

How to Schedule an ESS Job in Oracle Fusion

This guide explains how to schedule an ESS job in Oracle Fusion using the Scheduled Processes tool. You will learn how to access the scheduling interface, configure a new job with recurring run times, monitor its progress, edit an existing schedule, and cancel a job if needed.

Prerequisites

- Access to your Oracle Fusion Cloud Applications instance with valid login credentials.
- Permissions to access the **Scheduled Processes** tool and submit ESS jobs.

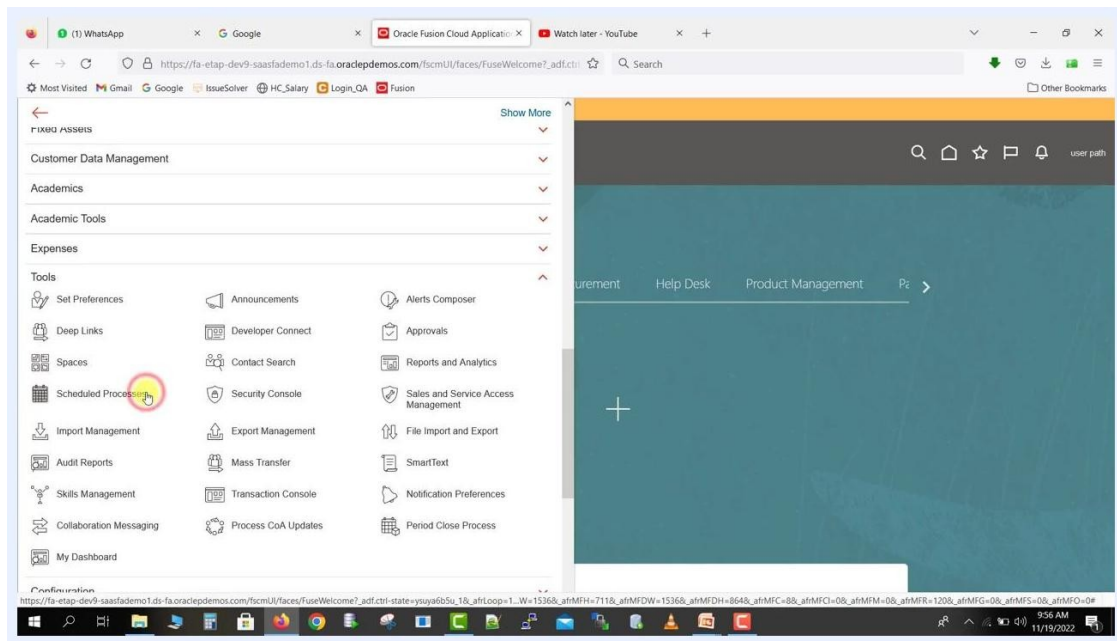
Accessing scheduled processes

Step 1: Access your Oracle Fusion instance

Open your web browser and navigate to your Oracle Fusion Cloud Applications instance. Log in with your credentials if prompted.

Step 2: Open the Navigator menu

Find the **Navigator** icon (three horizontal lines or a menu icon) in the upper left corner of the Oracle Fusion interface. Click the **Navigator** icon to open the navigation menu.



Navigator icon highlighted on the Oracle Fusion home screen, ready to be clicked.

Step 3: Expand Tools and select Scheduled Processes

Scroll down the navigation menu until you see the **Tools** section, and click to expand it if it is not already expanded. In the Tools section, locate **Scheduled Processes** (the icon with a calendar and clock) and click it to proceed to the ESS job scheduling interface.

The system redirects you to the **Monitor Processes - Scheduled Processes** page. This page displays a list of previously scheduled jobs, with columns for Name, Process ID, Status, Scheduled Time, Submission Time, Start Time, and Completion Time. The **Schedule New Process** button appears above the job list.

Overview

Search

Search Results

View: ☒ Flat List ☐ Hierarchy

Actions: View **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log

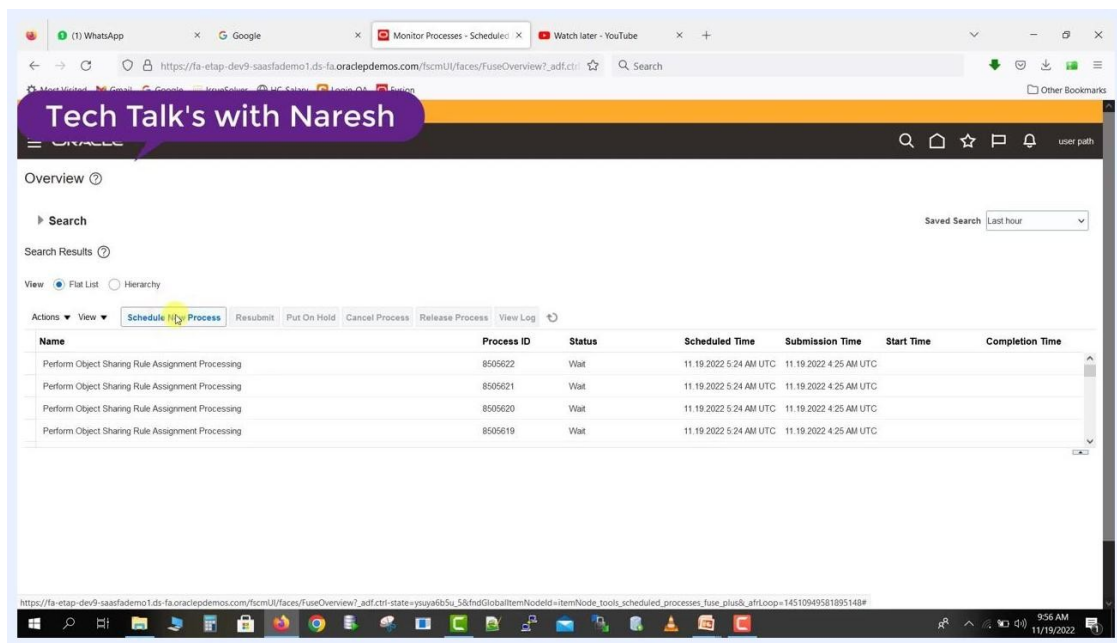
Name	Process ID	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Perform Object Sharing Rule Assignment Processing	8505622	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505621	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505620	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505619	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		

Monitor Processes page with the "Schedule New Process" button highlighted, showing a list of scheduled jobs.

Scheduling a new ESS job

Step 4: Select the job type and name

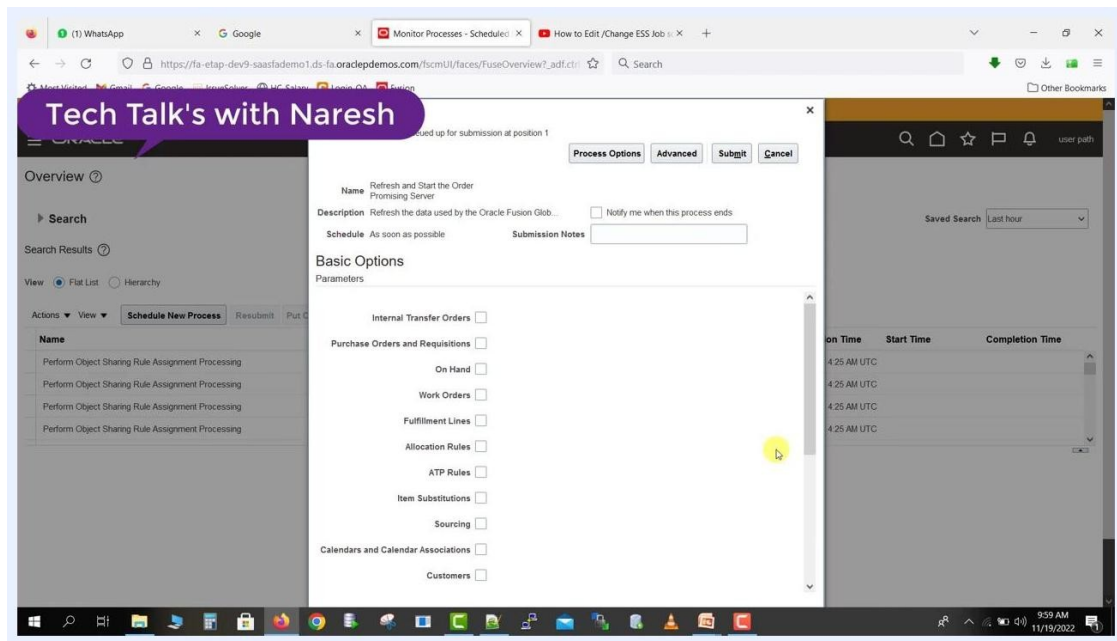
Click **Schedule New Process** to begin. In the **Schedule New Process** dialog, ensure **Type** is set to "Job" (not "Job Set"). In the **Name** field, enter the job name or a short name — for example, [Refresh%Start%Order%](#) — then press **Tab**. The system auto-completes and displays the full program name if it exists, such as **"Refresh and Start the Order Promising Server"**. The **Description** field auto-populates with text describing the job, for example: "Refresh the data used by the Oracle Fusion Global Order Promising server and start the order promising server."



