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### Previous Topic

- [Configuration and Maintenance of Cisco Unified Presence](#)

You can schedule bulk transactions in Cisco Unified Presence and specify a time when these transactions need to start.

All jobs that are submitted through the Bulk Administration menu queue up on the Bulk Provisioning Service (BPS). Depending on the start time that is specified for a job, the transaction starts running. If no start time is mentioned, the transactions execute in the order in which they are received.

- [How to Manage the BPS](#)
- [How to Schedule Batch Jobs on Cisco Unified Presence](#)

## How to Manage the BPS

- [Turning On BPS](#)
- [Restarting BPS](#)
- [Turning Off BPS](#)

### Turning On BPS

#### Procedure

1. Select **Tools > Service Activation** in the Cisco Unified Presence Serviceability window.
2. Select the server that is running Cisco Unified Presence from the Service list box.
3. Check Cisco Bulk Provisioning Service in the Database and Admin Services area.
4. Select **Update**.

#### Troubleshooting Tips

- BPS starts automatically after it is activated.
- The window refreshes, and the Activation Status that corresponds to Bulk Provisioning Service displays **Activated**.
- If the service is already activated, the Activation Status will display as Activated.
- Every time that the service is started, BPS synchronizes with Cisco Unified Presence database.

### Restarting BPS

BPS starts automatically after it is activated in Cisco Unified Presence Serviceability. You can turn on and off the BPS.

#### Procedure

1. Select **Tools > Control Center - Feature Services** in Cisco Unified Presence Serviceability.
2. Select Cisco Unified Presence from the Servers list box.
3. Check BPS.
4. Perform one or more of the following actions:

<b>If you want to:</b>	<b>Action</b>
Restart BPS	Select Restart.
Stop BPS	Select Stop.
Start the stopped BPS	Select Start.

### Troubleshooting Tips

- Cisco Bulk Provisioning Service displays in list under Service Name column, in the Database and Admin Services area.
- If BPS was activated, the Status displays as Activated.

## Turning Off BPS

You can turn off BPS when you do not require it, and sign out of the tool.

### Procedure

1. Select **Tools > Service Activation** in Cisco Unified Presence Serviceability.
2. Select Cisco Unified Presence from the Servers list box.
3. Perform the following actions:
  1. Uncheck the check box that corresponds to the Cisco Bulk Provisioning Service.
  2. Select **Update**.

### Troubleshooting Tips

Cisco Bulk Provisioning Service displays in list under Service Name column, in the Database and Admin Services area.

### Related Topics

- [How to Find and Delete Components in Cisco Unified Presence Administration](#)
- [Getting More Information](#)

## How to Schedule Batch Jobs on Cisco Unified Presence

- [Finding Jobs](#)
- [Scheduling Jobs](#)

### Finding Jobs

You can find jobs that are already submitted to BPS through the Bulk Administration menu. A list of existing jobs display by

- Job Id
- Scheduled Date Time
- Submit Date Time
- Sequence
- Description
- Status
- Last User

### Procedure

1. Select **Bulk Administration > Job Scheduler**.
2. Select one of the following options from the first Find Job where list box:
  - ◆ User
  - ◆ Status
  - ◆ Job ID
  - ◆ Description
  - ◆ Scheduled Date Time
3. Select one of the following options from the second Find Job where list box:
  - ◆ begins with
  - ◆ contains
  - ◆ is exactly
  - ◆ ends with
  - ◆ is empty
  - ◆ is not empty
4. Select **Show** from the third list box.
5. Do one of the following, if applicable:
  1. Specify the appropriate search text.
  2. Select **Find** without entering any search text to find all jobs that are registered in the database.
  3. To further define your query, you can select **AND** or **OR** to add multiple filters and repeat Steps 2 through 4.
6. Select **Find**.
7. Select the Job ID for the job that is in process or on hold that you want to schedule and/or turn on.

### Troubleshooting Tips

- The Status displays Hold if you selected the Run Later radio button while you were scheduling the job.
- The Status displays Pending if you selected the Run Immediately radio button.
- The Status displays Completed for completed jobs, and it displays Incomplete for jobs that had an error and could not complete.

### Related Topics

- [How to Get Started in Cisco Unified Presence Administration](#)
- [Getting More Information](#)

**What To Do Next**

- Scheduling Jobs

**Scheduling Jobs****Procedure**

1. Select Bulk Administration > Job Scheduler.
2. Find the job that you want to schedule.
3. Enter the settings for scheduling and turning on the job as described in the table below.

<b>Field</b>	<b>Description</b>
Job Id	Displays the job ID that is created when the job is submitted.
Job Status	Displays the status of the job from one of the following options: <ul style="list-style-type: none"> <li>◇ Hold</li> <li>◇ Pending</li> <li>◇ Completed</li> <li>◇ Incomplete</li> </ul>
Scheduled Date Time	Select the month, date, year from the list boxes. Enter the time when you want the job to be scheduled.
Submit Date Time	Displays the date and time when the job was submitted.
Sequence	From the list box, select the sequence in which the job should be run. You can select a number between 1 and 20.  <b>Note:</b> If the scheduled date and time are the same for two or more jobs, this indicates that the jobs are queued in BPS according the sequence number. If the scheduled date and time and Sequence are the same, the jobs get queued depending on the submitted date and time.
Job Description	Displays the description that you entered when the job was created.
Frequency	From the following options, select the frequency of the transaction: <ul style="list-style-type: none"> <li>◇ Once</li> <li>◇ Monthly</li> <li>◇ Weekly</li> <li>◇ Daily</li> <li>◇ Hourly</li> </ul> For example, if you select Daily, the transaction will repeat daily at the time that is entered in the Schedule Time and Date field.
Job End Time	Displays the end time for recurring (frequency) job.
Last Modified By	Displays the user ID of the administrator who last modified this job.

4. Perform one of the following actions:

- ◇ Select **Activate Job** to turn on the job at the scheduled time.
- ◇ Select **Save** to save the configuration settings and turn on the job at a later time.

5. Select the job ID for the job that you have turned on.

6. Select the link in the Log File Name column to view the log file for this transaction.

7. Complete the following actions to go back to the list of jobs:

- ◇ Select **Back to Find/List** from the Related Links menu.
- ◇ Select **Go**.

#### **Troubleshooting Tips**

If a job is saved, but not turned on, the status of the job will display as Hold. The BPS does not process these jobs unless they are turned on.

#### **Related Topics**

- [How to Find and Delete Components in Cisco Unified Presence Administration](#)
- [Getting More Information](#)