



Scheduled Tasks.

A scheduled task is an automated job that runs at a configurable time and frequency.

Access the **Scheduled Tasks** settings from the MSite toolbar by selecting:

System **Scheduled Tasks**

You will now see a list of all scheduled tasks that are active and can be ran manually or see most recent results.

Name	Site	Scheduled Time	Enabled	Last Run Ok	View Results	Run Manually
Accreditation Ban		05:00	False	True	View Results	Run Manually
Archive employees		02:30	False		View Results	Run Manually
Daily Alert Schedule	Site 09 - Glasgow	21:30	True	True	View Results	Run Manually
Daily CITB Validation Auto-Renewal		01:00	True	True	View Results	Run Manually
Daily Cleanup of Device Ping History		01:00	True	True	View Results	Run Manually
Daily lockout of inactive contractor users		04:00	True	True	View Results	Run Manually
Daily lockout of inactive users		03:00	False		View Results	Run Manually
Delete archived employees		04:00	True	True	View Results	Run Manually
Delete inactive employee biometrics		04:15	False		View Results	Run Manually
Dormant Ban		01:30	False	True	View Results	Run Manually
Expire RAMS		00:30	False		View Results	Run Manually
Fetch Templates		02:30	False		View Results	Run Manually
Flush Biometric Devices		02:00	False		View Results	Run Manually

Examples of what scheduled tasks can be created:

Auto Clock-Out – This will clock everyone out of site at a set time. Ideal if using Face Mini or MSite Supervisor app to manage site access and have challenges with workers not clocking out.

Applying Dormancy Bans – This will automatically place access restrictions upon a worker if they haven't been on site within a set period, further enhancing the ability to control who can gain access to site.

Resetting Visitor Cards – If utilising visitor cards on site, you can set up a task to remove the link from card and visitor profiles.

For more information on scheduled tasks and to help create one, contact MSite Support.

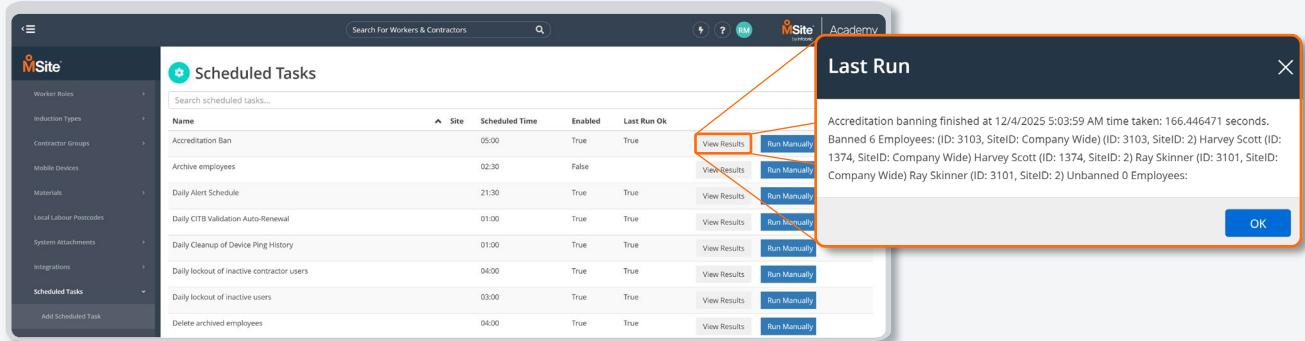


Scheduled Tasks.

FAQ's

Q. How do you view the results for the last time a scheduled task ran?

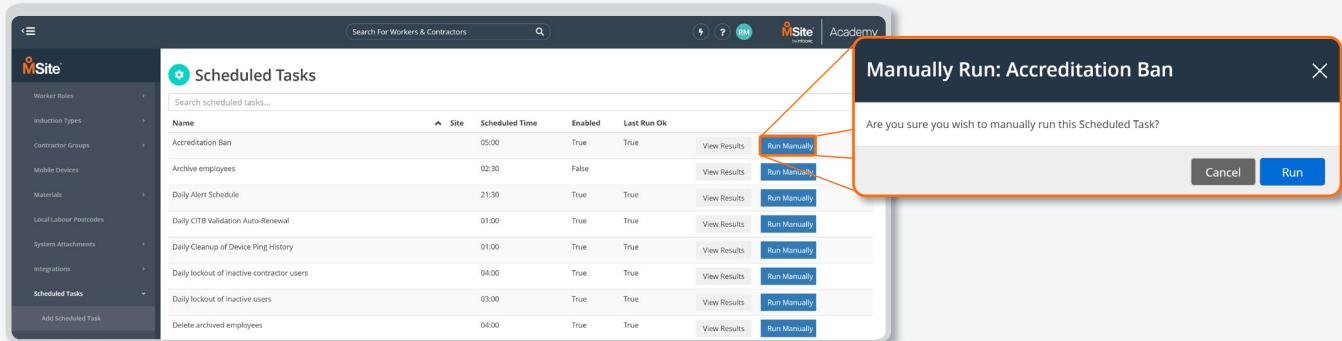
A. Go to “Scheduled Tasks” and click on “View Results”



The screenshot shows the 'Scheduled Tasks' list with the 'Accreditation Ban' task selected. A callout box points to the 'View Results' button in the 'Last Run Ok' column. A modal window titled 'Last Run' is displayed, showing the task details and a log of 6 employees banned.

Q. Can you make a scheduled task do what it's programmed to do right now?

A. Go to “Scheduled Tasks” and click on “Run Manually”



The screenshot shows the 'Scheduled Tasks' list with the 'Accreditation Ban' task selected. A callout box points to the 'Run Manually' button in the 'Last Run Ok' column. A modal window titled 'Manually Run: Accreditation Ban' is displayed, asking if the user wants to manually run the task.

Q. Can Email alerts (e.g. Accreditation Expiry, Roll Call) use pre-defined scheduled tasks to determine what frequency they should be sent out?

A. Yes. They can be set to Daily, Weekly and Monthly and you can choose which days of the week or month.

Q. Which user roles have access to view and configure Scheduled Tasks?

A. Only HRS (MSite) users.

Q. Can you create a scheduled task to send out invites to new contractor users?

A. No.