

Scheduled Jobs

Viewing All Scheduled Jobs

Note

This page describes how to view scheduled jobs in Alma. For a page with links to information about managing jobs including manual jobs, viewing running jobs, etc., see [Managing Jobs in Alma](#).

The **Scheduled** tab of the Monitor Jobs page (**Admin > Manage Jobs and Sets > Monitor Jobs**) lists scheduled jobs:

Active	Name	Job Category	Creator	Schedule	Next Run	
<input type="checkbox"/>	PO Line - Packaging	Acquisition	-	Every day at 17:00	29/02/2024 17:00	...
<input checked="" type="checkbox"/>	PO Line - Renewal	Acquisition	-	Every day at 22:00	29/02/2024 22:00	...
<input checked="" type="checkbox"/>	Trials - Start and Notify Participants	Acquisition	-	Every day at 24:00	01/03/2024 24:00	...
<input checked="" type="checkbox"/>	PO Line - Deferred	Acquisition	-	Every day at 23:00	29/02/2024 23:00	...
<input checked="" type="checkbox"/>	Recalculate transactions exchange rates	Acquisition	-	Every Monday at 02:00	04/03/2024 02:00	...

Monitor Jobs Page – Scheduled Tab

Note

Whether a job appears in the **Scheduled** tab or not depends on the definitions in the "Scheduling" section definition of the job profile. If "Not scheduled" is defined, the job will not appear in the list:

Status Active Inactive

Scheduling ▼

Viewing Scheduled Manual Jobs

The scheduled manual jobs are displayed in the **Scheduled Manual Jobs** tab (**Admin > Manage Jobs and Sets > Monitor Jobs > Scheduled Manual Jobs**). This list enables users to manage the scheduled manual jobs, edit the schedule, delete the schedule and so forth. This scheduling enhancement is applied to all manual jobs that can be run via **Admin > Manage Jobs and Sets > Run a Job**. The Schedule form has been added to the last step of the 'Run a Job' wizard. For more information, see [Manual Jobs](#).

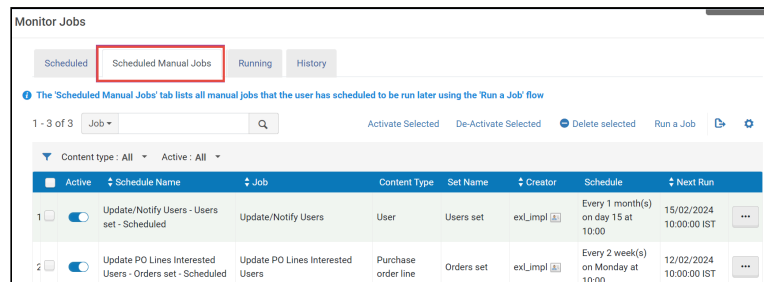
Note

When scheduling a manual job, the scheduled time is the time where the job run is triggered, and the actual run may start later (depending on system resources).

The functionality in the **Scheduled Manual Jobs** tab is identical to the **Scheduled** tab with the exception that listed jobs can be



Deleted or **Run** directly from the tab.



Schedule Manual Jobs tab

You can filter the list by job category. Each job in the list includes the following information:

Monitoring Jobs - Scheduled Tab

Column Name	Description
<input type="checkbox"/> (Checkbox)	Enables selecting the job or jobs (multiple selection enabled) for bulk selection to Activate or De-Activate the job(s). If for bulk action, after selecting the checkboxes of the desired jobs, select the Activate Selected or De-Activate Selected .
Active	Whether the job is active or inactive. Jobs can be activated/deactivated by Ex Libris staff only (although some jobs can be scheduled by library staff).
Name	The job name.
Job Category	A job category.
Creator	The user who scheduled the job. Jobs scheduled by Alma are indicated with a hyphen (-).
Schedule	How often and when the job is scheduled to run (for example, every day at X time).
Next Run	The date and time of the next run of this job. The time is set according to the time zone of the Alma Data Center that is closest to your institution.

Scheduled jobs run as close as possible to their scheduled time. Some jobs can run in parallel, but part or all of a job may wait until a server has available resources.

Note

For technical reasons, the starting times of the following jobs may vary from the scheduled time:

- CDI_PUBLISHING_JOB
- MAINTENANCE_JOB

For each job, you can:

- Configure email notifications that are sent after the job runs (**Email Notifications**). For more information, see [Configuring Email Notifications for Scheduled Jobs](#).
- View completed runs of the job (**Job History**). Note that scheduled jobs in the history are grouped by type. For more information, see [Viewing Completed Jobs](#).
For reviewing history and reports of "Upload electronic holdings" jobs, we recommend viewing the information in the integration profile.

Note

A **Run Now** option is available only on sandbox environments.

The following table describes the jobs that commonly appear in this tab. The **User** column indicates if you can (partially or fully) control the job's schedule; see the **Description** column for a link to the section that discusses scheduling the job.

For jobs related to Rialto, Leganto, and Esploro, refer to the following:

- **Rialto** - Jobs related to Rialto are labeled "Rialto [job name]", for instance, Rialto Title Alerts.
- **Esploro** - Jobs related to Esploro are described with "Esploro customers only" and in the [Scheduled Jobs](#) of the Esploro documentation.
- **Leganto** - Jobs related to Leganto are under "Fulfilment" and are not particularly labeled "Leganto" since both Alma and Leganto use these jobs.

Scheduled Jobs

Scheduled Jobs

Name	User	Category	Description
PO Line - Packaging	Yes	Acquisition	<p>Packages PO lines that are waiting for auto packaging into purchase order (POs) that may be sent to the vendor. For details on PO line packaging, see Packaging PO Lines into a PO.</p> <hr/> <p>Note</p> <p>This job is relevant only for automatic PO line packaging. Ex Libris must enable this job in order for PO lines to automatically be packaged into POs. The e-mail generated from the "PO Line - Packaging job" will not be sent to the operator if there are no PO lines to package. If a PO line is assigned to a user, the job will not be able to process it. In that case, you would need to release the assignment.</p> <hr/> <p>For more information and scheduling options, see Configuring Acquisition Jobs.</p>
PO Line - Renewal	No	Acquisition	<p>Renews subscriptions for both electronic and physical material, such as magazines, journals, or periodicals. For more information about the renewal workflow, see Renewal Workflow.</p>

