



# Scheduling

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The following topics explain how to schedule tasks:

- [About Task Scheduling, on page 1](#)
- [Requirements and Prerequisites for Task Scheduling, on page 2](#)
- [Configuring a Recurring Task, on page 2](#)
- [Scheduled Task Review, on page 15](#)

## About Task Scheduling

You can schedule various tasks to run at designated times, either once or on a recurring basis.

Tasks are scheduled in UTC on the back end, which means when they occur locally depends on the date and your specific location. Also, because tasks are scheduled in UTC, they do not adjust for Daylight Saving Time, summer time, or any such seasonal adjustments that you may observe in your location. If you are affected, scheduled tasks occur one hour "later" in the summer than in the winter, according to local time.

Some tasks are automatically scheduled or performed by the initial setup process:

- A one-time task to download and install the latest VDB.
- A weekly scheduled task to download the latest available software updates and VDB.
- A weekly scheduled task to perform a locally stored configuration-only backup of the management center.

You should review the weekly tasks and adjust if necessary. Optionally, schedule new recurring tasks to actually update the VDB and/or software, and deploy configurations.



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**Important**

We *strongly* recommend you review scheduled tasks to be sure they occur when you intend. Some tasks (such as those involving automated software updates or that require pushing updates to managed devices) may place a significant load on networks with low bandwidths. You should schedule tasks like these to run during periods of low network use. Other tasks, such as deploying configurations, can cause traffic interruptions. You should schedule tasks like these during maintenance windows.

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# Requirements and Prerequisites for Task Scheduling

## Model Support

Any.

## Supported Domains

Any

## User Roles

- Admin
- Maintenance User

## Configuring a Recurring Task

You set the frequency for a recurring task using the same process for all types of tasks.

Note that the time displayed on most pages on the web interface is the local time, which is determined by using the time zone you specify in your local configuration. Further, the management center automatically adjusts its local time display for daylight saving time (DST), where appropriate. However, recurring tasks that span the transition dates from DST to standard time and back do not adjust for the transition. That is, if you create a task scheduled for 2:00 AM during standard time, it will run at 3:00 AM during DST. Similarly, if you create a task scheduled for 2:00 AM during DST, it will run at 1:00 AM during standard time.

## Procedure

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**Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.

**Step 2** Click **Add Task**.

**Step 3** From the **Job Type** drop-down list, select the type of task that you want to schedule.

**Step 4** Click **Recurring** next to the **Schedule task to run** option.

**Step 5** In the **Start On** field, specify the date when you want to start your recurring task.

**Step 6** In the **Repeat Every** field, specify how often you want the task to recur.

You can either type a number or click **Up** (▲) and **Down** (▼) to specify the interval. For example, type 2 and click **Days** to run the task every two days.

**Step 7** In the **Run At** field, specify the time when you want to start your recurring task.

**Step 8** For a task to be run on a weekly or monthly basis, select the days when you want to run the task in the **Repeat On** field.

**Step 9** Select the remaining options for the type of task you are creating:

- Backup - Schedule backup jobs as described in [Back Up a Threat Defense Device from FMC](#).

- Download CRL - Schedule certificate revocation list downloads as described in [Configuring Certificate Revocation List Downloads, on page 4](#).
- Deploy Policies - Schedule policy deployment as described in [Automating Policy Deployment, on page 5](#).
- Nmap Scan - Schedule Nmap scans as described in [Scheduling an Nmap Scan, on page 6](#).
- Report - Schedule report generation as described in [Automating Report Generation, on page 7](#)
- Cisco Recommended Rules - Schedule automatic update of Cisco recommended rules as described in [Automating Cisco Recommendations, on page 8](#)
- Download Latest Update - Schedule software or VDB update downloads as described in [Automating Software Downloads, on page 10](#) or [Automating VDB Update Downloads, on page 12](#).
- Install Latest Update - Schedule installation of software or VDB updates on a Secure Firewall Management Center or managed device as described in [Automating Software Installs, on page 11](#) or [Automating VDB Update Installs, on page 13](#)
- Push Latest Update - Schedule push of software updates to managed devices as described in [Automating Software Pushes, on page 11](#).
- Update URL Filtering Database - Scheduling automatic update of URL filtering data as described in [Automating URL Filtering Updates Using a Scheduled Task, on page 14](#)

**Step 10** Click **Save**

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## Scheduled Backups

You can use the scheduler on a Secure Firewall Management Center to automate its own backups. You can also schedule remote device backups from the management center.

