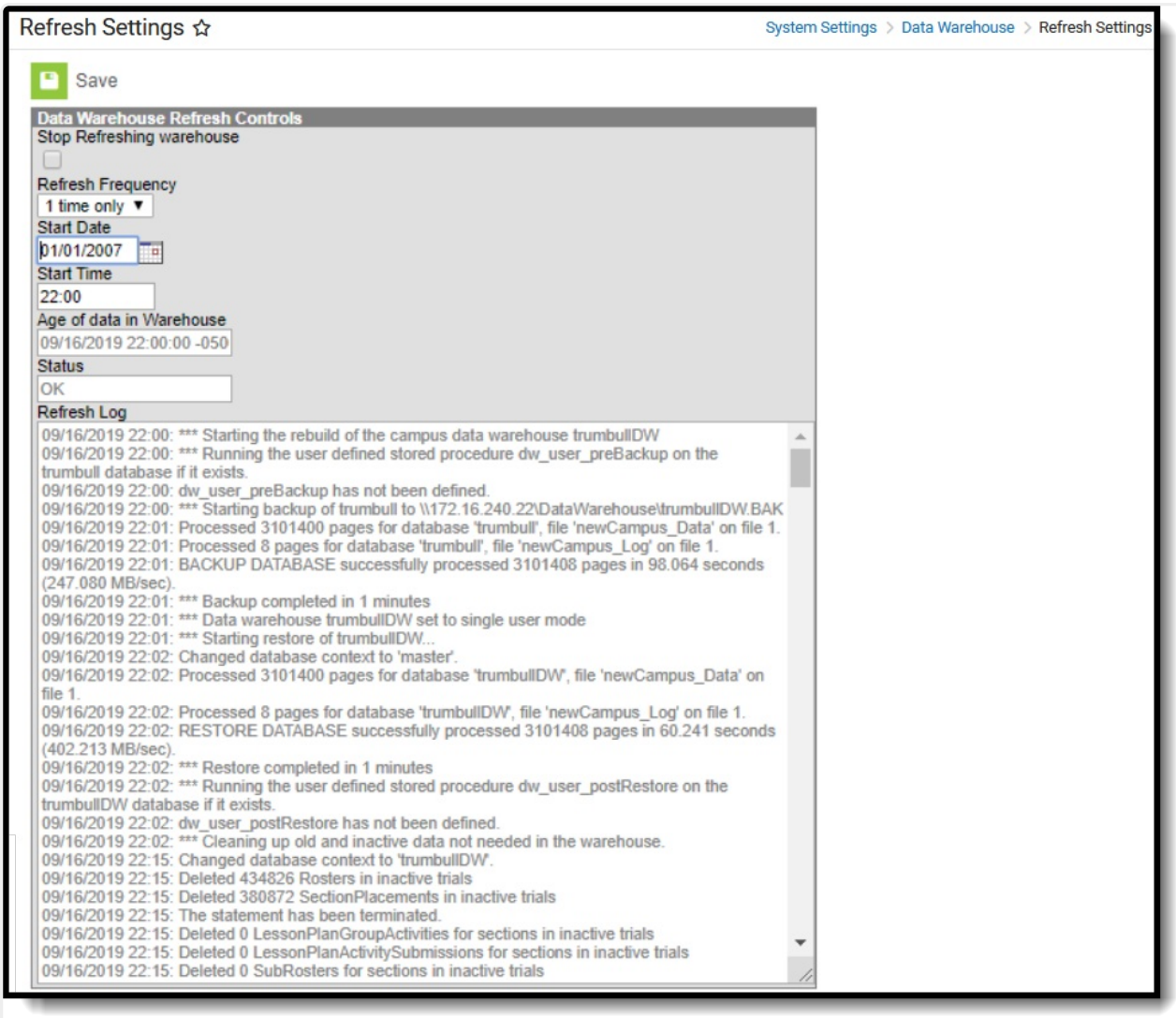
Refresh Settings

Last Modified on 09/03/2026 2:33 pm CDT

Path: System Settings > Data Warehouse > Refresh Settings

This tool is only available to districts/states with data warehousing enabled.

The Refresh Settings tool allows a system administrator to set a schedule for refreshing the data warehouse to generate data backups. It also allows the system administrator to review the Refresh Log, which displays the progress and details of the most recently generated backup.



