



# Managing Schedules

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## Overview of Managing Schedules

Defining a schedule allows you to defer certain tasks to occur at a different time. For example, tasks such as firmware updates, server discovery, or applying policies and profiles can be scheduled to run at a pre-defined time or at a pre-defined frequency. You could schedule tasks during off-peak hours where the workloads on servers are low.

## Creating Schedules

Perform this procedure when you want to create a new schedule.

### Procedure

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- Step 1** Choose **Policies > Manage Schedules**.
- Step 2** On the **Manage Schedules** page, click **Add**.
- Step 3** In the **Create Schedule** dialog box, complete the following:

Field	Description
Schedule Name field	Enter a name for the schedule task.
Enable Schedule check box	Check this check box to enable a schedule. By enabling or disabling a schedule (using the <b>Enable</b> or <b>Disable</b> options), you can enable or disable the tasks associated with the schedule from running.

Field	Description
<p><b>Scheduler Type</b> radio button</p>	<p>Select a one time schedule or recurring schedule frequency.</p> <p>If you choose a <b>One Time</b> schedule, select the date, time, and AM or PM radio buttons.</p> <p><b>Note</b>           The schedule time is based on the time on the appliance. However, the time zone is of the local client browser.</p> <p>If you choose a <b>Recurring</b> schedule, select the days (0 to 30 days), hours and minutes from the drop-down lists.</p>

**Step 4**   Click **Submit**.

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**What to do next**

- You can select an existing schedule and modify, delete, or view scheduled tasks. **View Scheduled Tasks** displays a report which allows you to view the status of the upgrade firmware, auto discovery, apply policy and profile tasks you associated with the schedule while [Upgrading Firmware](#), [Auto Discovering Servers](#), [Applying a Hardware Policy](#), or [Applying a Hardware Profile](#).
- You can select one or more tasks associated with the schedule and disassociate them from the schedule using the **Remove Scheduled Tasks** option.