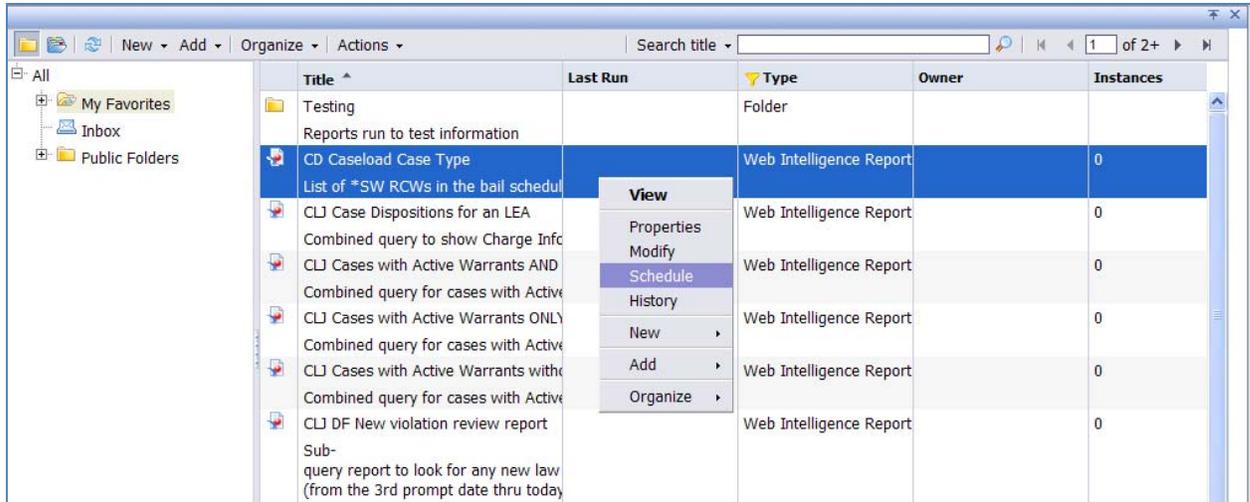
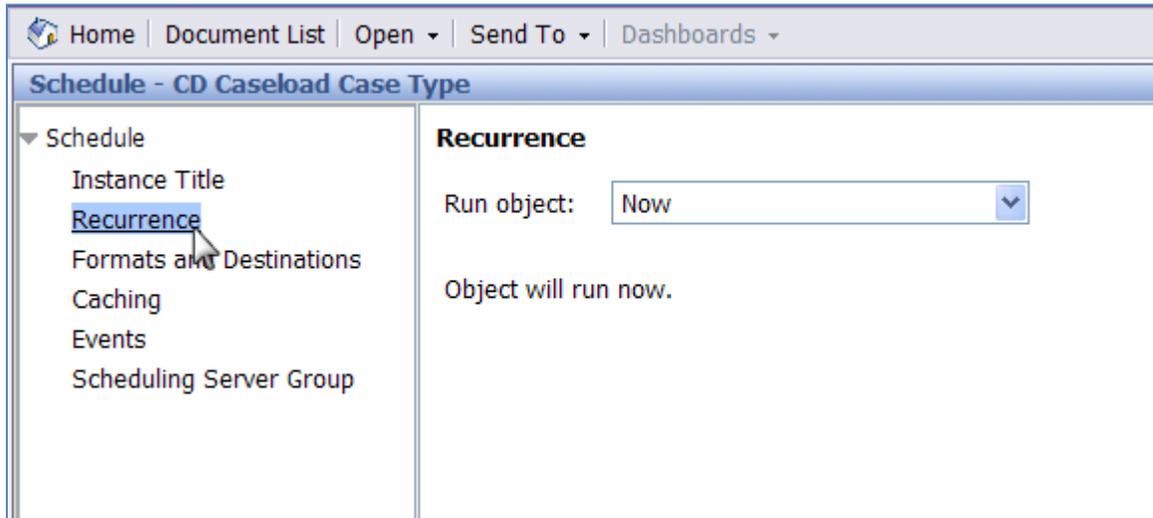