Schedule New Process dialog with the job name "Refresh and Start the Order Promising Server" and an auto-filled description.

Step 5: Copy the job name (optional)

If you want a record of the job name, highlight the full name in the **Name** field, right-click and select "Copy" (or use **Ctrl+C**), and paste it into a text editor labeled "ESS job name" for future reference.



Job name "Refresh and Start the Order Promising Server" highlighted for copying in the Schedule New Process dialog.

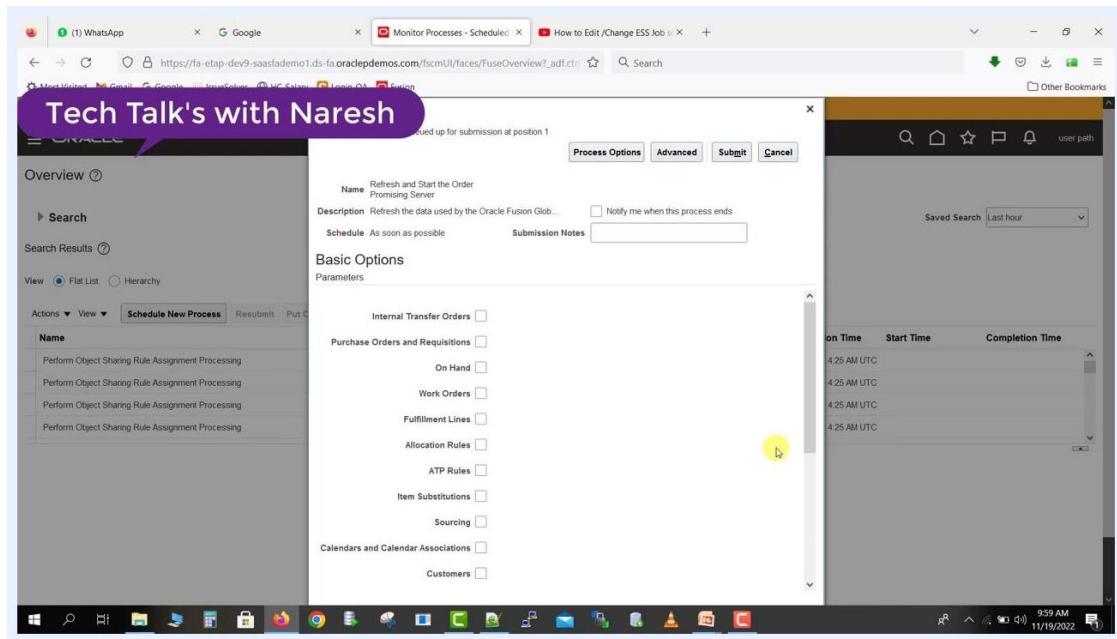
Click **OK** in the dialog to proceed. The system then displays the job submission window with additional options and parameters.

Step 6: Choose job parameters

The job submission window shows the job name, description, and scheduling options at the top. Under **Basic Options** and **Parameters**, you see checkboxes for different job parameters, including:

- Internal Transfer Orders
- Purchase Orders and Requisitions
- On Hand
- Work Orders
- Fulfillment Lines
- Allocation Rules
- ATP Rules
- Item Substitutions
- Sourcing

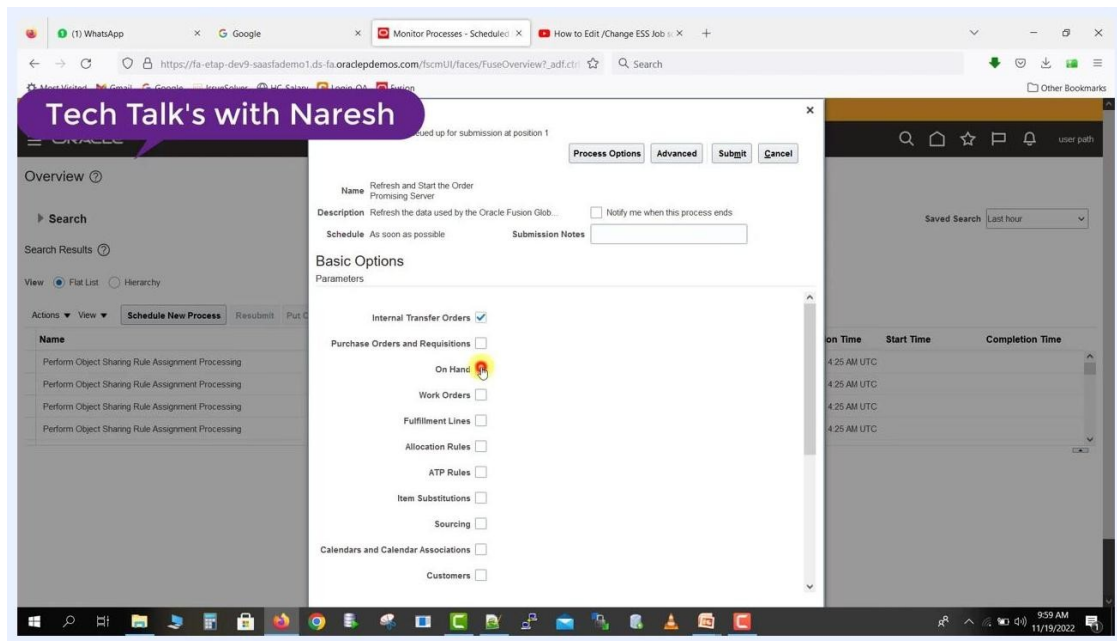
- Calendars and Calendar Associations
- Customers



ESS job submission window with the parameters list and checkboxes for job options.

Step 7: Select parameters to schedule

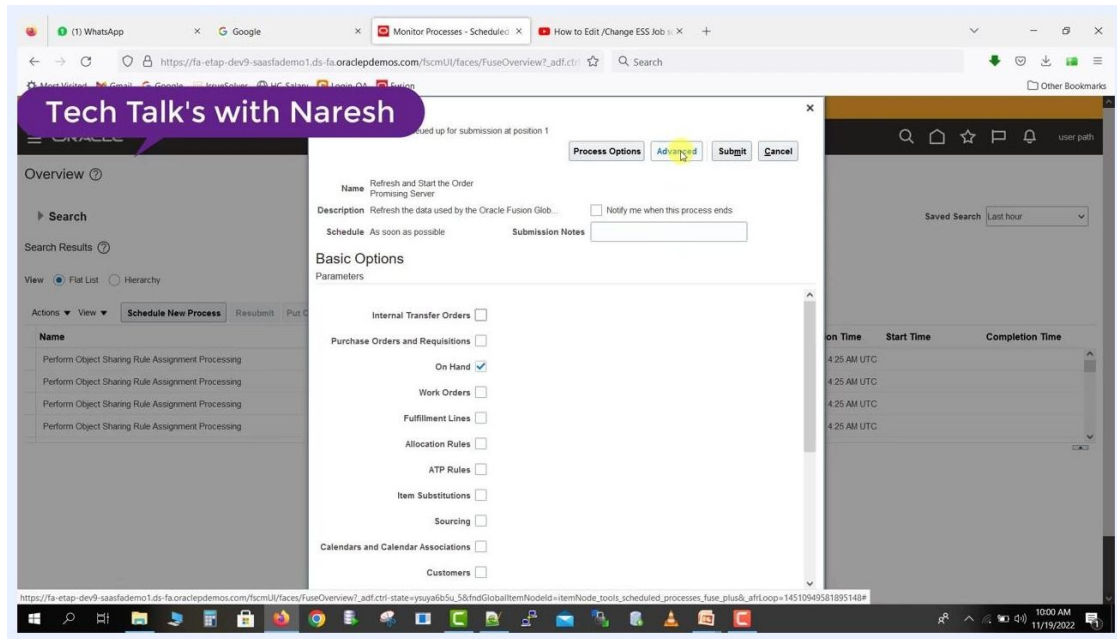
Check the boxes for the parameters you want included in the job. For example, check **Internal Transfer Orders** and **On Hand**. You can select multiple parameters as needed for your job requirements.



