

Scheduling Tasks

<https://campus.barracuda.com/doc/89620881/>

The following table provides an overview of the different goals you might have when creating tasks, and how you can achieve those goals:

If you...	Then...
want to schedule patch updates on devices once a month, a few days after Microsoft releases patches on the third Tuesday of the month	Schedule a recurring task that installs patch updates on devices, and takes place on the fourth Tuesday of each month.
want to set up a task with the parameters pre-set, that you know you will reuse often. For example, a task that sends users a message that you will be performing maintenance on their devices, and they might experience an interruption	Create a quick task, and type in the message notifying users of the planned maintenance. Add the quick task to your favorites. The quick task can be run directly on a device using a quick link.
want to execute a basic command line task	Set up a task to run immediately.

When you add a task, you perform these steps:

1. Choose whether to run the task immediately, or schedule it to run at a future time.
2. Select the script or automation package to include.
3. Set the task parameters.
4. Add the task to a device or group.
5. For tasks scheduled to run at a future time, optionally add a recurrence.
6. Set advanced configuration settings such as alert configurations and task timeout settings.

When you save the task, it is added to the **Calendar**, which you can then use to view upcoming tasks, check the progress and results of completed tasks, and edit tasks if necessary. See [Viewing Tasks](#).

To add a task and select a script

1. In Service Center, click **Automation > Calendar**.
2. Do one of the following:
 - Click **Run Now** to run the task immediately.
 - Click **Schedule** to run the task at a future time.
3. From the **Choose what to execute** list, do one of the following:
 - If you have flagged scripts or packages as favorites, they will appear in this list. Click a favorite.
 - Click **(Item from library)**, and then either use the filters to narrow down the list of scripts and packages, or if you know the name of the script or package you want to use, start typing it in the **Choose an item** by name list.

To add a task to a device

1. In the **Target Devices** area, click **Add**.
2. Filter the results by selecting the appropriate items and click **Filter**.
3. Select the check boxes for the devices to which you want to apply the task.
4. Click **Add**.
5. Repeat steps 1 to 4 until all the devices to which you want to apply the task are included.

To add a task to a group

1. In the **Target Groups** area, click **Add**.
2. Select the check boxes for the groups to which you want to apply the task.
3. Click **Add**.
4. Repeat steps 1 to 3 until all the devices to which you want to apply the task are included.

To run the task once at a scheduled time

You can set a task to run at a scheduled time, or to run the next time the target device reboots.

1. In the **Schedule** area, click the calendar icon and select a date or type a date.
2. Click the clock icon and select a time of day or type a time.
3. To run the task after a device reboots, select the **Run on next reboot after this time** check box.
When you select this check box, the task will run the next time the device reboots after the date and time you selected in steps 1 and 2.
4. Click **Schedule**.

To run a task on a recurring schedule

1. In the **Schedule** area, click the calendar icon and select a date or type a date.
2. Click the clock icon and select a time of day or type a time.
3. Click **Add Recurrence**.
4. Do one of the following:
 - To run a task daily, select the **Daily** option button, and then specify how often the task will run each day by selecting a frequency from the **Run daily** list. By default, daily tasks run once a day.
 - To run a task weekly, select the **Weekly** option button. Then specify what day or days to run the task.
 - To run a task monthly, select the **Monthly** option button. Then select either a specific date or a recurring day in the month.
5. Click **Schedule**.

Barracuda Managed Workplace does not allow you to set a task to run on the 29th, 30th, or 31st of the month, as the task will not run on any months that do not have those days, i.e. February. Use **Last Day** instead.

To set a timeout on a task

1. Click **Show Advanced Configuration**.
2. In the **Timeouts** area, set the following timeouts:
 - To set a timeout for the execution of the task, from the **Execution** list select the length of time the task can execute before the timeout occurs.
 - To set a timeout for when the device is unreachable, from the **Device Unreachable** list select the length of time the task can be unreachable before the timeout occurs.

The **Device Unreachable** timeout does not apply to scripts that run on Onsite Manager or Device Manager.

3. Click **Schedule**.

To wake a computer to run a task

You have the option to wake a computer if it is asleep so that the task can be run at the scheduled time.

1. Click **Show Advanced Configuration**.
2. In the **Miscellaneous** area, click the **Wake Computers** check box.
3. Click **Schedule**.

To email execution results to the task scheduler

You can choose to have the task execution results emailed to yourself.

1. Click **Show Advanced Configuration**.
2. In the **Miscellaneous** area, click the **Email Results** check box.
3. Click **Schedule**.

