


Editing Schedules

If the starting date of the schedule is not yet configured, the user can edit the schedule. After the starting date has been configured, he can create a new schedule instead of changing the starting date.

Edit a Schedule:

- Click on **View -> Schedules**
- Click on  in the row of the Job you want to change
- Apply the changes you want on the Schedule, the Parameters, the Output, and Notifications pages.
- Click on **Save** and the update occurs immediately

To stop a job from running without deleting it pause the job.

Pausing a Job:

1. Click **View -> Schedules**.
2. Select the row of the job you want to pause and uncheck the **Enabled** option.

Resuming a Paused Job:

1. Click **View -> Schedules**.
2. Select the row of the job you want to resume and check **Enabled**. When you resume a paused job it waits until the next scheduled time and runs again.

To stop a job from running and delete it permanently delete the job.

Deleting the Job:

1. Click **View -> Schedules**.
2. Select the row of the job you want to delete and click on 