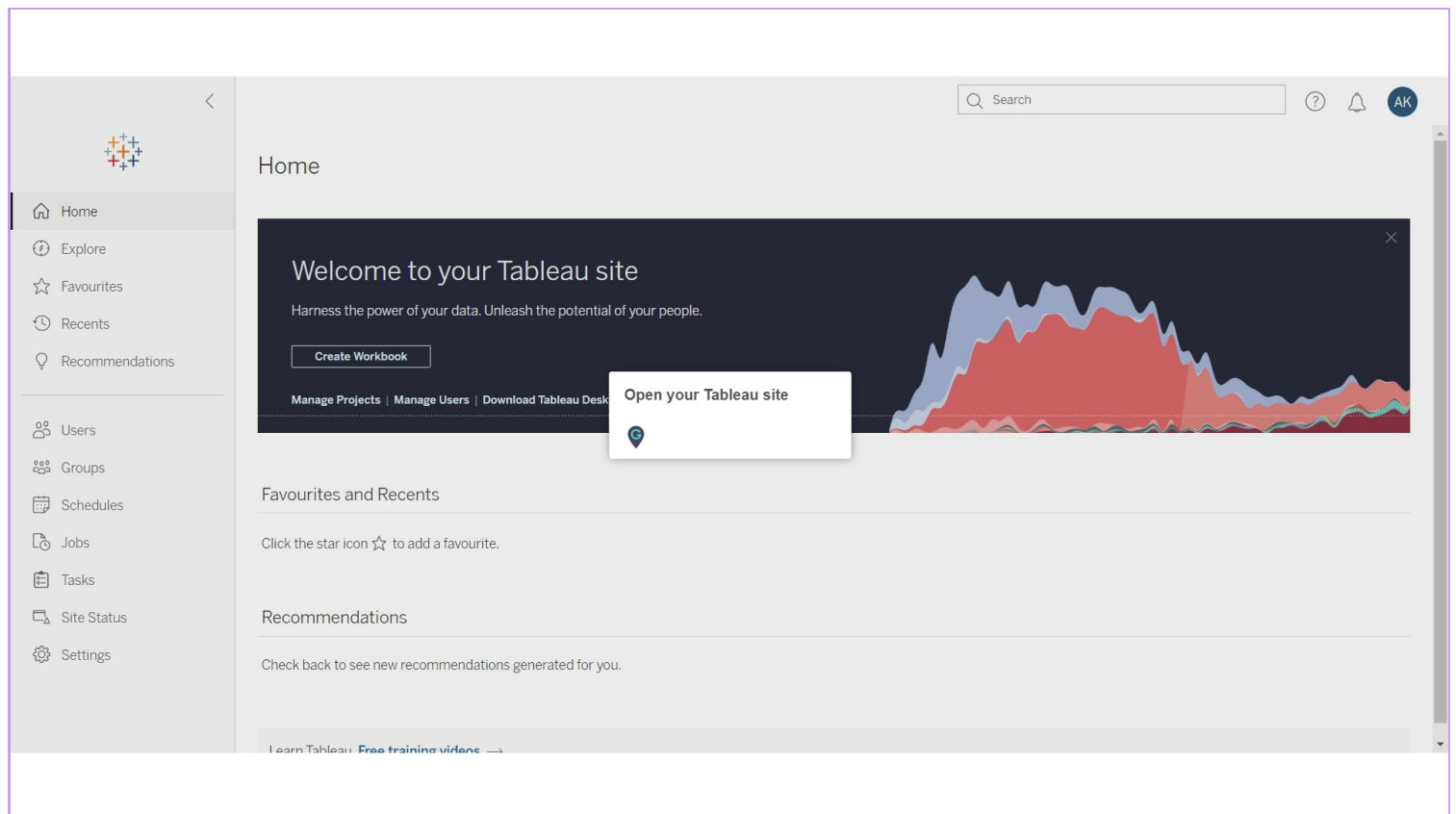




How to Run a Scheduled Task on Tableau Online

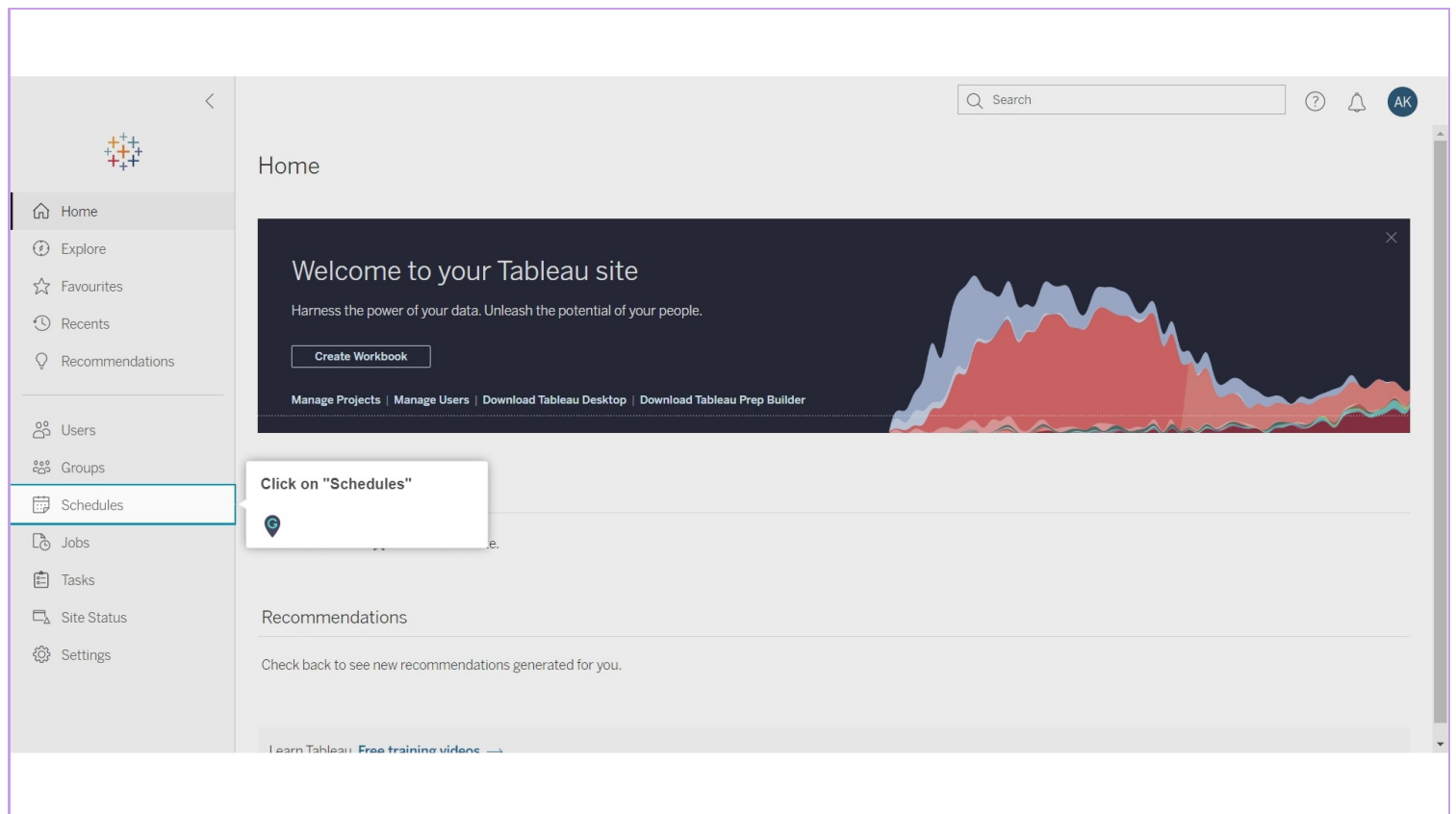
Step: 01

Open your Tableau site




Step: 02

Click on "Schedules"



Step: 03

Click the checkbox of the task you want to run



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[Site Status](#)
[Settings](#)

Schedules 77

Select All

Click the checkbox of the task you want to run

Search

?

