1. Login to provisioning and navigate to the source instance page. Click on ‘Manage Scheduled Jobs’ link:



1. A new page will come up. Click on ‘Create New Job’ link:



1. ‘Create New Job’ page should come up. Enter the following details:

Job Name: any value

Job Owner: IST admin for source instance

Job Type: Instance Synchronization

Upon selecting the job type, the list of available sync jobs to be submitted will show up.

Choose the required sync job using the radio-button as seen below:



1. Hit the ‘Create Job’ button.



1. User will be taken to a new page. The newly created job should appear:



1. Click on the ‘Select’ button corresponding to the job and choose the ‘Run It Now’ option:



1. Navigate to Monitor Jobs page by clicking on ‘Monitor Jobs’ link to view the latest status of the job:

