Running the COVID Missing Responses Report
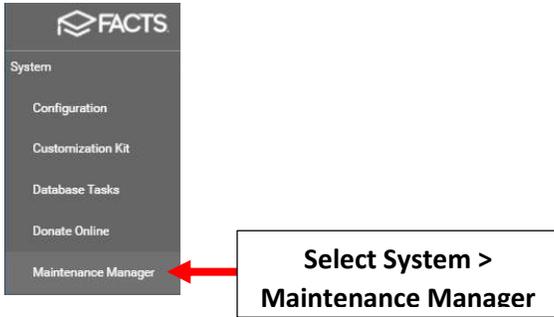
Once logged into FACTS please select System > Maintenance Manager from the Left Side Menu
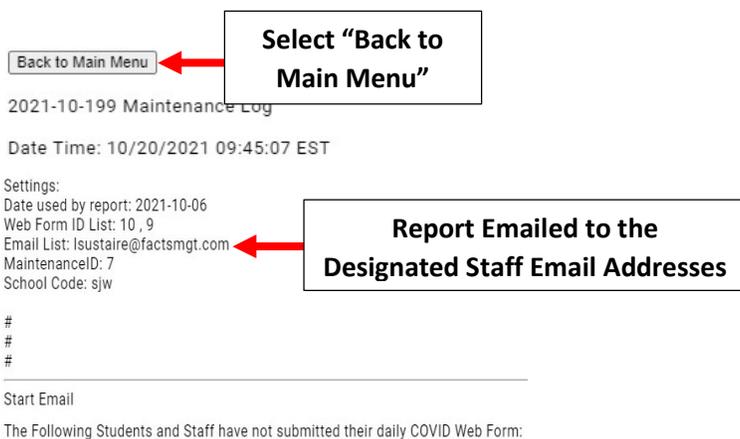

Select System >
Maintenance Manager

Locate the 2nd job "custom/Covid/CovidEntryMissing.cfm" at the top of the list. To Run Job: Select "Run" on the second job (Please Note: The Schedule Time is listed as "Disabled", job will still run)

Maintenance Manager

Type	Description	Schedule	Last Run			
Custom Maintenance Job	custom/Covid/CovidEntryMissing.cfm	Daily 09:00	10/19/2021 09:00:16	EDIT	VIEW LOG	RUN
Custom Maintenance Job	custom/Covid/CovidEntryMissing.cfm	Disabled		EDIT	VIEW LOG	RUN
Custom Maintenance Job	custom/dart integration.cfm	Weekly 02:00	10/17/2021 02:01:39	EDIT	VIEW LOG	RUN
Custom Maintenance Job	custom/webformresponsearchive.cfm	Daily 23:00	10/19/2021 23:00:14	EDIT	VIEW LOG	RUN
Custom Ma...	...s.cfm	Weekly 12:00	10/17/2021 12:01:30	EDIT	VIEW LOG	RUN
Demograph...		Weekly 20:00	10/17/2021 20:00:45	EDIT	VIEW LOG	RUN

Select
Run

Locate the 2nd job
"custom/Covid/CovidEntryMissing.cfm"

When job has completed you will see the following. An updated email report has been sent to the designated staff email addresses. Select "Back to Main Menu"

Back to Main Menu

Select "Back to Main Menu"

2021-10-199 Maintenance Log

Date Time: 10/20/2021 09:45:07 EST

Settings:
Date used by report: 2021-10-06
Web Form ID List: 10 , 9
Email List: lsustaire@factsmgt.com
MaintenanceID: 7
School Code: sjw

Report Emailed to the
Designated Staff Email Addresses

\#
\#
\#

Start Email

The Following Students and Staff have not submitted their daily COVID Web Form:

__Please Note: This report can be run as often as needed throughout the day__