

# Steps to Schedule a Data Processing Batch Overview

The opt-out analysis, compliance enforcement stats, and agent productivity dashboards can be updated daily or monthly depending on the schedule of a ComplianceDashboardScheduler from Salesforce 'Schedule Apex' in the setup of your org.

Below are the steps to schedule a consent compliance & opt-out analysis:

- Go to the 'Setup' section



- Search for 'Apex Classes'



- Click on the 'Schedule Apex' button



- Fill the required data and click on the 'Search' icon (you can give any name to Job Name)



- Select 'ComplianceDashboardScheduler' from the list



- Select Frequency (Weekly / Monthly)
- Select the start date, and end date in respective fields from the date calendar



- Select the preferred start time (time when you want to update the Dashboard)



- Click on the 'Save' button



- To check the status of batch execution, go to the 'Setup' menu



- Search for 'Apex Jobs'



- Check for the Status of Jobs. (Status indicates batch is executed or not)

