Scheduling Details

Request Type (required) New Job Update Job Delete Job

Job Name Click here to enter text. Job Description Click here to enter text.

Job Service Now Assignment Group Click here to enter text.

On Call List: Click here to enter text.

Run Start Date mm/dd/yyyy Click here to enter a date.

Run Start Time HH:MM Click here to enter text.

Run Frequency : Click here to enter text.  Exclude Holidays?

Day(s) of Month: Click here to enter text.

Time(s) of Day: ex: ENT (FS89ENT) at 11:00am Sun – Sat, and PRD (FSUMPRD) at 3:00 am Sun-Sat

Click here to enter text.

Days: Sunday Monday  Tuesday Wednesday Thursday Friday Saturday

Months:  January  February  March  April  May  June

July  August  September  October  November  December

If Job part of Box? YES NO If Yes, Box Name Click here to enter text.

Preceding Job/Condition Click here to enter text.

Following Job/Condition Click here to enter text.

Run Control values: Operator ID Click here to enter text. Record Name Click here to enter text.

Run Control ID:Click here to enter text. Run Control Path:Click here to enter text.

Report Distribution: EDMS Printer Name or Special FormClick here to enter text.

Policy IDClick here to enter text. C ampusClick here to enter text.

If New Box, list all jobs in run order within the box to avoid having to fill out a separate form for each box job

Click here to enter text.

Runstream Instructions:  Attempt Rerun  Call Immediate  Call Next Work Day  Continue Run Stream

Operations Instruction: Unsuccessful Condition: Click here to enter text. Action: Click here to enter text.