

# Manage scheduler in the Admin Area

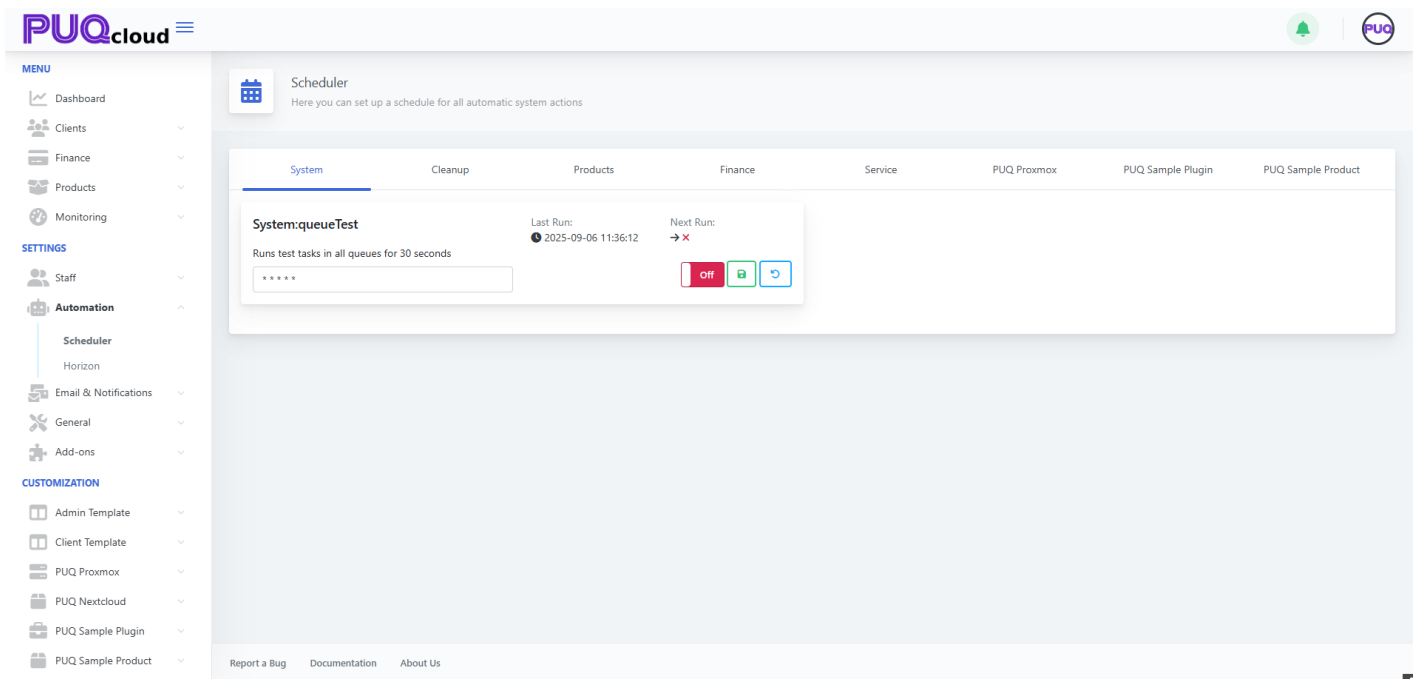
## PUQcloud Panel

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**Why Scheduler?** So billing, cleanups, lifecycle actions, and Proxmox jobs run *on time, automatically, and predictably.*

## Where is it?

Automation → Scheduler



Scheduler overview (System tab) with task card UI (Last/Next Run, cron, On/Off, Save, Reset).

## 60-second UI tour

Every task card has 6 key parts:

1. **Title** + short description.
2. **Last Run** — when it last executed (great to spot stalls).
3. **Next Run** — when it will run next.
4. **Cron expression** — schedule in `* * * * *` format.
5. **On/Off** toggle — enable/disable instantly.
6. **Save** (disk) / **Reset** (↺) — apply or discard changes.

