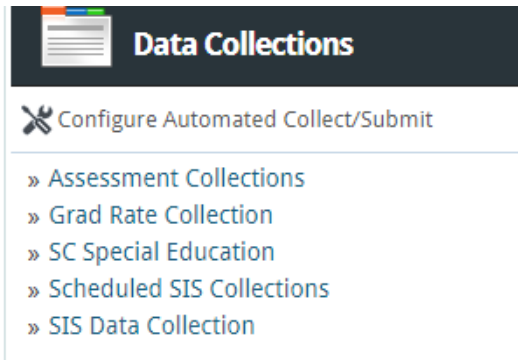


Configure Automated Collect/Submit

1. Navigate to Administration, under **Data Collections**
2. Click **Configure Automated Collect**



3. The edit collections screen will now appear. Please fill in the Run Process daily time. (By default time is 9:00 PM) **Note: Be aware of other scheduled processes in your Enrich environment ex. SIS Import, SPEDs Collection, Assessment Data Collection.**
4. Under each collection, **Check Collect Data / Submit Data**

SIS Data Collection		Run Processes daily at: 9:00 AM	
Collection	Status	Collect Data	Submit Data
2018-2019 (Diploma Orders)	Open For Submission	<input type="checkbox"/>	<input type="checkbox"/>

5. **Click Save** to commit changes.