Name	User	Category	Description
			<hr/> <p>Note</p> <p>Ex Libris must enable this job in order for PO lines to be renewed.</p> <hr/> <p>Each day the system checks for all PO lines whose status is Recurring Renewal and whose renewal date is equal to the current date. The renewal date is calculated as the renewal date (according to the PO line) minus the renewal notification period.</p> <p>Renewals are processed as follows:</p> <ul style="list-style-type: none"> • If the PO line is marked as automatic, whenever the renewal date arrives the job will automatically change the renewal date to the previous renewal date plus the time in the Renewal Cycle. The status of the PO line remains Recurring Renewal. • If the PO line is marked as manual and the renewal date (minus the renewal notification period) arrives, the job will change the status of the PO line from Recurring Renewal to Waiting for manual renewal. The PO line will be displayed in the Renewal task list (Processing Renewals). The operator will then need to edit the PO Line to change the renewal date to a future date. • In either case, a PO Line Renewal Letter (see Configuring Alma Letters) is sent to the vendor if the <code>po_line_send_notification_to_vendor_on_renewal</code> parameter is set to <code>true</code> (see Configuring Other Settings).
PO Line - Claiming	No	Acquisition	<p>Generates claims for PO lines whose associated resources have not yet been received or activated. For more information about claims, see Processing Claims.</p> <hr/> <p>Note</p> <p>Ex Libris must enable this job in order for claims to be generated.</p> <hr/> <ul style="list-style-type: none"> • For one-time PO lines, the claim is sent automatically if the auto_claim customer parameter is set to Y. • For continuous PO lines, the claim is sent automatically if the auto_claim_co customer parameter is set to Y. This is true whether the claim is sent with EDI or email. • For electronic resources, the claim is sent automatically if the auto_claim_electronic customer parameter is set to Y. • If the auto_claim_co parameter is set to N, a task is generated, but the claim is not sent. In this case, the claim must be sent manually. <p>See Configuring Other Settings (Acquisitions).</p>
EDI - Load Files <vendor name>	Yes	Acquisition	<p>File data should be in EDI format, and if not, the file will fail to load yet will still be attached to the vendor record. For more information, see Electronic Data Interchange (EDI).</p> <p>You can run this manually on a single EDI invoice file; see Creating an Invoice From a File.</p>
Trials - Start and Notify Participants	No	Acquisition	<p>Starts a trial and notifies the participants that the trial has begun. For details, see Evaluation Workflow. The notification sent to participants is the Trial letter. For</p>

Name	User	Category	Description
			<p>more information on the letter, see Configuring Alma Letters.</p> <hr/> <p>Note</p> <p>Ex Libris must enable this job in order for trial participants to receive notifications.</p> <hr/>
PO Line – Deferred	No	Acquisition	<p>Adds an alert to PO lines that are deferred. The alert is based on the deferral reminder date that was set when the PO line was deferred. See Deferring PO Lines.</p>
Recalculate Transactions Exchange Rates	No	Acquisition	<p>When this job runs, transactions created in the last 30 days are updated according to the exchange rate that was applicable at the time of the transaction.</p> <p>When Explicit Ratio is set for a transaction, the rate used is defined at the time of invoicing; these transactions are not included in this job.</p> <hr/> <p>Note</p> <p>By default, this job updates the exchange rates and transaction amounts of PO lines whose transaction date is in the last 30 days. The job updates the exchange rate and transaction amounts for all active transactions (both encumbrance and expenditure) if the exchange rate date is greater than the transaction date.</p> <p>This job updates only transactions with incorrect exchange rates and is unrelated to the job Recalculate PO Line Encumbrances Based on Current Exchange Rates (see Configuring Explicit Exchange Rates).</p> <hr/>
PDA - Alert PDA Reached Threshold	Yes	Acquisition	<p>Sends notifications when funds for a patron-driven acquisition program are entirely expended; customers can suppress publishing the patron-driven acquisition until the program's funds are replenished. The notification sent is the PDA Threshold letter. For more information on the notification letter, see Configuring Alma Letters.</p> <p>For more information about pausing the patron-driven acquisition program, see To pause a PDA program.</p>
Recalculate PO Line Encumbrances Based on Current Exchange Rates	No	Acquisition	<p>Updates encumbrances and fund balances based on current exchange rates. This is only relevant for open encumbrances (not yet entirely matched with equal or greater value disencumbrances), and where the encumbrances' currency is not the same as the fund's currency. See Managing Funds and Ledgers.</p> <p>This job is impacted by the recalculate_fund_transaction_with_explicit_exchange_rate customer parameter (see Configuring Other Settings).</p> <hr/> <p>Note</p> <p>This job is inactive by default. To activate the job, please contact Support.</p> <hr/> <p>This job is unrelated to the job Recalculate Transactions Exchange Rates; if this jobs runs successfully, there will be no problematic transactions for the job Recalculate Transactions Exchange Rates to correct. It also does not update any transaction where the Explicit Ratio parameter = "Yes".</p>

Name	User	Category	Description
Send Requests to Remote Storage	No	Fulfillment	Exports requests that were placed on remote storage items to the remote storage system.
Notify E-Activation Due Task	No	Acquisition	Sends a notification, Notify E-Activation due Letter, to the assigned operator when an electronic activation task's due date has passed. For more information about this due date, see Managing Electronic Resource Activation . To configure the notification, see Configuring Alma Letters .
ERP Export Using Profile <integration profile>	Yes	Acquisition	When defined as a profile, sends invoices to an Enterprise Resource Planning (ERP) system. For more information, including scheduling, see Financial Systems .
ERP Import Using Profile <integration profile>	Yes	Acquisition	When defined as a profile, receives payment confirmations from an Enterprise Resource Planning (ERP) system. For more information, including scheduling, see Financial Systems .
Update Fund Tx Job	Yes	Acquisition	Loads fund allocations for an Enterprise Resource Planning (ERP) system. For more information, including scheduling, see Financial Systems .
Sushi harvesting job	No	Acquisition	Harvests all COUNTER data from all active SUSHI accounts. See Managing SUSHI Harvesting .
Import PO Approvals	Yes	Acquisition	Loads POs after an Enterprise Resource Planning (ERP) system adds ERP numbers to them. For more information, including scheduling, see Financial Systems .
Update Inn-Reach Requests Job	No	Fulfillment	Used for pulling request updates from a central Inn-Reach system where V3 of the D2IR APIs has been implemented.
Leganto Identify Deleted Eresources	Yes	Fulfillment	Scans all Leganto items that contain stored Alma portfolio IDs and identifies items linked to portfolios that no longer exist. When a deleted portfolio is detected, the job generates a Portfolio removed from repository alert. Leganto does not store portfolio IDs for items added from Alma, so it cannot detect when those portfolios are deleted. Detection is also not supported when portfolios are moved to a new bibliographic record.
Distribute Network Acquisition Changes to Members	Yes	Acquisition	Distributes new vendor information and/or centrally managed licenses that were added to a Network Zone to member institutions since the date in the acq_distribute_changes_last_run parameter. For more information, see Jobs for Centrally Managing Configurations and Profiles in the Network Zone .
PO Line - Delete interested users	No	Acquisition	Runs weekly to delete interested users that are linked to closed or canceled PO lines. The job checks that an interested in letter was sent to the interested users before removing them from the PO Line. Interested users will not be removed from a closed or canceled PO line if a letter was not sent to them. See Manually Creating a PO Line . <hr/> Note <hr/> This job is inactive by default. To activate the job, please contact Support. <hr/>
Configuration - Run	Yes	Administration	Allows Alma administrators to identify whether any issues exist with their

