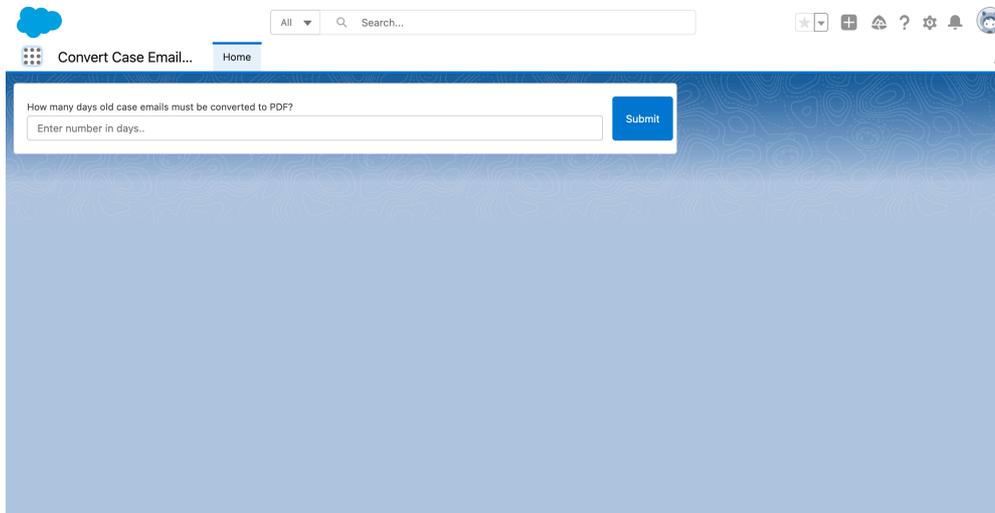


Steps to schedule the batch job from UI.

1. Click ☰. Search and Select 'Convert Case Email Messages'

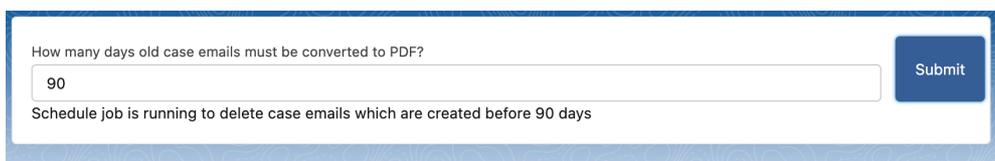


The screenshot shows a web interface for scheduling a batch job. At the top, there is a navigation bar with a hamburger menu icon (☰) on the left and a search bar on the right. Below the navigation bar, the page title is 'Convert Case Email...' and there is a 'Home' link. The main content area contains a form with the following elements:

- A heading: 'How many days old case emails must be converted to PDF?'
- A text input field with the placeholder text 'Enter number in days...'.
- A blue 'Submit' button.

2. Enter number of days in the text box and click submit.

Note: Days should be the number of days before, the Email messages should be deleted.



This screenshot shows the same form as above, but with the number '90' entered in the text input field. Below the input field, a status message reads: 'Schedule job is running to delete case emails which are created before 90 days'. The 'Submit' button is still visible to the right.

This Schedule job runs every 1 hour in your org to convert the case emails to PDF and delete them based on the days mentioned. Total of 10 batches are processed in each batch run.

Steps to delete the batch job from UI.

1. Go to Setup and in the Quick find box search 'Scheduled Jobs'
2. Search for the job 'Batch_Convert_caseEmailtoPDF' and click delete.