

## Modifying A Scheduled Job

JasperReports Server allows you to modify or delete a job if you have sufficient permissions for the scheduled report. After you submit the schedule job, the job appears on the **Scheduled Jobs** page of the report that you have scheduled.

### To modify a scheduled job:

1. Locate the scheduled report in the repository, right-click in the row, and choose **Schedule** in the context menu. A scheduled report will have the icon at the beginning of the report row.
2. The **Scheduled Jobs** page appears for the chosen report. To modify the report, click the **Edit** link in the job row, and make changes on the **Schedule**, **Parameters**, **Output Options**, and **Notifications** tabs.

To stop the recurring job, delete it.

### To delete a scheduled job:

1. Locate the scheduled report in the repository, right-click in the row, and choose **Schedule** in the context menu. A scheduled report will have the  icon at the beginning of the report row.
2. The **Scheduled Jobs** page appears for the chosen report. To stop the job, click the **Delete** link in the job row. The job is deleted without any confirmation.