Checkboxes for "Internal Transfer Orders" and "On Hand" selected in the job parameters section.

Step 8: Open advanced scheduling options

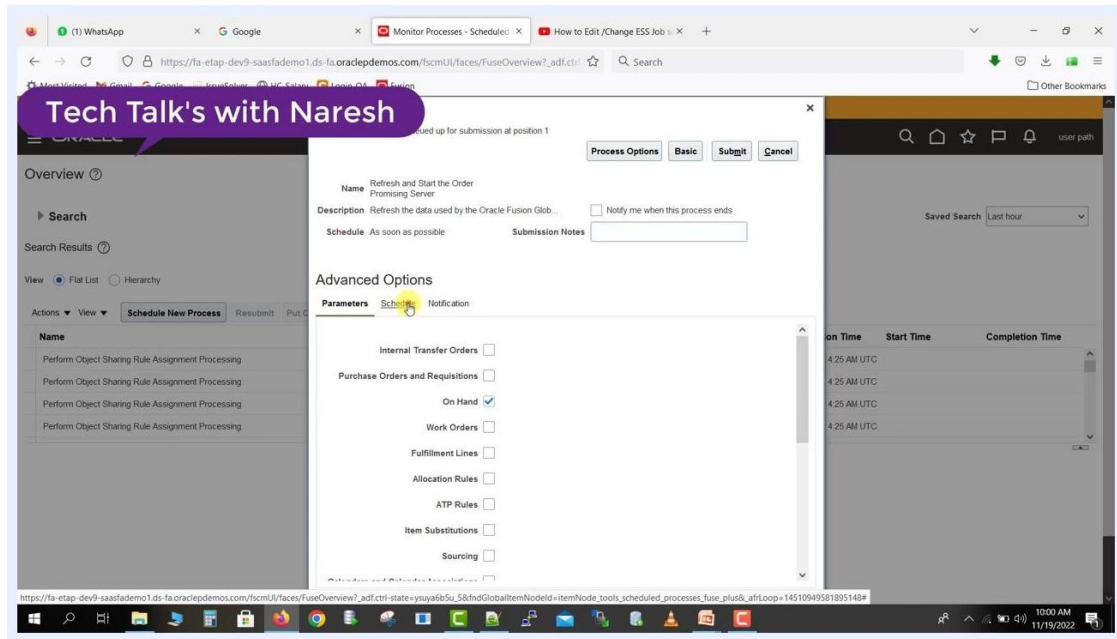
Click **Advanced** at the top of the job submission window to access additional scheduling and notification options.



ESS job submission window with the "Advanced" button highlighted, showing parameter checkboxes and job details.

Step 9: Open the Schedule tab

In the **Advanced Options** section, click the **Schedule** tab. This tab lets you configure when and how often the job runs.



Advanced Options section with the "Schedule" tab highlighted.

Step 10: Enable scheduling

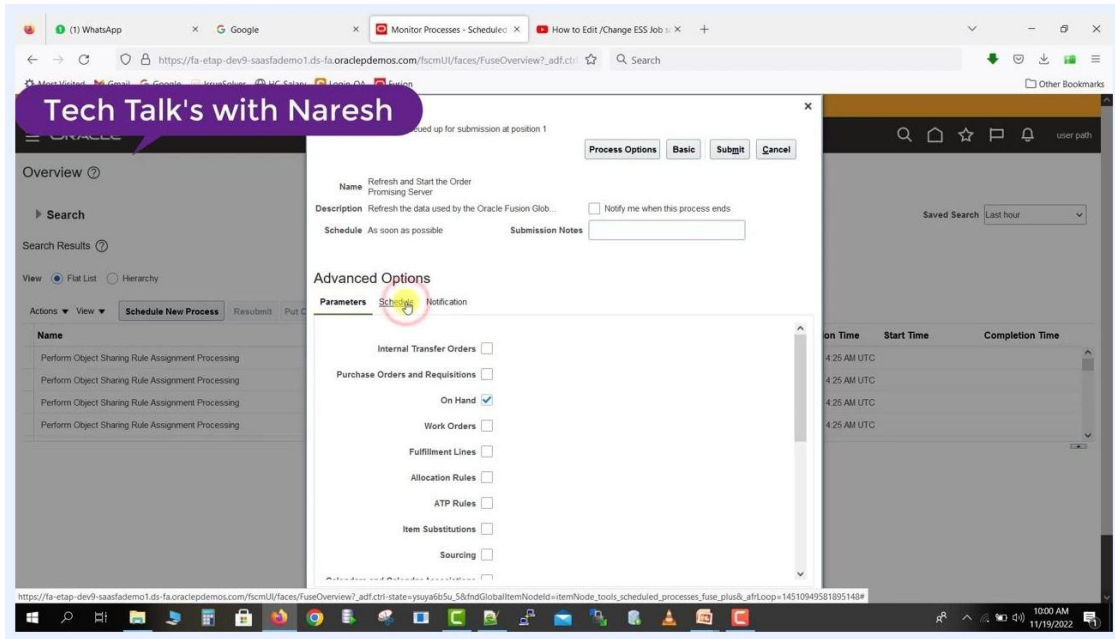
Under the **Schedule** tab, select the **Using a schedule** radio button to enable scheduling options. The default option is "As soon as possible," but for recurring or timed jobs, choose "Using a schedule."

Step 11: Choose a frequency

Review the available options in the **Frequency** dropdown:

- Once
- Hourly/Minute
- Daily
- Weekly
- Monthly
- Yearly
- User-Defined

- Use a Saved Schedule

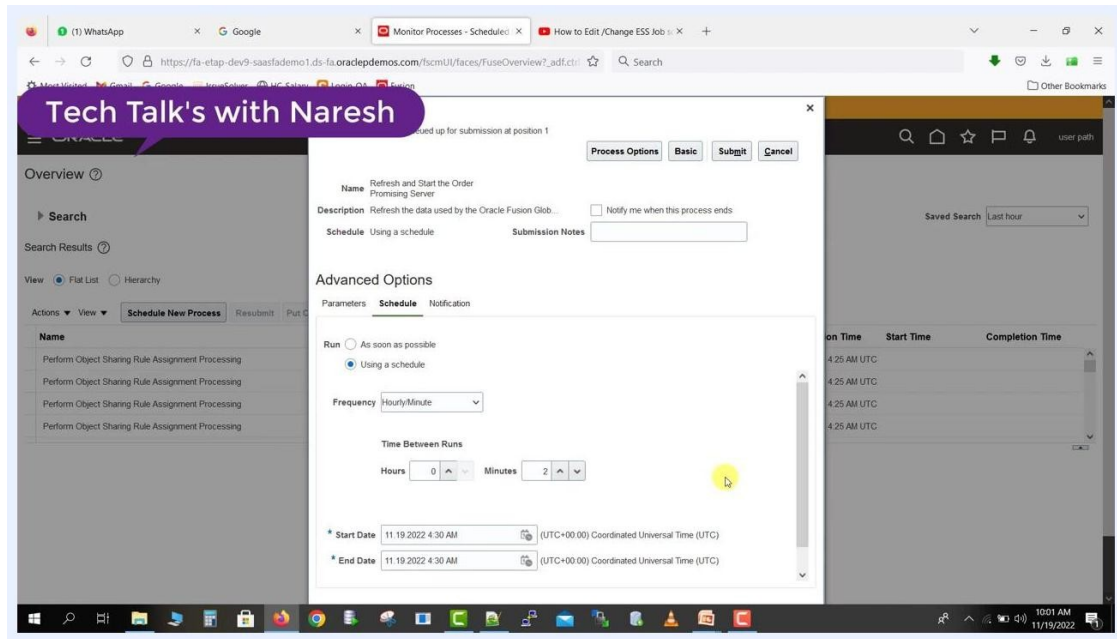


Frequency dropdown expanded, showing all available scheduling options.

