

How to Re-Start a Recurring Process

Go to your Process Monitor

Change the settings to the following –

Last – 21 Days

Run Status – Hold or No Success

Click Refresh

You should now see your recurring jobs that were put on hold by the Technical staff.

Each process has a checkbox on the left – click the checkbox for the 1st process

Click the Restart Request button at the bottom.

The screenshot shows the 'Process List' interface. At the top, there are search filters for 'User ID' (NELFER), 'Type', 'Last' (21 Days), 'Server', 'Name', 'Instance', 'Run Status' (Hold), and 'Distribution Status'. A 'Refresh' button is visible. Below the filters is a table with the following columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 10 rows of data, all with 'Run Status' set to 'Hold'. At the bottom of the table, there are buttons for 'Delete Request', 'Cancel Request', 'Hold Request', and 'Restart Request'. The 'Restart Request' button is highlighted in yellow.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2802435		SQR Report	ZZIN0001	NELFER	09/25/2009 5:10:00AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2802453		SQR Report	ZZIN0001	NELFER	09/25/2009 5:30:42AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2802492		SQR Report	ZZIN003	NELFER	09/25/2009 6:15:04AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2802502		SQR Report	ZZIN003	NELFER	09/25/2009 6:20:00AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2802549		SQR Report	ZZIN0001	NELFER	09/25/2009 6:45:00AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2802548		SQR Report	ZZIN0001	NELFER	09/25/2009 6:45:00AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2802566		SQR Report	ZZIN003	NELFER	09/25/2009 7:00:00AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2805006		SQR Report	ZZIN0001	NELFER	09/25/2009 11:00:00AM CDT	Hold	N/A	Details
<input type="checkbox"/>	2782159		COBOL SQL	INPUCAVG	NELFER	09/27/2009 1:00:00AM CDT	Hold	N/A	Details

To check the progress of the process change your Run Status back to blank (the first selection in the listing) and click the Refresh button.

Continue these steps until all processes have be re-started