Note that not all devices support remote backups.

### Schedule Remote Device Backups

You can use the scheduler on the management center to automate both management center and device backups. Note that not all devices support remote backups.

You must be in the global domain to perform this task.

#### Procedure

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- Step 1** Choose **System** (⚙️) > **Tools** > **Scheduling**.
- Step 2** From the **Job Type** list, select **Backup**.
- Step 3** Specify whether you want to back up **Once** or **Recurring**.
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#).

- Step 4** Enter a **Job Name**.
- Step 5** For the **Backup Type**, click **Device**.
- Step 6** Select one or more devices.  
If your device is not listed, it does not support remote backup.
- Step 7** If you did not configure remote storage for backups, choose whether you want to **Retrieve to Management Center**.
- Enabled (default): Saves the backup to the management center in `/var/sf/remote-backup/`.
  - Disabled: Saves the backup to the device in `/var/sf/backup/`.
- If you configured remote backup storage, backup files are saved remotely and this option has no effect.
- Step 8** (Optional) Enter a **Comment**.  
Keep comments brief. They will appear in the Task Details section of the schedule calendar page.
- Step 9** (Optional) Enter an email address, or a comma-separated list of email addresses, in the **Email Status To:** field.  
For information on setting up an email relay server to send task status messages, see [Configuring a Mail Relay Host and Notification Address](#).
- Step 10** Click **Save**.
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## Configuring Certificate Revocation List Downloads

You must perform this procedure using the local web interface for the management center. In a multidomain deployment, this task is only supported in the Global domain for the management center.

The system automatically creates the Download CRL task when you enable downloading a certificate revocation list (CRL) in the local configuration on an appliance where you enable user certificates or audit log certificates for the appliance. You can use the scheduler to edit the task to set the frequency of the update.

### Before you begin

- Enable and configure user certificates or audit log certificates and set one or more CRL download URLs.

### Procedure

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- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From **Job Type**, select **Download CRL**.
- Step 4** Specify how you want to schedule the CRL download, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.

- Step 5** Type a name in the **Job Name** field.
- Step 6** If you want to comment on the task, type a comment in the **Comment** field.  
The comment field appears in the Task Details section of the schedule calendar page; keep comments brief.
- Step 7** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured on the management center to send status messages.
- Step 8** Click **Save**.

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**Related Topics**

[Configuring a Mail Relay Host and Notification Address](#)

## Automating Policy Deployment

After modifying configuration settings in the management center, you must deploy those changes to the affected devices.

In a multidomain deployment, you can schedule policy deployments only for your current domain.



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- Caution** When you deploy, resource demands may result in a small number of packets dropping without inspection. Additionally, deploying some configurations restarts the Snort process, which interrupts traffic inspection. Whether traffic drops during this interruption or passes without further inspection depends on how the target device handles traffic. See [Snort Restart Traffic Behavior](#) and [Configurations that Restart the Snort Process When Deployed or Activated](#).
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**Procedure**

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- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From **Job Type**, select **Deploy Policies**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** In the **Device** field, select a device where you want to deploy policies.
- Step 7** Select or deselect the **Skip deployment for up-to-date devices** check box, as required.  
By default, the **Skip deployment for up-to-date devices** option is enabled to improve performance during the policy deployment process.
- Note** The system does not perform a scheduled policy deployment task if a policy deployment initiated from the management center web interface is in progress. Correspondingly, the system does not permit you to initiate a policy deployment from the web interface if a scheduled policy deployment task is in-progress.

