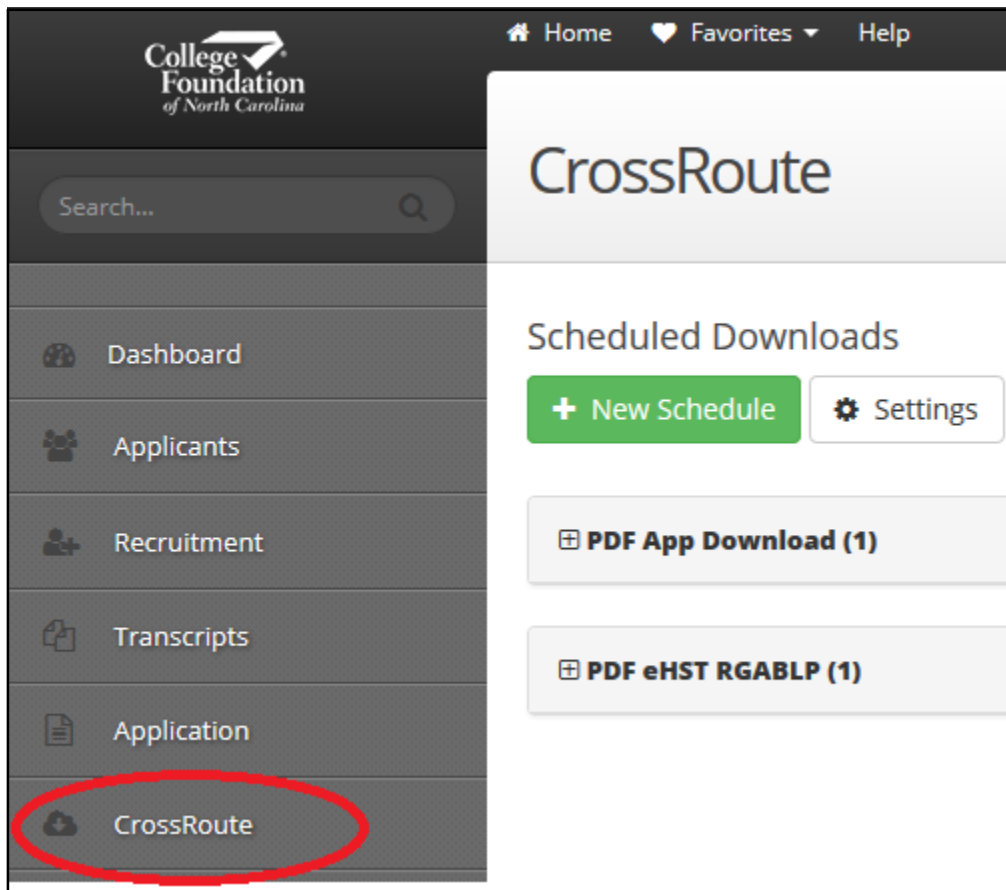


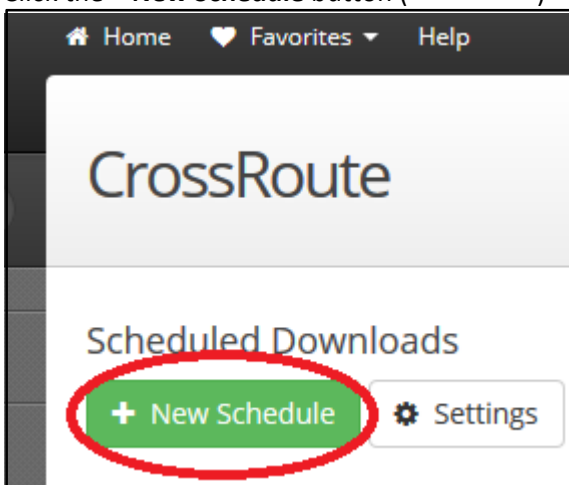
CrossConnect: CrossRoute

Creating Download Schedules

1. Navigate to the **CrossRoute** area of CrossConnect



2. Click the + **New Schedule** button ()



CrossConnect: CrossRoute

- Enter a name for the scheduled download in the **Name** field

Schedule Details

Name

- Select an **Export Project** from the **Filter Export Projects** area

Filter Export Projects

Export Type

All ▼

Created By

Any ▼

Export Project

- You can see all created export projects (applicants, transcript and recruitment) from the **Export Project** dropdown
 - You can filter this list down by using the **Export Type** dropdown (Applicants, Transcript or Recruitment) and/or by using the **Created By** filter
 - If you select filters using the **Export Type** and/or **Created By** fields, the options in the **Export Project** list will change
- Set the **Schedule Frequency** (how often you want the schedule to run)

