



Bookstore Manager

Technical Information Document

Setting Up SCHEDULE in Windows® 10

Document Information:

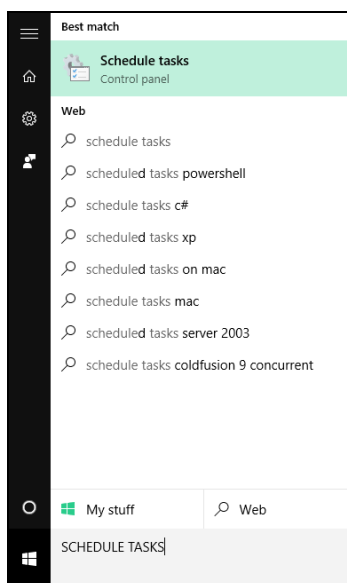
Category	Software	O/S	Windows 10	Last Modified	01/29/16
Author	JA				

Document Summary

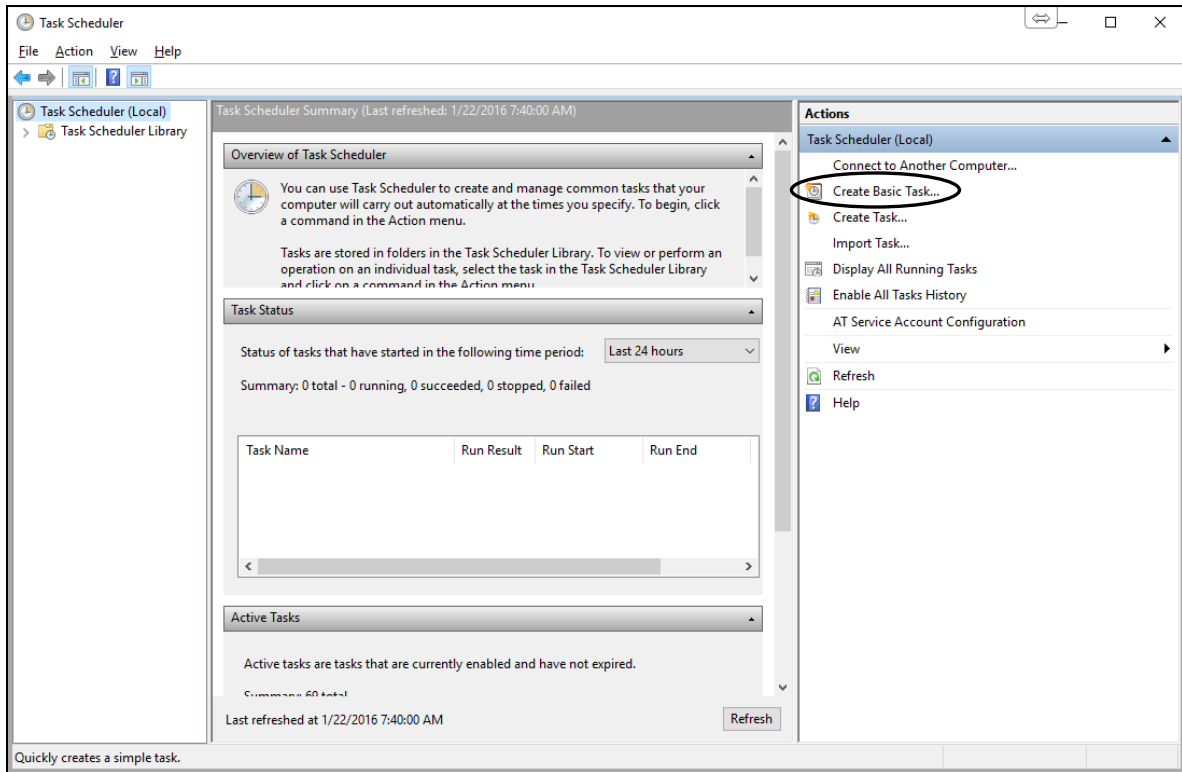
Instructions on how to setup SCHEDULE in Windows® 10 Task Scheduler

