

Scheduling your jobs

After you define your steps, you can set several schedules for your job. SQL Enterprise Job Manager displays a Schedule list on this window. On this list you can see the schedule ID, name, if the schedule is enabled, and the description specified for this schedule.

At the top of this section you can find the following options:

- **New** - lets you create a new schedule to be added to your job
- **Pick** - allows you to select a schedule from those available in your instance. Keep in mind that jobs and schedules must have the same owner; therefore, you can only select schedules that you own. Click this option to access a new window of available schedules, select the one you want to use for your job. You can also edit the selected schedule and change its properties.
- **Edit** - lets you make changes to a selected schedule
- **Remove** - allows you to delete a selected schedule

Creating new schedules

When you select **New** to create a new schedule, a window opens and displays the following sections:

- Name
- Schedule type
- One-time occurrence
- Frequency
- Daily Frequency
- Duration

Each section has its own specific options according to the **Schedule type** and **Frequency** you choose.

The following topics describe with more detail your options on these sections.

Name your schedule

This option lets you type the name of your schedule. Use a name that allows you to identify your schedule easily.

Schedule type

You have different options for the **Schedule type**. Depending on the type you choose, you may need to specify additional settings. You can select from the following schedule types:

- **Start automatically when SQL Server Agent Starts** - if you choose this option, then the job starts automatically when the SQL Server Agent starts. You do not need to specify anything else in your schedule if you choose this option.
- **Start whenever the CPUs become idle** - select this option when you want to start the job whenever the CPUs become idle. You do not need to specify anything else in your schedule if you choose this option.
- **Recurring** - select this option if you want to perform your job on a recurring schedule. If you choose this option, you need to specify the frequency, daily frequency, and duration. You can find more details about these sections in the topics below.
- **One time** - if you only want to execute your job one time, choose this option. The section **One-time occurrence** becomes enabled for this option and the rest of the sections become disabled.

Regardless the **Schedule type** you choose, you can select to have the schedule enabled or disabled using the respective checkbox in this section.

One-time occurrence

This option is enabled only when you select **One time** in your schedule type. If you choose this option, specify the **Date** and **Time** when your job runs. Keep in mind that the one-time occurrence date and time must be greater than the current date and time.

Frequency

This option is only available when you select **Recurring** in your schedule type.

On this section you can specify if you want the frequency of your schedule to be: **Daily**, **Weekly**, or **Monthly**. SQL Enterprise Job Manager displays different options depending on the frequency option you choose.

- If you choose **Daily**, specify in the field **Recurs every** how often in days the job runs. For example you can set the job to run every 2 days.
- If you choose **Weekly**, define the following fields:
 - In the field **Recurs every** specify how often in weeks the job runs. For example, you can determine to run a job every 2 weeks.
 - The weekly frequency. Select those days of the week when the job runs (Monday, Tuesday, etc.)
- If you choose **Monthly**, you can choose between these two options:
 - The exact day of the month and how often in months the job runs. For example, if you want to set a job to run the 10th day of a month and every 2 months, you have to specify: **Day 10 of every 2 months**.
 - Alternatively, when you do not know specific dates, you can select the first, second, third, fourth, or last day of a specific day in the month (Monday, Tuesday, weekday, weekend day, etc.) and how often in months the job runs. For example, if you want to run the job the second weekday of every 3 months, you have to specify **The second weekday of every 3 months**.

Daily Frequency

After you determine the frequency of your schedule, you can specify the daily frequency of your job schedule. You have the following two options:

- **Occurs once at** - lets you determine a time in the day when you want your job to run

- **Occurs every** - lets you schedule your job several times during the day. You can determine if you want the job to run multiple times every certain hours, minutes, or seconds. Additionally, SQL Enterprise Job Manager lets you determine the **Starting at** and the **Ending at** time of your job daily frequency.

For example you can set the following schedules:

- Run a job every 3 hours starting at 8:00 am and finishing at 8:00 pm.
- Run a job only once a day at 5:00 pm

Duration

Finally, you can determine the duration of your job schedule: when it starts, when it ends, or if it does not have an ending date. For example, you can set the job to start on 06/30/2014 and end on 06/30/2015.



After making your settings in the Schedule section of this wizard, you can finish and save the job, or you can go to any of these sections: [General](#), [Steps](#), [Alerts](#), [Notifications](#), [Targets](#) .

SQL **Enterprise Job Manager** monitors and manages your SQL Server agent jobs. [Learn more](#) > >

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