

How to Set Up a Scheduled Task

- **Product:** Rosetta
 - **Product Version:** 3 and up
 - **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care
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Description

Desired Outcome Goal:
Setting up a new periodic task.

Procedure:
In order to create a scheduled task, do the following:

- 1) In the Administration module, go to Home > Advanced Configuration > Repository > Task Chain List, and create the task chain the you want, if it does not exist OOTB (out of the box).
 - 2) In the Management module, go to Home > Data Management > Manage Sets and Processes > Set List, and create the set that you want the task will run on. If you want to run it on all the items you can create a set like "SIP ID>=0"
 - 3) In the Management module, go to Home > Data Management > Manage Sets and Processes > Process List, and create a process. The process' task chain will be the one from step #1 and the set will be the one from step #2.
 - 4) Set the scheduling for the process with the time and frequency desired.
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