

Export Scheduling

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When your system has a charge (DFT) interface, automatic charge exports can be configured for convenience. Most charge exports are scheduled overnight to avoid biller workflow interruption.

- You will find the Export Scheduler via Menu > Charge Capture > Exports > Scheduling

Export Scheduler Navigation

The screenshot shows the 'Export Scheduler' interface. It features a calendar view for the week of March 12-18, 2023. The calendar has time slots from 12am to 5am. A 'Schedule Export Now' button is located at the top right. A 'month week' view selector is also present. On the right side, there is an 'Exports' section with a dropdown menu currently set to 'Centricity'. Five blue callout lines point to specific elements: 1 points to the calendar navigation arrows, 2 points to a time slot on Tuesday, 3 points to the 'Schedule Export Now' button, 4 points to the 'month week' view selector, and 5 points to the 'Exports' dropdown menu.

Action Key

1. Calendar navigation
2. Export schedule
3. Schedule an ad-hoc export
4. Week/month view
5. Choose export to schedule

Schedule an Export

- To schedule an export, click a day/time slot to add an export block
- Drag the block vertically to adjust the export time, drag horizontally to move adjust the day
- Click the block to delete it, or schedule a repeating export

Wed 3/15	Thu 3/16	Fri 3/17	Sat 3/18
3:00 Centricity	3:00 Centricity	3:00 Centricity	

Export | Centricity ✖

When: 3:00 AM

Repeats:

Sun Mon Tue Wed Thu **Fri** Sat

Every **Weeks**

From **Until**