Name	User	Category	Description
HealthCheck tests on the system			configuration. See HealthCheck Tool for more information.
Institution Recommendations Job	No	Administration	Generates general recommendations not produced by other jobs
Smart Recommendation Reflection Job	No	Administration	Cleans up irrelevant recommendations
Feature Recommendation Job	No	Administration	Generates recommendations for customer to use new features of Alma
Generate Recommendations based on Analytics reports	No	Administration	Generates recommendations that are based on analytics reports
Recommendations on jobs	No	Administration	<p>Monitors Student Information System (SIS) jobs and Metadata Import (MD Import) jobs for the No Job Instance, Job Failure, and No Data Processed recommendations.</p> <p>In the job report, the following information is displayed:</p> <ul style="list-style-type: none"> • Total records processed: The number of jobs (SIS & MD Import) that the Recommendation loops over. • Number of recommendation types skipped: The number of types that are disabled in the environment and therefore skipped (that have No Data Processed, Job Failure, or No Job Instance). • Number of recommendation types failed: Currently not in use and will always display the value 0. • Number of Job Failure recommendations created: The number of recommendations that were created for type Job Failure. • Number of No Data Processed recommendations created: The number of recommendations that were created for type No Data Processed. • Number of No Job Instance recommendations created: The number of recommendations that were created for type No Job Instance. • Number of recommendations failed: The number of jobs that the Recommendation job failed to process and got an exception, such as when the job is not scheduled in the environment. • IDs of failed jobs: The IDs of job runs that were identified as one of 2 cases: <ul style="list-style-type: none"> ◦ Ended with errors or ◦ Finished successfully but did not process any data
<ul style="list-style-type: none"> • Schedule of Analytics Reports and Dashboards - Daily • Schedule of Analytics Reports and Dashboards - Weekly • Schedule of Analytics Reports and 	No	Analytics	<p>Processes all scheduled reports and dashboards, and distributes them to their subscribed users. See Working with Analytics Objects.</p> <p>There are two jobs each for daily, weekly, and monthly processing. This enables staff users to schedule dashboards and reports to run at a time that coincides with the completion of the ETL process.</p>

Name	User	Category	Description
Dashboards - Monthly			
Analytics Usage Tracking	No	Analytics	Collects usage of Alma Analytics in the institution. This is then reflected in the Analytics Usage Tracking subject area. For more information, see Analytics Usage Tracking .
Generate Recommendations based on Analytics reports	No	Analytics	Generate the DARA recommendations that are based on Alma analytics reports. For more information, see DARA – Data Analysis Recommendation Assistant .
Recommendations Global Indexes Job	No	Analytics	Some Dara recommendations are based on global indexes, for example SUSHI harvesting recommendations. This job builds the relevant indexes.
Import data from Springshare	No	Analytics	Import data from Springshare into Alma Analytics. For more information, see Springshare Integration .
Export Context object to BX job	No	Data Services	This job shares Alma Link Resolver data statistics with the bX community to enrich bX's recommender service. See Sharing Alma Link Resolver Data Statistics with bX for more information.
Synchronize Changes from CZ	No	Data Services + Administration	This job synchronizes changes done in the CZ with your institution, for example, updates in the harvest URL for SUSHI vendors, portfolio, bibliographic record and authorities information, etc. Any change to a Community Zone bibliographic record is automatically reflected in every institution that uses the Community Zone bibliographic record. For institutions that use records linked to the updated Community Zone record, the change is reflected in the institutional record after the Synchronize Changes from the CZ job finishes running. For more information, see Last Updated from Community Zone . <hr/> Note <ul style="list-style-type: none">• A heavy update will be divided into parts.• Sometimes the job is skipped.• Sometimes the job fails and if it is a one-time failure, the user should disregard it because the next job will handle all the failed records. <hr/>
Cache CZ Records in NZ	No	Data Services + Administration	Synchronizes CZ data with NZ records that are linked to the CZ.
CZ Update CDI Providers		Discovery	This job ensures the list of providers in the CDI configuration Provider preference order for CDI linking is kept up to date. This configuration can be found in Discovery > Central Index and proxy set-up for Primo VE customers and also in Fulfillment > Discovery Interface Display Logic > Central Index for Alma/Primo customers .

Name	User	Category	Description
Creates DB Categories File	No	Discovery	<p>For Primo and Primo VE, this job runs once daily to create/update the database category tree, which contains up to three category levels and appears on the Database Search page. This job processes all MARC records that are connected to an electronic collection for which the following are true:</p> <ul style="list-style-type: none"> • The electronic collection must have a Level URL or Level URL (Override) defined. • The electronic collection's descriptive record must not be suppressed. • The electronic collection's descriptive record must have one or more entries for the designated MARC field (as defined with the db_categories_field parameter on the Alma Customer Parameters page (Configuration Menu > Resources > General > Other Settings)). <p>For more information on configuring Database Search, see the relevant page for your environment:</p> <ul style="list-style-type: none"> • Configuring Database Search for Primo • Configuring Database Search for Primo VE <hr/> <p>Note</p> <p>If you are using DB categories and this job is not active, please open a Support ticket to have it activated.</p> <hr/>
Creates Journal Categories File	No	Discovery	<p>For Primo and Primo VE, the Creates Journal Categories File job runs once daily to create/update the categories/subcategories that appear in Journal Search. The system creates a maximum of three category levels.</p> <p>For more information, see Configuring Journal Search for Primo VE.</p> <hr/> <p>Note</p> <p>If you are using Journal categories and this job is not active, please open a Support ticket to have it activated.</p> <hr/>
Saved Searches Alerts	No	Discovery	<p>Primo VE patrons may create queries and request weekly email alerts when their saved search includes new results. This process checks these queries and sends the results using the Saved Searches Letter.</p> <hr/> <p>Note</p> <p>These alerts include all records including those loaded directly into Primo VE.</p> <hr/>
Requests - Handle Expiration Step	No	Fulfillment	<p>Carries out the actions defined in Request Pickup Configuration, such as expiring a request, marking the requested item(s) as missing, or converting the request to a resource sharing request. For more information on configuring the rules, see Configuring Request Pickup Rules. If no rules are configured, the requested items are marked as missing.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>

Name	User	Category	Description
Loans - Due Date Correction after Calendar Change	No	Fulfillment	<p>Changes the Loan due date of loans whose due date falls on a closed day (when the policy indicates that it should not) due to calendar changes. This is necessary if, for example, a closed day is added as an exception to the calendar. Loans whose original due date is now a closed day are updated according to the policy in the relevant Terms of Use. When the Due Date policy includes hour/minute parameters, the job keeps the due date as is and ignores the Closed Library Due Date Management policy.</p> <hr/> <p>Note</p> <p>The Loan Status Notice letter must be enabled for this job to run correctly. Otherwise, the job will complete with errors.</p> <hr/> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Notifications - Send Courtesy Notices and Handle Loan Renewals	Yes	Fulfillment	<p>Manages loans whose due date minus the value of the auto_renew_loan_days parameter is less than or equal to the current date. For additional information and examples see Configuring Fulfillment Jobs.</p> <p>This job does one of the following, depending on the automatic loan renewal rules, Terms of Use, and existing recalls:</p> <ul style="list-style-type: none"> • If the conditions of an automatic loan renewal rule are met – performs automatic renew for an item. • If the conditions of an automatic loan renewal rule are not met (and the loan is therefore not renewed) – sends a courtesy notice informing the patron that the item is due. One notice is sent per patron. For details on configuring automatic loan renewal rules, see Configuring Automatic Loan Renewal Rules. • The Courtesy Letter is also sent if a block exists on the patron or item, preventing item renewal (see Configuring Block Preferences). <p>For short term loans see Configuring Short Term Loans.</p> <p>When first running this job, or running it after a period of inactivity, an internal parameter that stores the date of the job's last run needs to be manually updated to the day before the expected run date to prevent courtesy notices for loans with due date in the past. If you need the parameter to be updated, please contact Ex Libris Support.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs. For information on configuring the notifications, see Configuring Alma Letters. For more information about the parameters, see Configuring Other Settings.</p>
Notifications - Send Hold Shelf Reminders Job	Yes	Fulfillment	<p>Allows you to send a reminder notification to the patron after a set number of days. This scheduled job sends out the letter On Hold Shelf Letter Reminder, and it is possible to configure how many days after being placed on the hold shelf the reminder will be sent, and whether the reminder will continue to be sent at the configured interval until the Hold Shelf expiry.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Fulfillment - Handle Historical Archiving	No	Fulfillment	<p>Appears only when scheduled. Archives completed loans, fines and fees, hold requests and resource sharing requests.</p>