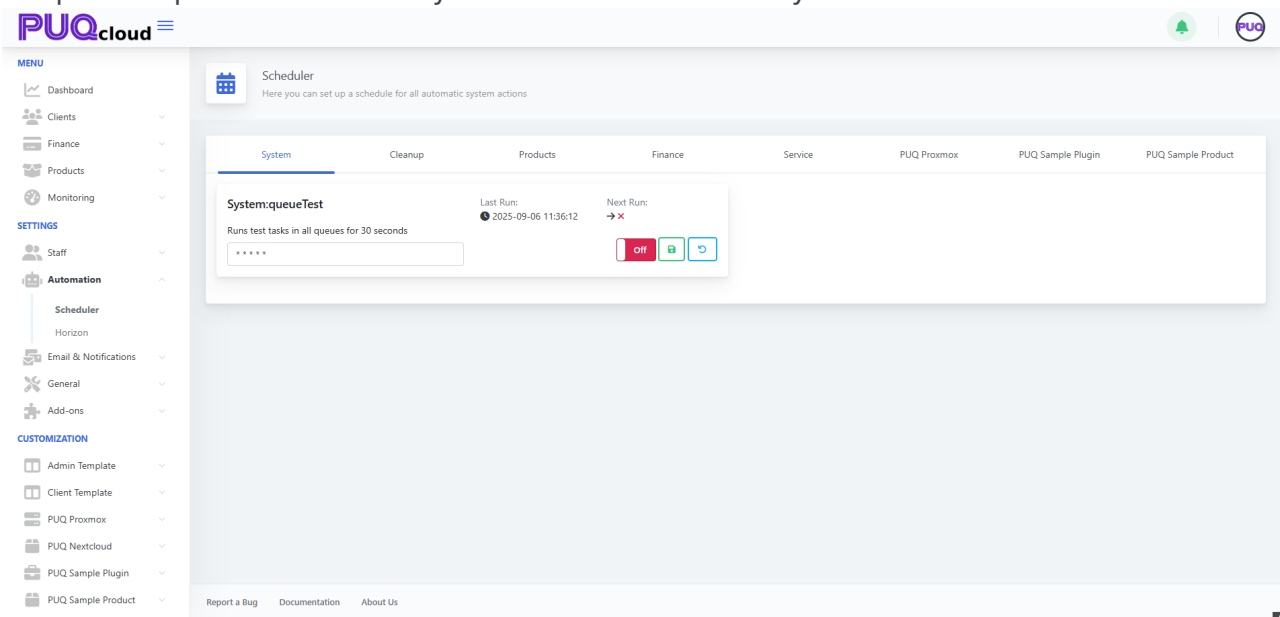
**Rule #1:** change cron → **Save** → confirm **Next Run** updates. If it didn't, your change isn't applied.

## Tabs & what they're for

### 1. System

Service/test tasks.

- Keep **Off** in production unless you use them intentionally.



Scheduler overview (System tab) with task card UI (Last/Next Run, cron, On/Off, Save, Reset).