Document Contents

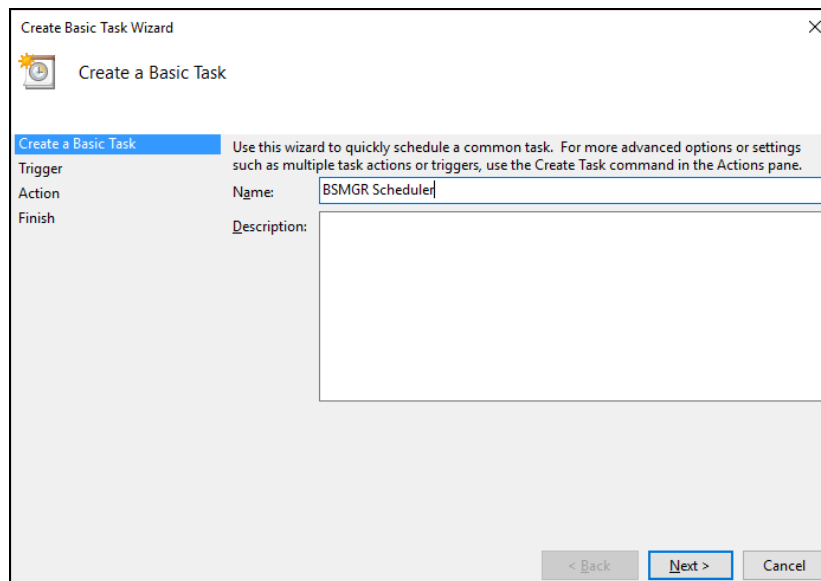
NOTE: This should only be done on one computer. It is strongly recommended that this be done on the server.



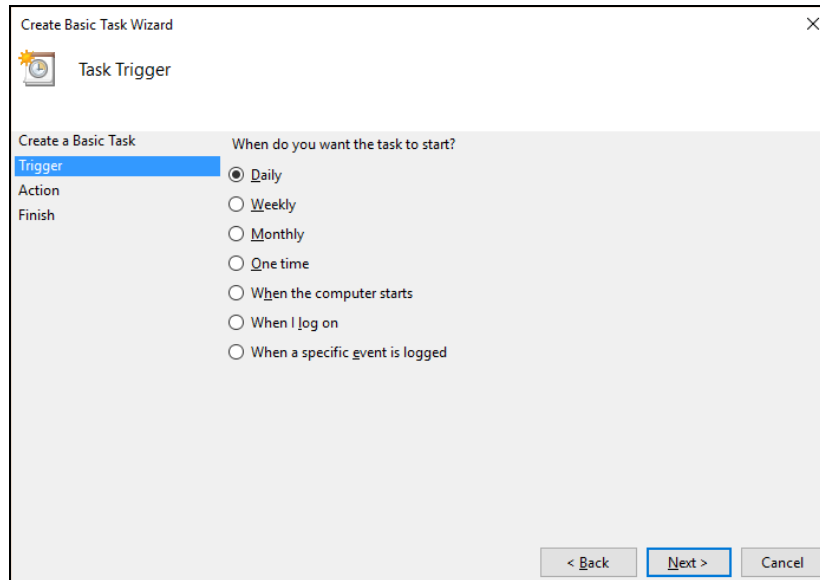
1. Click “Start”, then type “SCHEDULE TASKS”. As you type, Schedule tasks should be listed above. Click “Schedule tasks”.



