The Build option is required when a dashboard or the EWS system is going to be utilized in the district. This build process gathers numerous data points required to calculate specific metrics that both tools use. Metrics such as attendance percentages, grades, etc. are calculated in this process. Varying on the size of the district the build process can take a few minutes to an hour to complete and can be put on a schedule to run.

**Year:** Current year will pull data based on what year is selected in the “Current School Year” pull down menu. Current year selection pull down is in the Data Hub Cockpit. Previous year will, again be based on what the current school year selection is in the data hub cockpit screen. The default selection in this pull down menu should be current year, but please note it is based on what year is selected on the hub cockpit screen.
Run at next available cycle: When checked, and clicking the submit button your build process will run at the next 5-minute interval. This option should only be checked when you need to run a build process prior to the next scheduled automation.

Schedule Type: This option allows you to select the interval (Daily, Weekly, etc.).

Start Date: Date you would like the automation to start.

Start Time: Time when you would like the build to begin processing. Typically, early morning or late evening is best.

Repeat every: This option will change varying on your interval. If you select daily, it will require an interval to repeat the build. If you select weekly it will require you to select which days to run the build.

Advanced: Not a required field for the build process.

Notification Email: You can enter in as many emails here (separated by a semi colon) as necessary. Please note a notification will be sent for both build success and failure.

Error retention count: This number should be left at the default (currently 500).

***After configuration please click the submit button. Your build should process at the next interval.