Scheduled Tasks

Overview

A cron component is available for managing and running scheduled tasks for your Hub.

The Cron Job Manager can be found by logging into the /administrator interface. Once logged in, hover over Components and clicking on Cron from the drop-down.

What is cron?

Cron is the name of program that enables unix users to execute commands or scripts (groups of commands) automatically at a specified time/date. It is normally used for sys admin commands.

A hub has a specific cron job that calls to the CMS. From there the code executes a list of jobs that can be created, published/unpublished, modified, and deleted via the administrator interface.

Create/Edit Jobs

When you create a new job, you will select the event to trigger. Each event calls to a specific plugin and performs its own set of tasks.

All jobs have two sections that are the same: Details and Recurrence. The Parameters are different for each event.
### Details

<table>
<thead>
<tr>
<th>Event</th>
<th>Email reminders for open tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Published</td>
</tr>
</tbody>
</table>

#### Parameters

- **Tickets with severity**: All
- **For users in group**: None

#### Recurrence

- **Common**: Run once a month, midnight, first of month

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### Event

This displays the system name of the module. No entry is allowed.

### Title

The Title of the Module.

### State

Whether or not the job is enabled. If "No", the job will not be run.

### Recurrence

This is how often a job should be run. Several common values are provided--such as "run once a day, midnight"--with the option to specify your own by selecting "custom" from the drop-down list.
### Recurrence

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common</td>
<td>Custom</td>
</tr>
<tr>
<td>Minute</td>
<td>Every</td>
</tr>
<tr>
<td>Hour</td>
<td>Every</td>
</tr>
<tr>
<td>Day of month</td>
<td>Every</td>
</tr>
<tr>
<td>Month</td>
<td>Every</td>
</tr>
<tr>
<td>Day of week</td>
<td>Every</td>
</tr>
</tbody>
</table>

### Parameters

- **State:** Published

### Recurrence

This will vary between events.