- Step 8** If you want to comment on the task, type a comment in the **Comment** field.  
The comment field displays in the Tasks Details section of the schedule calendar page; keep comments brief.
- Step 9** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 10** Click **Save**.

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**Related Topics**

- [Configuring a Mail Relay Host and Notification Address](#)
- [Out-of-Date Policies](#)

## Nmap Scan Automation

You can schedule regular Nmap scans of targets on your network. Automated scans allow you to refresh information previously supplied by an Nmap scan. Because the system cannot update Nmap-supplied data, you need to rescan periodically to keep that data up to date. You can also schedule scans to automatically test for unidentified applications or servers on hosts in your network.

Note that a Discovery Administrator can also use an Nmap scan as a remediation. For example, when an operating system conflict occurs on a host, that conflict may trigger an Nmap scan. Running the scan obtains updated operating system information for the host, which resolves the conflict.

If you have not used the Nmap scanning capability before, you configure Nmap scanning before defining a scheduled scan.

**Related Topics**

- [Nmap Scanning](#)

## Scheduling an Nmap Scan

After Nmap replaces a host's operating system, applications, or servers detected by the system with the results from an Nmap scan, the system no longer updates the information replaced by Nmap for the host. Nmap-supplied service and operating system data remains static until you run another Nmap scan. If you plan to scan a host using Nmap, you may want to set up regularly scheduled scans to keep Nmap-supplied operating systems, applications, or servers up to date. If the host is deleted from the network map and re-added, any Nmap scan results are discarded and the system resumes monitoring of all operating system and service data for the host.

In a multidomain deployment:

- You can schedule scans only for your current domain
- The remediation and Nmap targets you select must exist at your current domain or an ancestor domain.
- Choosing to perform an Nmap scan on a non-leaf domain scans the same targets in each descendant of that domain.

**Procedure**

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- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.

- Step 2** Click **Add Task**.
- Step 3** From **Job Type**, select **Nmap Scan**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** In the **Nmap Remediation** field, select an Nmap remediation.
- Step 7** In the **Nmap Target** field, select the scan target.
- Step 8** In the **Domain** field, select the domain whose network map you want to augment.
- Step 9** If you want to comment on the task, type a comment in the **Comment** field.
- Tip** The comment field appears in the Task Details section of the calendar schedule page; keep comments brief.
- Step 10** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 11** Click **Save**.

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**Related Topics**

[Configuring a Mail Relay Host and Notification Address](#)

## Automating Report Generation

You can automate reports so that they run at regular intervals.

In a multidomain deployment, you can schedule reports only for your current domain.

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**Procedure**

- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Report**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** In the **Report Template** field, select a risk report or report template.
- Step 7** If you want to comment on the task, type a comment in the **Comment** field.
- The comment field appears in the Tasks Details section of the schedule calendar page; keep comments brief.

- Step 8** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Note** Configuring this option does **not** distribute the reports.
- Step 9** If you do not want to receive report email attachments when reports have no data (for example, when no events of a certain type occurred during the report period), select the **If report is empty, still attach to email** check box.
- Step 10** Click **Save**.
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## Specify Report Generation Settings for a Scheduled Report

You must have Admin or Security Analyst privileges to perform this task.

To specify or change the file name, output format, time window, or email distribution settings of a scheduled report:

### Procedure

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- Step 1** Select **Overview > Reporting > Report Templates**.
- Step 2** Click **Edit** for the report template to change.
- Step 3** If you will select PDF output:
- Look to see whether any of the sections in the report shows a yellow triangle beside the number of results.
  - If you see any yellow triangles, mouse over the triangle to view the maximum number of results allowable for that section for PDF output.
  - For each section with a yellow triangle, reduce the number of results to a number below the limit.
  - When there are no more yellow triangles, click **Save**.
- Step 4** Click **Generate**.
- Note** If you want to change report generation settings without generating the report now, you must click **Generate** from the template configuration page. Changes will not be saved if you click **Generate** from the template list view unless you generate the report.
- Step 5** Modify settings.
- Step 6** To save the new settings without generating the report, click **Cancel**.  
To save the new settings and generate the report, click **Generate** and skip the rest of the steps in this procedure.
- Step 7** Click **Save**.
- Step 8** If you see a prompt to save even though you haven't made changes, click **OK**.
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## Automating Cisco Recommendations

You can automatically generate rule state recommendations based on network discovery data for your network using the most recently saved configuration settings in a custom intrusion policy.





