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.