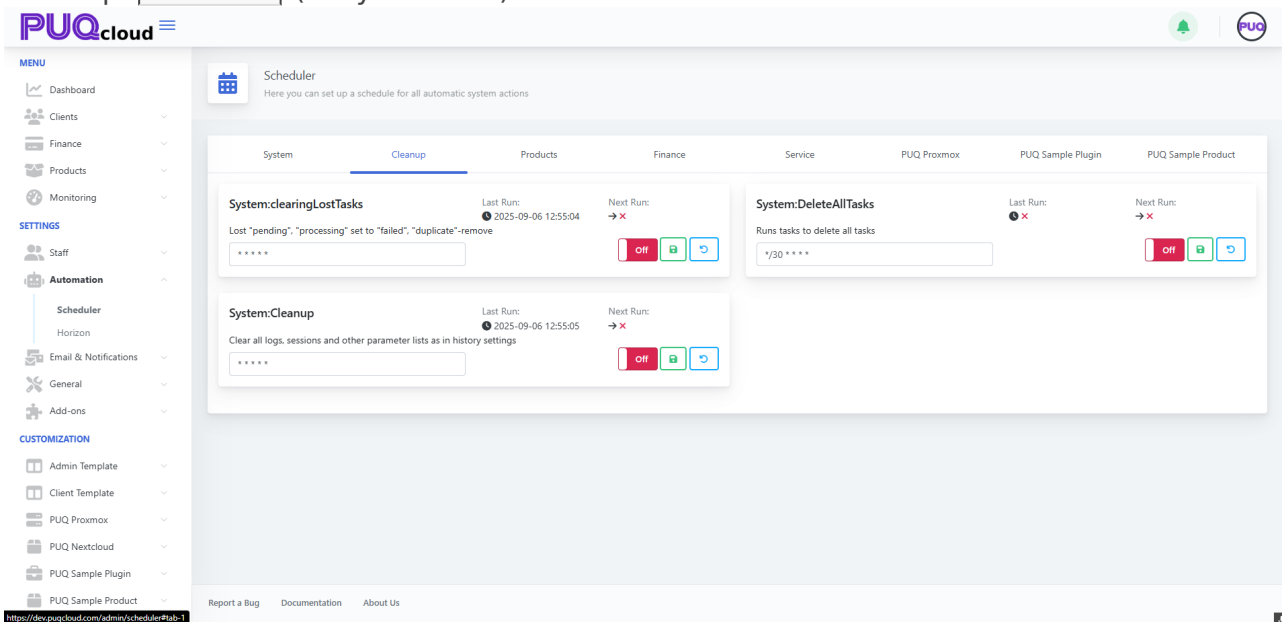
### 2. Cleanup

Housekeeping for logs, sessions, and “lost” queue jobs.

- **System:clearingLostTasks** — converts `pending/processing` to `failed/duplicate`.
- **System:Cleanup** — clears logs/history by retention.

Suggested schedule:

- LostTasks: `* / 30 * * * *`
- Cleanup: `0 3 * * *` (daily at 03:00)



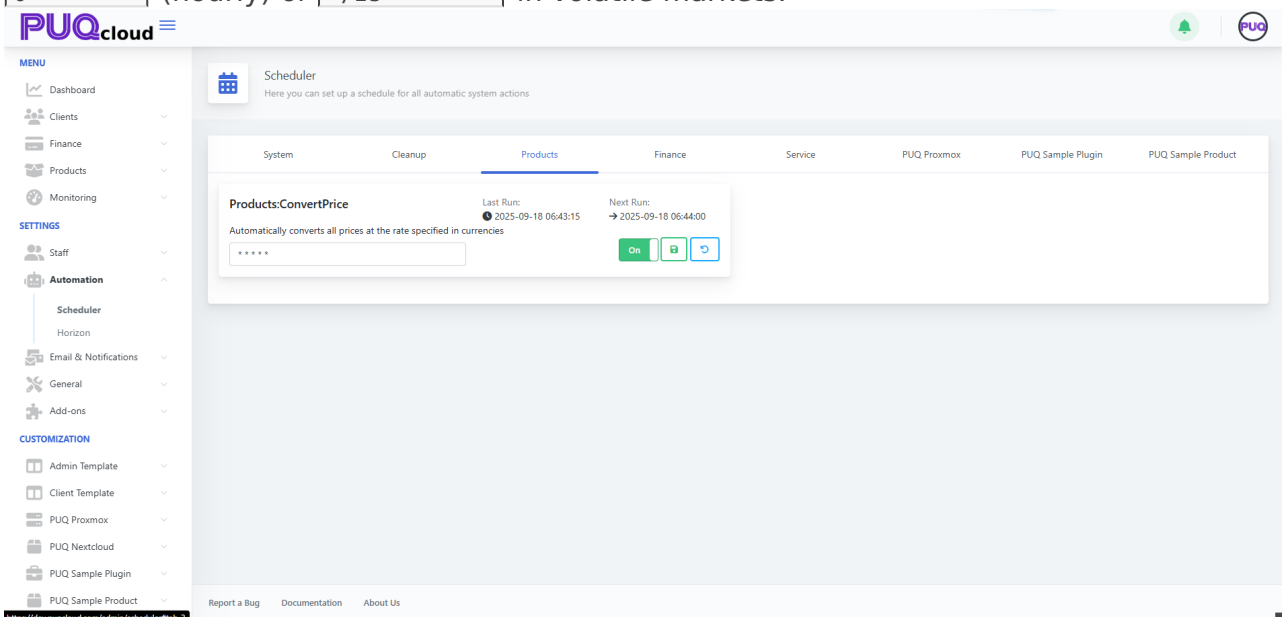
Cleanup tab showing “System:clearingLostTasks” and “System:Cleanup” with example cron values.

