

# Manage scheduler in the Admin Area

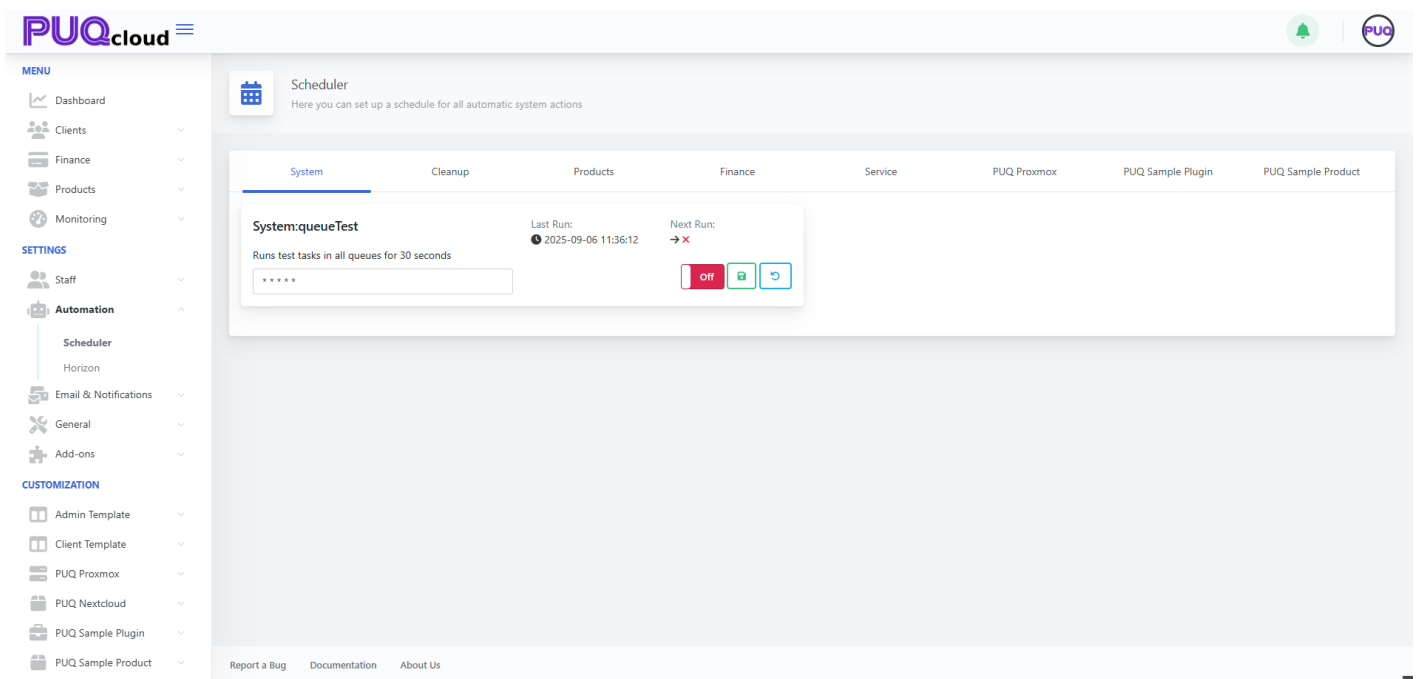
## PUQcloud Panel

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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.