Select **Hourly/Minute** to schedule the job at a specific interval.

Step 12: Set the time between runs

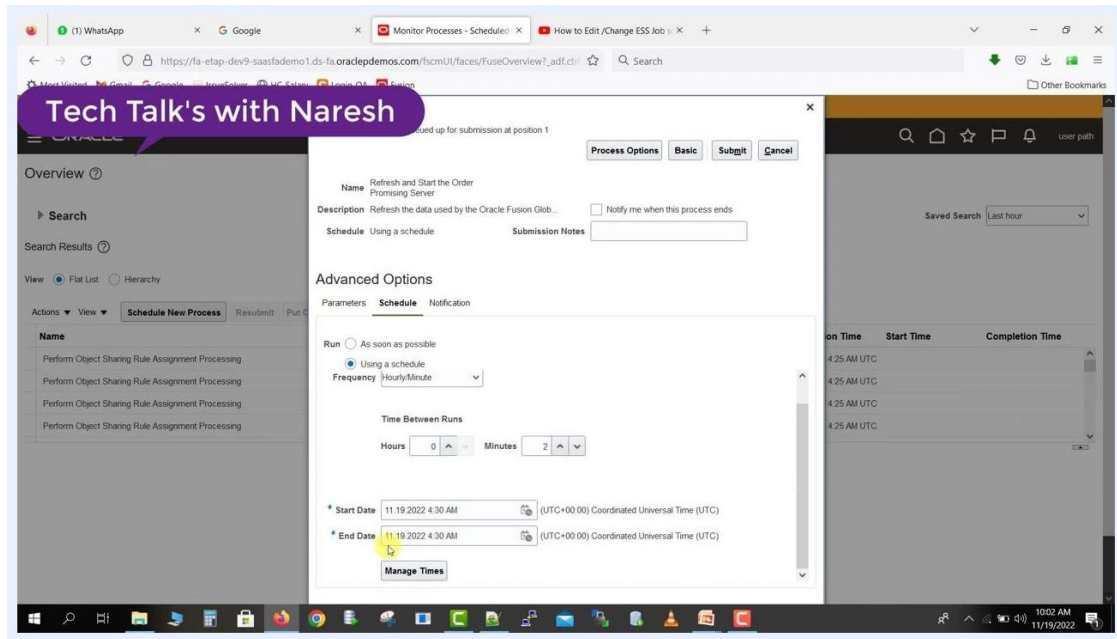
Enter **0** in the **Hours** field and **2** in the **Minutes** field. This schedules the job to run every 2 minutes.



Hourly/Minute frequency selected, with 0 hours and 2 minutes set for the time between runs.

Step 13: Set the start and end dates

The **Start Date** defaults to the current date and time (for example, 11/19/2022 4:30 AM UTC). Set the **End Date** to a future date/time, such as one day later, depending on your requirements. Note that the time zone displayed is the server's UTC time zone, not your local system time zone.



Start Date and End Date fields both set to 11/19/2022 4:30 AM UTC, with a note about the server time zone.

Step 14: Customize run times (optional)

Click **Manage Times** if you need to further customize the schedule or add specific run times.

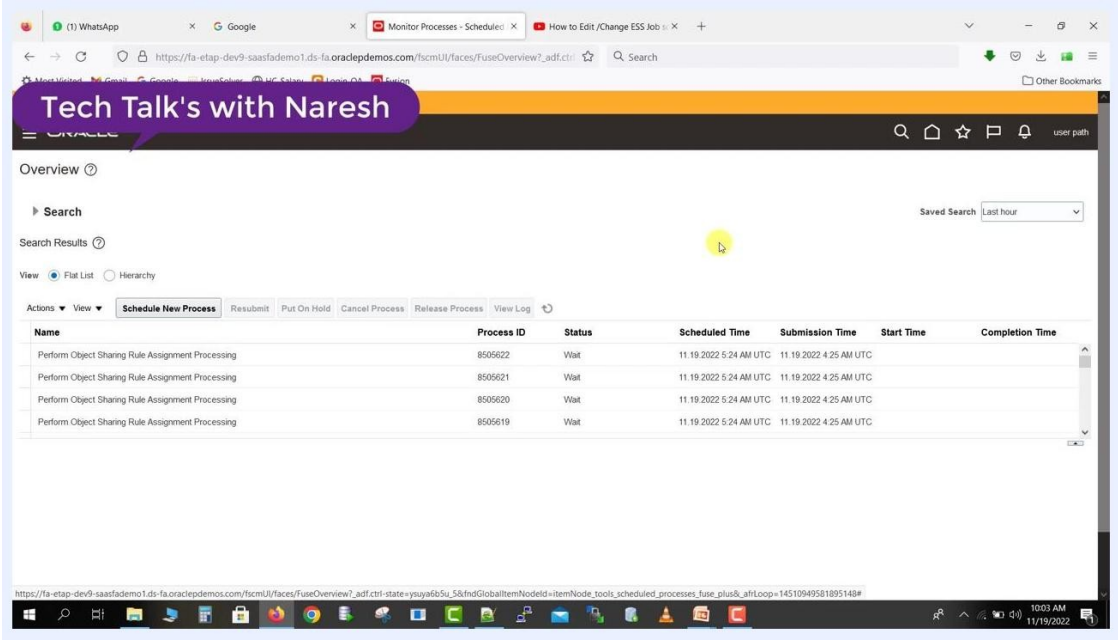
Step 15: Submit the process

Set the process to run for one day with a frequency of every 2 minutes, then click **Submit**. A confirmation message indicates that the process was submitted, and a **Process ID** is displayed. Copy the Process ID if you need it for tracking, then click **OK** to return to the main process monitoring page.

Monitoring the scheduled process

Step 16: View the process in the monitor list

Return to the **Monitor Processes** page and locate your job in the list (for example, "Refresh and Start the Order Promising Server"). Check the **Status** column — initially it may show as **Wait**.



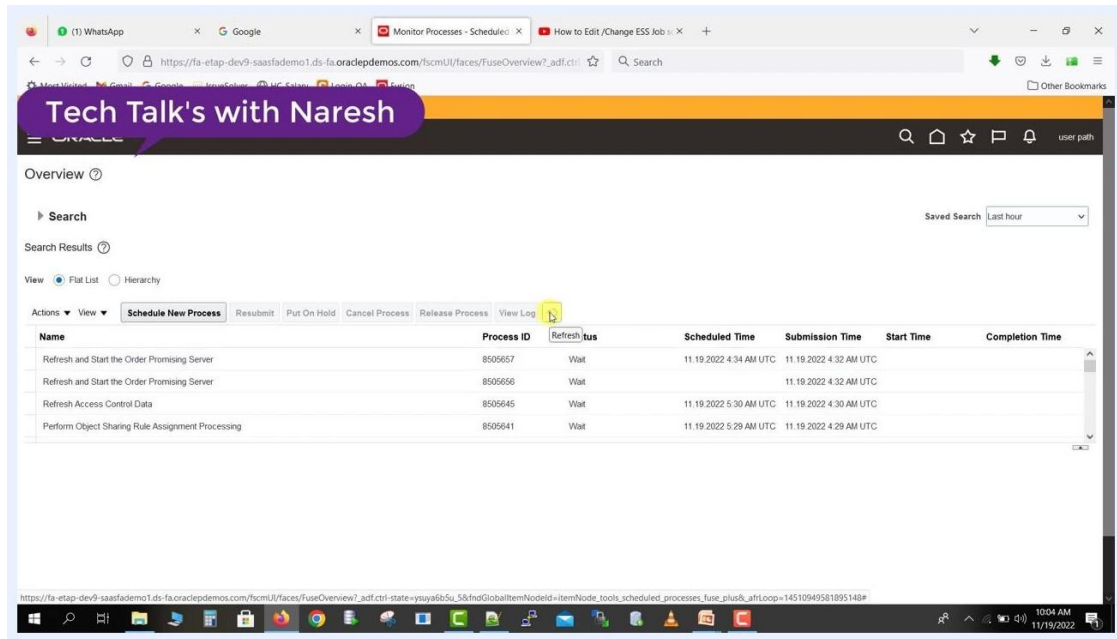
The screenshot shows the 'Monitor Processes' page in Oracle Fusion Middleware. The page has a header with 'Tech Talk's with Naresh' and a search bar. Below the header, there is a 'Search' section with a search bar and a 'Saved Search' dropdown. The main content area displays a table of scheduled jobs. The table has columns for Name, Process ID, Status, Scheduled Time, Submission Time, Start Time, and Completion Time. The status of the jobs is 'Wait'.