**Tip:** while debugging you can run them more often; switch back to the nightly window later.

### 3. Products

Bulk price conversions/recalculation.

- **Products:ConvertPrice** — keeps prices aligned with currency rates.  
Schedules that work:
- `0 * * * *` (hourly) or `* / 15 * * * *` in volatile markets.



Products tab showing “Products:ConvertPrice” enabled with sample cron.

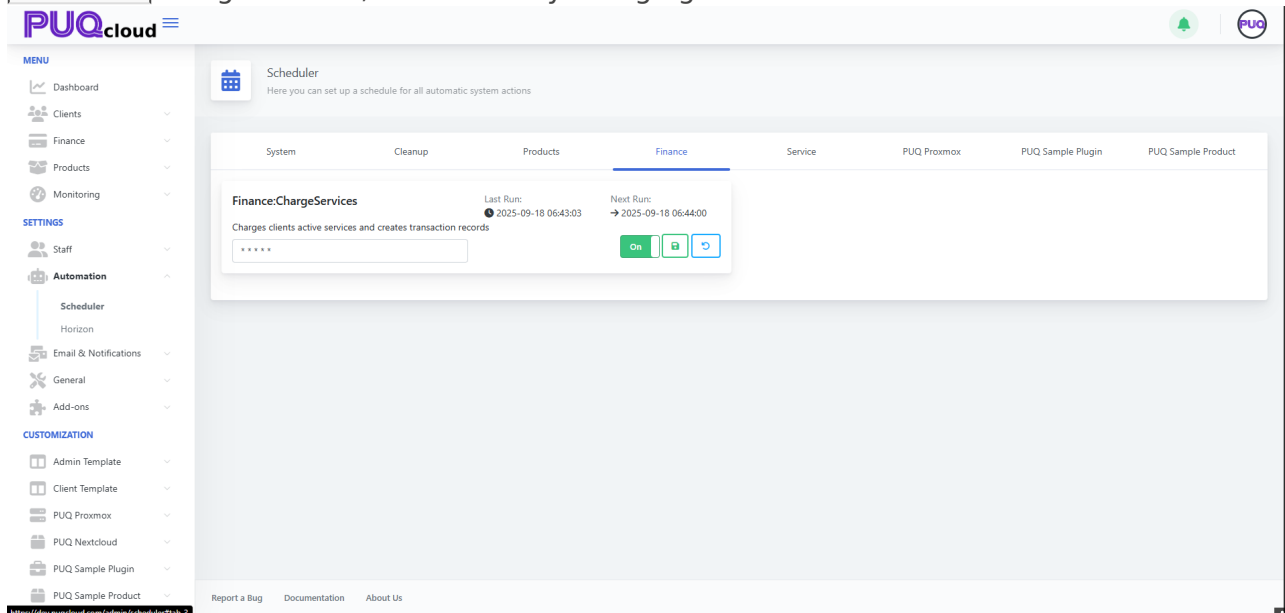
## 4. Finance

The billing heart: charges and transactions.

- **Finance:ChargeServices** — charges active services and creates transactions.

Balanced options:

- `* / 10 * * * *` — near-real-time customer experience.
- `0 * * * *` — lighter load, OK for hourly charging.



Finance tab showing “Finance:ChargeServices” enabled with sample cron.

**Pro tip:** do faster cycles by day (`| * / 10 |`), slower at night if you manage cron externally with “day/night” profiles.