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**Note** If the system automatically generates scheduled recommendations for an intrusion policy with unsaved changes, you must discard your changes in that policy and commit the policy if you want the policy to reflect the automatically generated recommendations.

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When the task runs, the system automatically generates recommended rule states, and modifies the states of intrusion rules based on the configuration of your policy. Modified rule states take effect the next time you deploy your intrusion policy.

In a multidomain deployment, you can automate recommendations for intrusion policies at the current domain level. The system builds a separate network map for each leaf domain. In a multidomain deployment, if you enable this feature in an intrusion policy in an ancestor domain, the system generates recommendations using data from all descendant leaf domains. This can enable intrusion rules tailored to assets that may not exist in all leaf domains, which can affect performance.

### Before you begin

- Configure Cisco recommended rules in an intrusion policy as described in the [Cisco Secure Firewall Management Center Device Configuration Guide](#).
- If you want to email task status messages, configure a valid email relay server.
- You must have the IPS Smart License or Protection Classic License to generate recommendations.

### Procedure

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- Step 1** Choose **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From **Job Type**, choose **Cisco Recommended Rules**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Enter a name in the **Job Name** field.
- Step 6** Next to **Policies**, choose one or more intrusion policies where you want to generate recommendations. Check **All Policies** check box to choose all intrusion policies.
- Step 7** (Optional) Enter a comment in the **Comment** field.
- Keep comments brief. Comments appear in the Task Details section of the schedule calendar page.
- Step 8** (Optional) To email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field.
- Step 9** Click **Save**.
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### Related Topics

[Conflicts and Changes: Network Analysis and Intrusion Policies](#)

## [About Cisco Recommended Rules](#)

# Software Upgrade Automation

You can automatically download and apply maintenance releases and patches.

To upgrade managed devices, schedule Download, Push, and Install tasks. Make sure you leave adequate time between the tasks; for example, installations scheduled to occur while a push is still running will fail.

This feature is not supported for major releases. When scheduling upgrades to device groups, the upgrade will run on all grouped devices simultaneously.



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**Note** As a part of initial configuration, the system schedules weekly downloads of newly available upgrades, as well as of the latest VDB. We recommend you review this task and adjust if necessary, as described in [Automating Software Downloads, on page 10](#). This task downloads updates only. It is your responsibility to install any updates this task downloads.

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### Related Topics

[Updates](#)

## Automating Software Downloads

Use this procedure to schedule the download of select patches and maintenance releases.

### Procedure

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- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Download Latest Update**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** Next to **Update Items**, check **Software** check box.
- Step 7** If you want to comment on the task, type a comment in the **Comment** field.
- The comment field appears in the Task Details section of the schedule calendar page; keep comments brief.
- Step 8** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 9** Click **Save**.
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### Related Topics

[Configuring a Mail Relay Host and Notification Address](#)

## Automating Software Pushes

If you want to automate the installation of software updates on managed devices, you must push the updates to the devices before installing.

When you create the task to push software updates to managed devices, make sure you allow enough time between the push task and a scheduled install task for the updates to be copied to the device.

You must be in the global domain to perform this task.

### Procedure

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- Step 1** Select **System** (⚙️) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Push Latest Update**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** From the **Device** drop-down list, select the device that you want to update.
- Step 7** If you want to comment on the task, type a comment in the **Comment** field.
- The comment field appears in the Task Details section of the schedule calendar page; keep comments brief.
- Step 8** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 9** Click **Save**.

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### Related Topics

[Configuring a Mail Relay Host and Notification Address](#)

## Automating Software Installs

Make sure you allow enough time between the task that pushes the update to a managed device and the task that installs the update.

You must be in the global domain to perform this task.



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**Caution** Depending on the update being installed, the appliance may reboot after the software is installed.

