Creating and editing job configurations

Certain jobs within the system are **configurable jobs**. This means that a new configuration must first be created from the job template and adapted before the job can be executed. The **configuration form** is used for this.
Access to the jobs is only available as **Full System Administrator** via the **menu tree** under:

SYSTEM
--> Jobs

A list appears with all **standard jobs** and **configured jobs**. Standard jobs cannot be adapted; they can only be executed and a trigger can be defined for them. For configurable jobs, however, an individual configuration can be created via the **"New configuration"** button - the following fields are to be edited:

Name	The name of the new job configuration is entered here
Description	There is room here for a short description - this is useful for seeing at once what purpose this job serves, e.g. "deletes all log entries older than 3 days every Monday at midnight - error messages are kept"
Job configuration derived from job	Selection of the configuration that is to serve as a template - definition of the basic function of the job (e.g. "deleteLogData", deletes log entries)
Active	Yes/No selection: If "Yes" is selected, the job is active and is executed regularly according to the defined trigger. If "No" is selected, the job is inactive and can only be executed manually in the edit view.
Update on version change	Yes/No selection: If "Yes" is selected here, the job's metadata (e.g. trigger settings, persons to be processed) is overwritten with the default data provided by the developer when updating to a newer Webdesk version. If "No" is selected, the metadata is not changed.

Clicking **"Save"** saves the new job configuration - now an individual **trigger** [1]for the job can be set via the tabs below, and the **mail notification policy** [2]can be defined. The options for **job configuration** are specific to each job and are described in detail on the subpages of the respective job.

1. /daisy/webdesk-manual-en/admin/po-overview/3731-dsy/3732-dsy.html#dsy3732-dsy_Trigger
2. /daisy/webdesk-manual-en/admin/po-overview/3731-dsy/3732-dsy.html#dsy3732-dsy_Mailversand