## 5. Service

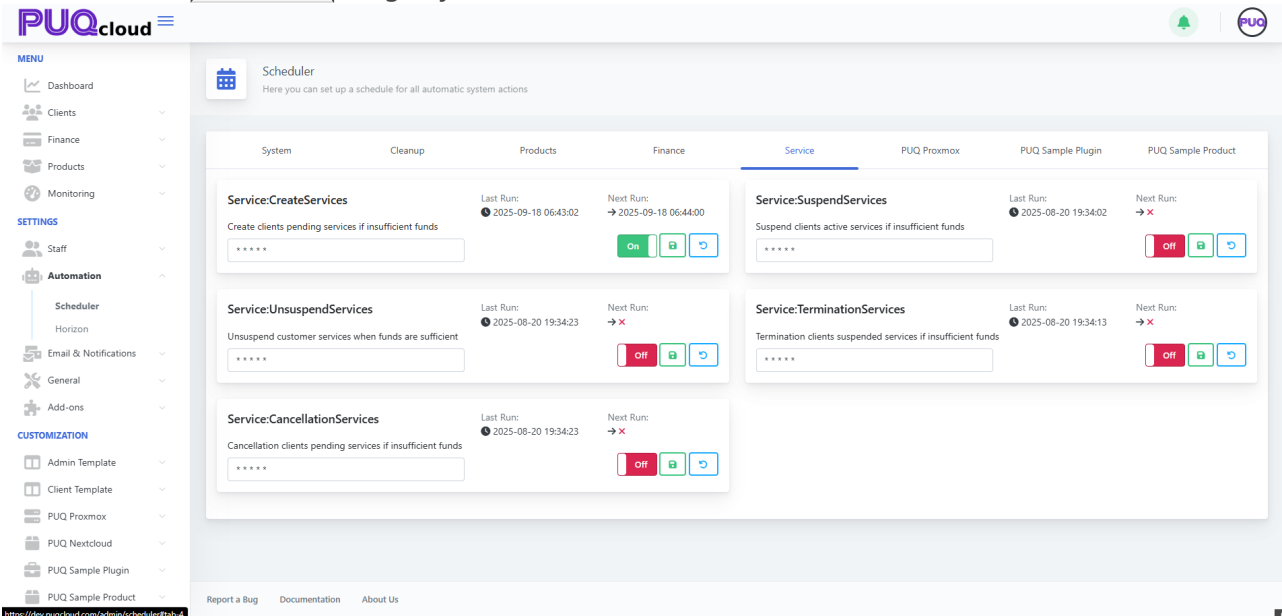
Service lifecycle automation:

- **Service:CreateServices** — create on sufficient funds.
- **Service:SuspendServices** — suspend on debt.
- **Service:TerminationServices** — terminate after grace.
- **Service:UnsuspendServices** — restore after top-up.
- **Service:CancellationServices** — process cancellations.

Recommended starter profile:

- Create/Suspend/Unsuspend: `* / 10 * * * *`
- Cancellation: `* / 30 * * * *`

- Termination: `0 4 * * *` (nightly)



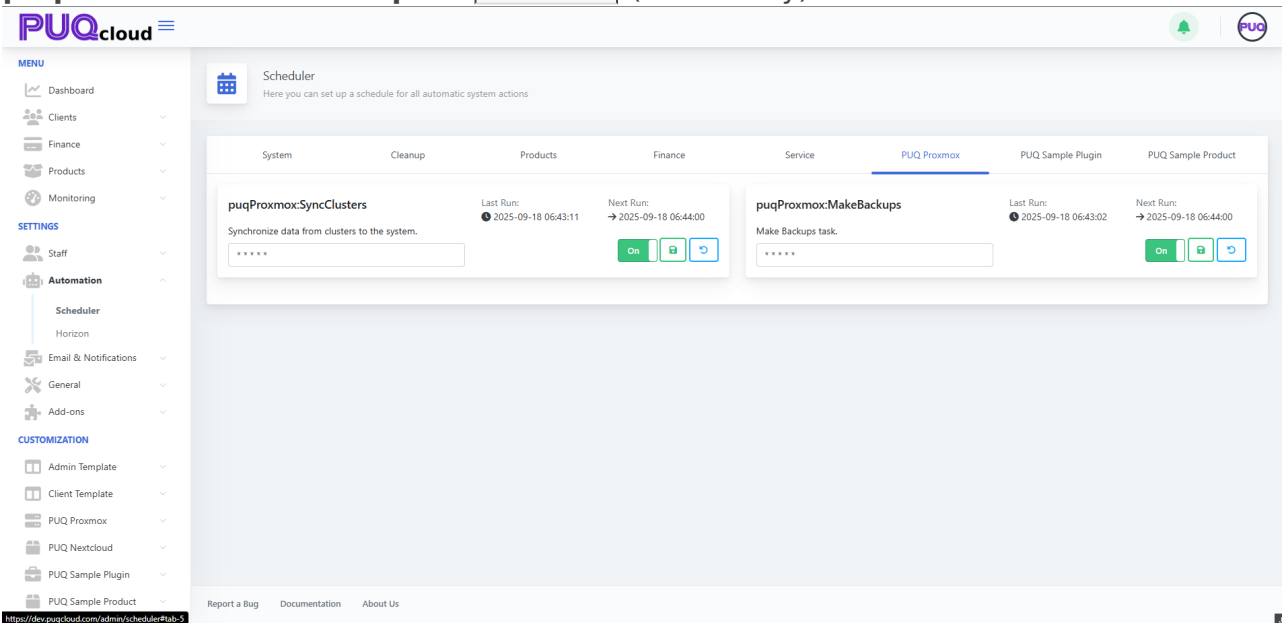
Service tab with lifecycle tasks (Create, Suspend, Unsuspend, Termination, Cancellation) and their toggles.