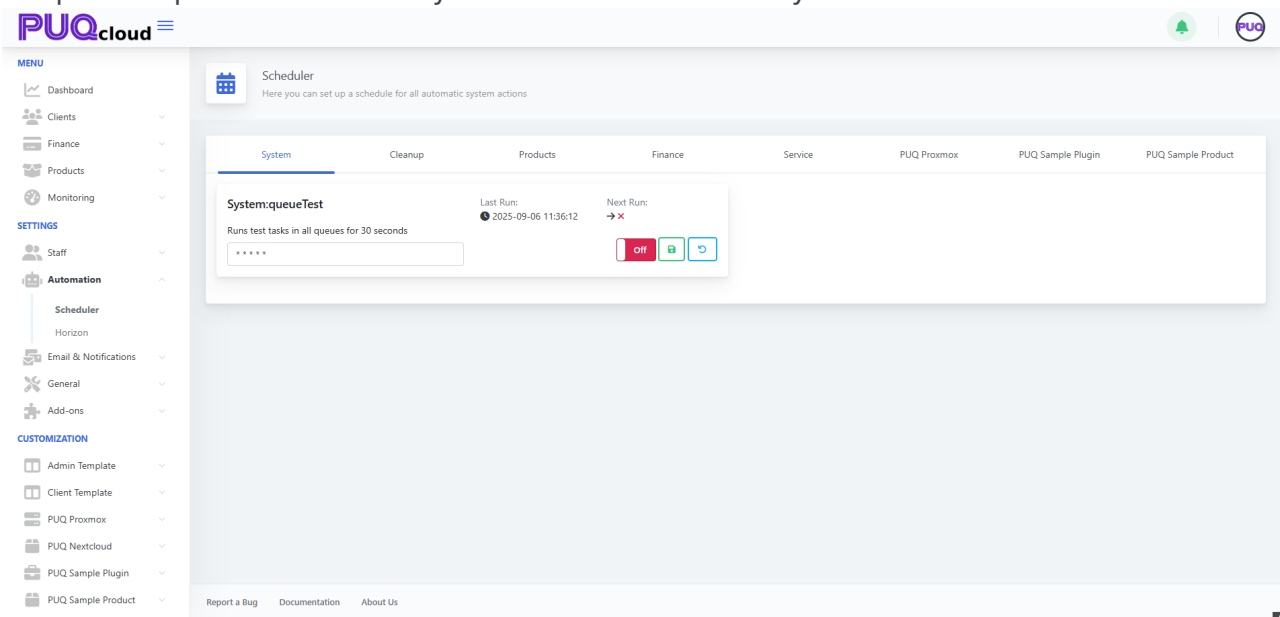
**Rule #1:** change cron → **Save** → confirm **Next Run** updates. If it didn't, your change isn't applied.

