

Task Management for Automation

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When working with **automated tuition posting** and **automated ePayment processing** in Jackrabbit, the **Task Management** page (*Transactions > Automation*) lists all the tasks that have been created and offers detailed information about each, such as which User created it and when it was created.

You can manage tasks individually on this page with options to view, edit, pause, and delete tasks as needed.

Task Management

ALL TASKS >

TASKS

5/5 Tasks

By Type: Donut chart showing 5 tasks. Frequency: Bar chart showing 5 tasks across categories: Daily, Weekly, Monthly, Yearly, Custom.

Showing 5 of 5 Tasks [HELP WITH GRIDS](#)

Legend: ■ Paused Task

TASK	TYPE	FREQUENCY	NEXT RUN	ENDS ON	REMINDER
Ager Family Billing	Tuition Fees	Monthly on the 30th @ 12:01 AM	Thu, Dec 30, 2021 12:01AM	Fri, Dec 31, 2021	1 Day
Monthly Payments	ePayment	Monthly on the fourth Wednesday @ 7:00 AM	Wed, Dec 22, 2021 7:00AM	Never	1 Day
Summer Billing	Tuition Fees	Monthly on the 1st @ 1:00 AM	Sat, Jan 1, 2022 1:00AM	Never	2 Days
Semi-Monthly Payments (15th)	ePayment	Monthly on the 15th @ 7:00 AM	Sat, Jan 15, 2022 7:00AM	Never	1 Day
Quarterly Payments	ePayment	Every 3 months on the 1st @ 9:00 PM	Tue, Mar 1, 2022 9:00PM	Never	2 Days

Manage Tasks

Options for working with each task are accessed from the row menu icon:

Legend: ■ Paused Task

TASK	TYPE
Ager Family Billing	Tuition Fees
Camp Billing	Tuition Fees
Summer Rec Class Billing	Tuition Fees

View
Edit
Pause
Delete



The ability to manage an automated task is controlled by the User ID permission **Task Management**, in the *Automation* category. Users without this permission will not be able to edit, delete, or pause a

task. Learn more about [User ID Permissions](#).

**Expand/Collapse
All**

- ⌵ View Task
 - ⌵ Edit Task
 - ⌵ Pause or Resume Task
 - ⌵ Delete Task
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