

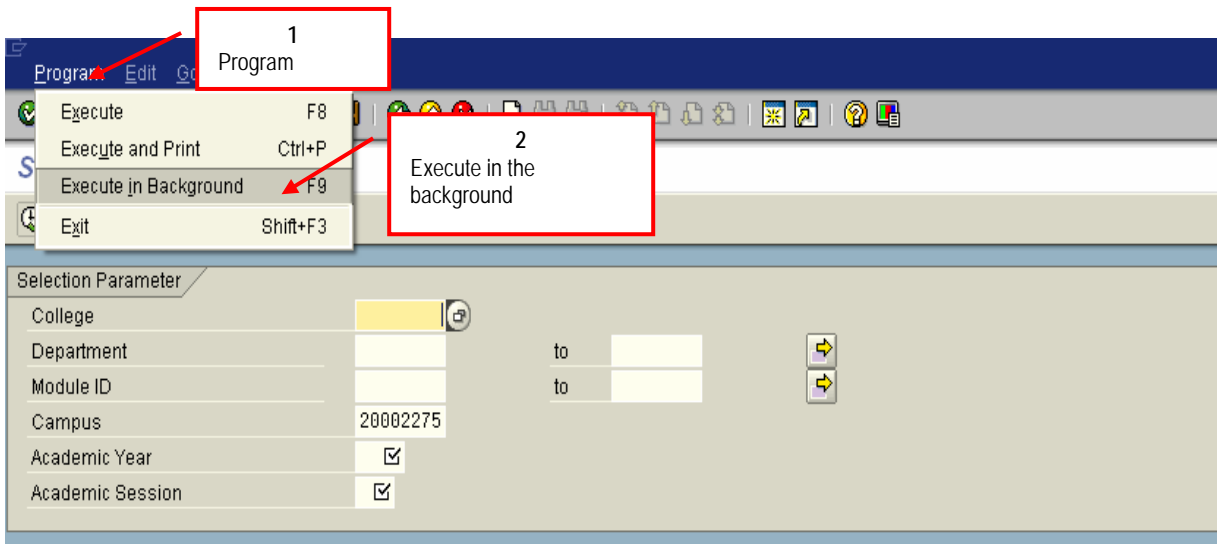


Campus Connections

Scheduling to Run a Report At a Later Time or Date

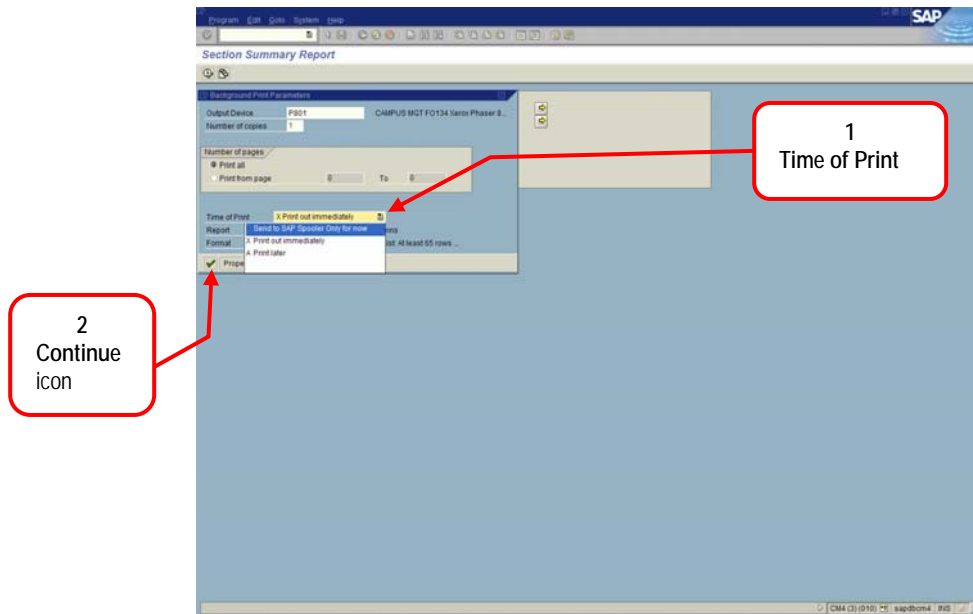
NOTE

- The images within this document are for reference only. They may not reflect the actual information that you would use as data to be entered, as you navigate through this step by step program guide.
- The screen windows and pages you explore will be identical to the windows and pages as set on the examples of the document.



1. Select Program from top of the screen
2. Select Execute in the background.

The following screen will come up:



1. Set the **Time of Print** to 'Send to SAP Spooler Only for now'
2. Click on the **Continue** icon



Start Time

Immediate Date/Time r event At operation mode >>

Date/Time

Scheduled start	Date		Time	
No Start After	Date		Time	

After job

At operation mode


After event

Periodic job

Check Period values Restrictions

3. Click on the **Date/Time** button 



- 4. Enter the date and time
- 5. Click on the **Save** icon .

It will take you back to your selection criteria screen.

- 6. Notice that 'Background job was scheduled for program...' appears at the bottom of the screen.
NOTE: when running a whole college it will take approximately 15 minutes to run but much shorter if you are just running for a department.