## 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).

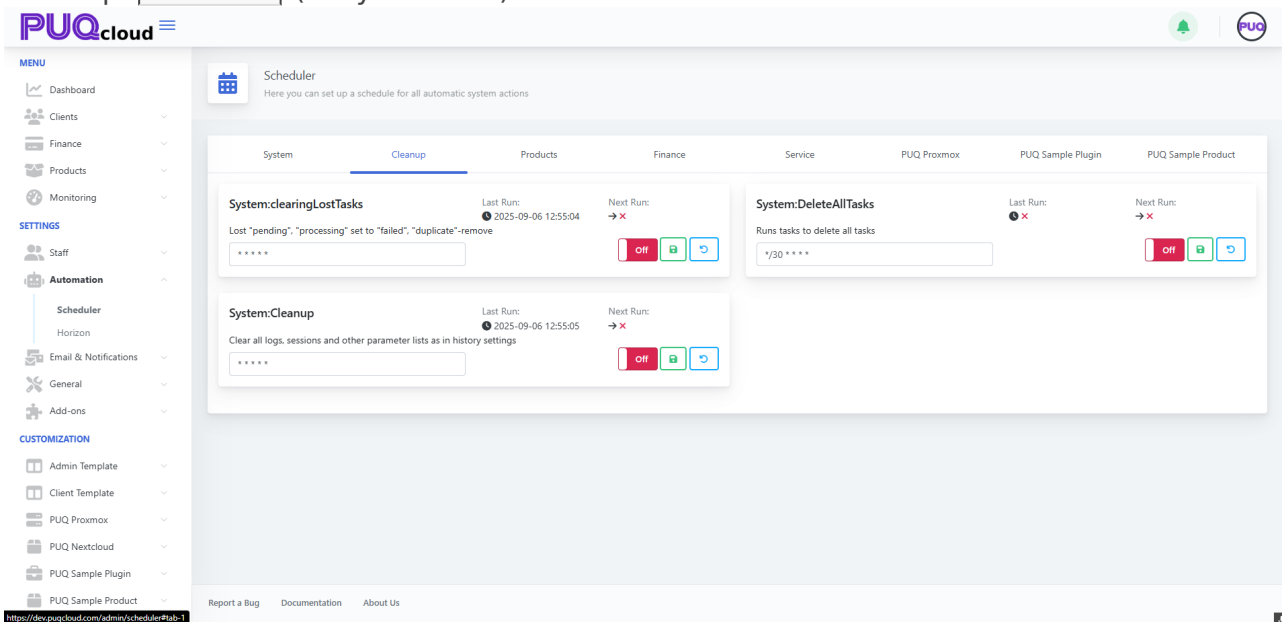
### 2. Cleanup

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)



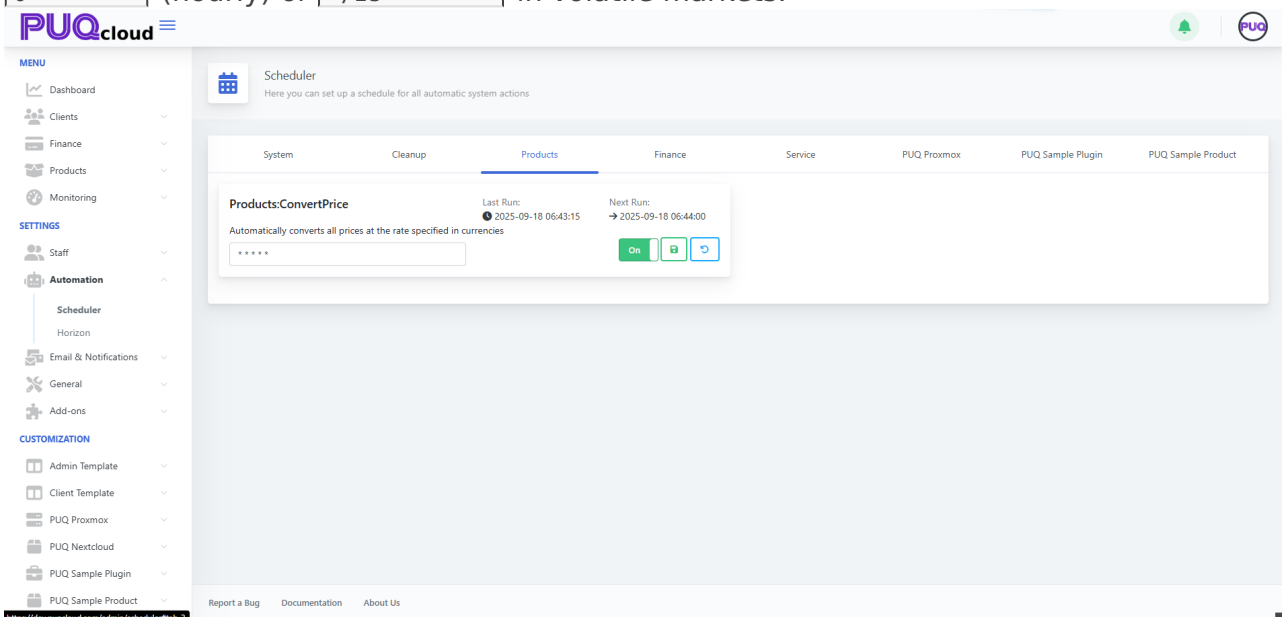
Cleanup tab showing “System:clearingLostTasks” and “System:Cleanup” with example cron values.