Name	Process ID	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Perform Object Sharing Rule Assignment Processing	8505622	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505621	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505620	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505619	Wait	11.19.2022 5:24 AM UTC	11.19.2022 4:25 AM UTC		

Monitor Processes page showing a list of scheduled jobs with columns for **Name**, **Process ID**, **Status**, **Scheduled Time**, **Submission Time**, **Start Time**, and **Completion Time**.

Step 17: Refresh the process list

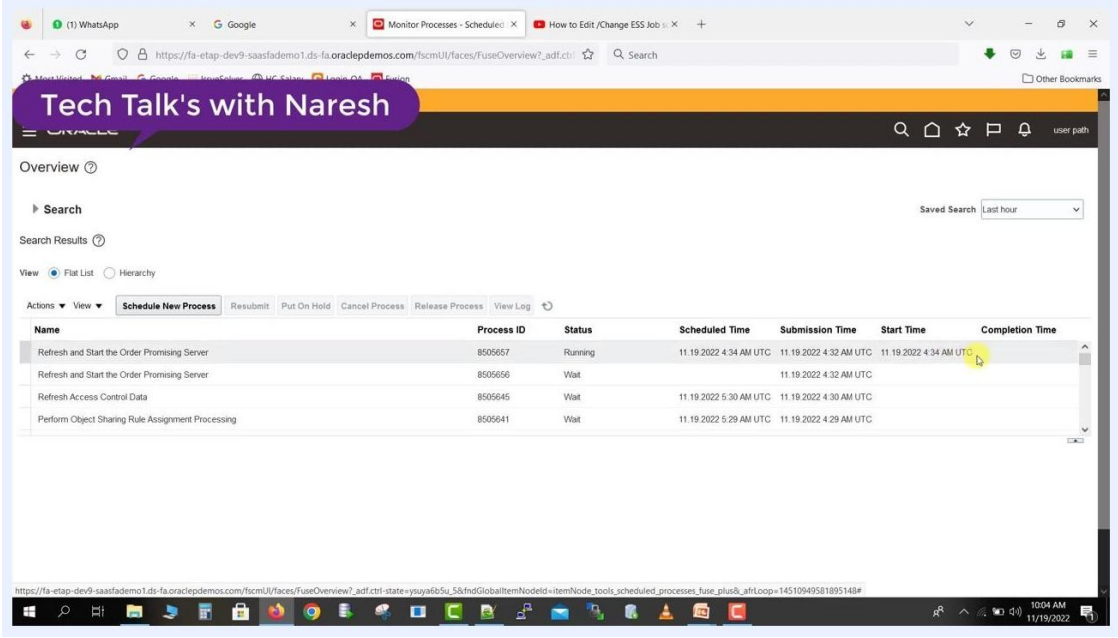
Click the **Refresh** button above the process list and watch for your job to appear with an updated status and times.



Monitor Processes page with the cursor highlighting the Refresh button, showing jobs in Wait status.

Step 18: Confirm the process is running

After refreshing, verify that the **Status** for your job changes to **Running** and that the **Start Time** matches the scheduled time.



The screenshot displays the 'Monitor Processes' page in a web browser. The page has a header with 'Tech Talk's with Naresh' and a navigation bar. Below the header, there's a search bar and a 'Saved Search' dropdown set to 'Last hour'. The main content area shows a table of processes. The table has columns for Name, Process ID, Status, Scheduled Time, Submission Time, Start Time, and Completion Time. The first process, 'Refresh and Start the Order Promising Server', has a status of 'Running' and a start time of '11/19/2022 4:34 AM UTC'. A yellow circle highlights the 'Start Time' column for this process. The other three processes are in 'Wait' status.

Name	Process ID	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Refresh and Start the Order Promising Server	8505657	Running	11/19/2022 4:34 AM UTC	11/19/2022 4:32 AM UTC	11/19/2022 4:34 AM UTC	
Refresh and Start the Order Promising Server	8505656	Wait		11/19/2022 4:32 AM UTC		
Refresh Access Control Data	8505645	Wait	11/19/2022 5:30 AM UTC	11/19/2022 4:30 AM UTC		
Perform Object Sharing Rule Assignment Processing	8505641	Wait	11/19/2022 5:29 AM UTC	11/19/2022 4:29 AM UTC		

Monitor Processes page showing the job status as Running, with an updated Start Time.

Step 19: Wait for process completion

The process may trigger additional (child) jobs as part of its execution. Continue to refresh the page periodically to monitor progress.

Step 20: Review completed and child jobs

Once the main process completes, its **Status** updates (for example, to **Paused** or **Succeeded**). Child jobs — such as "Generate Global Order Promising Data Store Files" — may also appear in the list with their own statuses.

Tech Talk's with Naresh

Overview

Search

Search Results

View: Flat List | Hierarchy

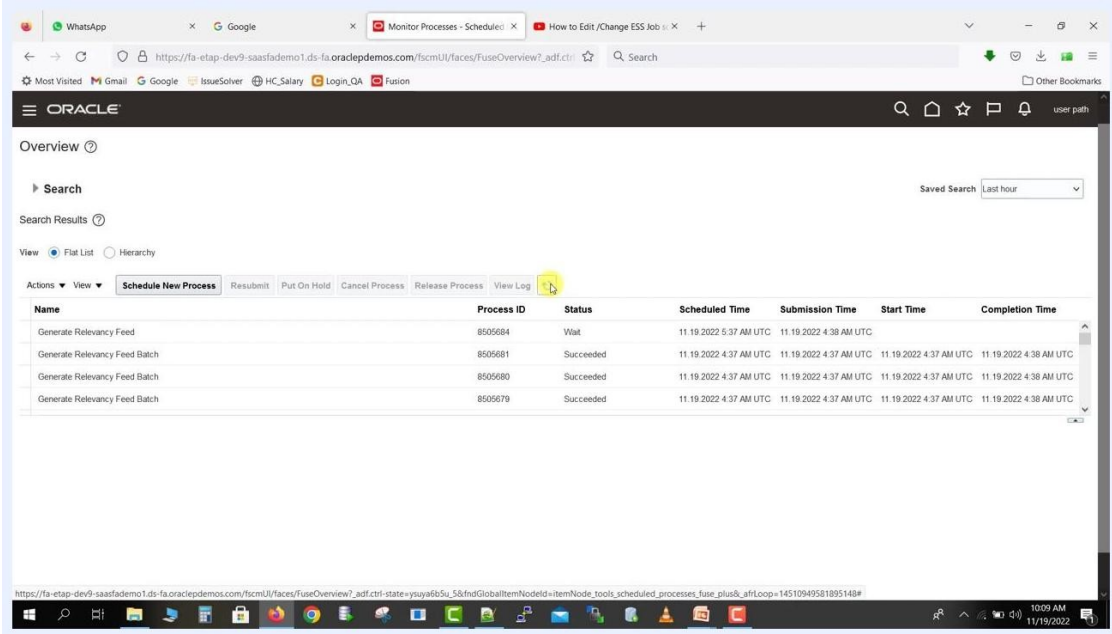
Actions: View | Schedule New Process | Resubmit | Put On Hold | Cancel Process | Release Process | View Log

Name	Process ID	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Generate Global Order Promising Data Store Files	8505662	Succeeded	11/19/2022 4:34 AM UTC	11/19/2022 4:34 AM UTC	11/19/2022 4:34 AM UTC	11/19/2022 4:35 AM UTC
Refresh and Start the Order Promising Server	8505657	Paused	11/19/2022 4:34 AM UTC	11/19/2022 4:32 AM UTC	11/19/2022 4:34 AM UTC	
Refresh and Start the Order Promising Server	8505656	Wait		11/19/2022 4:32 AM UTC		
Refresh Access Control Data	8505645	Wait	11/19/2022 5:30 AM UTC	11/19/2022 4:30 AM UTC		

Monitor Processes page showing the main job as Paused, a child job as Succeeded, and other jobs in Wait status.

Step 21: Filter the process list

Use the **Search** and **Saved Search** options to filter jobs by time period (for example, "Last hour"), and review the list to confirm all intended jobs have run and completed as expected.



