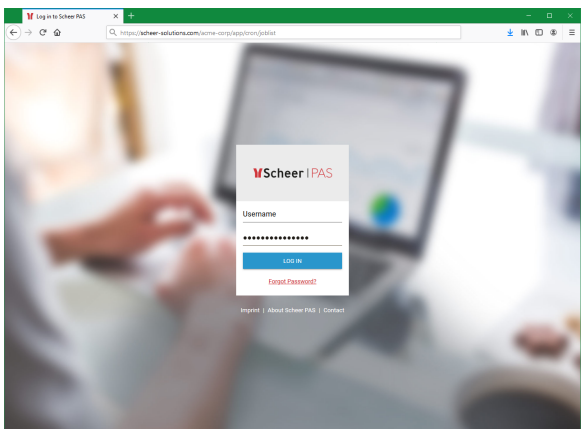# Cron Manager Basics

Start Working with Cron Manager

To start working, you must first log in to the application.

Go to the address of your **Scheer PAS** *Cron Manager*, for example **https://scheer-solutions.com/acme-corp/app/cron/joblist** and log in.

ⓘ The cron jobs are executed in the user context of the logged-in user.

Therefore we recommend to use a special cron user to use the application to ensure that the jobs always ru

n in the same context.

The start page of the cron manager lists all available cron jobs.

- Activated jobs are displayed in blue.
- Inactive jobs are shown in grey.

ⓘ Users with cron permission have access to all available cron jobs.

In the navigation bar of the job list you can find three options:

- : A button to create new jobs. See page Creating a Cron Job for details.
- : A reload button to refresh the job list:
- A filter field to search the job list. See Filtering the Job List for details.

Managing Cron Jobs

The job list shows all available cron jobs. For each job, the main information is displayed:

- **Name**
- **Pattern**
- **Service**
- **Event**
- **Date and time of the last execution**

count-activities ⊘ ↺ 🗑 Pattern: 0 */5 * * * * Service: activity-service Event: countActivities Last execution: Nov 20, 2020, 3:55:00 PM	Next to the job name, you can find three options to manage the job: • ⊘ : Use this button to deactivate the job. • ↺ : Click here to reactivate the job. • 🗑 : If you want to delete the job, click this button.
ACME Test ⊘ 🗑 Pattern: 1 2 3 4 * Service: bpaas-forms-connector-service Event: runInitModel Last execution: Not executed yet	Inactive cron jobs show only two options: • ⊘ : Use this button to activate the job. • 🗑 : If you want to delete the job, click this button.
Delete Job Are you really sure you want to delete job **count-activities**? Cancel Delete	If you use 🗑 button , you will have to confirm your choice.

Filtering the Job List

Job List

Filter jobs by name, service or event

acme

ACME Test

Pattern: 1 2 3 4 *

Service: bpaas-forms-connector-service

Event: runInitModel

Last execution: Not executed yet

Over time the job list can become very long.

Use the filter field to search for a specific job.

The filter applies to the name as well as to the content of the fields **Service** and **Event**.