AK

	Name	Frequency	Task type	Tasks	Execution	Next run at
<input type="checkbox"/>	End of the month - On the 1st day of the month at 04:30	Monthly	Extract Refresh	0	Parallel	1 Mar 2020, 04:30
<input type="checkbox"/>	Monday morning - Weekly at 11:30 on Monday	Weekly	Subscription		Parallel	10 Feb 2020, 11:30
<input type="checkbox"/>	Refresh daily [00:00 - 02:00, UTC] - Daily at 05:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 05:30
<input type="checkbox"/>	Refresh daily [01:00 - 03:00, UTC] - Daily at 06:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 06:30
<input type="checkbox"/>	Refresh daily [02:00 - 04:00, UTC] - Daily at 07:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 07:30
<input type="checkbox"/>	Refresh daily [03:00 - 05:00, UTC] - Daily at 08:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 08:30
<input type="checkbox"/>	Refresh daily [04:00 - 06:00, UTC] - Daily at 09:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 09:30
<input type="checkbox"/>	Refresh daily [05:00 - 07:00, UTC] - Daily at 10:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 10:30
<input type="checkbox"/>	Refresh daily [06:00 - 08:00, UTC] - Daily at 11:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 11:30
<input type="checkbox"/>	Refresh daily [07:00 - 09:00, UTC] - Daily at 12:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 12:30
<input type="checkbox"/>	Refresh daily [08:00 - 10:00, UTC] - Daily at 13:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 13:30
<input type="checkbox"/>	Refresh daily [09:00 - 11:00, UTC] - Daily at 14:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 14:30

Step: 04

After selecting, click on "Actions"

Schedules 77

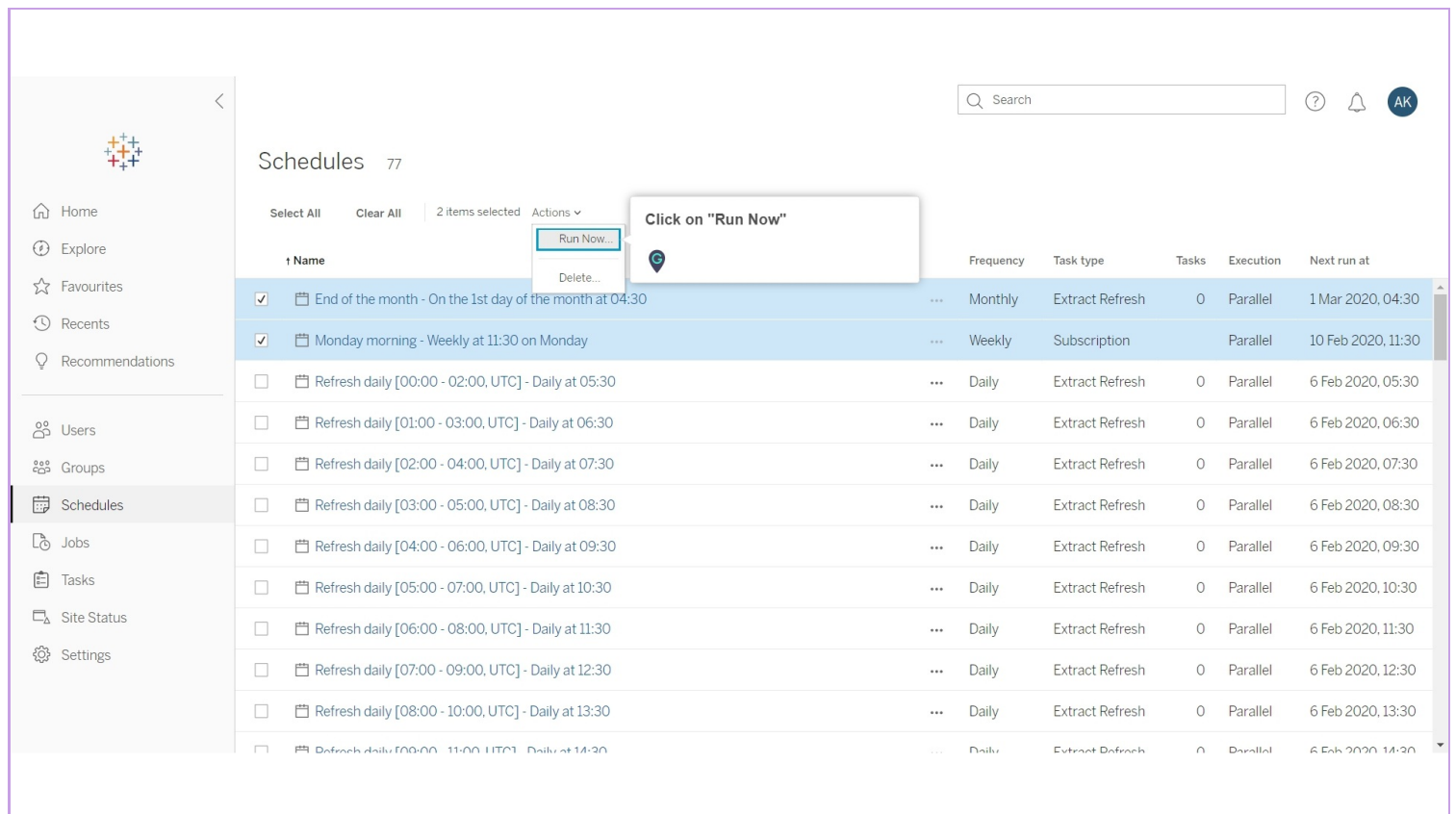
Select All Clear All 2 items selected Actions