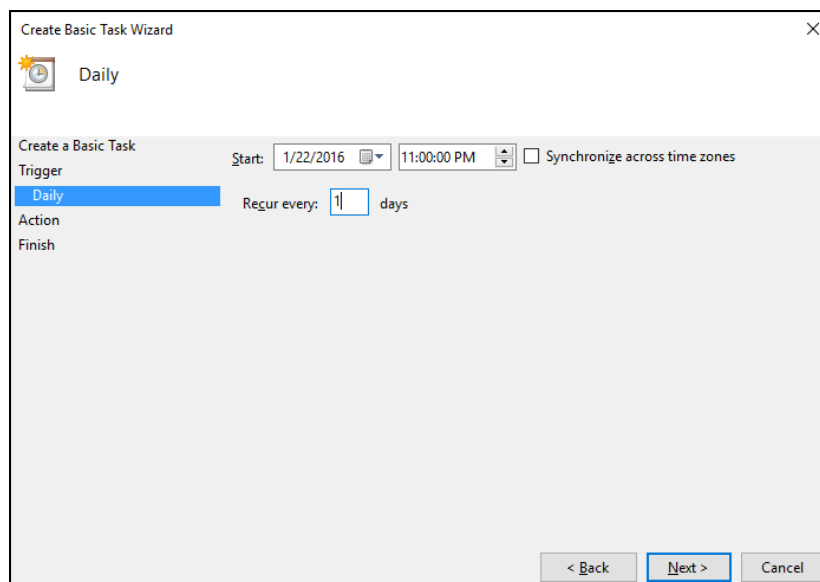
2. On the right side of the Task Scheduler, click “Create Basic Task...”.



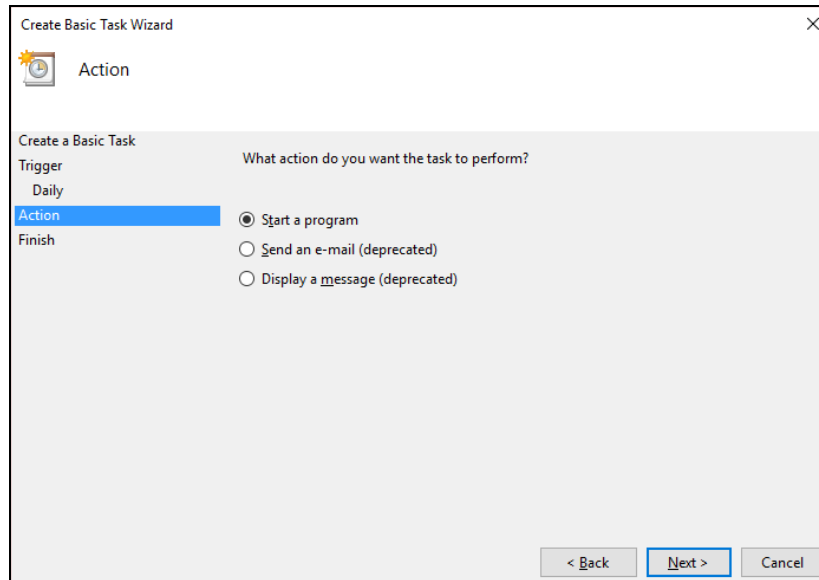
3. For name, type “BSMGR Scheduler”, then click “Next”.



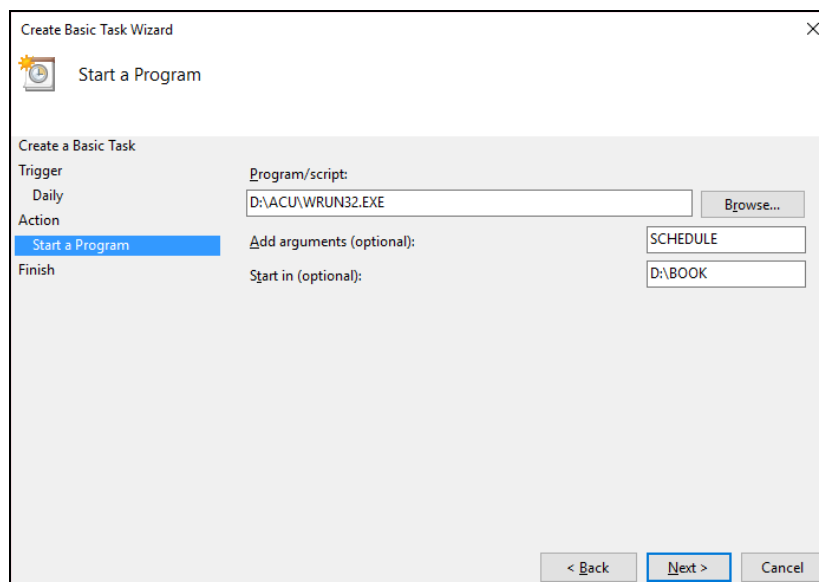
4. Click the radio button next to “Daily”, then click “Next”.