Name	User	Category	Description
			<hr/> <p>Note</p> <p>Active fines still retain links to item and loan information.</p> <hr/> <p>For information on configuring this job, see the Anonymization job entry in Configuring Fulfillment Jobs.</p>
Notifications - Send Periodic Fulfillment Activity Report	Yes	Fulfillment	<p>Sends periodic fulfillment activity reports to patrons with active loans and/or fees. The report includes information on both loans and fees. The report includes a maximum of 100 active loans. For information on configuring this job, see Configuring Fulfillment Jobs. For information on configuring this notification, the Borrowing Activity letter, see Configuring Alma Letters.</p> <hr/> <p>Note</p> <p>If this job completes with errors, this may be due to users not receiving the email sent, although the job ran successfully.</p> <hr/>
Notifications - Send Due Date Reminders	Yes	Fulfillment	<p>Sends the Overdue Notice letter to patrons to indicate that loaned items are due on the current date. Note that this letter does not include short loans: items which have a loan period defined by hours and were loaned and are due the same day the letter is sent. For details on these type of loans and for configuring the reminder, see Configuring Short Term Loans.</p> <p>The Courtesy Letter is sent before this notice. For information on configuring this job, see the Overdue Notices job in Configuring Fulfillment Jobs.</p> <p>This job can be configured to send daily reminders from the Handle loans field. For more information, see Configuring Fulfillment Jobs.</p>
Update Loans for Shortened User Expiry (New for May 2026)	Yes	Fulfillment	<p>If a loan's due date extends beyond the patron expiry date, the job adjusts it to ensure the loan does not exceed the patron's active account period. Due dates that were intentionally set beyond the patron's expiry date using the extend_due_date_beyond_user_expiry parameter (see Configuring Fulfillment Jobs) are not changed. Claim returned and lost loans are not updated by this job. This job triggers the Loan Status Notice letter (see Configuring Alma Letters).</p>
Requests - Restore Temporarily Shelved Items	No	Fulfillment	<p>Creates restore item requests on all temporarily shelved items whose due back date is the current day or earlier. This informs the circulation desk operators at these locations to restore the items to their permanent locations. For more information on this job, see Viewing Restore Request Jobs. For information on configuring this job, see Configuring Fulfillment Jobs.</p> <p>These items may include:</p> <ul style="list-style-type: none"> • Reading list items for a course that ended • Items that were removed temporarily, such as a resource that was removed while a course was ongoing and the resource is now due to be returned
Requests - Recalculate after Inventory Update	No	Fulfillment	<p>Recalculates requests after changes to the inventory are made. As a result, requests may be canceled, converted to resource sharing requests, or have a different item attached.</p>

Name	User	Category	Description
			<p>For example, if an item's policy changes or a request for the item can no longer be fulfilled due to the item having been added to the repository or deleted from it, marked as missing, or moved to a different owning library/location, and no other items can fulfill this request, the job cancels the request. If a second item is available according to its policies, the request is linked to the second item instead.</p> <p>If an item is determined to be lost or claimed returned and the policy for a lost or claimed returned loan is Not Requestable, this job detaches the request from the item and cancels the request.</p> <p>If other items become available after the request's creation, the On Shelf request policy is ignored and the request is not canceled.</p> <hr/> <p>Note</p> <p>The system allows inventory to be deleted — and therefore any accompanying request to be canceled or transferred to another item — until the point at which the request reaches the hold shelf. At this point, the request and its associated inventory cannot be canceled/deleted.</p> <hr/> <p>This job processes inventory changes only for the last seven days.</p> <p>This job can be activated and scheduled on the Fulfillment Jobs Configuration page. See Configuring Fulfillment Jobs.</p>
System Maintenance	No	Administration	<p>This background job performs routine system maintenance tasks to ensure optimal performance and data consistency.</p> <p>It runs automatically and does not require any user action.</p>
Loans - Overdue and Lost Item	Yes	Fulfillment	<p>Notifies patrons about overdue loans and/or changes a loan's status to lost according to the configuration for lost loan profiles. May be configured to send a single overdue or lost item notification to the patron listing all of the patron's overdue or lost loan. Configured as such, the patron receives a single notification for each notification type.</p> <p>For information on configuring lost loan profiles, see Configuring Overdue and Lost Loan Profiles. For information on lost loan management, see Lost Loan Management. For information on configuring this job, see Configuring Fulfillment Jobs.</p> <p>To configure the notifications Ful Overdue and Lost Loan Letter and Ful Overdue and Lost Loan Notification letter, see Configuring Alma Letters.</p>
Fines/Fees Notifications	Yes	Fulfillment	<p>Generates email and/or SMS notifications to patrons of outstanding fines and fees. For information on fines/fees notifications, see Sending Patron Notifications for Fines and Fees. Letters are based on the Ful Fines/Fees Notification letter. For information on configuring letters, see Configuring Alma Letters. For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Resource Sharing Claiming and Cancellation		Fulfillment	<p>Triggers an automatic claim letter (RSBorrowerClaimEmailLetter) when a period of time that is configured on the partner record is reached. For example, when the Automatic Claim check box is selected on the partner record and the Time to Claim (days) field is set to 7, then if a request was sent 7 days ago and the</p>