After selecting, click on "Actions"

Name	Frequency	Task type	Tasks	Execution	Next run at
<input checked="" type="checkbox"/> End of the month - On the 1st day of the month at 04:30	Monthly	Extract Refresh	0	Parallel	1 Mar 2020, 04:30
<input checked="" type="checkbox"/> Monday morning - Weekly at 11:30 on Monday	Weekly	Subscription		Parallel	10 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [00:00 - 02:00, UTC] - Daily at 05:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 05:30
<input type="checkbox"/> Refresh daily [01:00 - 03:00, UTC] - Daily at 06:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 06:30
<input type="checkbox"/> Refresh daily [02:00 - 04:00, UTC] - Daily at 07:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 07:30
<input type="checkbox"/> Refresh daily [03:00 - 05:00, UTC] - Daily at 08:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 08:30
<input type="checkbox"/> Refresh daily [04:00 - 06:00, UTC] - Daily at 09:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 09:30
<input type="checkbox"/> Refresh daily [05:00 - 07:00, UTC] - Daily at 10:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 10:30
<input type="checkbox"/> Refresh daily [06:00 - 08:00, UTC] - Daily at 11:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [07:00 - 09:00, UTC] - Daily at 12:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 12:30
<input type="checkbox"/> Refresh daily [08:00 - 10:00, UTC] - Daily at 13:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 13:30
<input type="checkbox"/> Refresh daily [09:00 - 11:00, UTC] - Daily at 14:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 14:30

Step: 05

Click on "Run Now"



The screenshot shows the 'Schedules' page in the myGuide interface. The left sidebar contains navigation links: Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules (selected), Jobs, Tasks, Site Status, and Settings. The main content area displays a table of schedules. Two items are selected, and the 'Run Now' button in the Actions menu is highlighted with a callout box.

Schedules 77

Select All Clear All 2 items selected Actions

Click on "Run Now"

Name	Frequency	Task type	Tasks	Execution	Next run at
<input checked="" type="checkbox"/> End of the month - On the 1st day of the month at 04:30	Monthly	Extract Refresh	0	Parallel	1 Mar 2020, 04:30
<input checked="" type="checkbox"/> Monday morning - Weekly at 11:30 on Monday	Weekly	Subscription		Parallel	10 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [00:00 - 02:00, UTC] - Daily at 05:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 05:30
<input type="checkbox"/> Refresh daily [01:00 - 03:00, UTC] - Daily at 06:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 06:30
<input type="checkbox"/> Refresh daily [02:00 - 04:00, UTC] - Daily at 07:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 07:30
<input type="checkbox"/> Refresh daily [03:00 - 05:00, UTC] - Daily at 08:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 08:30
<input type="checkbox"/> Refresh daily [04:00 - 06:00, UTC] - Daily at 09:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 09:30
<input type="checkbox"/> Refresh daily [05:00 - 07:00, UTC] - Daily at 10:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 10:30
<input type="checkbox"/> Refresh daily [06:00 - 08:00, UTC] - Daily at 11:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [07:00 - 09:00, UTC] - Daily at 12:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 12:30
<input type="checkbox"/> Refresh daily [08:00 - 10:00, UTC] - Daily at 13:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 13:30
<input type="checkbox"/> Refresh daily [09:00 - 11:00, UTC] - Daily at 14:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 14:30

Step: 06

Again, click "Run Now"