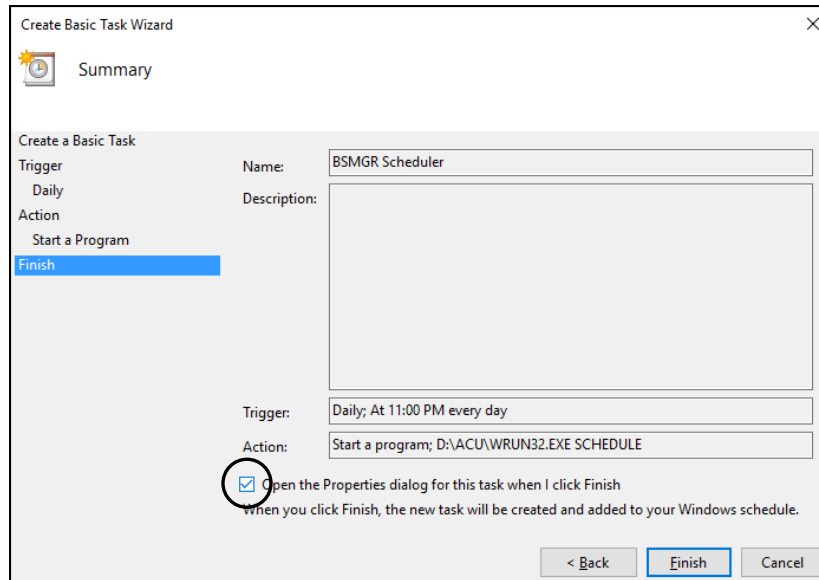
5. For Start Time, set the time to 11:00:00 PM, then click “Next”.



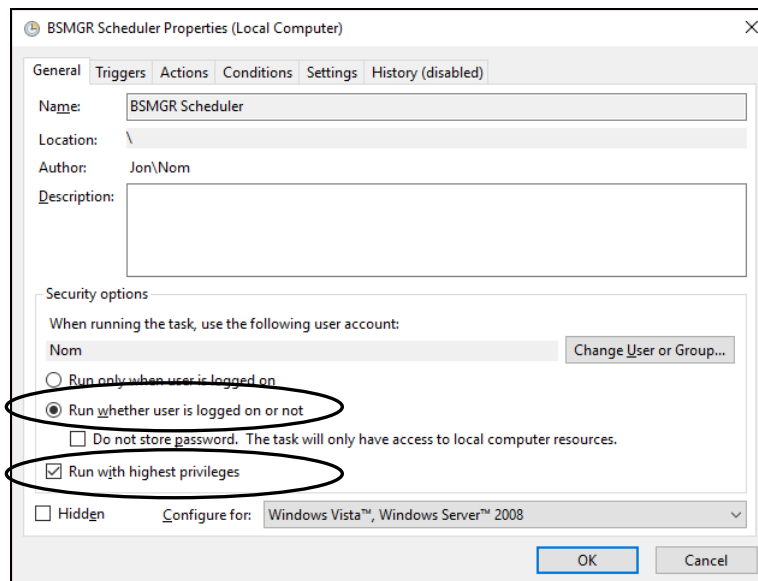
6. Click the radio button next to “Start a program”, then click “Next”.



