


# Scheduling a job

You can use Windows Task Scheduler to run jobs on a regular schedule.

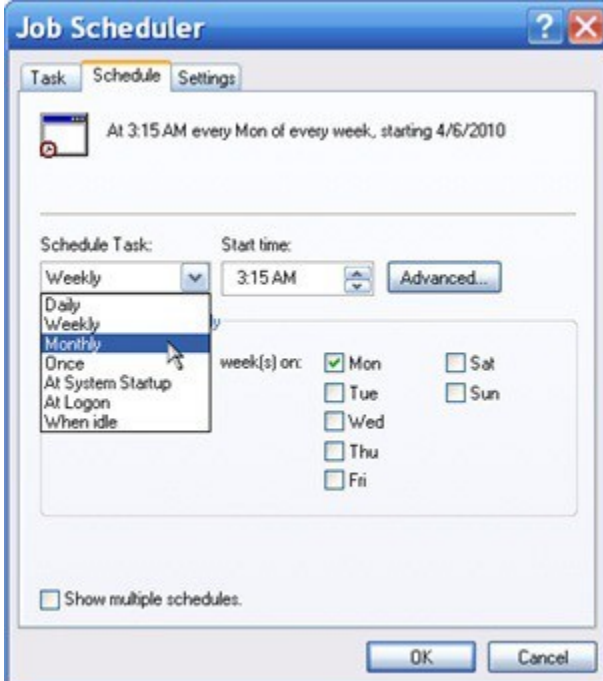
## To schedule a job

1. In a job editor, click the **Schedule Job** button.



 You can also open the Job Scheduler from the **Tools > Schedule Job** menu or right-click on any job, and then select **Schedule Job**.

2. In the informational dialog, click **OK**.
3. In the Schedule tab, specify when and how often you want the job to run, and then click **OK**.

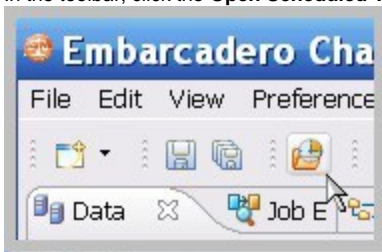


4. In the dialog, verify your user name and type your Windows password, and then click **OK**. The Job Scheduler gives you additional options on the Settings tab.



#### To modify an existing job schedule

1. In the toolbar, click the **Open Scheduled Tasks** button.



2. In the Scheduled Tasks list, double-click the job you want to change.