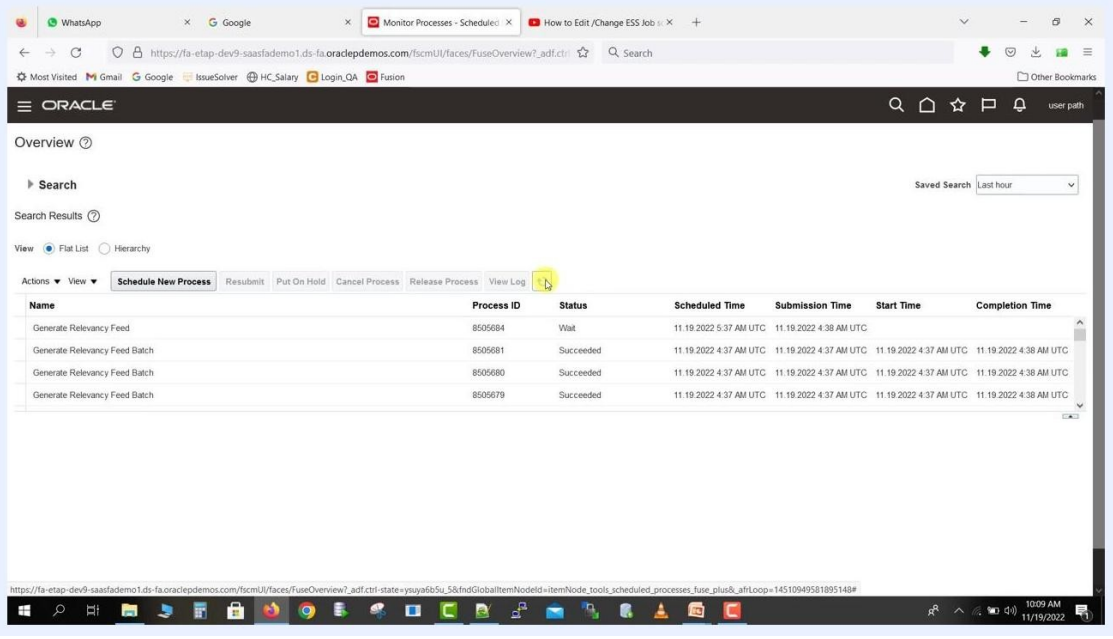
The screenshot shows the Oracle Monitor Processes - Scheduled page. The page includes a search bar and a 'Saved Search' dropdown menu set to 'Last hour'. Below the search bar, there are tabs for 'Flat List' and 'Hierarchy'. The 'Flat List' tab is selected, and a table of scheduled processes is displayed. The table has columns for Name, Process ID, Status, Scheduled Time, Submission Time, Start Time, and Completion Time. The table contains four rows of data, all showing 'Succeeded' status.

Name	Process ID	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Generate Relevancy Feed	8505684	Wait	11/19/2022 5:37 AM UTC	11/19/2022 4:38 AM UTC		
Generate Relevancy Feed Batch	8505681	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:38 AM UTC
Generate Relevancy Feed Batch	8505680	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:38 AM UTC
Generate Relevancy Feed Batch	8505679	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:38 AM UTC

Monitor Processes page with a filtered list showing jobs by name, process ID, status, and timing columns.

Step 22: Drill into process details

Click a process name (for example, "Refresh and Start the Order Promising Server") to view additional details or logs if troubleshooting is required. Use the **View Log** button for in-depth diagnostics if a job fails or does not complete as expected.



The screenshot shows the Oracle Monitor Processes page. The page has a dark header with the Oracle logo and a search bar. Below the header, there's a section for 'Overview' with a search bar and a 'View' dropdown set to 'Flat List'. A table of processes is displayed with columns: Name, Process ID, Status, Scheduled Time, Submission Time, Start Time, and Completion Time. The first process, 'Generate Relevancy Feed', is selected, and the 'View Log' button is highlighted with a yellow circle.

Name	Process ID	Status	Scheduled Time	Submission Time	Start Time	Completion Time
Generate Relevancy Feed	8505684	Wait	11/19/2022 5:37 AM UTC	11/19/2022 4:38 AM UTC		
Generate Relevancy Feed Batch	8505681	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:38 AM UTC
Generate Relevancy Feed Batch	8505680	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:38 AM UTC
Generate Relevancy Feed Batch	8505679	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC	11/19/2022 4:38 AM UTC

Monitor Processes page with a process row selected, ready for further action or log review.

Step 23: Expand parent-child processes

Click the arrow next to the process name (for example, "Refresh and Start the Order Promising Server" with Process ID **8505676**, Status **Running**) to view the child request (for example, "Generate Global Order Promising Data Store Files") and its status (for example, **Succeeded**). Use this view to track the progress and dependencies of parent and child jobs.

The screenshot shows the Oracle Monitor Processes page. The interface includes a search bar, a 'View' dropdown set to 'Hierarchy', and a table of processes. The table has columns for Name, Process ID, Status, Scheduled Time, and Submission Time. The process 'Refresh and Start the Order Promising Server' (ID 8505676, Status Running) is expanded, showing a child process 'Generate Global Order Promising Data Store Files' (ID 8505677, Status Succeeded). The child process is also expanded, showing its own status as 'Succeeded'.

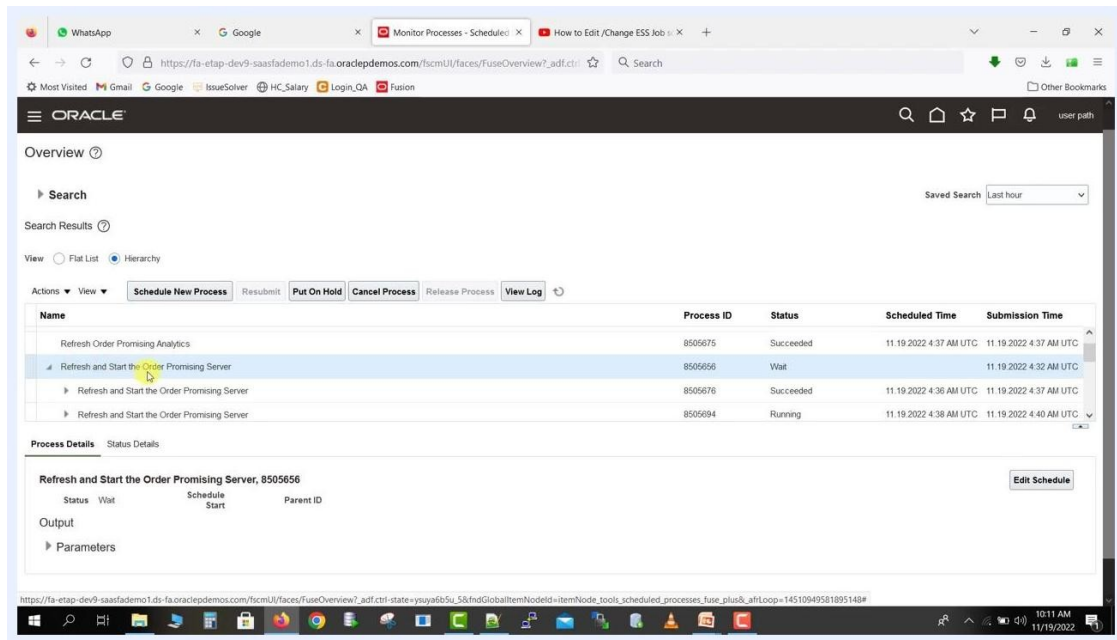
Name	Process ID	Status	Scheduled Time	Submission Time
Refresh and Start the Order Promising Server	8505676	Running	11/19/2022 4:36 AM UTC	11/19/2022 4:37 AM UTC
Generate Global Order Promising Data Store Files	8505677	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC
Refresh and Start the Order Promising Server	8505657	Succeeded	11/19/2022 4:34 AM UTC	11/19/2022 4:32 AM UTC

Monitor Processes page with a process expanded to show a child request and its status.

Editing a job schedule

Step 24: Select the process

Click the main process row (for example, "Refresh and Start the Order Promising Server" with Process ID **8505656**, Status **Wait**). The row is highlighted, and additional action buttons — **Put On Hold**, **Cancel Process**, **View Log** — become available, preparing the process for further management actions.