To add an alert if the script fails to be executed or returns output that is not considered a successful execution

You can specify alerts when the script fails to be executed or returns output that is not considered a successful execution.

1. Click **Show Advanced Configuration**.
2. In the **Alerts - Execution Results** area, click **Add**.
3. Type a title for the alert.
4. Optionally, type a description for the alert.
5. In the **Alert Rules** area, click **Add**.

The options for adding an alert rule differ depending on whether you are scheduling a script or an automation package to run.

6. If you are scheduling a script to run as a task, select the parameters that will generate an alert:
 - Return Code** Indicates the execution outcome of the script. The return codes can vary because they can be defined inside the script itself.
 - Standard Output** Indicates the output produced, if any, by a task to the **StOut. Standard**

output is used to express anything the script needs to communicate. This can be error messages, success messages, or lists of data.

Standard Error Indicates the error produced by the script.

The **Return Code**, **Standard Output**, and **Standard Error** are values that are scripted or programmed into the script or executable that is being run.

7. If you are scheduling an automation package to run as a task, select one or both of the following:
 - To alert on the package result, select the **Package Result** check box, and then select the package result that will generate an alert (**Any**, **Completed Successfully**, or **Completed With Errors**).
 - To alert on the notification conditions set for scripts in the package, select the **Package Notification Flag Set** check box. This generates an alert based on the alert conditions that were set on individual scripts in the package when the package was created or modified. For more information, see [Set Up Alert Conditions for Scripts in a Package](#).
8. Do the following:
 - To add an alert category when a script fails to be executed, click **Categorize Alert** and add a category from the list.
 - To remove an alert category for when a script fails to be executed, click **Categorize Alert** and remove a category from the list.
 - To create a trouble ticket when a script fails to be executed, select the **Create Trouble Ticket** check box.
 - To set the alert to self-heal when a script fails to be executed, select the **Self-Heal** check box. To specify the setting for self-heal, click the **Self-Heal** link. To clear the associated Trouble Ticket, ensure the **Clear Trouble Ticket** check box is selected. To send a notification, select the **Enable Self-Heal Notification** check box and specify the time delay. Then click **Save**.
 - To send an email when a script fails to be executed, select the **Send Email** check box and select either **All users** to send an email to all users whose role is to receive alert notifications or select **Specify email addresses** to specify certain recipients who should be notified. In the **From** box, type the email address from where the alert is emailed.
 - To escalate an alert if an alert has not been cleared or self-healed in a set amount of time, select the **Escalate Alert** check box and select a time after which the alert escalation will take effect. Select the **Send Email** check box and follow the instructions in the previous bullet.
 - To automate reactions to an alert, select the **Run Script** check box and select the **Category** and **Script** name, set any parameters if necessary and specify whether you want it to run on the device or Onsite Manager.
9. Click **Schedule**.

To add an alert if the script fails to be delivered

You can specify alerts for delivery failures when you schedule a task to run in the future.

Script alerting is not available for **Run Now** type tasks. When configuring a task with the **Run Now** option, it is sent immediately to the target devices. Because monitor and alert rules are

updated to Onsite Managers every two minutes, if you want to configure a task to run as soon as possible but want to ensure that you are able to receive alerts, you must use the **Schedule** link to begin adding a task.

1. Click **Show Advanced Configuration**.
2. In the **Alerts - Delivery Failures** area, click **Add**.
3. Do the following:
 - To add an alert category when a script fails to be delivered, click **Categorize Alert** and add a category from the list.
 - To remove an alert category for when a script fails to be delivered, click **Categorize Alert** and remove a category from the list.
 - To create a trouble ticket when a script fails to be delivered, select the **Create Trouble Ticket** check box.
 - To set the alert to self-heal when a script fails to be delivered, select the **Self-Heal** check box. To specify the setting for self-heal, click the **Self-Heal** link. To clear the associated Trouble Ticket, ensure the **Clear Trouble Ticket** check box is selected. To send a notification, select the **Enable Self-Heal Notification** and specify the time delay. Then click **Save**.
 - To send an email when a script fails to be delivered, select the **Send Email** check box and select either **All users** to send an email to all users whose role is to receive alert notifications or select **Specify email addresses** to specify certain recipients who should be notified. In the **From** box, type the email address from where the alert is emailed.
 - To escalate an alert if an alert has not been cleared or self-healed in a set amount of time, select the **Escalate Alert** check box and select a time after which the alert escalation will take effect. Select the **Send Email** check box and follow the instructions in the previous bullet.
 - To automate reactions to an alert, select the **Run Script** check box and select the **Category** and **Script** name, set any parameters if necessary

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