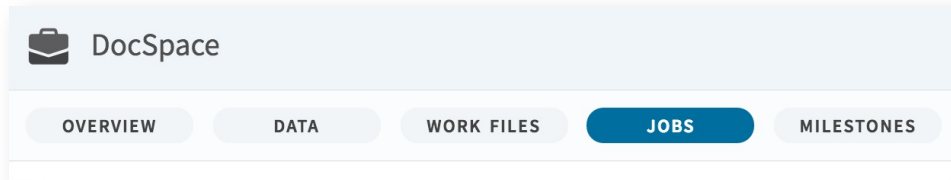





# Jobs - Documentation v6 -

The jobs tab displays a list of jobs in the workspace. A job is an executable process containing a number of tasks, such as importing data or executing a workflow. On the jobs tab, you can create, edit, and run jobs.



## Viewing the List of Jobs

Jobs <span>Sort Alphabetically ▾</span>					
3 Jobs <input type="text" value="Filter jobs"/>					
<input type="checkbox"/>	Name	Schedule	Next Run	Last Run	Status
<input type="checkbox"/>	 <a href="#">scheduled_import</a>	Every 9 months	July 31st 2016, 3:30 pm	Job has not been run	Disabled
<input type="checkbox"/>	 <a href="#">sql</a>	On Demand		Job has not been run	On Demand
<input type="checkbox"/>	 <a href="#">workflow</a>	On Demand		July 5th 2016, 10:46 am. <small>Job ran successfully</small>	On Demand

Each entry in the jobs list shows the job's schedule, when it is scheduled to run next, and when it ran last. By default, the job list is sorted in alphabetical order, but you can change the sort order to show the jobs that will run next first.

Jobs can be scheduled to run automatically on a periodic schedule, or on demand. A job that is set up to run on a schedule can be disabled, in which case it can only be run on demand until it is enabled again. The status of the job is displayed to the right of the entry. Jobs can be On Demand, Scheduled, Running, Stopping, or Disabled.

Using commands in the right panel, you can perform the following tasks:

- **Edit Job** - Update the job details, including schedule and notifications. To change the tasks in the job, navigate to the job's detail page by clicking on the job's name then select the task and 'Edit'.
- **Run Now** - Begin running the job immediately.
- **Stop** - Stop running a job that has started.
- **Enable/Disable** - Toggle the enabled status for the job between enabled and disabled. (This is only available for scheduled jobs).
- **Delete** - Delete the job from the workspace.

## Creating a Job

The Create button in the main panel begins the process of adding a job to the workspace.

## Create a Job

CREATE A NEW JOB

Name \*

Run the example workflow

Description

Schedule

Jobs can run on a recurring schedule or on demand

☐ On Demand

☒ On a Schedule

Run Every \* 6 Hours

Next run date/time:  
07 05 2016 12 20 pm  
(GMT-08:00) Pacific Time (US & Canada)

☒ Disable this job on 07 06 2016

Job Notifications

Notify on success:  

☐ Nobody

☐ Entire Workspace

☒ Select People...

Notify on failure:  

☒ Nobody

☐ Entire Workspace

☐ Selected People

\* Required

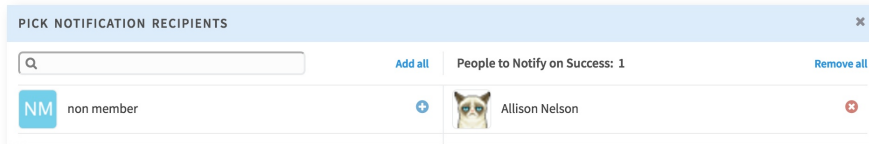
Cancel

Create

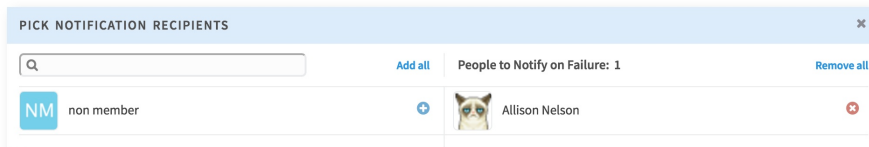
- Name - Choose a name for this job that describes what the job does.
- Description - Optionally, add a description about this job.
- Schedule - You can choose whether to run this job on demand or on a schedule. If you choose On a Schedule, then this panel expands to include scheduling information.
  - Run Every - You can choose to run the job every  $n$  Hours, Days, Weeks, or Months, where  $n$  is an integer.
  - Next run date/time - Select when this job will next run. This is when the schedule will start running. You can select days, times, and the timezone.
  - Disable this job on - If you want this job to run only for a selected amount of time, choose when this schedule will end.
- Job Notifications - Decide if you want to send notifications to people regarding the status of the job.
  - Notify on success - If the job succeeds, these people will be notified of the job's status and results.
    - Nobody - No one will receive notifications. You must return to the job tab in this workspace to see the

status and results of the job.