Monitor Processes page with a process row selected and action buttons enabled.

Step 25: Review process details

With the process selected, review the **Process Details** and **Status Details** tabs at the bottom of the screen. Confirm the current status (for example, **Wait**) and review parameters or output as needed to determine whether the process requires editing or cancellation.

The screenshot shows the Oracle Monitor Processes - Scheduled page. The page has a search bar and a table of processes. The selected process is "Refresh and Start the Order Promising Server" with ID 8505656, which is in a "Wait" status. The details for this process are shown below the table, including the status "Wait", the schedule "Start", and the parent ID. The page also has tabs for "Process Details" and "Status Details".

Name	Process ID	Status	Scheduled Time	Submission Time
Refresh Order Promising Analytics	8505675	Succeeded	11.19.2022 4:37 AM UTC	11.19.2022 4:37 AM UTC
Refresh and Start the Order Promising Server	8505656	Wait		11.19.2022 4:32 AM UTC
Refresh and Start the Order Promising Server	8505676	Succeeded	11.19.2022 4:36 AM UTC	11.19.2022 4:37 AM UTC
Refresh and Start the Order Promising Server	8505694	Running	11.19.2022 4:38 AM UTC	11.19.2022 4:40 AM UTC

Process Details | **Status Details**

Refresh and Start the Order Promising Server, 8505656

Status: Wait | Schedule: Start | Parent ID:

Output

Parameters

Monitor Processes page with **Process Details** and **Status Details** tabs visible for the selected process.

Step 26: Open Edit Schedule

Click **Edit Schedule** in the Process Details section. The **Edit Schedule** window opens, displaying the frequency, start and end times, and all calculated schedule times — for example, Frequency: **Every 2 minutes**, Start Date: **11/19/22 4:32:00 AM**, End Date: **11/20/22 4:30:00 AM**. Scroll through the list to view all scheduled occurrences.

The screenshot shows the Oracle Fusion Monitor Processes - Scheduled window. The window displays a list of processes with the following columns: Name, Process ID, Status, Scheduled Time, and Submission Time. The process 'Refresh and Start the Order Promising Server' is highlighted. Below the list, the 'Process Details' section shows the status 'Wait' and a button 'Edit Schedule'.

Name	Process ID	Status	Scheduled Time	Submission Time
Refresh Order Promising Analytics	8505675	Succeeded	11.19.2022 4:37 AM UTC	11.19.2022 4:37 AM UTC
Refresh and Start the Order Promising Server	8505656	Wait		11.19.2022 4:32 AM UTC
Refresh and Start the Order Promising Server	8505676	Succeeded	11.19.2022 4:36 AM UTC	11.19.2022 4:37 AM UTC
Refresh and Start the Order Promising Server	8505694	Running	11.19.2022 4:36 AM UTC	11.19.2022 4:40 AM UTC

Process Details: Refresh and Start the Order Promising Server, 8505656

Status: Wait Schedule Start Parent ID

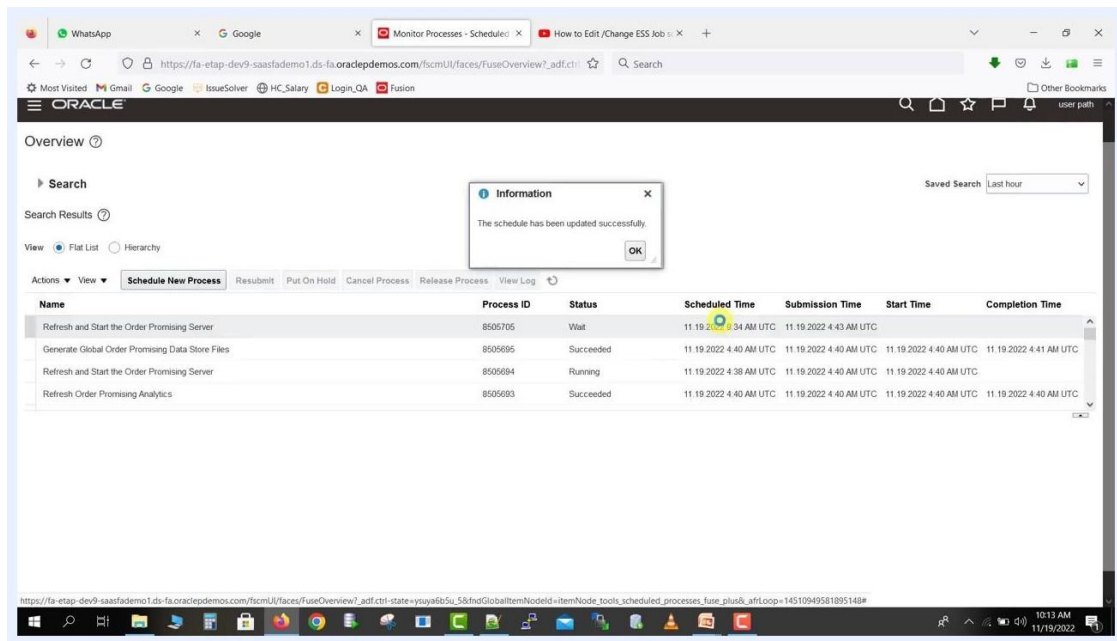
Output Parameters

Edit Schedule

Edit Schedule window showing frequency, start/end times, and a scrollable list of calculated schedule times.

Step 27: Adjust the schedule and confirm the update

In the **Edit Schedule** window, click **Change Frequency** to adjust how often the process runs, or use **Remove Time** or **Cancel** to cancel future runs as appropriate. To update the schedule directly, set the **Frequency** to "Hourly/Minute", enter the interval as "Every 0 Hour(s) 2 Minute(s)", set the **Time Zone** to "(UTC+00:00) Coordinated Universal Time (UTC)", specify the **Start Date** as "11/19/22 4:32:00 AM", ensure **Use End Date** is checked, and set the **End Date** as "11/20/22 4:30:00 AM". Click **OK** to save the schedule.



Edit Schedule screen showing frequency, time zone, start/end dates, and interval settings for an ESS job.

After clicking **OK**, a dialog confirms: "The schedule has been updated successfully." Click **OK** in the dialog to acknowledge the update.

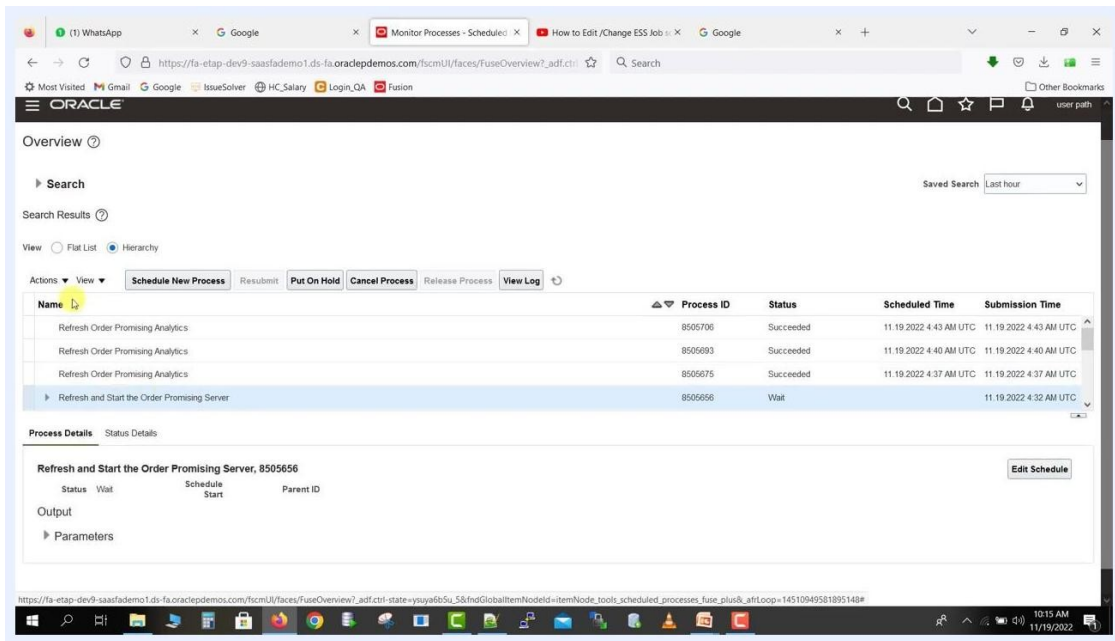
Managing scheduled jobs

Step 28: Access job actions

Select your scheduled job in the list and click the **Actions** dropdown menu to reveal options such as:

