EXTENDING DATES FOR REOCCURRING JOBS

The 2014-2015 season calendar is available within National TV Toolbox. If desired, you can extend your future date of reoccurring jobs within National TV Toolbox by:

- Selecting the Report Type on the main folder selection.
- Select the Job Specifications tab.
- Select the individual job.
- Right-click and select Modify Measurement Interval.
- A pop-up box will advise you of the current end date, along with the selection for a new End Date which is user defined.
- Once the new end date has been entered, select OK.
- The report will continue into the future.

HOW DO YOU KNOW IF A REPORT IS SCHEDULED?

THERE ARE TWO WAYS.

First, on the Jobs tab, if a job is scheduled, the report name will indicate the date range in brackets [MM/DD/YYYY – MM/DD/YYYY].

The second indicator of a scheduled job is on the Job Specifications tab, you will see the selected scheduled interval under the Recurring Interval column.