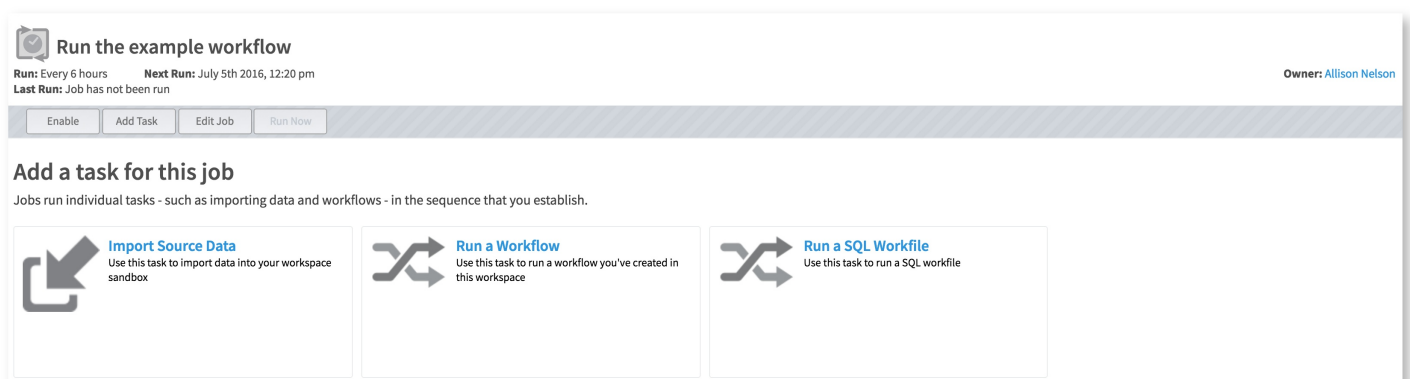
- Entire Workspace - Everyone in this workspace will receive a Chorus notification and an email notification.
- Selected People - If you choose this option, a link that says 'Select People...' will appear. By clicking on it, a dialog appears where you can choose people to notify. Click the '+' button near a person's name to add them to the recipient list, then select 'Save Changes'.



- Notify on failure - If the job fails, these people will be notified of the job's status.
  - Nobody - No one will receive notifications. You must return to the job tab in this workspace to see the status of the job.
  - Entire Workspace - Everyone in this workspace will receive a Chorus notification and an email notification.
  - Selected People - If you choose this option, a link that says 'Select People...' will appear. By clicking on it, a dialog appears where you can choose people to notify. Click the '+' button near a person's name to add them to the recipient list, then select 'Save Changes'.



When you have finished configuring the job details, click 'Create'. The job detail screen appears. Here you can add or edit tasks for your job. If you chose a scheduled job, Chorus creates the job in a disabled state so you can make changes to the job and not worry about it starting without your knowledge. When you are ready to start the job schedule, you can enable the job.



## Adding Tasks

There are three different types of tasks that a job can run:

- Import Source Data - Use this task to import data into your workspace sandbox. This is useful if you want

