

(i.e. REGL) Click the **Save** button, then **Update**.

A Job Description screen displays.

The screenshot shows a web interface for a job description. At the top, there is a breadcrumb trail: 'FAVR • FAVR - Faculty Advisee Report ☆'. A blue 'Save' button is located in the top right corner. Below the breadcrumb, the job details are displayed: 'Job Description : Faculty Advisee Report' and 'Job Statistics ID : FAVR_MSAULEN_37460_18756'. The main content area is a light gray box containing several configuration options:

- 'Execute in Background mode?' with a dropdown menu.
- 'Background Execution Type' with a dropdown menu.
- 'Schedule Process to Run Next on' with a text input field, a calendar icon, and the word 'after' followed by another text input field.
- 'Schedule Process to Run Every/From' with a text input field, a dropdown menu, and another dropdown menu.
- 'Schedule Process on Weekdays only' with a checkbox.
- 'Schedule Process to Start After' with a text input field.
- 'Stop Automatically Scheduling Process on' with a text input field and a calendar icon.

10. Click the **Save All** button.

You will be returned to the main Colleague window and the FAVR report will be sent to the specified printer.

11. If you are finished using Colleague, make certain to **Logout**.

