

4.8 EDITING JOBS

In the COBISS3/Reports software module you can specify jobs that can be performed later (even outside the library's opening hours). The procedure is described in the *COBISS3/Cataloguing* User Manual (see appendix *I.1.2*), *COBISS3/Acquisitions* User Manual (see appendix *B.1.2*), the *COBISS3/Serials* User Manual (see appendix *B.1.2*) the *COBISS3/Holdings* User Manual (see appendix *A.1.2*), the *COBISS3/Loan* User Manual (see appendix *A.1.1*) and the *COBISS3/Interlibrary Loan* User Manual (see appendix *B.1.2*).

For stored jobs you can re-set the date and time of when they are performed as well as their frequency. Some stored jobs can also be deleted. The list of stored jobs is accessible from the **Job editor** window you open in the browser.

Procedure

1. Select the **System / Job editor** method.

The **Job editor** window will open, which shows the list of stored jobs.

2. Click a job name to select a job.
3. You can edit a job (see chapter *4.8.1*).
4. You can delete a job (see chapter *4.8.2*).
5. To exit the **Job editor** window, click the **Exit** button.

4.8.1 Editing a job

In stored jobs you can reset the date and time of when they are performed as well as their frequency.

Procedure

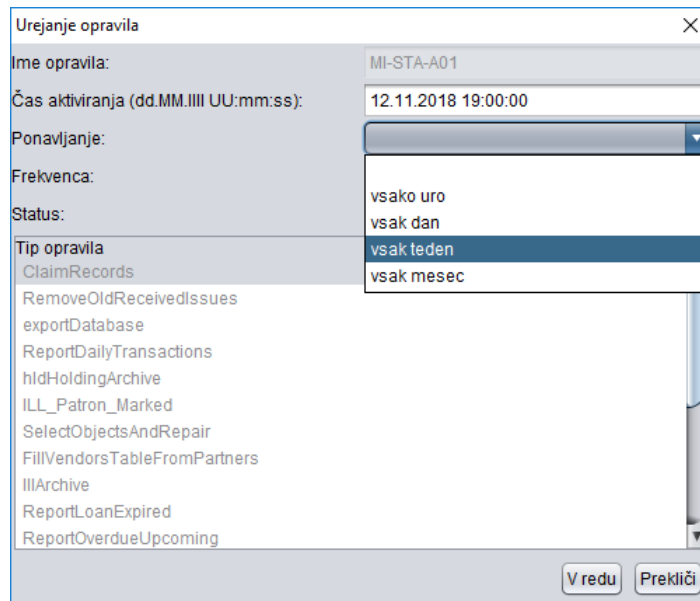
1. In the **Job editor** window, click on the job to highlight it.
2. Click the **Edit** button.

The **Edit job** window will open.

3. You can change the time and date of when the job will be performed as well as its frequency.

Under "Execution time (dd.MM.yyyy HH:mm:ss)" enter or set the execution date and time.

If you wish to set up the frequency of repetition, click the **To be repeated** list and select the desired value.



The screenshot shows a dialog box titled "Urejanje opravila" (Job Scheduling). The fields are as follows:

Ime opravila:	MI-STA-A01
Čas aktiviranja (dd.MM.IIIU:mm:ss):	12.11.2018 19:00:00
Ponavljanje:	[Dropdown menu]
Frekvenca:	[Dropdown menu]
Status:	vsako uro vsak dan vsak teden vsak mesec

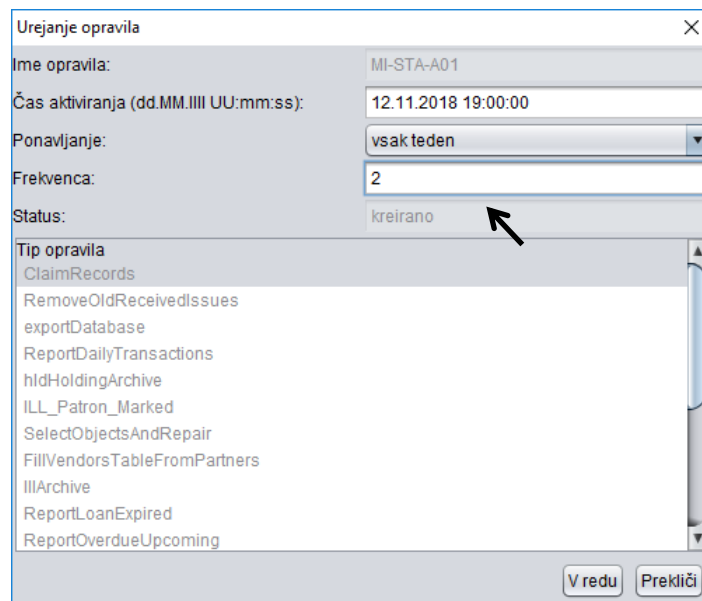
Below these fields is a list of job types under the heading "Tip opravila":

- ClaimRecords
- RemoveOldReceivedIssues
- exportDatabase
- ReportDailyTransactions
- hldHoldingArchive
- ILL_Patron_Marked
- SelectObjectsAndRepair
- FillVendorsTableFromPartners
- IIIArchive
- ReportLoanExpired
- ReportOverdueUpcoming

At the bottom right, there are two buttons: "V redu" and "Prekliči".

Figure 4.8-1: Repetition of job

Under "Frequency", enter the frequency of repetition or set the interval, in which the job should be performed.



This screenshot shows the same dialog box as Figure 4.8-1, but with the following changes:

- The "Ponavljanje" dropdown is set to "vsak teden".
- The "Frekvenca" text box contains the number "2".
- The "Status" field now shows "kreirano" (created), with a black arrow pointing to it.

The "Tip opravila" list and buttons remain the same as in the previous figure.

Figure 4.8-2: Frequency of job repetition

The values you enter under "To be repeated" and under "Frequency" specify the time between the completion and repeated execution of a periodic job.

**Example:**

If you wish that a certain job is performed periodically every 14 days, select the value *every day* under "To be repeated" and then the value *14* under "Frequency", or select the value *every week* under "To be repeated" and the value *2* under "Frequency" (see *Figure 4.8-1* and *Figure 4.8-2*).

If you wish that a certain job is performed periodically every 3 days, select the value *every day* under "To be repeated" and then the value *3* under "Frequency".

If you wish that a certain job is performed periodically every half-year, select the value *every month* under "To be repeated" and then the value *6* under "Frequency".

4. Click the **OK** button.

4.8.2 Deleting a job

You can delete a job from the list of stored jobs (regardless of the job status) if the job was not created automatically with loan procedures (e.g. sending messages about a forthcoming loan period expiry date, forthcoming overdue notice ...).

Procedure

1. In the **Job editor** window, click on the job to highlight it.
2. Click the **Delete** button.

The **Delete job** window will open with the question: "Do you want to delete job?"

3. Click the **Yes** button.