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## Procedure

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- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Install Latest Update**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** From the **Device** drop-down list, select the appliance where you want to install the update.
- Step 7** Next to **Update Items**, check the **Software** check box.
- Step 8** If you want to comment on the task, type a comment in the **Comment** field.
- The comment field appears in the Task Details section of the schedule calendar page; keep comments brief.
- Step 9** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 10** Click **Save**.

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## Related Topics

[Configuring a Mail Relay Host and Notification Address](#)

# Vulnerability Database Update Automation

You can use the scheduling feature to update the Cisco vulnerability database (VDB), thereby ensuring that you are using the most up-to-date information to evaluate the hosts on your network. You must schedule the download, install, and subsequent deploy as separate tasks, allowing enough time between tasks.



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**Note** The initial setup on the management center automatically downloads and installs the latest VDB from Cisco as a one-time operation. It also schedules a weekly task to download the latest available software updates, which includes the latest VDB. We recommend you review this weekly task and adjust if necessary. Optionally, schedule a new weekly task to actually update the VDB and deploy configurations.

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## Automating VDB Update Downloads

You must be in the global domain to perform this task.

### Before you begin

Make sure the management center has internet access.

## Procedure

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- Step 1** Select **System** (⚙️) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Download Latest Update**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.
- Step 6** Next to **Update Items**, check the **Vulnerability Database** check box.
- Step 7** (Optional) Type a brief comment in the **Comment** field.
- Step 8** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 9** Click **Save**.

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## Related Topics

[Configuring a Mail Relay Host and Notification Address](#)

## Automating VDB Update Installs

Allow enough time between the task that downloads the VDB update and the task that installs the update.

You must be in the global domain to perform this task.



**Caution** In most cases, the first deploy after a VDB update restarts the Snort process, interrupting traffic inspection. The system warns you when this will happen (updated application detectors and operating system fingerprints require a restart; vulnerability information does not). Whether traffic drops or passes without further inspection during this interruption depends on how the targeted device handles traffic. For more information, see [Snort Restart Traffic Behavior](#).

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## Procedure

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- Step 1** Select **System** (⚙️) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Install Latest Update**.
- Step 4** Specify how you want to schedule the task, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.

- Step 5** Type a name in the **Job Name** field.
- Step 6** From the **Device** drop-down list, select the management center.
- Step 7** Next to **Update Items**, check the **Vulnerability Database** check box.
- Step 8** (Optional) Type a brief comment in the **Comment** field.
- Step 9** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 10** Click **Save**.

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### Related Topics

[Configuring a Mail Relay Host and Notification Address](#)

## Automating URL Filtering Updates Using a Scheduled Task

In order to ensure that threat data for URL filtering is current, the system must obtain data updates from the Cisco Collective Security Intelligence (CSI) cloud.

By default, when you enable URL filtering, automatic updates are enabled. However, if you need to control when these updates occur, use the procedure described in this topic instead of the default update mechanism.

Although daily updates tend to be small, if it has been more than five days since your last update, new URL filtering data may take up to 20 minutes to download, depending on your bandwidth. Then, it may take up to 30 minutes to perform the update itself.

### Before you begin

- Ensure the management center has internet access; see [Security, Internet Access, and Communication Ports](#).
- Ensure that URL filtering is enabled. For more information, see the *Enable URL Filtering Using Category and Reputation* in the [Cisco Secure Firewall Management Center Device Configuration Guide](#).
- Verify that **Enable Automatic Updates** is not selected on the **Cloud Services** under the **Integration > Other Integrations** menu.
- You must be in the global domain to perform this task. You must also have the URL Filtering license.

### Procedure

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- Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.
- Step 2** Click **Add Task**.
- Step 3** From the **Job Type** list, select **Update URL Filtering Database**.
- Step 4** Specify how you want to schedule the update, **Once** or **Recurring**:
- For one-time tasks, use the drop-down lists to specify the start date and time.
  - For recurring tasks, see [Configuring a Recurring Task, on page 2](#) for details.
- Step 5** Type a name in the **Job Name** field.