**Safety:** run terminations once per night to avoid heavy daytime I/O.

## 6. PUQ Proxmox

Cluster sync and backups.

- puqProxmox:SyncClusters** — `* / 5 * * * *`
- puqProxmox:MakeBackups** — `0 2 * * *` (02:00 daily).

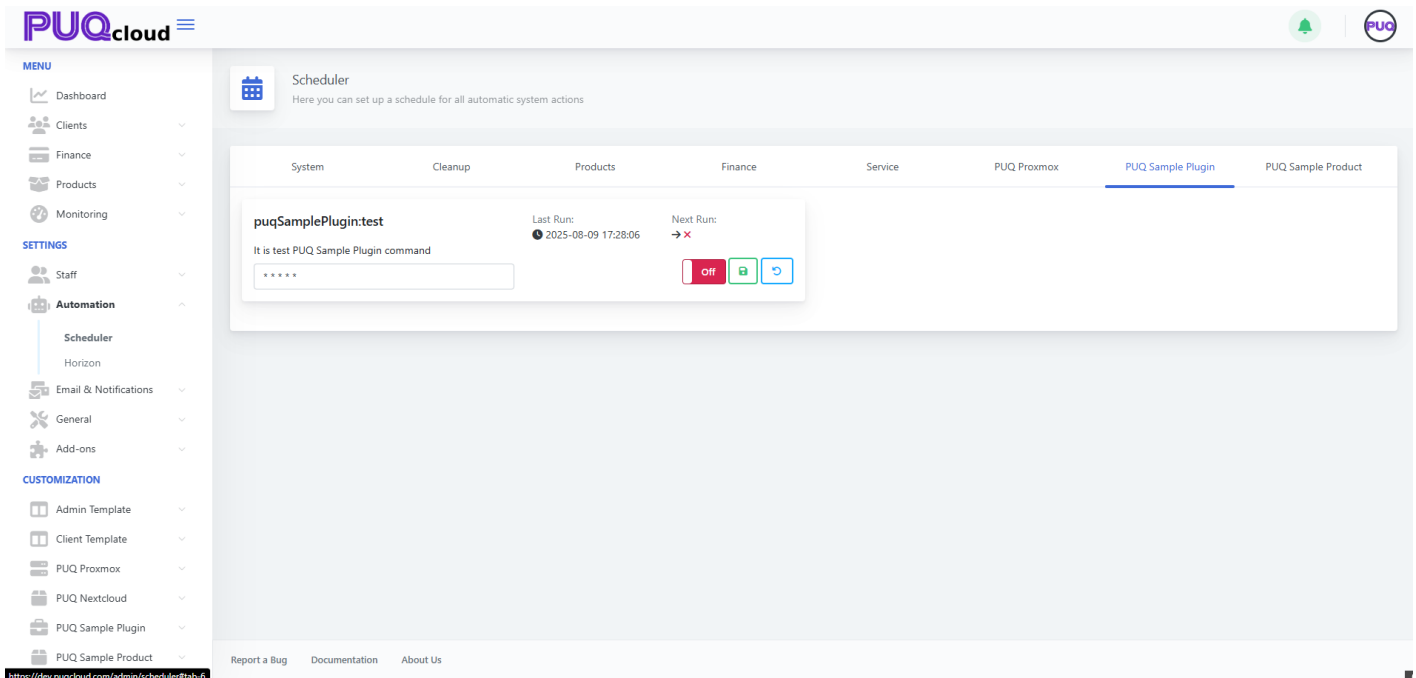


PUQ Proxmox tab showing “puqProxmox:SyncClusters” and “puqProxmox:MakeBackups” with recommended schedules.

