

Track scheduled tasks

To track whether a scheduled task has happened as expected, what the scheduled task did, and whether there were any errors:

- Log in to the **Admin Area**
- Click on the **Logs** menu
- Click on the **Scheduled Tasks** tab

Logs

Scheduled Tasks Mail Pool Logins Search Sphinx

Range: Is Error: Search:

Range	Last Executed	Is Error	
Frequently	4 minutes ago (03 Aug, 2019 01:15 PM)		
Hourly	19 minutes ago (03 Aug, 2019 01:00 PM)		
Daily	3 hours ago (03 Aug, 2019 10:01 AM)	•	
Weekly	6 days ago (28 Jul, 2019 10:10 AM)		
Monthly	2 days ago (01 Aug, 2019 10:20 AM)		

The information displayed on this screen shows:

- The scheduled task -- frequently, hourly, daily, weekly, and monthly -- in the **range** column
- The time it was **last executed**
- Whether or not the task had errored (**is error**)
- A link to the output of the most recent scheduled task of this type. Click on the icon to see full details.

Note: You must have administrator privileges to see the log details.

This functionality works in version 3.5 and above

Article ID: 267

Last updated: 5 May, 2021

Updated by: Leontev E.

Revision: 4

User Manual v8.0 -> Logs -> Track scheduled tasks

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