The screenshot shows the 'Schedules' page in the myGuide interface. The page title is 'Schedules' with a count of 77. Below the title, there are buttons for 'Select All', 'Clear All', and '2 items selected'. A table lists various schedules with columns for Name, Frequency, Task type, Tasks, Execution, and Next run at. Two schedules are selected: 'End of the month - On the 1st day of the month at 04:30' and 'Monday morning - Weekly at 11:30 on Monday'. A 'Run Now' dialog box is open, asking 'Run all tasks from the 2 selected schedules? The tasks will be run as soon as server resources are available.' with 'Cancel' and 'Run Now' buttons. A callout box points to the 'Run Now' button with the text 'Again, click "Run Now"'. The left sidebar contains navigation links: Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules, Jobs, Tasks, Site Status, and Settings.

Name	Frequency	Task type	Tasks	Execution	Next run at
<input checked="" type="checkbox"/> End of the month - On the 1st day of the month at 04:30	Monthly	Extract Refresh	0	Parallel	1 Mar 2020, 04:30
<input checked="" type="checkbox"/> Monday morning - Weekly at 11:30 on Monday	Weekly	Subscription		Parallel	10 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [00:00 - 02:00, UTC]	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 05:30
<input type="checkbox"/> Refresh daily [01:00 - 03:00, UTC]			0	Parallel	6 Feb 2020, 06:30
<input type="checkbox"/> Refresh daily [02:00 - 04:00, UTC]			0	Parallel	6 Feb 2020, 07:30
<input type="checkbox"/> Refresh daily [03:00 - 05:00, UTC] - Daily at 08:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 08:30
<input type="checkbox"/> Refresh daily [04:00 - 06:00, UTC] - Daily at 09:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 09:30
<input type="checkbox"/> Refresh daily [05:00 - 07:00, UTC] - Daily at 10:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 10:30
<input type="checkbox"/> Refresh daily [06:00 - 08:00, UTC] - Daily at 11:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [07:00 - 09:00, UTC] - Daily at 12:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 12:30
<input type="checkbox"/> Refresh daily [08:00 - 10:00, UTC] - Daily at 13:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 13:30
<input type="checkbox"/> Refresh daily [09:00 - 11:00, UTC] - Daily at 14:30	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 14:30

Step: 07

Your selected schedules queued tasks to run

The screenshot displays the 'Schedules' page in the myGuide application. The left sidebar contains navigation links: Home, Explore, Favourites, Recents, Recommendations, Users, Groups, Schedules (selected), Jobs, Tasks, Site Status, and Settings. The main content area shows a table of schedules. A tooltip message 'Your selected schedules queued tasks to run' is overlaid on the table. An info banner at the top indicates 'Info: 2 schedules queued tasks to run'.

Name	Frequency	Task type	Tasks	Execution	Next run at
<input type="checkbox"/> End of the month - On the 1st day of the month at 04:30	Monthly	Extract Refresh	0	Parallel	1 Mar 2020, 04:30
<input type="checkbox"/> Monday morning - Weekly at 11:30 on Monday	Weekly	Subscription		Parallel	10 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [00:00 - 02:00, UTC] - Daily at 00:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 05:30
<input type="checkbox"/> Refresh daily [01:00 - 03:00, UTC] - Daily at 01:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 06:30
<input type="checkbox"/> Refresh daily [02:00 - 04:00, UTC] - Daily at 02:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 07:30
<input type="checkbox"/> Refresh daily [03:00 - 05:00, UTC] - Daily at 03:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 08:30
<input type="checkbox"/> Refresh daily [04:00 - 06:00, UTC] - Daily at 04:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 09:30
<input type="checkbox"/> Refresh daily [05:00 - 07:00, UTC] - Daily at 05:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 10:30
<input type="checkbox"/> Refresh daily [06:00 - 08:00, UTC] - Daily at 06:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 11:30
<input type="checkbox"/> Refresh daily [07:00 - 09:00, UTC] - Daily at 07:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 12:30
<input type="checkbox"/> Refresh daily [08:00 - 10:00, UTC] - Daily at 08:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 13:30
<input type="checkbox"/> Refresh daily [09:00 - 11:00, UTC] - Daily at 09:00	Daily	Extract Refresh	0	Parallel	6 Feb 2020, 14:30

Thank You!

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