



## Scheduling Jobs

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You can schedule bulk transactions and specify a time when they need to start these transactions.

All jobs that are submitted through the Bulk Administration menu in the Cisco Unified Communications Manager Administration, queue up on the Bulk Provisioning Service (BPS). Depending on the start time specified for a job, the transaction starts running. If no start time is mentioned, the transactions execute in the order that they are received.

The following topics provide information about activating BPS and scheduling jobs:

- [Activating Bulk Provisioning Service, page 63-1](#)
- [Starting/Stopping/Restarting BPS, page 63-2](#)
- [Deactivating BPS, page 63-2](#)
- [Finding a Job, page 63-3](#)
- [Scheduling Jobs, page 63-4](#)

## Activating Bulk Provisioning Service

Before submitting a job for execution BPS should be activated.

Use the following procedure to activate BPS.

### Procedure

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**Step 1** From Cisco Unified Communications Manager Serviceability window, choose **Tools > Service Activation**.

The Service Activation window displays.

**Step 2** From the Service drop-down list box, choose the server that is running Cisco Unified Communications Manager.

**Step 3** In the Database and Admin Services area, check the check box corresponding to Cisco Bulk Provisioning Service.



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**Note** If the service is already activated, the Activation Status will display as Activated.

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**Step 4** Click **Update**.

**Step 5** The window refreshes and the Activation Status corresponding to Bulk Provisioning Service displays **Activated**.



**Note** BPS starts automatically after it is activated. See the “Starting/Stopping/Restarting BPS” section on page 63-2 to stop, start, or restart the service.



**Note** Every time that the service is started, BPS synchronizes with Cisco Unified Communications Manager database.

## Starting/Stopping/Restarting BPS

BPS starts automatically after it is activated by using Cisco Unified Communications Manager Serviceability. This section describes the procedures to stop or restart the BPS.

### Procedure

**Step 1** In Cisco Unified Communications Manager Serviceability, choose **Tools > Control Center - Feature Services**.

The Control Center–Feature Services window displays.

**Step 2** Choose the Cisco Unified Communications Manager server from the Servers drop-down list box. Cisco Bulk Provisioning Service displays in list under Service Name column, in the Database and Admin Services area.



**Note** If BPS was activated using “Activating Bulk Provisioning Service” section on page 63-1, the Status displays as Activated.

**Step 3** Check the check box corresponding to BPS.

**Step 4** If you want to restart BPS, click **Restart**.

The service restarts, and the message, Service Successfully Restarted, displays.

**Step 5** If you want to stop BPS, click **Stop**.

The service stops, and the message, Service Successfully Stopped, displays.

**Step 6** If you want to start the stopped BPS, click **Start**.

The service starts, and the message, Service Successfully Started, displays.

## Deactivating BPS

You can deactivate BPS when you do not require it. This section describes the procedure to deactivate BPS service and log out of the tool.

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**Procedure**

- Step 1** In Cisco Unified Communications Manager Serviceability, choose **Tools > Service Activation**. The Service Activation window displays.
- Step 2** Choose the Cisco Unified Communications Manager server from the Servers drop-down list box. Cisco Bulk Provisioning Service displays in the list under Service Name column, in the Database and Admin Services area.
- Step 3** Uncheck the check box corresponding to the Cisco Bulk Provisioning Service and click **Update**. The service deactivates, and the Status column displays the status as Deactivated.
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## Finding a Job

Use the following procedure to find jobs that are already submitted to BPS through the Bulk Administration menu on Cisco Unified Communications Manager Administration.

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**Procedure**

- Step 1** Choose **Bulk Administration > Job Scheduler**. The Find and List Job window displays.
- Step 2** From the first Find Job where drop-down list box, choose one of the following options.
- User
  - Status
  - Job ID
  - Description
  - Scheduled Date Time
- Step 3** From the second Find Job where drop-down list box, choose one of the following options.
- begins with
  - contains
  - is exactly
  - ends with
  - is empty
  - is not empty
- Step 4** From the third drop-down list box, choose **Show** to display completed jobs.
- Step 5** Specify the appropriate search text, if applicable.



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**Tip** To find all jobs that are registered in the database, click **Find** without entering any search text.

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- Step 6** To further define your query, you can choose **AND** or **OR** to add multiple filters and repeat steps 2 through 5.
- Step 7** Click **Find**.

A list of discovered jobs displays by:

- Job Id
- Scheduled Date Time
- Submit Date Time
- Sequence
- Description
- Status
- Last User



**Note** The Status displays Hold if Run Later radio button was selected while scheduling the job. The Status displays Pending if Run Immediately radio button was selected. The Status displays Completed for completed jobs and it displays Incomplete for jobs that had an error and could not be completed.

- Step 8** Click the Job ID for the job in process or on hold, that you want to schedule and/or activate. The job Configuration window displays.

#### Additional Topics

See the [“Related Topics” section on page 63-6](#)

## Scheduling Jobs

Use the following procedure to schedule submitted jobs.

#### Procedure

- Step 1** Find the job you want to schedule using the [“Finding a Job” section on page 63-3](#).
- Step 2** In the Job Configuration window, enter the settings for scheduling and activating the job as described in [Table 63-1](#).

**Table 63-1 Job Configuration Settings**

Field	Description
Job Id	Displays the job ID that is created when the job is submitted.
Job Status	Displays the status of the job from one of the following options: <ul style="list-style-type: none"> <li>• Hold</li> <li>• Pending</li> <li>• Completed</li> <li>• Incomplete</li> </ul>

**Table 63-1 Job Configuration Settings**

Field	Description
Scheduled Date Time	Choose the month, date, year from the drop-down list boxes. Enter the time when you want the job to be scheduled.
Submit Date Time	Displays the date and time when the job was submitted.
Sequence	Choose from the drop-down list box, the sequence in which the job should be run. You can choose a number between 1 and 20.  <b>Note</b> If the scheduled date and time is same for two or more jobs, then the jobs are queued in BPS according the sequence number. If the scheduled date and time, and Sequence is same, then the jobs are queued depending on the submitted date and time.
Job Description	Displays the description you entered when the job was created.
Frequency	Choose from the following options, the frequency of the transaction: <ul style="list-style-type: none"> <li>• Once</li> <li>• Monthly</li> <li>• Weekly</li> <li>• Daily</li> <li>• Hourly</li> </ul> For example, if you choose Daily, the transaction will be repeated daily at the time entered in the Schedule Time and Date field.
Job End Time	Displays the end time for recurring (frequency) job.
last Modified By	Displays the user ID of the administrator who last modified this job.

**Step 3** Click **Activate job** to activate the job at the scheduled time or click **Save** to save the configuration settings to activate the job at a later time.

The Find and List Jobs window displays.



**Note** If a Job is saved, but not activated then status of the job will be displayed as Hold. These jobs will not be processed by BPS unless they are activated.

**Step 4** Click the job ID for the job you have activated. In the Job Configuration window, the following information displays in the Job Results area, for all jobs that are complete, incomplete, stop requested, or processing.

- Job Launched Date
- Job Result Status
- Number of records Processed
- Number of Records Failed
- Total Number of Records
- Log File Name



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**Note** Click on the link in the Log File Name column to view the log file for this transaction.

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**Step 5** To go back to the list of jobs, choose Back to Find/List from the Related Links drop-down list box and click **Go**.

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## Related Topics

- [Activating Bulk Provisioning Service, page 63-1](#)
- [Starting/Stopping/Restarting BPS, page 63-2](#)
- [Deactivating BPS, page 63-2](#)
- [Finding a Job, page 63-3](#)
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