



## Scheduling Jobs

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

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

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

- [Activating Bulk Provisioning Service, page 40-15](#)
- [Starting/Stopping/Restarting BPS, page 40-16](#)
- [Deactivating BPS, page 40-16](#)
- [Finding a Job, page 40-17](#)
- [Scheduling Jobs, page 40-18](#)


## Activating Bulk Provisioning Service

Before submitting a job for execution, ensure that BPS is activated.

Use the following procedure to activate BPS.

### Procedure

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- Step 1** From Cisco Unified Presence Server 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 Presence Server.
- Step 3** In the Database and Admin Services area, check the check box that corresponds to Cisco Bulk Provisioning Service.
-  **Note** If the service is already activated, the Activation Status will display as Activated.
- Step 4** Click **Update**.
- Step 5** The window refreshes, and the Activation Status that corresponds to Bulk Provisioning Service displays **Activated**.

**Note**

BPS starts automatically after it is activated. See the [“Starting/Stopping/Restarting BPS”](#) section on page 40-16 to stop, start, or restart the service.

**Note**

Every time that the service is started, BPS synchronizes with Cisco Unified Presence Server database.

## Starting/Stopping/Restarting BPS

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

### Procedure

**Step 1** In Cisco Unified Presence Server Serviceability, choose **Tools > Control Center - Feature Services**. The Control Center–Feature Services window displays.

**Step 2** Choose the Cisco Unified Presence 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 by using [“Activating Bulk Provisioning Service”](#) section on page 40-15, the Status displays as Activated.

**Step 3** Check the check box that corresponds 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.

### Procedure

**Step 1** In Cisco Unified Presence Server Serviceability, choose **Tools > Service Activation**.


- The Service Activation window displays.
- Step 2** Choose the Cisco Unified Presence 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 that corresponds 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.

### Procedure

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- 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.
-  **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 the Run Later radio button was selected while you were scheduling the job. The Status displays Pending if the 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 complete.

- Step 8** Click the Job ID for the job that is in process or on hold that you want to schedule and/or activate. The job Configuration window displays. You can view the status and the summary result of the job you selected.

#### Additional Topics

See the [“Related Topics” section on page 40-20](#)

## Scheduling Jobs

Use the following procedure to schedule submitted jobs.

#### Procedure

- Step 1** Find the job that you want to schedule by using the [“Finding a Job” section on page 40-17](#).
- Step 2** In the Job Configuration window, enter the settings for scheduling and activating the job as described in [Table 40-1](#).

**Table 40-1** Job Configuration Settings

Field	Description
Job Id	This field displays the job ID that is created when the job is submitted.
Job Status	This field 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 40-1 Job Configuration Settings (continued)

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	This field displays the date and time when the job was submitted.
Sequence	From the drop-down list box, choose 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 are the same for two or more jobs, this indicates that the jobs are queued in BPS according to the sequence number. If the scheduled date and time, and Sequence are the same, the jobs are queued depending on the submitted date and time.
Job Description	This field displays the description that you entered when the job was created.
Frequency	From the following options, choose 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 repeat daily at the time that is entered in the Schedule Time and Date field.
Job End Time	This field displays the end time for recurring (frequency) job.
Last Modified By	This field displays the user ID of the administrator who last modified this job.

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

The Find and List Jobs window displays.



**Note** If a job is saved, but not activated, the status of the job will display as Hold. These jobs do not get processed by BPS unless they are activated.

**Step 4** Click the job ID for the job that 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** To view the log file for this transaction, click on the link in the Log File Name column.

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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 40-15](#)
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- [Deactivating BPS, page 40-16](#)
- [Finding a Job, page 40-17](#)
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