This document describes cronjobs and related configurations, which should be set for your BlueSpice (depending on the used version).

**Tips for this Document**

- Please, read this manual completely and work through the single installation steps one after another.
- For editing the configuration files with a text editor, the files must be saved in UTF-8 coding without BOM (Byte Order Mark).
- The placeholder `<installpath-bluespice>` stands for the path to your BlueSpice installation, e.g. C:\inetpub\wwwroot\bluespice (Windows regarding the documentation “Folder structure under Windows”) or /var/www/bluespice (Linux).
- The placeholder `<tomcat-webapps>` stands for the path to the webapps directory of your Tomcat server, e.g. C:\Program Files\Apache Software Foundation\Tomcat 8.5\webapps (Windows) or /var/lib/tomcat8/webapps (Linux).

**runJobs.php**

Time-consuming processes will be moved to a processing queue in the background of BlueSpice. With every page impression, a part of these will be processed. For the case that there are lots of processes in the queue and there are relatively little page impressions, the tasks will not be processed promptly.

For this reason, the queue should be processed regularly by cronjob.

Now create a cronjob (Windows: “Scheduled task”) depending on your operating system. The command to execute is:

```
php <installpath-bluespice>/maintenance/runJobs.php (Linux)
php.exe <installpath-bluespice>\maintenance\runJobs.php (Windows)
```
It is recommended to specify the complete path to php.exe under Windows. For more information, see the environment variables document.

Execute the cronjob every **15 minutes**.

**processBsEmailBatch.php**

For reports via email sent from MediaWiki, please create a cronjob and run it daily. The command for this is:

```
php <installpath-bluespice>/extensions/BlueSpiceEchoConnector/maintenance/processBsEmailBatch.php
```

It is recommended to specify the complete path to php.exe under Windows. For more information, see the environment variables document.

**runNotifications.php (only BlueSpice pro)**

The BlueSpiceReminder notifies the users by email about upcoming tasks in BlueSpice. For this, a cronjob needs to be executed once a day. This is the command:

```
php <installpath-bluespice>/extensions/BlueSpiceReminder/Reminder/maintenance/runNotifications.php
```

It is recommended to specify the complete path to php.exe under Windows. For more information, see the environment variables document.

**Folder structure under Windows**

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Preface ............................................................................................................................... 2</td>
</tr>
<tr>
<td>2 Folder structure .................................................................................................................. 3</td>
</tr>
<tr>
<td>3 Folder names for program installations .................................................................................. 3</td>
</tr>
</tbody>
</table>

**Preface**

Microsoft Windows distributes program installations and configurations, the Webroot under IIS etc. to various folders in the file system. Since BlueSpice is a web application based on PHP, it is not always easy to use the Windows default system paths in the application.

For this reason, we recommend creating your own folder structure for BlueSpice, all related data and additional program installations.
In the following we describe a proven folder structure. This is recommended by us.

Folder structure

In the following, "\bluespice\" is defined as the base directory for the installation in the root directory of the drive (e.g. C:\bluespice or D:\bluespice).

The folder structure is based on Unix operating systems:

```
bluespice/
    ├── backup/       # for backups
    ├── bin/          # for additional programs and own scripts
    ├── etc/          # for configuration files
    ├── opt/
    │    └── bluespice/
    │       ├── cache/  # BlueSpice cache
    │       ├── images/ # File uploads
    │       └── widgets/ # Rendered widgets
    └── tmp/          # Temporary files

var/
    ├── log/         # LOG files of the web server
    └── www/         # Actual BlueSpice application
```

Folder names for program installations

When installing programs in \bluespice\, please make sure to install these programs in subfolders that do not contain special characters and/or spaces.