Managing Recurring and Onetime System Tasks

> The Scheduled Tasks feature utilizes both recurring and onetime system tasks to automate various backend processes, such as data synchronization, report generation, and system clean-up. Its primary purpose is to allow administrators to monitor, enable, and disable these critical automated functions, ensuring the efficient operation of the environment. This article is intended for OPSCOM administrators responsible for backend system maintenance.

Setup and Configuration

This feature is a core administrative tool and does not require complex initial configuration to access.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the **Tools** menu and view system task logs.

Using this Feature

Administrators can use the following instructions to access task logs, monitor execution times, and toggle automated tasks on or off.

Accessing System Tasks

1. Hover over **Tools** and click **View System Task Logs**.
2. Review the **Scheduled Tasks** page, which is divided into two main sections: **Recurring tasks** and **Onetime tasks**.

Key Information Displayed

For each task listed on the page, the system provides several key metrics to help administrators monitor backend performance:

- **Task Name:** The name of the automated system task.
- **Last Run:** The timestamp indicating the last time the task was executed.
- **Next Run:** The scheduled timestamp for the next planned execution of the task.
- **Average Duration:** The average amount of time it takes for the task to complete its execution.
- **Enabled Status:** Indicates whether the task is currently active and configured to run automatically.

Available Actions and Buttons

- **Enabled Checkbox:** Enable the **Enabled** checkbox next to a specific task to allow it to run according to its schedule, or disable the checkbox to prevent it from running.
- **Logs:** Click this button next to any task to view a pop-up window containing detailed information and historical logs about the task's past executions, including success/failure statuses and specific output details.

> Please be aware that there are often other module-specific settings that must be configured correctly before enabling a related system task. Ensure you have fully set up the feature before toggling its automated task to active.

Best Practices and Considerations

- **Monitor task logs regularly: Administrators should periodically review the logs for critical system tasks to ensure they are completing without errors.** Proactive monitoring helps identify and resolve potential backend data issues before they impact daily operations.
- **Understand task impact before enabling: Always familiarize yourself with the purpose and function of each system task before enabling or disabling it.** These tasks can significantly affect data integrity, system performance, or other automated processes.
- **Schedule maintenance appropriately: Coordinate the scheduling of heavy onetime tasks with periods of low system activity.** Running resource-intensive automated processes during off-peak hours minimizes any potential impact on the end-user experience.

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