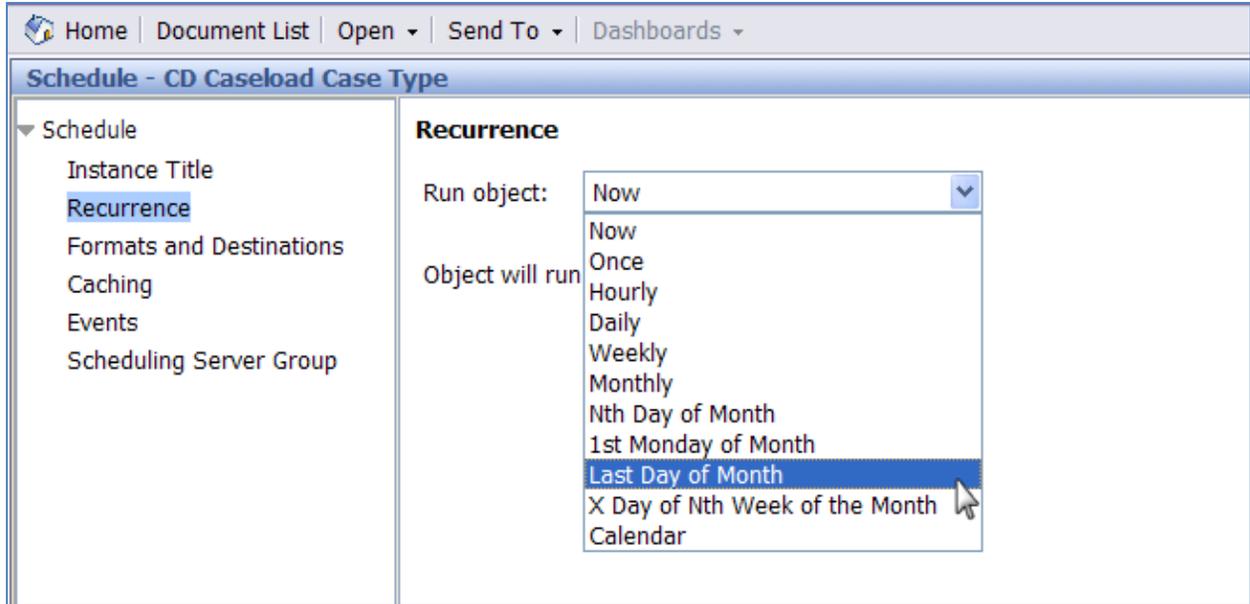
1. Log into BOXI and locate the query to be scheduled.
2. Right click on the query.



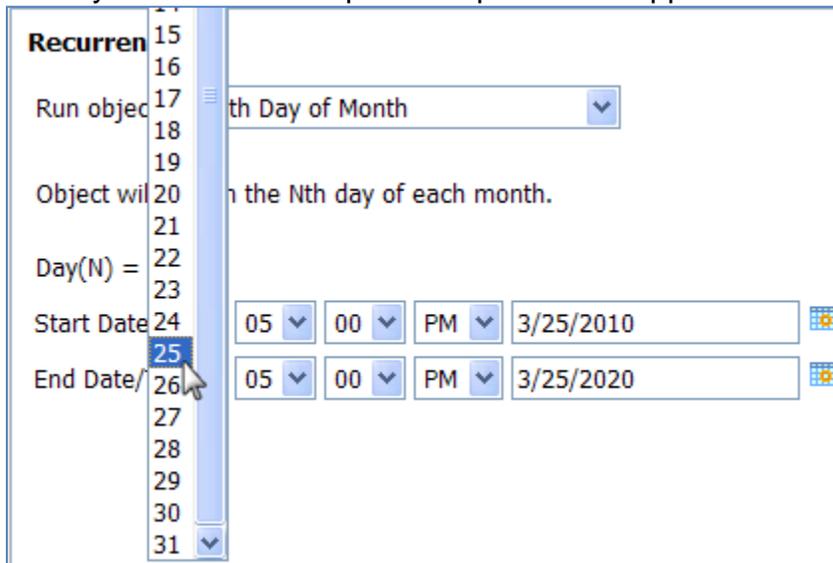
3. Click **Schedule**. A two part window will appear.



4. On the left hand side of the Schedule window, click **Recurrence**. The recurrence selection options will appear in the right hand side of the window.
5. Select an option from the **Run object** drop-down menu.