Name	User	Category	Description
			<p>request's status is still Sent, a claim letter is automatically triggered, and the request status is set to Claimed.</p> <p>You can also configure an option to send a cancellation message and continue through the rota. In case of an Email/SLNP partner, the letter is sent by email. For ISO requests, the notice is sent in a General Message. The text in the message can be configured.</p>
Send Overdue Message to Resource Sharing Borrowing Partner	No	Fulfillment	<p>Labels lending requests as Overdue when a request's due date arrives and the request's status is not one of the following: Deleted, Canceled, Rejected, Expired, Returned by Partner.</p> <p>The job is working with Email, ISO, SLNP and NcipP2P partners. The job automatically issues notices to borrowing libraries when a lending request is marked as Overdue. When working with an ISO or ISO18626 partner, the job updates the borrowing institution with the request's Overdue status.</p> <p>If the partner has defined a "Resending Overdue Days Interval" in the Parameters tab, overdue messages will be resent every configured number of days (for the parameter, see ISO Parameters). If an active borrowing request cannot be found, the overdue message is only sent once, rather than each time the job runs.</p> <p>The letter that is sent to the borrowing institution is the Borrower Overdue Email letter. This letter must be active for overdue messages to be sent successfully to NcipP2P partners. Note that this letter is only sent to email partners. ISO partners only receive an ISO message.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Activate/Deactivate Courses	No	Fulfillment	<p>Changes the statuses of courses to be aligned with their start and end dates. When activating courses, this job republishes all bibliographic data with the course data. When deactivating courses, this job republishes all bibliographic data without the course data.</p> <p>Automates the reading list status for a course while it is either Active or Inactive. When multiple courses use the same reading list, this job is performed on the reading list as follows:</p> <ul style="list-style-type: none"> • On activation – The specified action is performed only when the first course becomes active. • On deactivation – The specified action is performed only when the last course becomes inactive. <hr/> <p>Note</p> <p>This job also updates bib records that are added after the start of the course.</p> <hr/> <p>For detailed information on courses, see Managing Courses.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Users - Remove Blocks	No	Fulfillment	<p>Removes expired blocks from user records.</p> <p>This job determines whether suspended users fulfilled their suspension period, and if so, the user block is lifted. For demerit blocks, the job checks</p>

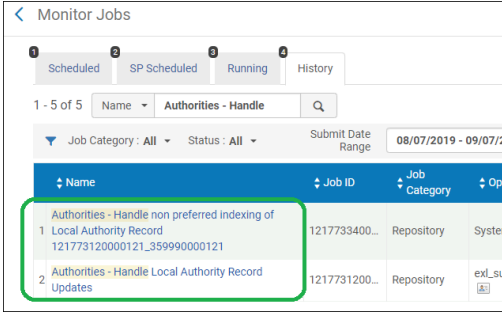
Name	User	Category	Description
			<p>whether users exceeded the configured demerit threshold while on suspension, before removing the block. For more information, see Configuring Demerits. For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Expired Resource Sharing Requests	Yes	Fulfillment	<p>Checks for resource sharing requests that expired. The expiration date was automatically communicated by the borrower in the borrowing request and it therefore does not depend on lender-side configuration. The request expires on the lender side, and the borrower is automatically notified about the expiration. In response, the borrower activates the next partner in the rota.</p> <p>This job runs on requests that have an expiration date in the past, and which contain one of the following statuses:</p> <ul style="list-style-type: none"> • Created Lending Request • Being Processed • Locate Failed <p>If there is a lending request that you do not want to expire, assign it the status Non-Expiring.</p> <p>When the job runs and detects expired requests:</p> <ul style="list-style-type: none"> • An Expired ISO message is sent to the partner • The resource request is canceled • The request's status is changed to Expired <p>When the borrower receives the Expired ISO message, it activates the next partner in the rota. If there is no additional partner in the rota, the request is expired.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Distribute Central Resource Sharing Configuration	Yes	Fulfillment	<p>Distributes the following among all institutions in a Network Zone:</p> <ul style="list-style-type: none"> • Resource sharing partners • Rota templates • Rota assignment rules • Locate profiles • Workflow profiles • Sending borrowing request rules. <p>For more information, see Jobs for Centrally Managing Configurations and Profiles in the Network Zone.</p>
Distribute network fulfillment changes to members	Yes	Fulfillment	<p>Distributes policies, Terms of Use, and fulfillment units configured in a Network Zone to all of the network's member institutions. For more information, see Jobs for Centrally Managing Configurations and Profiles in the Network Zone.</p>
Email Leganto Notifications to Users	Yes	Fulfillment	<p>Appears only if Leganto is enabled for your institution. Emails instructors with a link to Leganto when there are notifications waiting for them. The email letter is Leganto Notifications Letter. For information on configuring letters, see Configuring Alma Letters.</p>

Name	User	Category	Description
			To configure this job, see Configuring Fulfillment Jobs .
Requests - Send Report	Yes	Fulfillment	Generates one letter per patron detailing all requests by status: Not Active, In Process, and On Hold Shelf. The letter is Ful Requests Report Letter. For information on configuring this job, see Configuring Fulfillment Jobs . For information on configuring letters, see Configuring Alma Letters .
Update BLDSS Requests	No	Fulfillment	Activate in order to receive status updates from the British Library. The job retrieves updates posted by the British Library on their server. The job appears twice in the scheduler. If both are activated, status retrieval is done twice a day. For more information, see British Library Document Supply Service (BLDSS) . For information on activating/deactivating or manually running this job, see Configuring Fulfillment Jobs .
Document Delivery Files Cleanup	No	Fulfillment	Removes files that were delivered digitally after they have been accessed by the patron, As determined by the Maximum Views parameter. See Adding A Digitization and Copyright Rule . <hr/> Note Document Delivery Files Cleanup job is not visible to users, including in the Job history. <hr/>
CCC Synchronize (Leganto only)	No	Fulfillment	Appears only if Leganto is enabled for your institution. Synchronizes data with the CCC. See Clearing Copyrights Through the Copyright Clearance Center (CCC) .
UPDATE_READING_LIST_SCORE (Leganto only)	No	Fulfillment	Appears only if Leganto is enabled for your institution. Updates scores for the Reading List Advisor. See Managing the Reading List Advisor .
Handle Expired Booking Requests	Yes	Fulfillment	Considers all expired booking requests that are not in Failed , Rejected , or Completed statuses. The job runs daily by default. Each of the requests that meets the criteria will be canceled and anonymized according to the institution's request anonymization configuration. If a purged request fee has been configured, the job applies the fee. <ul style="list-style-type: none"> If enable_booking_workflow = false – requests are handled by the handle expired booking requests job if not in status “FAILED”, “REJECTED” or “COMPLETED”, and the purged request fee is applied. If enable_booking_workflow = true – requests are handled by the handle expired booking requests job if not in status “FAILED”, “REJECTED”, “COMPLETED”, “PICK FROM SHELF” or “HOLD SHELF”, and the purged request fee is not applied. The fee will be applied when the item is removed from the hold shelf using the expired hold shelf workflow. For information on configuring this job, see Configuring Fulfillment Jobs .
DCS Synchronize	Yes	Fulfillment	Updates the status of DCS requests for citations every six hours. See Attaching a Citation to the CLA Digital Content Store .

