

Functional Description

This job is designed to automate the weekly opening and closing of Clarity time periods. This job should be scheduled to run on the day that your Clarity administrator typically opens and closes time periods. This is usually after timesheets have posted. In order for this job to work, two parameters are required for this job. The first numeric parameter designates the number of time periods in the past from the current time period to set to open. The second numeric parameter designates the number of time periods in the future to set to open. All other time periods will be set to close.

Job Properties (Job Type: Automate Open/Close Time Period Job)

Submit Cancel

General

* Job Name

Parameters


* Number of prior periods

* Number of future periods

Save Parameters

When









* When Immediately Scheduled

* Start Date 





* Start Time

Recurrence [Set Recurrence]

Notify

Resources to Notify on Failure	<input type="text" value="xinifyadmin"/>  	Groups to Notify on Failure	<input type="text"/>  
Resources to Notify on Completion	<input type="text" value="xinifyadmin"/>  	Groups to Notify on Completion	<input type="text"/>  

Sharing

Resources	<input type="text"/>  	Groups	<input type="text"/>  
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Submit Cancel

* = Required

Figure 1 – Screenshot of the Automate Open/Close Time Periods Job