

## **Is there a way to automate a re-index? Could we schedule it to run on off hours - like every night at a certain time?**

Please follow the instructions given below, to automate the Indexing process (you can schedule it to run off hours, like every night at a certain time):

- a) Open the ColdFusion Administrator on your server (Start menu > Programs > Macromedia ColdFusion 5 > ColdFusion Administrator). The program will ask for a password. Please type in the password that you had provided when you installed ColdFusion server.
- b) Click on Automation Settings under Automated Tasks in the sidebar menu. The Automation Settings page appears. Now check the Enable Logging option. (The Scheduler Refresh Interval is 15 minutes by default; you can leave this value as it is). Click the Submit Changes button on the right to update the changes made.
- c) Click on Schedule Task. Click the Schedule New Task button to schedule a new task to run. The Add/Edit Scheduled Task page appears. In this page, specify the following information:
  - Task Name - Enter a name for the task such as "GUIguide Verity Collections Update".
  - Duration - You can leave the present date (default) as the Start Date. Leave the End Date field blank to make this task to execute continuously.
  - Schedule to Run - Choose the option Recurring with the option Daily selected in the dropdown list box. Specify a time to run the task, in 24-hour format. E.g. 01:00:00 (1 am) or 02:00:00 (2 am) or 11:00:00 (11 pm). Make sure you specify the hour from 01 to 23.
  - URL - Enter <http://YourDomain/ggverity/cfindex.cfm> replacing YourDomain with your actual local domain name e.g. <http://127.0.0.1/ggverity/cfindex.cfm>
  - Request Timeout - Enter 1000 (seconds)

Leave the other fields in the page as it is. Click the Submit Changes button on the right to update the changes made.

- d) Close the Administrator page.