

User's Guide for Cron Job Manager

With the Cron Job Manager, you may set up commands that will run automatically at set intervals you specify.



By default, the run-time of each entry will be displayed in an easy-to-read format; however, when the scheduled time becomes too complex, the entry may only be viewable in the **Advanced** format.

When viewing the entries in **Advanced** mode, you will see exactly how they are formatted to be read with **Cron**.


To access **Cron Job Manager**, go to your **Control Panel**, and click on your **Cron Job Manager** icon:



This will open the following page:

The output and completion status of the below entries will be e-mailed to the address to the right.

yourname@yourdomain.com

Run Times (simple format)	Description	Command	Add 
There are no jobs scheduled.			
Add New Entry Change to advanced format			

Cron Job Manager allows you to set up jobs you manage through your email; this is done by having the **output** and **completion status** sent to an email account you specify below:

The output and completion status of the below entries will be e-mailed to the address to the right.

yourname@yourdomain.com

To set up a **cron job** you click the **Add** button:

Run Times (advanced format)	Description	Command	 Add 
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This will open the following page:

Add a new cron job

Command *

Description

Suspended

* Indicates a required field

- Press Ctrl while selecting to choose multiple items.
- If you wish to run based on weekday only, choose 'Every Day' for the 'Day' field.
- If you choose both a day and a weekday, then your command will run when either case is met. For example: When Day is set to the 1st, and Weekday is set to Monday, then your command will run on the 1st of the months that you have specified, and also every Monday during the months that you specified.

Minute	Hour	Day	Month	Weekday
<input type="text" value="Every Minute"/> Every 5 Minutes Every 10 Minutes Every 20 Minutes Every 30 Minutes :00 :01	<input type="text" value="Every Hour"/> Every Other Hour Every 4 Hours Every 8 Hours 12:00 am 1:00 am 2:00 am	<input type="text" value="Every Day"/> Every Other Day Every 5 Days Every 7 Days Every 14 Days Every 21 Days 1st	<input type="text" value="Every Month"/> Jan Feb Mar Apr May Jun	<input type="text" value="Not Applicable"/> Mon Tue Wed Thu Fri Sat

[Change to advanced format](#)

You then enter the following to add a cron job:

Add a new cron job

Command *

Description

Suspended

* Indicates a required field

- **Command-** specifying what they want the cron job to perform.
- **Description-** what they wish to call the cron job.
- **Suspended-** giving them the option to suspend the cron job.

You then enter the run times for the cron job:


The following fields need to be determined to run a cron job:

- **Minute-** every minute, every fifteen minutes, etc.
- **Hour-** every hour, every other hour, etc.
- **Day-** every day, every other day, etc.
- **Month-** every month, Jan, Feb, etc.
- **Weekday-** either not applicable, or a particular day of the week.



After you have determined all the fields needed to run a cron job, click **apply**, and the following page appears:

Run Times (advanced format)	Description	Command	Add
1 Minute: Every 2 minute(s) Hour: Every hour Day: Every day Month: Nov Weekday: None specified	Unnamed-01	marcela	Suspended
2 Minute: Every 10 minute(s) Hour: Every 8 hour(s) Day: 1st Month: Jan Weekday: Mon	8888888	test	Suspended
3 Minute: Every 10 minute(s) Hour: Every 4 hour(s) Day: Every 5 day(s) Month: Feb Weekday: Tue	228828	8bin	Suspended
4 Minute: Every minute Hour: Every hour Day: Every day Month: Every month Weekday: None specified	Melissa	send email	Enabled

If you wish the cron job to remain in effect the box should say **enabled**.

4	Minute: Every minute Hour: Every hour Day: Every day Month: Every month Weekday: None specified	unnamed02	melissa	Enabled  
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If you wish to **suspend** a cron job, click on **enabled** and it will suspend it, and then the word **suspended** will appear.

3	Minute: Every 10 minute(s) Hour: Every 4 hour(s) Day: Every 5 day(s) Month: Feb Weekday: Tue	228828	8bin	Suspended  
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You may run a cron job in an **advanced** format. To do this click on **advanced** next to **Run Times**.

Run Times (advanced format) ←	Description	Command	Add  
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The following page opens, allowing you to specify run times by code.

Run Times (simple format)	Description	Command	Add  
1 */* * * 11 *	Unnamed-01	marcela	Suspended  
2 */10 */8 1 1 1	8888888	test	Suspended  
3 */10 */4 */5 2 2	228828	8bin	Suspended  

In both the simple and advanced formats you may delete a cron job by clicking on the **X**.

3	Minute: Every 10 minute(s) Hour: Every 4 hour(s) Day: Every 5 day(s) Month: Feb Weekday: Tue	228828	8bin	Suspended 
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A message will appear asking you if you're sure you want to remove the entry.

Are you sure you want to remove this
entry?

unnamed02

melissa

Cancel

Remove

-

If you are, click **Remove** and the cron job entry is removed.