**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.

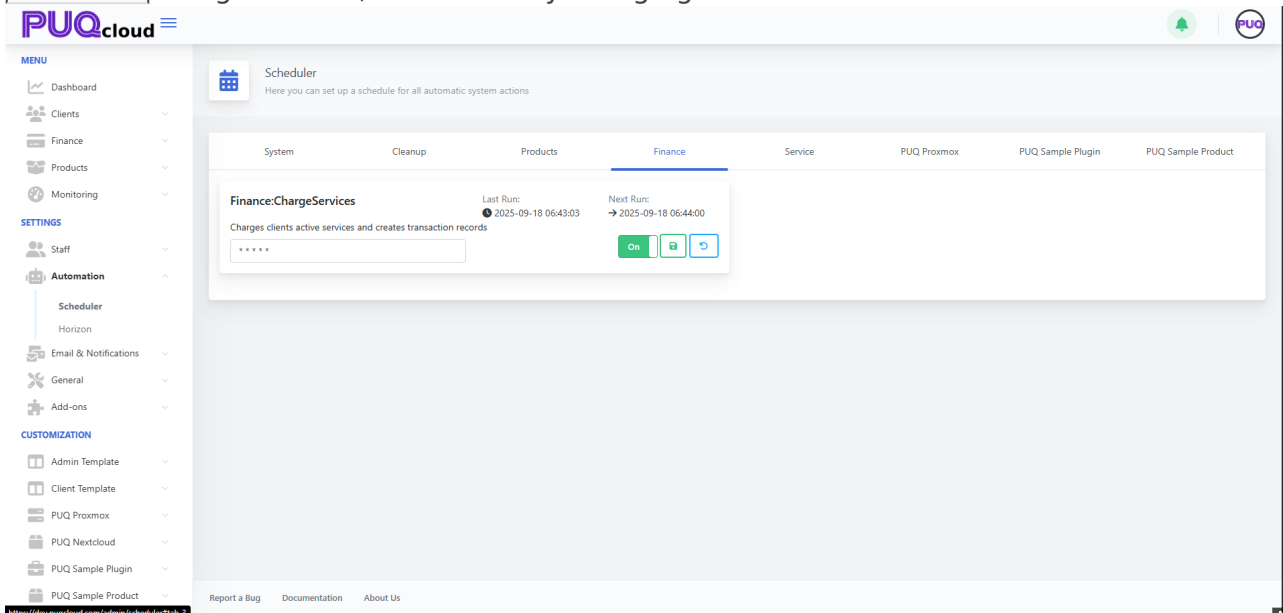
## 4. Finance

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

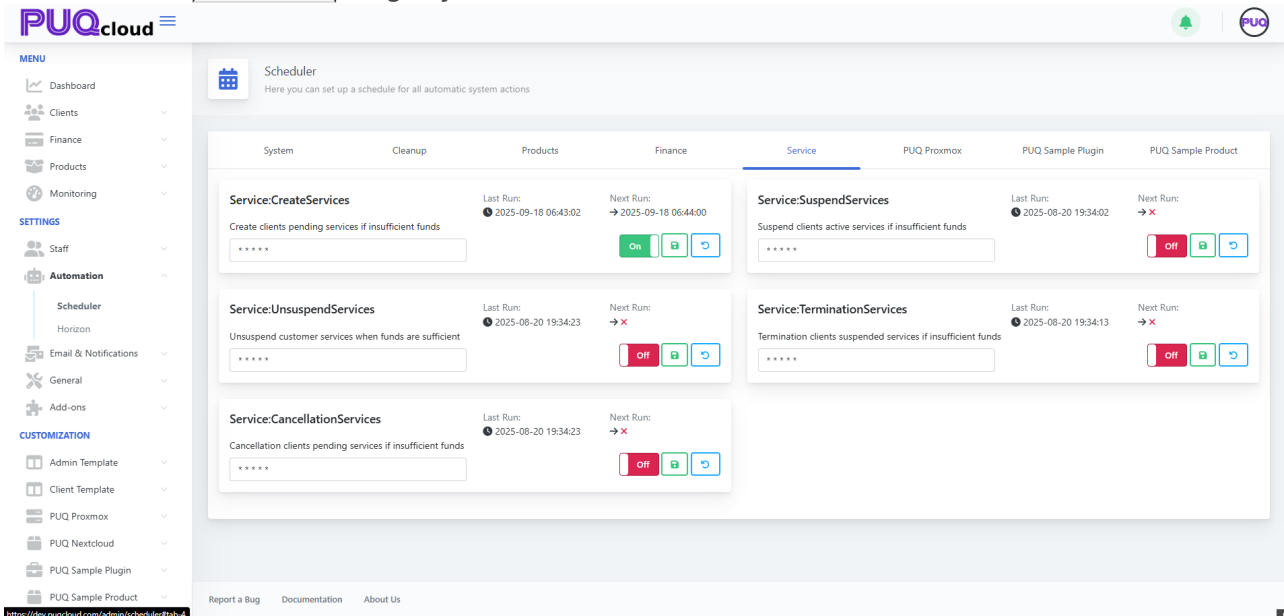
Service lifecycle automation:

- **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)



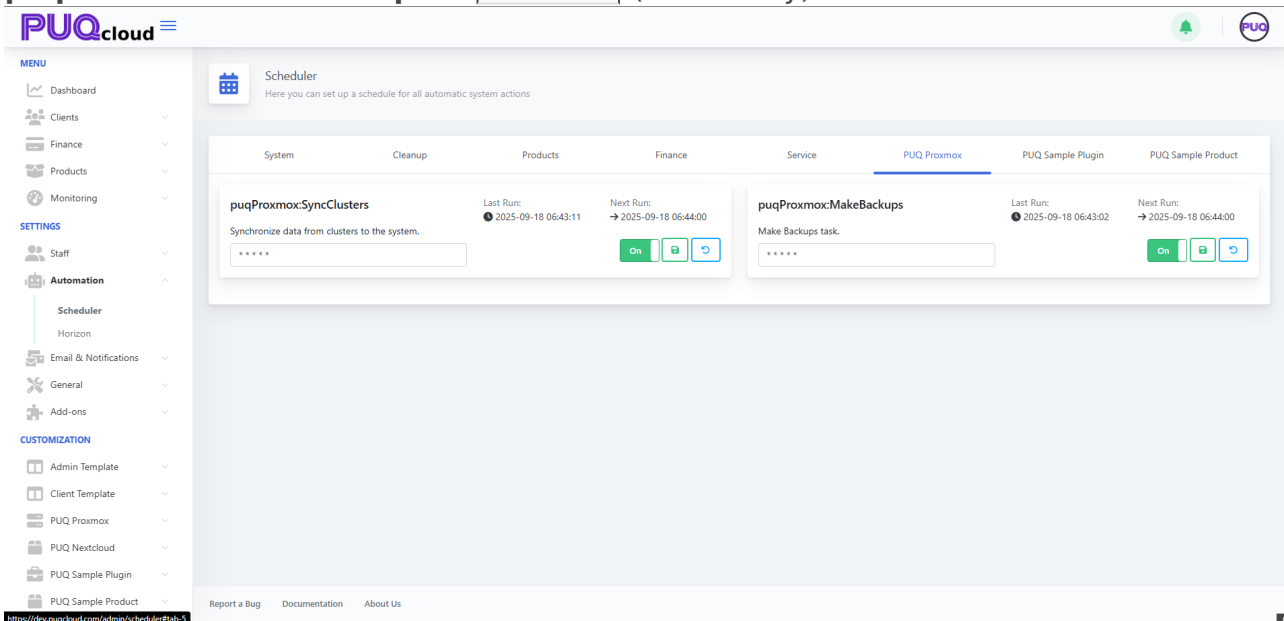
Service tab with lifecycle tasks (Create, Suspend, Unsuspend, Termination, Cancellation) and their toggles.