- Put On Hold
- Cancel Process

- Edit Schedule
- Edit Output
- Force Cancel
- Refresh
- Cancel Processes In Bulk



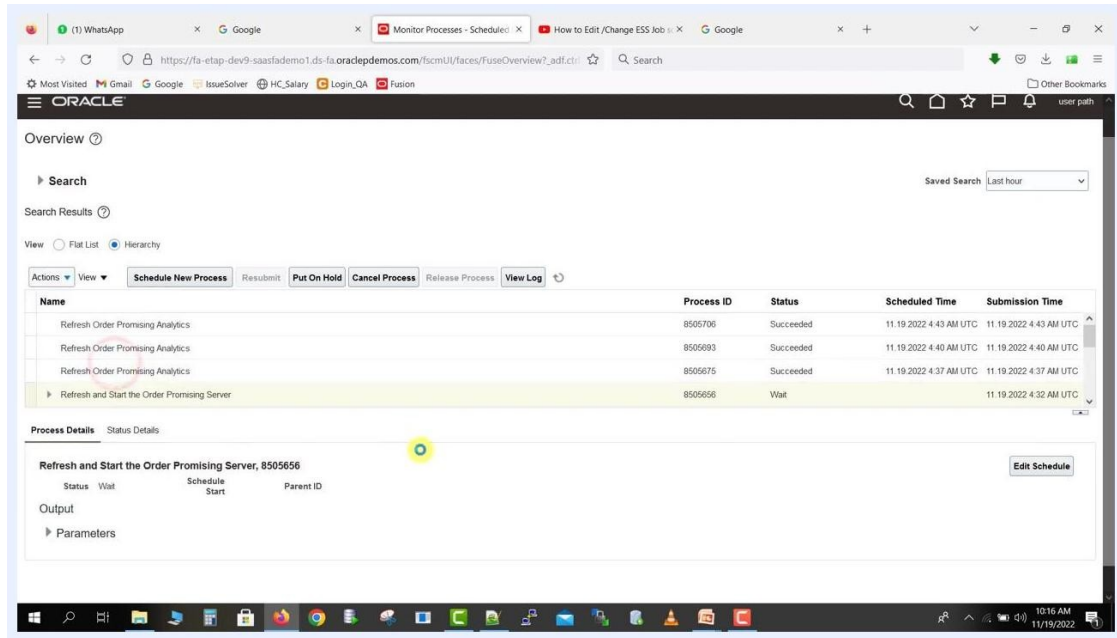
Actions dropdown menu with options to manage the selected scheduled job.

Use these options as required for your workflow — for example, select **Put On Hold** to pause the job, **Cancel Process** to cancel it, or **Edit Schedule** to revise its timing again.

Cancelling a scheduled job

Step 29: Initiate job cancellation

In the **Overview** screen, locate the scheduled job you wish to cancel (for example, "Refresh and Start the Order Promising Server") and ensure it is highlighted in the list. Click **Cancel Process** above the job list. The system begins processing the cancellation request.



Oracle Fusion Overview screen with the "Cancel Process" button highlighted and the job "Refresh and Start the Order Promising Server" selected; the Process Details section shows the job status as "Wait".

Step 30: Monitor cancellation progress

Observe the **Process Details** section for the selected job. The **Status** field updates to **Canceling** to indicate that the cancellation is in progress. The main job list continues to display the job with its current status until the cancellation completes.

The screenshot displays the Oracle Fusion Overview screen. The main table lists several jobs, with the last one, 'Refresh and Start the Order Promising Server', highlighted in yellow. Below the table, the 'Process Details' section for this job is expanded, showing the status as 'Canceling'. The 'Status' field is highlighted in yellow, and the 'Canceling' label is visible. The 'Process ID' is 8505656. The 'Scheduled Time' is 11/19/2022 4:32 AM UTC. The 'Submission Time' is 11/19/2022 4:32 AM UTC. The 'Output' section is also visible, showing 'Parameters'.

Name	Process ID	Status	Scheduled Time	Submission Time
Refresh Order Promising Analytics	8505706	Succeeded	11/19/2022 4:43 AM UTC	11/19/2022 4:43 AM UTC
Refresh Order Promising Analytics	8505693	Succeeded	11/19/2022 4:40 AM UTC	11/19/2022 4:40 AM UTC
Refresh Order Promising Analytics	8505675	Succeeded	11/19/2022 4:37 AM UTC	11/19/2022 4:37 AM UTC
Refresh and Start the Order Promising Server	8505656	Wait	11/19/2022 4:32 AM UTC	11/19/2022 4:32 AM UTC

Process Details

Refresh and Start the Order Promising Server, 8505656

Status: Canceling Schedule Start Parent ID

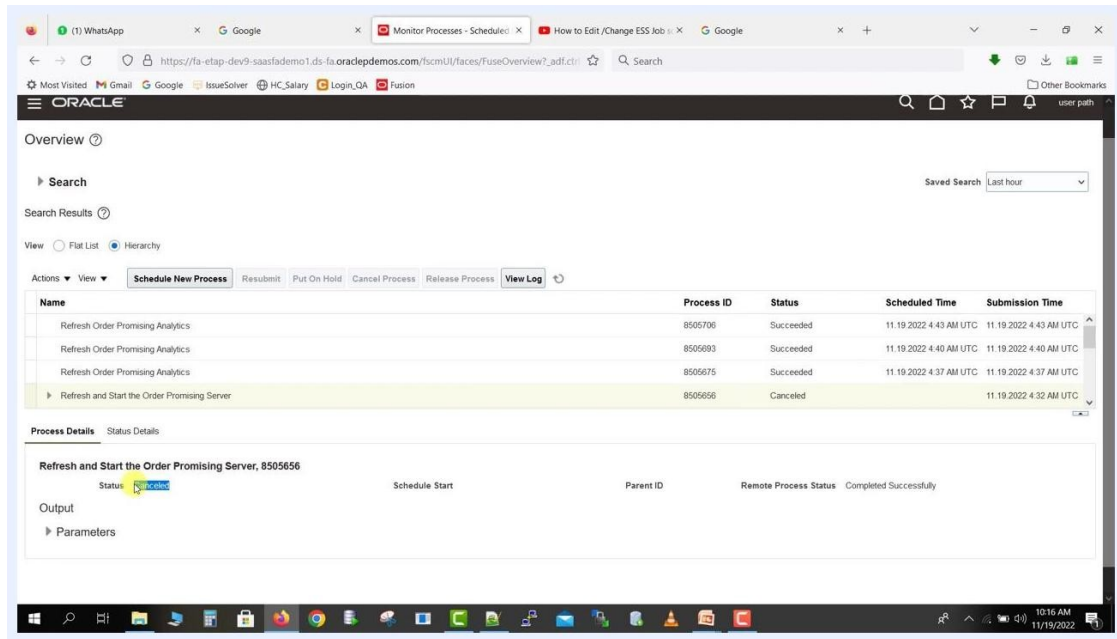
Output

Parameters

Oracle Fusion Overview screen showing the job status as "Canceling" in the Process Details section after initiating cancellation.

Step 31: Verify job cancellation

Wait for the system to update the job status. Once cancellation is processed, the **Status** field changes to **Canceled** in both the main job list and the **Process Details** section, and the **Remote Process Status** displays "Completed Successfully" to confirm the cancellation was executed.



Oracle Fusion Overview screen showing the job status as "Canceled" in both the main job list and the Process Details section, with the Remote Process Status reading "Completed Successfully".

Summary

- You scheduled a recurring ESS job with specific start/end times and a frequency.
- You submitted the process and noted the Process ID.
- You monitored the process status, refreshing the list as needed, and observed the transition from Wait → Running → Paused/Succeeded.
- You identified and tracked child jobs triggered by the main process.
- You edited an existing job's schedule, changing frequency, start/end times, or cancelling future runs.
- You managed a scheduled job through the Actions menu and cancelled a job, verifying the cancellation status.

What's next

With these steps, you can efficiently schedule, monitor, edit, and cancel ESS job schedules in Oracle Fusion, ensuring your scheduled processes run according to your business requirements.