- Step 6** If you want to comment on the task, type a comment in the **Comment** field.  
The comment field appears in the Task Details section of the schedule calendar page; keep comments brief.
- Step 7** If you want to email task status messages, type an email address (or multiple email addresses separated by commas) in the **Email Status To:** field. You must have a valid email relay server configured to send status messages.
- Step 8** Click **Save**.

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### Related Topics

[Configuring a Mail Relay Host and Notification Address](#)

## Scheduled Task Review

After adding scheduled tasks, you can view them and evaluate their status. The View Options section of the page allows you to view scheduled tasks using a calendar and a list of scheduled tasks.

The Calendar view option allows you to view which scheduled tasks occur on which day.

The Task List shows a list of tasks along with their status. The task list appears below the calendar when you open the calendar. In addition, you can view it by selecting a date or task from the calendar.

You can edit a scheduled task that you previously created. This feature is especially useful if you want to test a scheduled task once to make sure that the parameters are correct. Later, after the task completes successfully, you can change it to a recurring task.

There are two types of deletions you can perform from the Schedule View page. You can delete a specific one-time task that has not yet run or you can delete every instance of a recurring task. If you delete an instance of a recurring task, all instances of the task are deleted. If you delete a task that is scheduled to run once, only that task is deleted.

## Task List Details

*Table 1: Task List Columns*

Column	Description
Name	Displays the name of the scheduled task and the comment associated with it.
Type	Displays the type of scheduled task.
Start Time	Displays the scheduled start date and time.
Frequency	Displays how often the task is run.
Last Run Time	Displays the actual start date and time. For a recurring task, this applies to the most recent execution.

Column	Description
Last Run Status	<p>Describes the current status for a scheduled task:</p> <ul style="list-style-type: none"> <li>• A <b>Check Mark</b> (✓) indicates that the task ran successfully.</li> <li>• A question mark icon (<b>Question Mark</b> (?)) indicates that the task is in an unknown state.</li> <li>• An exclamation mark icon (!) indicates that the task failed.</li> </ul> <p>For a recurring task, this applies to the most recent execution.</p>
Next Run Time	<p>Displays the next execution time for a recurring task.</p> <p>Displays N/A for a one-time task.</p>
Creator	Displays the name of the user that created the scheduled task.
Edit	Edits the scheduled task.
Delete	Deletes the scheduled task.

## Viewing Scheduled Tasks on the Calendar

In a multidomain deployment, you can view scheduled tasks only for your current domain.

### Procedure

**Step 1** Select **System** (⚙) > **Tools** > **Scheduling**.

**Step 2** You can perform the following tasks using the calendar view:

- Click **Double Left Arrow** (⏪) to move back one year.
- Click **Single Left Arrow** (⏩) to move back one month.
- Click **Single Right Arrow** (⏪) to move forward one month.
- Click **Double Right Arrow** (⏩) to move forward one year.
- Click **Today** to return to the current month and year.
- Click **Add Task** to schedule a new task.
- Click a date to view all scheduled tasks for the specific date in a task list table below the calendar.
- Click a specific task on a date to view the task in a task list table below the calendar.



## Editing Scheduled Tasks

In a multidomain deployment, you can edit scheduled tasks only for your current domain.

### Procedure

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- Step 1** Select **System** (⚙️) > **Tools** > **Scheduling**.
  - Step 2** On the calendar, click either the task that you want to edit or the day on which the task appears.
  - Step 3** In the **Task Details** table, click **Edit** (✎) next to the task you want to edit.
  - Step 4** Edit the task.
  - Step 5** Click **Save**.
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## Deleting Scheduled Tasks

In a multidomain deployment, you can delete scheduled tasks only for your current domain.

### Procedure

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- Step 1** Select **System** (⚙️) > **Tools** > **Scheduling**.
  - Step 2** In the calendar, click the task you want to delete. For a recurring task, click an instance of the task.
  - Step 3** In the **Task Details** table, click **Delete** (🗑️), then confirm your choice.
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