

Automatic Task Schedule

It is important to note when automated system tasks are completed in MAX. The table below indicates the time at which each automated task runs in the system every day.

When to use: To assist in understanding when automated tasks occur.

System Automated Task	MST	GMT
Invitations and Reminders		
Learner Invitations scheduled by the Admin with a specific date	6:30 PM	1:30 AM
Rater Invitations scheduled by the Admin with a specific date	7:30 PM	2:30 AM
Any scheduled Learner or Rater "Reminders" will be sent at this time	8:30 PM	3:30 AM
Status Reports		
Any scheduled Session Status Reports will be sent at this time	9:00 PM	4:00 AM
Any sessions in their final week, Status Reports will be sent at this time	10:00 PM	5:00 AM
Generating Reports		
Learner Reports for the "Initial Report Generation" Period	6:00 PM	1:00 AM
Learner Reports in the "Additional Reports: Pre-Session" Period	***	***
Learner Reports in the "Later Reports: Post-Session Period	***	***
Availability of Learner Reports and Materials (when applicable)		
"On A Specific Date" setting	12:00 AM	7:00AM
"The Day After Session Start Date" setting	8:00 AM	3:00 PM

Reports will generate immediately when sufficient data for the learner is reached.

For further questions, please email support@tracom.com.