**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).

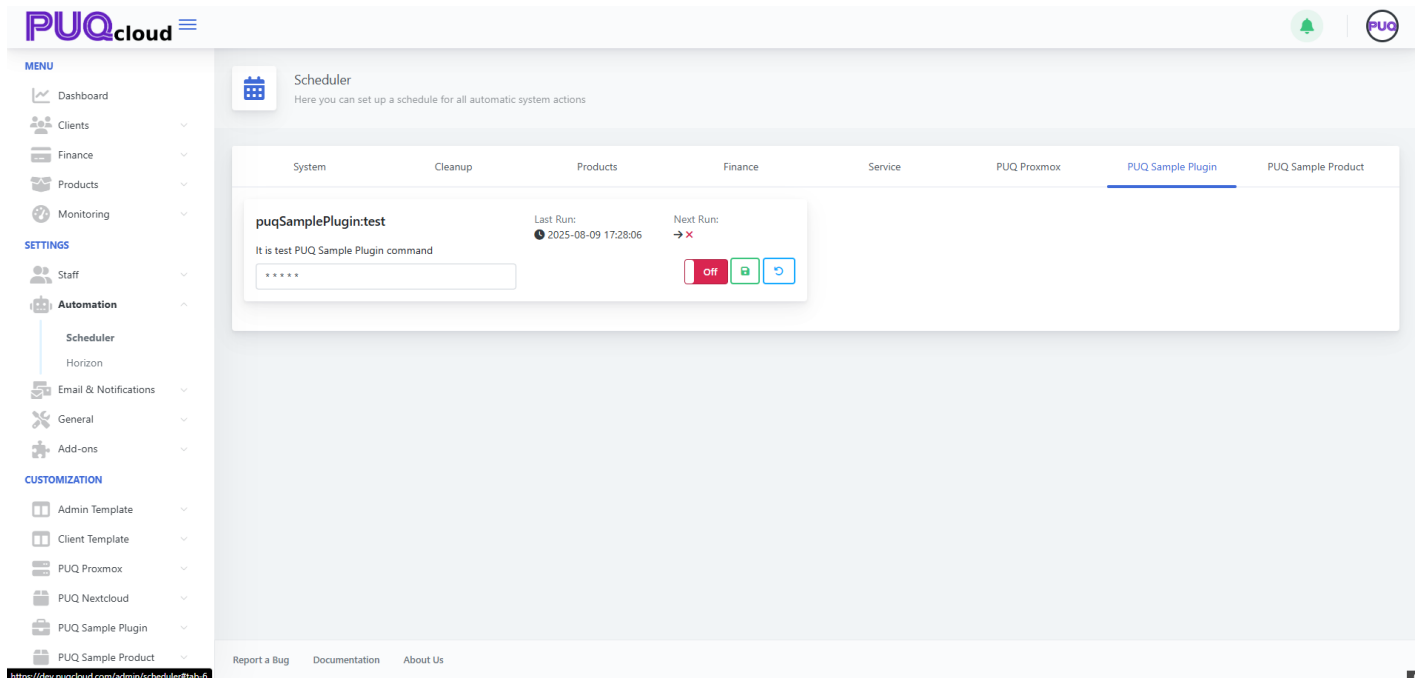


PUQ Proxmox tab showing “puqProxmox:SyncClusters” and “puqProxmox:MakeBackups” with recommended schedules.

