Scheduling Email Request Templates
AutoSys Release: 11.3 SP1
Intended Audience: Users

<table>
<thead>
<tr>
<th>Step</th>
<th>Comments or Screen Captures</th>
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<tbody>
<tr>
<td>1</td>
<td>Placing a Job or JobBox on Hold</td>
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Please note:
1. Subject line contains date of schedule change, Job or Job Box or the word Multiple
2. Only one change per email. A second email will be required to take the jobs off hold. You are able to send both emails on the same date but note the date of taking the job off hold on the second email.
3. Please include your name and phone number on the email

Subject: 6/26/2013 Multiple JOB BOX Changes

Please put the following boxes on hold after 6/25/2013 processing.

PURCEBN.WEEKLY
PURCEBN.DAILY
PURCEBN.POSTGPRG
PURCEBN.NIGHTLY

If you have any questions, please contact me (5-5319).

Thanks
Brenda Reeves
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| 2    | Taking a Job or JobBox off hold.  
See Item 2 in Step1. |

**Subject: 7/1/2013 Multiple JOB BOX Changes**

Please take the following boxes off hold before 7/1/2013 processing.

- **PURCEBN.WEEKLY**
- **PURCEBN.DAILY**
- **PURCEBN.POSTGPRG**
- **PURCEBN.NIGHTLY**

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Thanks  
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