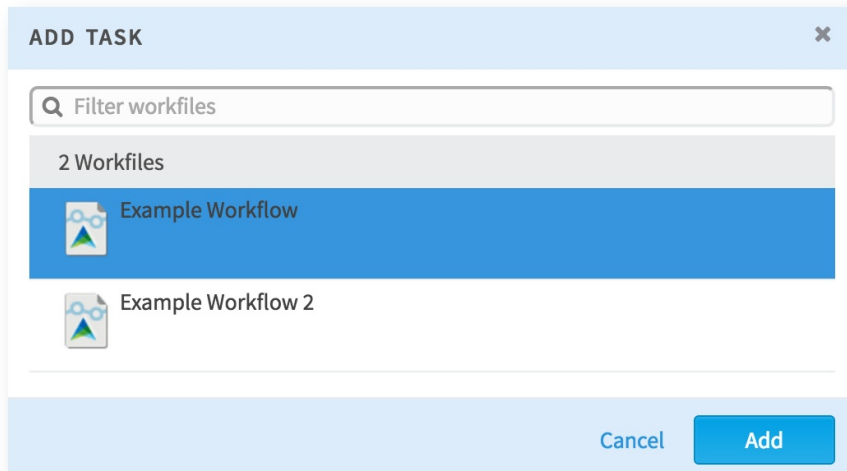
to [import data into your sandbox on a recurring basis](#).

- Run a Workflow - Use this task to run a workflow in this workspace.
- Run a SQL Workfile - Use this task to run a [SQL workfile](#).

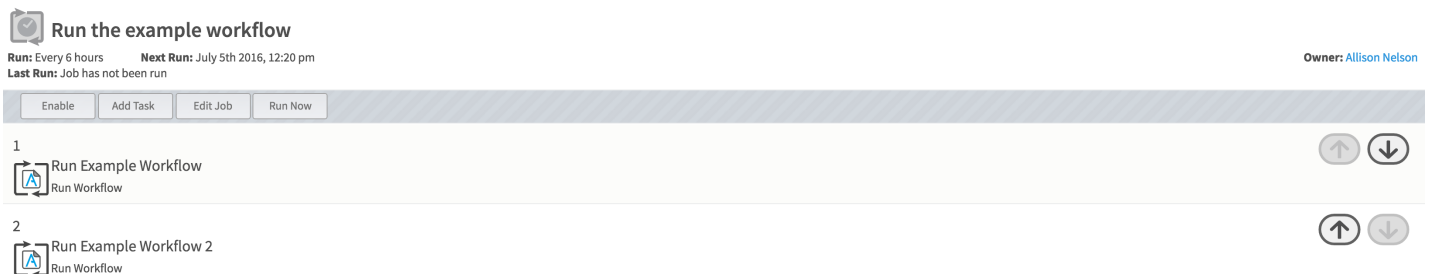
Select 'Add Task' or select one of the listed tasks to get started.

Since our job is called 'Run the example workflow', we'll choose 'Run a Workflow' as our task type.

A dialog appears that shows the workflows you have access to in this workspace. Select the one you want to run. If you want to run more than one workflow in succession, create another task for it within the job.



You can add several tasks to a job and they will be run synchronously. The up and down arrows to the right of the tasks let you change the sequence.



## Running a Job

To run a job, select 'Run Now' from the job detail page or the job list. The status of the job will change to 'Running'. If you have chosen to receive notifications, a Chorus notification appears when the job finishes. You will also get an email, based on your notification preferences. Otherwise, the 'Last Run' column of the job list will display a link to the job's results when it is complete. Additionally, a new entry appears in the Activity section of the workspace. Click the last run time to see a summary and the job results.

Task Name	Started	Finished	Duration (hh:mm:ss)	Status
Run Example Workflow 2	July 5th 2016, 11:55 am	July 5th 2016, 11:56 am	00:00:45	<a href="#">Workflow Result</a>
Job Summary	July 5th 2016, 11:55 am	July 5th 2016, 11:56 am	00:00:45	✓ Job ran successfully

Close Window

If the job fails, you can see error information in this dialog as well.

Any currently running jobs will be aborted if the Chorus server is restarted.

## Viewing Job Results

There are several ways to view job results after a job has completed. If you have notifications turned on, then you will see a Chorus notification when a job finishes, based on your settings.


AdvisorNow

1

Allison ▾

AdvisorNow

0




Job [workflow](#) ran successfully in workspace [DocSpace](#). [Show details](#).

2 minutes ago


Select 'Show details' to show the run details dialog, where you can view the workflow result.

The job status will also show in the activity section of your workspace. This can be found in the [Overview](#) tab.



DocSpace

All Activity ▾



Job [workflow](#) ran successfully. [Show details](#).

4 minutes ago

[Comment](#)

Finally, you can view your job results from the job detail page itself by clicking the Last Run time.



## workflow

**Run:** On Demand

**Last Run:** [July 5th 2016, 12:09 pm.](#)

**Status of Last Run:** [Job ran successfully](#)