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

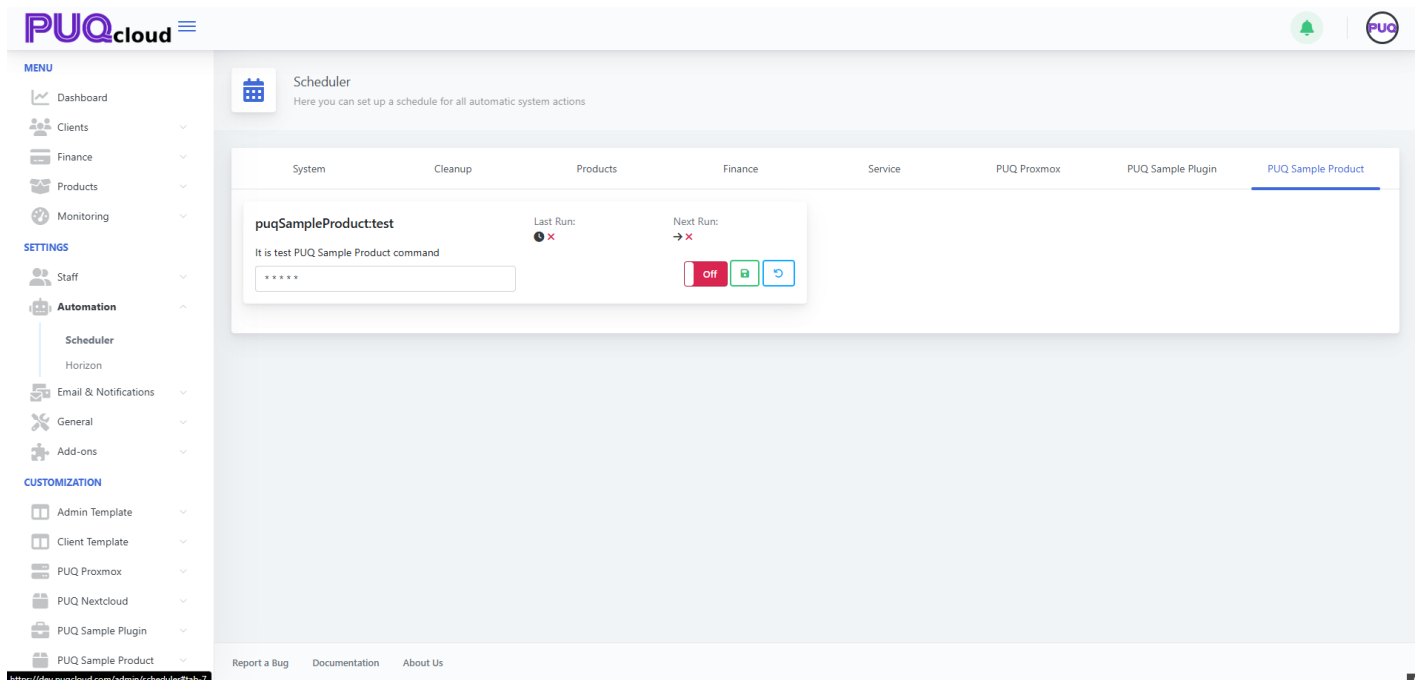
## 7. PUQ Sample Plugin / PUQ Sample Product

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



The screenshot shows the PUQcloud Scheduler interface. The left sidebar contains a 'MENU' section with 'Automation' expanded to 'Scheduler'. The main content area has a tabbed interface with 'PUQ Sample Plugin' selected. A task card for 'puqSamplePlugin:test' is displayed, showing 'Last Run: 2025-08-09 17:28:06' and 'Next Run: → X'. The task description is 'It is test PUQ Sample Plugin command' with a masked command field '\*\*\*\*\*'. Control buttons include 'Off' (red), 'On' (green), and 'Refresh' (blue). The bottom of the interface includes 'Report a Bug', 'Documentation', and 'About Us' links.

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



The screenshot shows the PUQcloud Scheduler interface with the 'PUQ Sample Product' tab selected. A task card for 'puqSampleProduct:test' is displayed, showing 'Last Run: → X' and 'Next Run: → X'. The task description is 'It is test PUQ Sample Product command' with a masked command field '\*\*\*\*\*'. Control buttons include 'Off' (red), 'On' (green), and 'Refresh' (blue). The bottom of the interface includes 'Report a Bug', 'Documentation', and 'About Us' links.

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

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