Name	User	Category	Description
			To configure this job, see Configuring Fulfillment Jobs .
Resource Sharing Completed Request Cleanup	Yes	Fulfillment	<p>Enables you to remove requests from the resource sharing task list based on the request status and the number of days since the request reached a final status.</p> <p>Final statuses for borrowing requests are:</p> <ul style="list-style-type: none"> • Canceled by partner • Canceled by patron • Canceled by staff • Digitally received by library • Expired • Request completed - This is the final status before removal, and may be manually set. <hr/> <p>Note</p> <p>Make sure to select the statuses you would like to have removed. The job will clean up only the selected statuses.</p> <hr/> <p>Final statuses for lending requests are:</p> <ul style="list-style-type: none"> • Shipped digitally • Request completed - This is the final status before removal and may be manually set. <p>Any request that is in one of the statuses above and is in the range of the request age (based on the request modification date) will have its status changed to Deleted. Not selecting 'number of days' means all requests that match the selected statuses are removed, regardless of when the request was completed. Deleted requests will not appear in the active and completed task lists. After the request is deleted, it is viewable only in analytics.</p> <p>For information on configuring this job, see Configuring Fulfillment Jobs.</p>
Electronic portfolio availability update	Yes	Repository	<p>Activates or deactivates portfolios based on the "Active from date" field.</p> <hr/> <p>Note</p> <p>Alma will wait until the end of the calendar date to activate or deactivate the portfolio.</p> <hr/>
Clean logical deleted lists job	Yes	Fulfillment	The Clean Logical Deleted Lists Job is a system operation designed to manage and optimize lists or datasets that contain logically deleted or marked-as-deleted records.
Course copyright change	No	Fulfillment	The Course Copyright Change feature in Alma is a functionality designed to streamline the process of updating and managing copyright information associated with course materials within the library's database. For more information, see Configuring Copyright Management .
Bolk synchronize	No	Fulfillment	This job can be enabled to check Bolk's (service to support Norwegian copyright

Name	User	Category	Description
			requests - see Integrating with Bolk) status and update the status in Leganto accordingly. The default setting for this job is disabled. To enable this job, contact Support.
ReShare Updates Job	No	Fulfillment	For Rapido users only. Rapido creates a ReShare ID so that both Rapido and ReShare stay in sync. When configuring the ReShare credentials, the job runs every four hours and is enabled automatically upon configuring ReShare.
Automatically Ship Rapido Digital Requests Job	Yes	Fulfillment	For Rapido users only. See Automating Digital Requests .
Send Invoice to Partner	Yes	Fulfillment	For Rapido users only. See Send Invoice to Partner Job .
Metadata Import w/ <import profile>	Yes	Import	Imports bibliographic records for import profiles that use FTP. For more information, see Configuring New Import Profiles . When the OAI Import Profile fails due to socket timeout exception, the system loads into Alma the number of records that it was able to import up to the moment of exception. If reconnect attempts are unsuccessful, the system saves the resumption token and attempts to use it in the next session of the job, resuming import from the resumption token.
<ul style="list-style-type: none"> • Publish bibliographic records to Primo • Publish bibliographic records from Network Zone to Primo • Publish bibliographic record from Network Zone to Primo - Implementation • Publish electronic records to Primo Central • Publish electronic records to Central Discovery Index 	Yes	Publishing	Publishes institution or Network Zone records to Primo, Primo Central, or CDI. For more information, including scheduling, see Publishing to Primo , Publishing Bibliographic Records to Primo When Working with a Network Zone and Publishing Electronic Records to Central Discovery Index .
Publishing RSS Feed <profile name>	Yes	Publishing	Publishes RSS feeds. For more information, including scheduling, see RSS Publishing .
Publishing Platform Job <profile name>	Yes	Publishing	Publishes records according to the configuration of general profiles. For more information, including scheduling, see Publishing and Inventory Enrichment . Note that if the publishing process fails, all the records that did not publish will be published by the next publishing process.
Publishing to Google	Yes	Publishing	Publishes records to Google Scholar. For more information, including scheduling,

Name	User	Category	Description
Scholar			see Publishing Electronic Holdings to Google Scholar .
<ul style="list-style-type: none"> • Publishing to OCLC - Bibliographic Records • Publishing to OCLC - Holdings Records 	Yes	Publishing	Publishes bibliographic/holdings records and embedded holdings to OCLC. For more information, see Publishing to OCLC .
Publish Records to PubMed	Yes	Publishing	Publishes bibliographic records to PubMed. For more information, see Publishing to PubMed .
Upload Holdings to Libraries Australia	Yes	Publishing	Publishes records (all, or updates) marked to be published to Libraries Australia (by the job Synchronize MMS with National Catalog) For configuration and scheduling information, see Libraries Australia Publishing Profile .
Publishing to Summon	Yes	Publishing	Publishes bibliographic records to Summon. This job is scheduled with the Publish bibliographic records to Summon publishing profile. See Publishing Records to Summon for more information.
Inventory - Electronic Package Activation/ Deactivation	No	Repository	Sets the availability of electronic collections according to their activation start and end dates. For more information, including configuration, see Activation Tab Options .
MMS - Build Record Relations	No	Repository	Creates relationships between MMS (bibliographic) records. See Using the MARC Linking Fields for Related Records for more information.
Authorities - Handle Local Authority Record Updates	No	Repository	<p>This job is used when importing local authority records or updating local authority records in the MD Editor.</p> <p>This job is also used to process automatic ID changes for institutions configured for ID-based authority control and that have implemented a Direct ID Prefix in their metadata configuration. See the Updating the Authority Record ID Automatically in Bibliographic Records section for more information.</p> <p>In cases where this job runs and the system finds more than 10,000 bibliographic headings linked to one authority record, a new indexing job called Authorities - Handle non preferred indexing of Local Authority Record <job ID of the related "Authorities - Handle Local Authority Record Updates" job> is automatically triggered to handle the non-preferred term indexing. This helps to improve performance for completing the job.</p>

Name	User	Category	Description
			 <p>The screenshot shows a 'Monitor Jobs' interface with tabs for Scheduled, SP Scheduled, Running, and History. Below the tabs is a search bar and filters for Job Category and Status. A table lists jobs with columns for Name, Job ID, Job Category, and Op. The job 'Authorities - Handle Local Authority Record Updates' is highlighted with a green box.</p>
Authorities - Link BIB Headings	No	Repository	<p>Links bibliographic headings to matching authority headings (preferred and non-preferred), giving priority to local authorities, if enabled. Bibliographic headings that are linked to non-preferred authority headings are marked for preferred term correction.</p> <p>Processing is handled in the following manner:</p> <ul style="list-style-type: none"> • The job searches all authority record fields, including subdivision fields, for complete terms listed in bibliographic records (giving priority to local authorities, if enabled). • If exact matches are found, the bibliographic records are linked to the corresponding authority records. • If more than one authority headings record match is found (a multi-match), the bibliographic headings record requires manual handling. • If exact matches are not found, the subdivision fields are disregarded, a search of all authority records is performed once again, and the bibliographic records are linked to the matching authority records that are located during the second search. <p>For more information, see Working with Authority Records.</p>
Authorities - Preferred Term Correction	No	Repository	<p>Updates bibliographic data fields that were marked for preferred term correction by the Authorities - Link BIB Headings job. See Authorities – Link BIB Headings in this table.</p> <p>When the Authorities – Preferred Term Correction job is run, the order of the subfields is corrected when the bibliographic headings match the non-preferred term correction.</p> <p>When the Authorities – Preferred Term Correction job is run, the order of the subfields remains unchanged if there is no data field correction.</p> <p>Note that there is a configurable customer parameter that controls how punctuation is handled when a bibliographic record is updated by headings information (see add_punctuation_for_heading).</p> <p>For more information, see Working with Authority Records.</p> <hr/> <p>Note</p> <ul style="list-style-type: none"> • The best practice for following authority record updates is working with the Authority Control Task List (see Using the Authority Control Task <hr/>