**Practice:** give backups a dedicated quiet window; watch storage I/O.

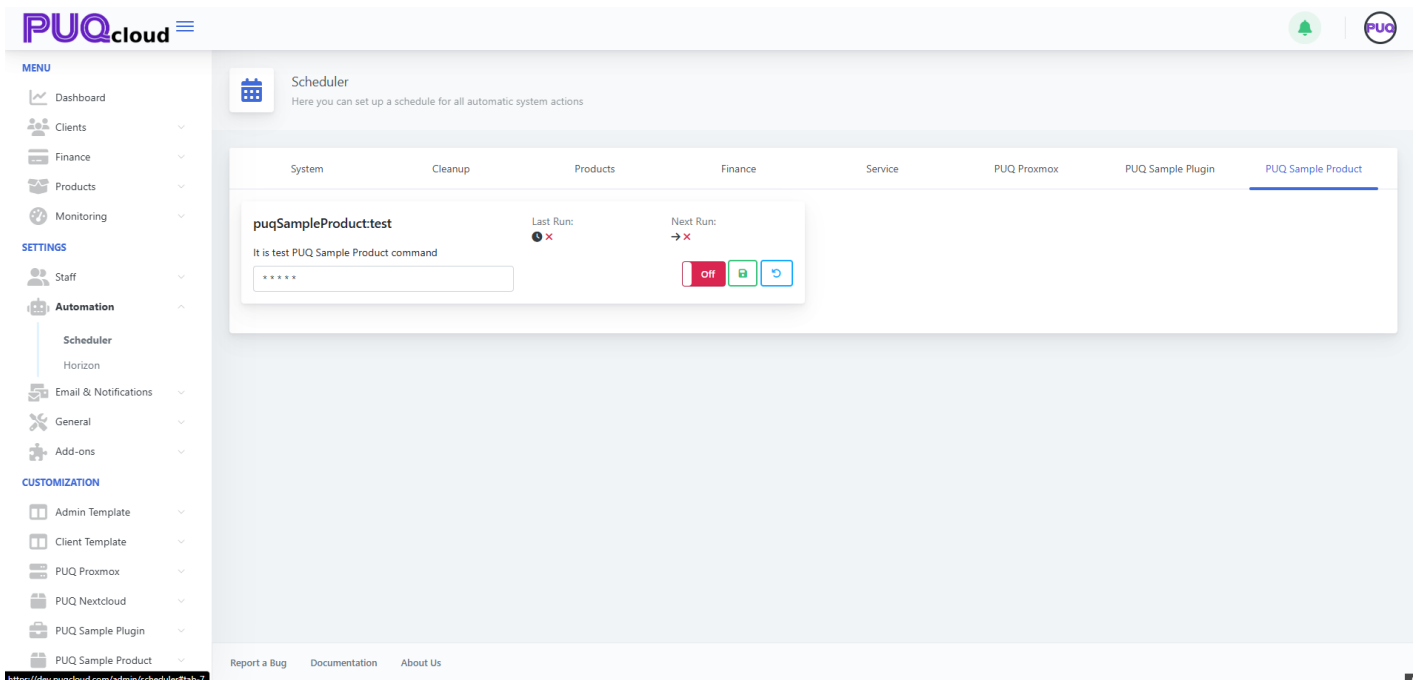
## 7. PUQ Sample Plugin / PUQ Sample Product

Demo tasks — keep **Off** in production.



The screenshot shows the PUQcloud Scheduler interface. The left sidebar contains a 'MENU' with options like Dashboard, Clients, Finance, Products, Monitoring, and SETTINGS. Under SETTINGS, there is an 'Automation' section with 'Scheduler' selected. The main content area shows a 'Scheduler' page with a sub-header 'Here you can set up a schedule for all automatic system actions'. Below this is a navigation bar with tabs: System, Cleanup, Products, Finance, Service, PUQ Proxmox, PUQ Sample Plugin (selected), and PUQ Sample Product. The main content area displays a task card for 'puqSamplePlugin:test'. The task description is 'It is test PUQ Sample Plugin command'. The 'Last Run' is '2025-08-09 17:28:06' and the 'Next Run' is '→ X'. The task status is 'Off', indicated by a red 'Off' button. There are also green and blue buttons for 'On' and 'Refresh' respectively. A URL bar at the bottom left shows 'https://dev.puqcloud.com/admin/scheduler#tab-6'.