Schedule Frequency

Daily ▼

- Daily** – use if you want to download only once a day
- Weekly** – Use if you want to download multiple times a week or day (most common)
- Monthly** – Use if you want to download only once a month

CrossConnect: CrossRoute

6. Set the **Start Date** – when the schedule should start running

Start Date

05/22/2016

7. Set the **Start Time** – the time you want the download to start

Start Time

12

:

00

AM

8. Select **Yes** or **No** to the **Repeat** field - if you want to download more than once a day, you will want to answer **Yes**

Repeat

Yes

No

- a. If set to **Yes**, enter the additional information into the **Every** field

Every

30

Minute(s)

- i. Enter the number and select the time unit (either **minutes** or **hours**) from the dropdown menu (e.g., **Every 30 Minutes**)

- b. If set to **Yes**, enter the **End Time** – when the schedule should stop running for the day

End Time

05

:

05

PM

CrossConnect: CrossRoute

9. If you selected **Weekly** for the **Schedule Frequency**, you will see the **Days** checkboxes; check the days you would like the schedule to run

Days

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday

☐ Friday
 ☐ Saturday
 ☐ Sunday

10. If you will be running any post-download processes, enter the command in the **Post Processing Command** field

Post Processing Command

NOTE for North Carolina Community Colleges (NCCC): If you are setting up CrossRoute to use with the Colleague import, see the section at the end of this document ([Additional Notes for North Carolina Community Colleges](#)) for more information on Post Processing.

11. Select **Yes** or **No** to the **FTP Enabled** field – if you want CrossRoute to automatically FTP the file after downloading, answer **Yes**

FTP Enabled

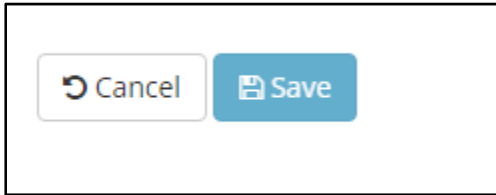
*NOTE for North Carolina Community Colleges (NCCC): If you are setting up CrossRoute to use with the Colleague import, it is recommended that you **not** use FTP. Files are transferred using*

12. Select **Yes** or **No** to the **Schedule Enabled** field – if you want the schedule you’ve just setup to be started once you click **Save**, select **Yes**; if you are not ready for the tool to start downloading on the schedule you’ve just set up, select **No** (you can always edit the schedule at a later date and enable the schedule when you are ready)

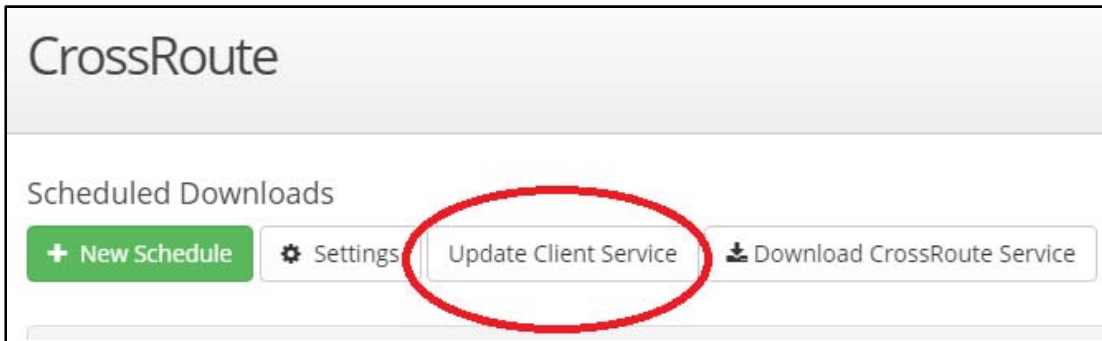
Schedule Enabled

CrossConnect: CrossRoute

13. Click **Save** () to save your new schedule



14. On the main CrossRoute screen, click the **Update Client Service** button ()



Additional Notes for North Carolina Community Colleges

Enter the Post Processing command that will run after the download completes.

C:\CFNC\CFNC_SendFilesToColleague.bat "{filename}" 4 NCSO_

- NOTE: the above command has to be entered exactly as it appears above
- {filename} represents a literal string and the program automatically replaces it with the actual file name when the program runs and must also be enclosed in quotes
- The number 4 represents the current version of CFNC download
- The string "NCSO_" is a local selection and is the prefix for the converted files
- Files are converted and renamed to the following before transferring to the Colleague server, e.g.
 - o NCSO_yyyymmddhhmm.main
 - o NCSO_yyyymmddhhmm.misc
 - o NCSO_yyyymmddhhmm.inst
 - o NCSO_yyyymmddhhmm.tests