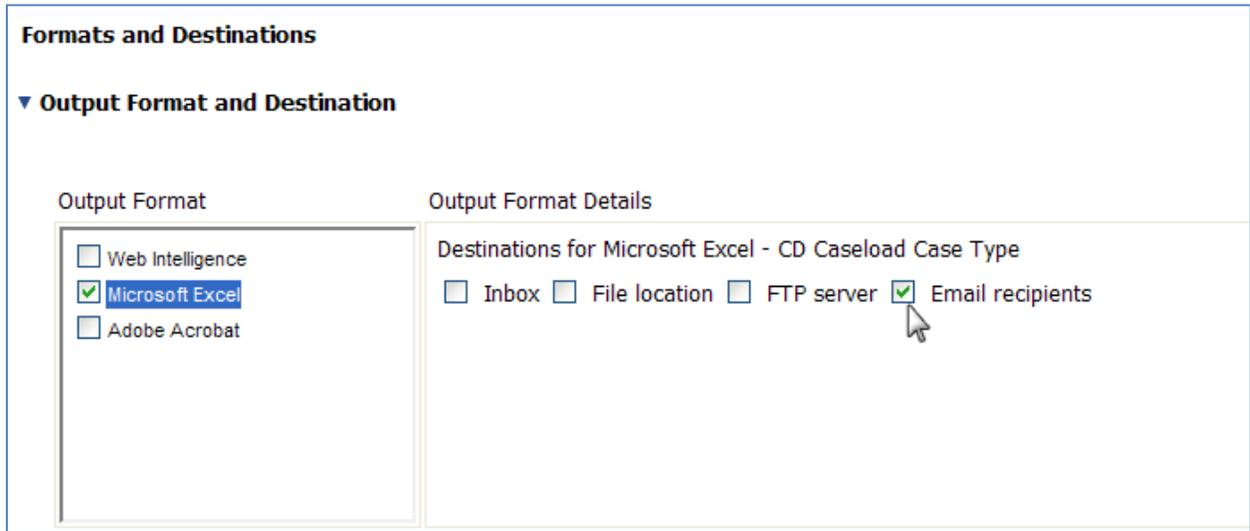


- If the run object included an **N** or and **X** for the day or week, you must select from the day and/or week drop-down options that appear.



- The current date and time appear in the **Start Date/Time** field. Modify the date and/or time to display the first date and time that the query is to run.
- The current date and time plus ten years displays in the **End Date/Time** field. Modify the date and/or time if necessary.
- On the left hand side of the Schedule window, click **Formats and Destinations**.
- Select the format the query should be delivered in: Web Intelligence, EXCEL or PDF. Click the box next to the preferred format in the **Output Format** column.

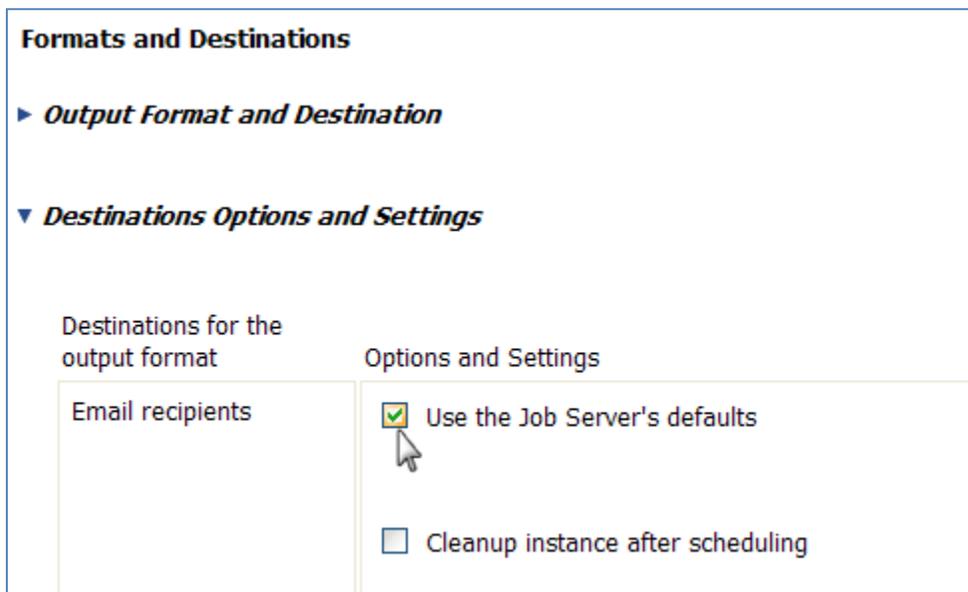
Note: Only one Output Format may be selected per schedule.



11. Under **Output Format Details**, select the destination that the query output should be delivered to. [i.e., BOXI Inbox, Email recipients.]

NOTE: AOC recommends using the BOXI Inbox when scheduling reports that contain confidential data. The FTP server or Email output options can be used when scheduling statistical reports that do not contain case or person data.

12. Select **Destinations Options and Settings**, located below the Output Format options.



13. Uncheck the check-box next to **Use the Job Server's defaults**. The Options and Settings for the delivery destination appear.
14. Complete the appropriate settings for the output format selected:
  - a. For Inbox, select the recipients that should receive the query output and if the recipient is to receive a copy or a shortcut to the output.
  - b. For File location, display the directory location the query output should be sent to. Decide if the file name will be generated by BOXI or add a specific name to use. The user name and password must be a valid logon id for the server location.
  - c. For FTP server, you must include all fields that appear.
  - d. For Email recipients, make one court person the sending party. Add one or more email addresses in the **To** and **CC** fields. The sender can also receive the email. Include a semi-colon ( ; ) and a blank space between each email address. Include a **Subject** and **Message** advising what the query is to be used for.
15. Click **Schedule** at the bottom of the window to save the query schedule as set.

Destinations for the output format Options and Settings

Email recipients  Use the Job Server's defaults

From:   Add attachment

To:  Attachment:

Cc:   Automatically generated

Subject: ...   Specific  name:  Add file extension

Message: ...   Cleanup instance after scheduling

NOTE: AOC reboots the BOXI servers daily between 6 AM and 7:10 AM. Scheduled queries will not run if the server is still in the start-up process. It is recommended that queries be scheduled to run so they are completed prior to the server reboot, or to begin running after 7:45 AM.