Refresh Settings

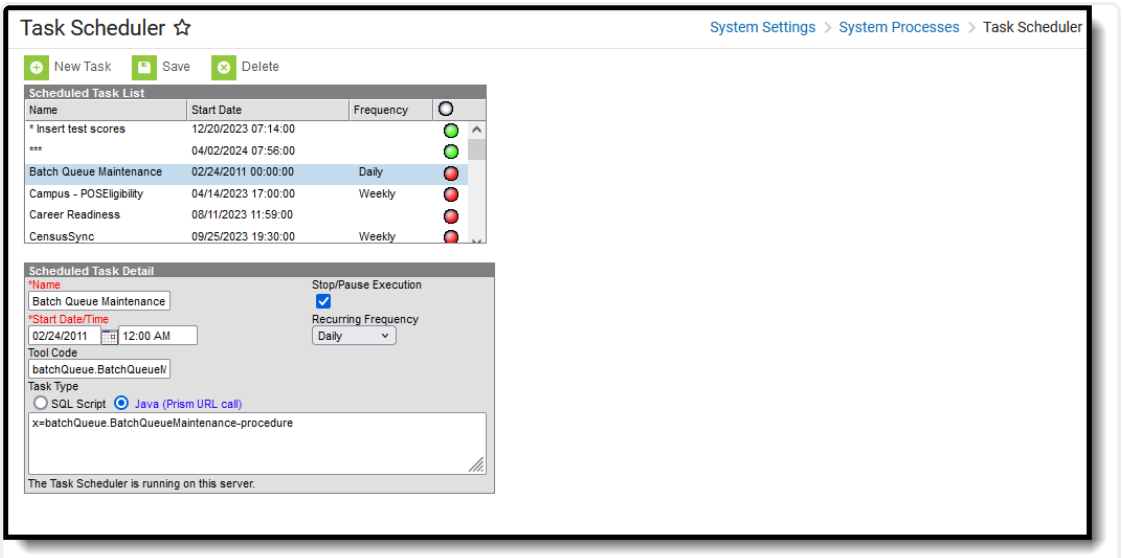
Schedule Data Warehouse Backups

A system administrator should set a schedule for refreshing the data warehouse and creating new backups of the live database. The refresh schedule determines how often a new backup is made available.

Consider Existing System Tasks

Before setting a recurring task for the data warehouse, consider the times/frequencies of other active system tasks to prevent slowed system performance.

Existing system tasks should be reviewed on the Task Scheduler tool:



Task Scheduler

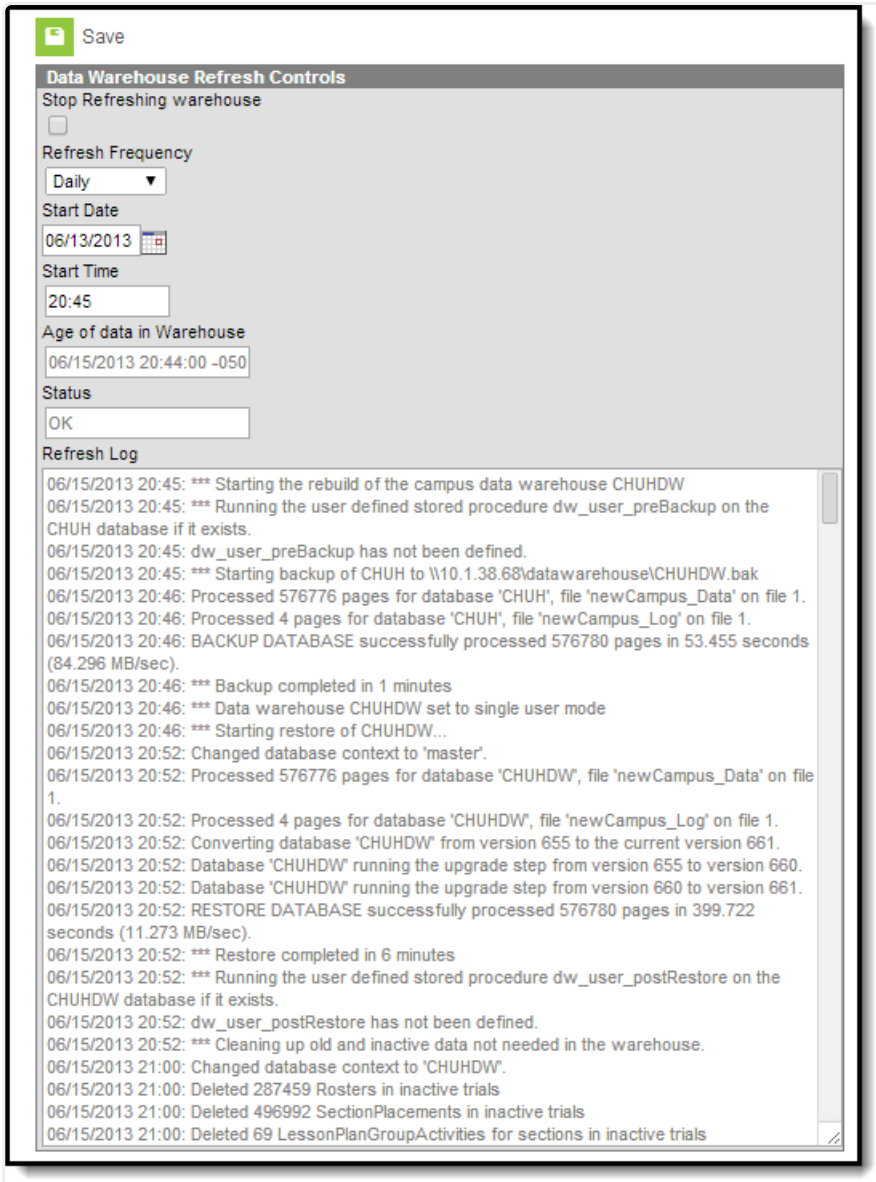
When a data warehouse task exists on the Refresh Settings tool, it will also appear on this screen. Data warehouse tasks can be viewed but not modified on the Task Scheduler tool. Data warehouse tasks can only be modified on the Refresh Settings tool.

Schedule Backups

To set/modify the schedule of data backups, complete the following steps:

1. If a checkmark appears in the **Stop Refreshing Warehouse** box, remove it. This will activate the refresh process. The refresh will not occur if this checkbox is marked.
2. Select a **Refresh Frequency** to set how often the backup will be refreshed.

3. Enter/modify the **Start Date** on which the next refresh schedule should begin.
4. Enter/modify the **Start Time** on which the next refresh should begin.
5. Click **Save** to save the settings. The next backup will occur at the specified date/time.



Setting the Refresh Schedule

Fields and Definitions

Fields available in the Data Warehouse Refresh Controls editor can be defined as follows:

Field	Definition
Stop Refreshing Warehouse	This checkbox indicates whether or not the data warehouse is currently active: • **If box is checked -** The data warehouse process is currently "paused" and is not actively taking/storing backup of the live database. The checkmark may be removed from this field at any time. • **If box is not checked -** The data warehouse is actively taking/storing backup of the live database according to the schedule set by the other fields of the tool.
Refresh Frequency	The data warehouse can be set to to refresh one time or scheduled to automatically refresh on a regular basis. The following options are available: • **1 Time Only** - The data warehouse will be refreshed only once (one backup will be taken at the scheduled date/time). • **Weekly** - The data warehouse will be refreshed weekly (a new backup will be taken every 7 days, based on the values entered in the Start Date and Start Time fields). • **Daily -** The data warehouse will be refreshed every day (a new backup will be taken every 24 hours, based on the values entered in the Start Date and Start Time fields).
Start Date	The first day on which the data warehouse will take/store a backup of the live database (assuming the Stop Refreshing Warehouse box is not checked).
Start Time	The time of the day entered in the Start Date field at which the data warehouse will start backing up the live database to create a backup.
Age of Data in Warehouse	The date and time of the most recent data backup stored in the data warehouse. This is the backup from which reports are pulling (unless reporting off of the live database).
Status	The status of the data warehouse refresh process: • **OK** - Data warehouse refresh process completed successfully. • **Refresh** - Data warehouse refresh currently in progress. • **Error** - Error occurred during data warehouse refresh process.
Refresh Log	Details on the flatten and storage process of the last data backup.