PUQ Sample Plugin tab showing “puqSamplePlugin:test” (demo task) in Off state.



The screenshot shows the PUQcloud Scheduler interface, similar to the previous one. The left sidebar is the same. The main content area shows the 'Scheduler' page with the 'PUQ Sample Product' tab selected. The main content area displays a task card for 'puqSampleProduct:test'. The task description is 'It is test PUQ Sample Product command'. The 'Last Run' is '→ X' and the 'Next Run' is '→ X'. The task status is 'Off', indicated by a red 'Off' button. There are also green and blue buttons for 'On' and 'Refresh' respectively. A URL bar at the bottom left shows 'https://dev.puqcloud.com/admin/scheduler#tab-7'.

PUQ Sample Product tab showing “puqSampleProduct:test” (demo task) in Off state.

# Cron cheat sheet (no pain)

Expression	Meaning
<code>* * * * *</code>	Every minute
<code>*/5 * * * *</code>	Every 5 minutes
<code>*/10 * * * *</code>	Every 10 minutes
<code>0 * * * *</code>	At the start of every hour
<code>0 2 * * *</code>	Daily at 02:00
<code>0 3 * * 1</code>	Mondays at 03:00
<code>*/30 8-20 * * 1-5</code>	Every 30 min 08:00–20:00 on weekdays

**Note:** Times follow the server's timezone. If times look odd, verify the host TZ.

## Ready-made profiles (copy/paste)

### “Starter” (safe and effective)

- Finance: `*/10 * * * *`
- Service Create/Suspend/Unsuspend: `*/10 * * * *`
- Service Cancellation: `*/30 * * * *`
- Service Termination: `0 4 * * *`
- Cleanup Lost: `*/30 * * * *`
- Cleanup: `0 3 * * *`
- Convert Price: `0 * * * *`
- SyncClusters: `*/5 * * * *`
- MakeBackups: `0 2 * * *`

### “Nightly heavy-lifting”

- All heavy tasks (Termination/Cleanup/Backups) between **02:00-04:00**.
- Frequent light tasks during the day (Charge/Status/Sync).

## Safe-change checklist

1. **Environment** — test on **staging** first.
2. **Snapshot current crons** — copy or take a screenshot for rollback.
3. Change cron → **Save** → confirm **Next Run** updated.
4. Monitor 24-48h: **Last Run**, billing effects, backups, system load.

5. If issues appear — **Reset** on the card (or revert cron) and **Save**.
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## Troubleshooting quick tree

### A. Task doesn't run

- Toggle is **Off**? → turn **On**.
- **Next Run** missing? → fix cron syntax and **Save**.
- Workers/cron down? → restart your queue workers/system cron.

### B. System load too high

- Move heavy jobs to night (02:00–04:00).
- Reduce frequency (`*/10` → `*/30`, `*/30` → `0 * * * *`).

### C. Data gets stale (prices/sync/status)

- Increase frequency (hourly → every 15 or 10 minutes).
  - Check worker logs for task errors.
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## Micro-FAQ

- **Why is “Next Run” showing an X?**  
Task is **Off** or cron is invalid. Enable and/or fix cron, then **Save**.
  - **Can I trigger a task now?**  
UI focuses on schedules. For ad-hoc runs, temporarily set the cron to the nearest minute, **Save**, then revert.
  - **How do I know it's healthy?**  
Watch **Last Run**, see that service lifecycle events occur on time, finance entries are up-to-date, and backups are fresh.
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## Wrap-up

1. Define “day/night” profiles.
  2. Heavy jobs at night; routine jobs every 5–15 minutes.
  3. After any change: **Save** → check **Next Run**.
  4. Use **Last Run** + worker logs as your health sensors.
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Revision #5

Created 18 September 2025 05:26:43 by Yuliia Noha

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