Name	User	Category	Description
			<hr/> <p>List for more details).</p> <ul style="list-style-type: none"> It is highly recommended to disable the Preferred Term Correction job when planning to run a large authority update. <hr/>
Authorities - Linking BIBFRAME Records	No	Repository	<p>BIBFRAME records are linked to the following authorities for names and subjects:</p> <ul style="list-style-type: none"> Library of Congress Name (LCNAF) Library of Congress Subject (LCSH) Library of Congress Children's Subject Heading Library of Congress (LoC) – Genre/Form Terms Thesaurus Records Library of Congress (LoC) – Medium of Performance Thesaurus for Music FAST – Faceted Application of Subject Terminology – OCLC NLM MeSH – United States National Library of Medicine SpMaBN – National Library of Spain <p>Records with URIs from the above mentioned authorities as part of <bf:contribution> or <bf:genreForm> or <bf:subject>, can link the records to the authority as part of the daily job Authorities – Link BIB Headings. This enables users to search for BIBFRAME records by non-preferred terms.</p> <hr/> <p>Note</p> <p>The option to search by non-preferred terms depends on the activated customer parameter: <code>enable_extender_index_linked_aut</code>.</p> <hr/> <p>Note</p> <p>The preferred term correction job (Authorities - Preferred Term Correction) is not activated for BIBFRAME records as they are currently managed externally and are not editable in Alma.</p> <hr/>
Authorities - Authority Search by Subdivisions	No	Repository	<p>Conducts comprehensive searches within authority records enabling users to search for subdivisions across a wide array of fields. This enhances the search process, making it easier to locate specific information within the authority records database by subdivision subfields v/x/y/z.</p>
Build ranking structures	No	Repository	<p>Builds the Did You Mean (DYM) index, which allows Primo VE to provide search suggestions to users. For more information, see Did You Mean.</p>

Name	User	Category	Description
			<hr/> <p>Note</p> <p>This job is only visible to users with the "implementer" role.</p> <hr/>
Inventory Remote Storage Update - <integration profile>	No	Repository	Updates remote storage when changes in the remote storage inventory are registered in Alma, such as changes to an item's metadata or addition/removal from the ASRS database.
CitationMetadataPopulation	No	Repository	Internal job for synchronizing citations in Alma with Analytics.
Delete Draft Deposits	Yes	Repository	Deletes all deposits in draft. For more information, see Configuring the Delete Draft Deposits Job .
Deposit Activity Report	Yes	Repository	Sends an email to depositors that indicates the status of their active deposits. For more information, see Configuring the Deposit Activity Report Job .
Upload electronic holdings - SPRINGER	Yes	Repository	<p>Downloads your Springer holdings files.</p> <p>This can be scheduled to run automatically in order to keep the Springer targets in your portfolios up-to-date.</p> <p>For information regarding the job report, see Upload Electronic Holdings - Springer.</p> <p>For information about setting up the integration profile used in running this job, see Upload Electronic Holdings from Springer.</p>
Upload electronic holdings – JSTOR	Yes	Repository	This is a scheduled job that is displayed depending on the existence of an integration profile of type "Upload electronic holdings" with JSTOR selected as the provider. For more information, see Upload Electronic Holdings from Project JSTOR .
Synchronize All Logical Collections	No	Repository	<p>This job runs the following sub-jobs:</p> <ul style="list-style-type: none"> • Update all logical collections – updates all logical collections according to their set queries • Re-index MMS IDs updated by Logical collections – reindexes the database to make the collection searchable <p>Select a default collection in which to put all digital titles that do not have a collection after this job is run.</p>
Assign Entities To Collections	No	Research	For Esploro customers only - see Adding Collections .
Portal entities url mapper	No	Research	For Esploro customers only - see Esploro scheduled jobs .
Calculate open access indicator and access status for research assets	No	Research	For Esploro customers only - see Esploro scheduled jobs .
Delete redundant non-affiliated researchers	No	Research	For Esploro customers only - see Esploro scheduled jobs .

Name	User	Category	Description
Media mentions loader	No	Research	For Esploro customers only - see Research Jobs Configuration.
Regular update of asset counts for use by the system	No	Research	For Esploro customers only - see Esploro scheduled jobs.
Remove Historical Author Matching Tasks	No	Research	For Esploro customers only - see Esploro scheduled jobs.
Research Asset Flattening	No	Research	For Esploro customers only - see Esploro scheduled jobs.
External Capture	No	Research	Esploro customers only, for future use.
Research usage statistics email job	No	Research	Sends email notifications to ETD authors and affiliated researchers with outputs that have been either viewed or downloaded in the past month. Authors who have opted out will not receive email notifications. If you want to change the job status (Active/Inactive/Run Now), see Research Jobs Configuration.
Update DOI Registration Agency - Research Assets	No	Research	For Esploro customers only. Updates DOI agencies with any changes to assets. For more information, see Configuring DOI Agencies in the Esploro documentation.
Rialto Title Alert	No	Rialto	Within Rialto, title alerts can be individually figured to produce a list of titles based on a profile (query) and ranking. The title alert creator can set the lists to generate on a specific day and frequency. This job runs daily to kick off any title alerts that are set to produce results for the day. See https://knowledge.exlibrisgroup.com/Rialto/Product_Documentation/020Rialto_Selector_Guide/092Title_Alerts for more information.
Rialto Sushi Usage Publishing	No	Rialto	Rialto uses SUSHI usage for display and sorting Evidence Based Acquisition pools that are managed via the interface. This job sends the accumulated usage data in Alma to the Rialto marketplace so that the aforementioned can take place. For more information on SUSHI usage with EBA management in Rialto, see https://knowledge.exlibrisgroup.com/Rialto/Product_Documentation/040Rialto_Administrator_Guide/Working_with_Evidence_Based_Acquisition_(EBA)
Distribute network user management changes to members	No	Users	The Distribute network user management changes to members job distributes changes made in the Network Zone for role profiles and role assignment rules to the member institutions. See Distribute network user management changes to members for more information.
Users <external action> Using Profile <integration profile>	Yes	Users	Performs an external action. For example, IMPORT or SYNCHORNIZE user information from external sources such as a Student Information System (SIS). For more information, including configuration, see Student Information Systems. Appears if you have at least one Users type integration profile.
Export to Bursar Using Profile <integration profile>	Yes	Users	Exports patrons fines and fees to the bursar system. For more information, including scheduling and configuration, see Bursar Systems. Appears if you have at least one active Bursar type integration profile.
Import from Bursar Using	Yes	Users	Performs the following actions:

Name	User	Category	Description
Profile <integration profile> Fines and Fees			<ul style="list-style-type: none"> Search for the matching fine/fee record with the bursar transaction ID. If a match cannot be made, the hibernate ID is used. Create a new transaction with the Payment Imported type. Update the relevant fine/fee. If the payment is a full payment, close the fee. Otherwise, update the active amount. If the payment is an overpayment, create a credit. <p>Appears if you have at least one active Bursar type integration profile.</p>
Letters Purge with Retention	No	Users	Deletes all attachments for letters listed in the Letter Retention Configuration table that were created prior to the retention date. Runs weekly. For more information, see Setting Letter Retention Periods .
User Audit Purge with Retention	No	Users	Deletes user history records that are older than the value specified in the retention period customer parameter. For information on setting the customer parameter, see Configuring Other Settings (User Management) . For more information on user history retention, see User Audit History .
Publish research assets to Google	Yes	Research	For Esploro customers only. For more information see Esploro Publishing to External Systems .
Publish research assets to Google Scholar	Yes	Research	For Esploro customers only. For more information see Esploro Publishing to External Systems .
Retrieve API usage statistics for Analytics	No	Analytics	Internal job.
Global Success Rate	Yes	Administration	<p>Institution Zone (IZ) Success Rate:</p> <hr/> <p>Note</p> <p>Relevant only for COUNTER 4 usage.</p> <hr/> <p>UpdateSushiSuccessRate_IZ - this job will check the success rate of every SUSHI_VENDOR_ACCOUNT and will update the relevant fields in SUSHI_VENDOR_ACCOUNT table. The job will check in the harvest and harvest history how many processes were totally executed and how many were loaded successfully and will calculate the success rate accordingly. The job will ignore the processes that their severity is "Warning" or "Info" and will consider only those that their Error severity are "Error" or "Fatal" according to the new mapping table.</p> <p>For each SUSHI vendor :</p> <ul style="list-style-type: none"> Get number of total load processes from usage_loaded_file_data (by the job ID) - TOTAL_LOAD. Get the number of jobs that completed successfully - SUCCEEDED_LOAD. Set the success_rate as SUCCEEDED_LOAD/TOTAL_LOAD * 100. This number will be gathered from all institutions and saved in the Global success rate in CERT_SUSHI_VENDOR. This number will then be distributed to the relevant institutions and will be saved. <p>Community Zone (CZ) Success Rate:</p>

Name	User	Category	Description
			<p>The global success rate is defined as the number of successful processes per total executions for a certified vendor. This can give a global picture of this vendor and how the SUSHI processes run and may help the institution to verify if an issue is due to a Vendor's problem or Alma or the connection between them.</p> <p>The success rate will be saved in the CERT_SUSHI_VENDOR entity which is a CZ entity and for each SUSHI Vendor with the same ORIGINATING_ID it will be distributed to the local environment.</p> <p>This is done by a process automation that is executed per certified SUSHI vendor in the CZ and will search the vendor in the local IZ by ORIGINATING_ID.</p>
CZ Harvesting Primo Ve Indexing	No	Administration	<p>This job is complementary to the CZ Community Zone Harvesting (Synchronize Changes from CZ) job. Its objective is to improve the CZ harvesting synchronization process.</p> <p>The job is monitored by Ex Libris on an ongoing basis and does not require any action from Alma users.</p>
CZ Harvesting AuthIndexing CZHarvestingAuthIndexing	No	Administration	<p>CZ Harvesting AuthIndexing job is one of the CZ synchronization jobs. Part of the 'Synchronize Changes from CZ' job is to update Authority Records. A change in Authority Records can trigger indexing in any bibliographic records linked to the updated Authority Record.</p> <p>The ' CZ Harvesting AuthIndexing' job is responsible for handling the indexing for any bibliographic record linked to an Authority record that was updated by the 'Synchronize Changes from CZ' job.</p>

Configuring Email Notifications for Scheduled Jobs

To configure email notifications for scheduled jobs, you must have the following role:

- General System Administrator

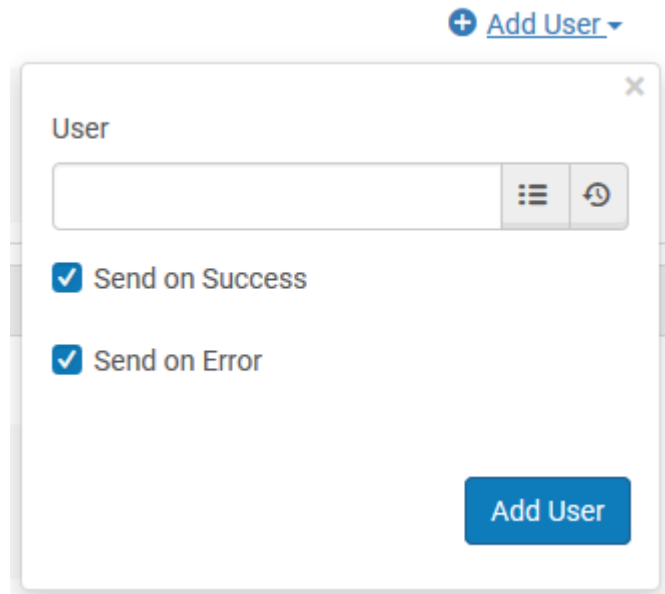
You can configure the email notifications that are sent after a scheduled job runs. You can configure notifications to be sent to Alma users and/or manually entered email addresses.

To configure email notifications for scheduled jobs:

1. On the Monitor Jobs page (**Admin > Manage Jobs > Monitor Jobs**), select **Email Notifications** in the row actions list on the **Scheduled** tab for the job whose email notification you want to configure. The Email Notifications for Scheduled Jobs page appears.

Email Notifications

2. Select **Add User** to configure email notifications to be sent to users. The following pane appears.



Add User

3. In the **User** text box, enter or select the Alma user to whom you want email notifications sent.
4. Select **Send on success** to have an email notification sent when the job completes successfully and select **Send on error** to have an email notification sent when the job does not complete successfully.

Note

Successful completion of a job does not mean that the job did not produce errors. Rather, it means that the job completed with the status of **Completed Successfully** (as shown in **History** tab of the Monitor Jobs page).

5. Select **Add and Close**.
6. Select **Add Email Address** to configure email notifications to be sent to any email address (follow the steps described above).
7. After you have completed configuring the email notification recipients, select **Save**.

When a job completes, all subscribers receive an email notification for the job. The email that is sent is the System Job Letter; see [Letter Types](#).

Viewing Status of Recently-run Jobs

To view an overview of the status of the last few days of scheduled jobs, enable the **Scheduled Jobs Status** dashboard widget. For information about adding this widget, see [Managing Widgets](#).

All roles can add the widget to their homepage. However, they will only see information about scheduled jobs that are relevant to their role. The list includes MD import jobs and publishing jobs such as jobs that publish to Primo or Google Scholar. Note that for imports, manually-run import jobs are not considered in the summaries (as is the case for the other lines in the widget).

To open a pop-up with the names of any failed jobs, select an error icon



To open the **Monitor Jobs** page with with these jobs pre-selected, select the arrow



by the job category OR select **More Info**

A screenshot of a 'Scheduled Jobs Status' widget. At the top, there's a title 'Scheduled Jobs Status' and a dropdown arrow. Below the title are five date tabs: '29/11' (active), '28/11', '27/11', '26/11', and '25/11'. The main area is a list of job categories with status icons and arrows. The 'Discovery' category is highlighted in grey and has a red error icon and a pop-up message: 'Creates Journal Categories File'. Other categories include Acquisition, Administrati..., Analytics, Data services, Fulfillment, Import, Publishing, Repository, and Users. A 'More Info >' link is at the bottom right.

Scheduled Job Status Widget with Failed Job Pop-Up