

Running a Job in the Background

Running a job in the background generates the created report or exports the created dashboard without interrupting the workflow. The user can keep working and the job will run at the same time. When it ends he will be able to export the job directly to one of the available formats and save it inside the given repository. There will be the option to then share it with every user's own customers via email. Running a job in the background is the same as scheduling it to run immediately without recurrence.

Running a Job in the Background:

1. Find the report or dashboard inside your repository.
2. Right click on the report or dashboard and select the **Run in Background** from the menu.
3. Configure the location and the format of the output as described before (by default the output is saved inside the repository).
4. If the job you are running has input controls, click the Parameters tab. Select the values of the filters you want to apply to your report or dashboard.
5. Click on the Notifications tab to set up the email notifications
6. Click on **Save**. Your job begins to run immediately.

Event Messages

Whenever an event takes place, like a scheduled report returning an error, the user shall receive a notification message. One can browse these messages to troubleshoot report scheduling problems on the server and could determine for example that the job is failing because of a problem in the data source configuration is passing incorrect credentials. The Message page display the list of events logged for the current user.

Opening the Messages page:

- On any page of your repository click on **View -> Messages** and the Messages page will appear.
- To view a message left click on its name and it will open in the Message Detail page.
- To activate the buttons on the error row simply click on a blank area of the message that you want to configure. The button become enabled (they turn to bold black from gray and are clickable).
- Use the buttons to perform the following actions:

Messages: All			
Mark as Read	Mark as Unread	Delete	
Subject	Date	Type	Component
The job failed to execute. Review its parameters.	Yesterday	Error	Report Scheduler
The job failed to execute. Review its parameters.	Yesterday	Error	Report Scheduler

- **Mark the message as read** – you state that the message has been read and therefore turns to gray to help you differentiate it from the other

messages.

- **Mark the message as unread** – you state that the message has not been read and therefore has a **black bold** font.
- **Delete** – permanently deletes the selected message.