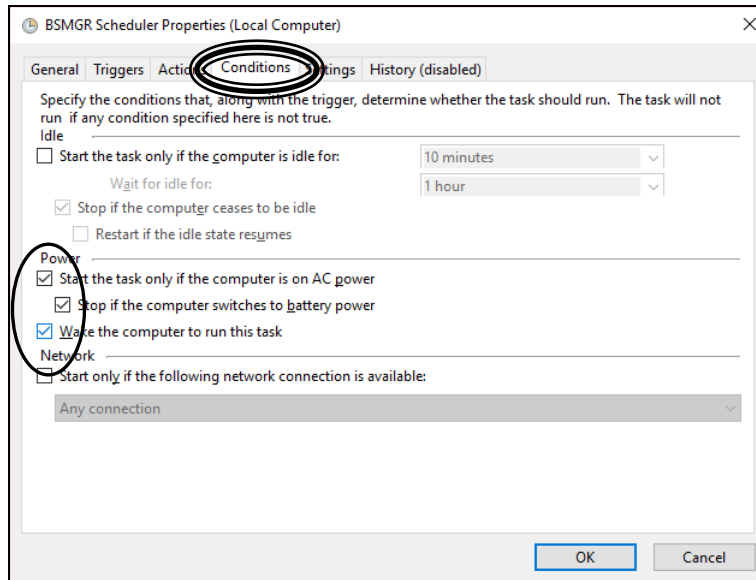
7. Under “Program/script”, type D:\ACU\WRUN32.EXE (assumes BSM is on D:).
 - a. Next to “Add arguments (optional)”, type SCHEDULE.
 - b. Next to “Start in (optional)”, type D:\BOOK.
8. Click “Next”.



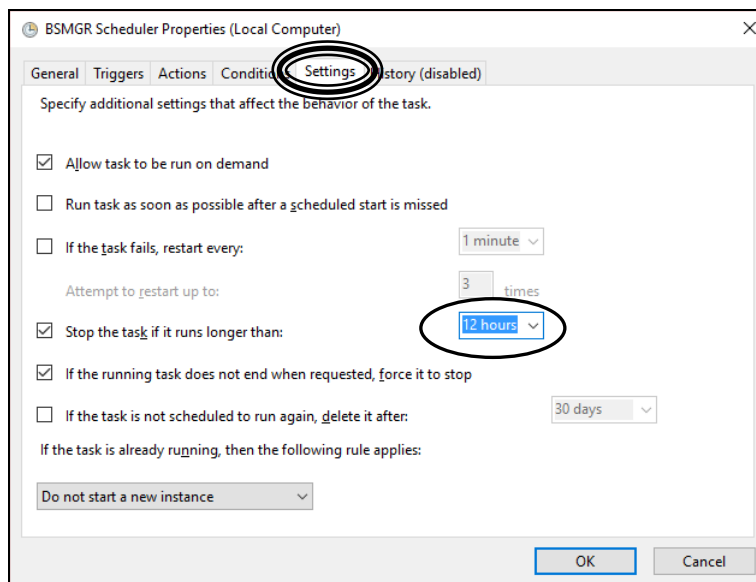
9. Check the box next to “Open the Properties dialog for this task when I click Finish”. Click “Finish”.



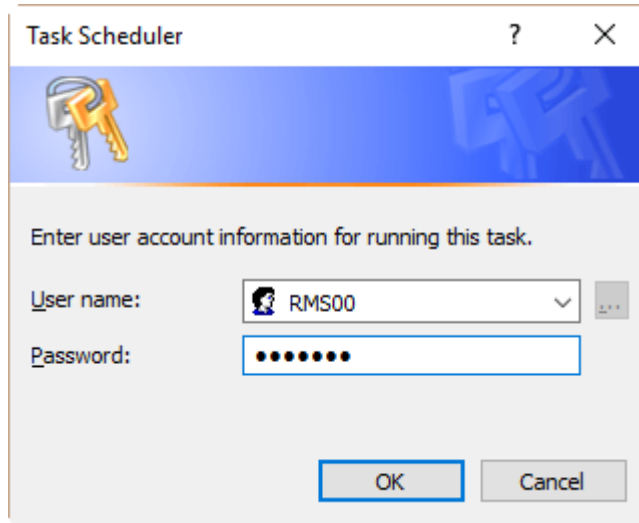
10. Click the radio button next to “Run whether user is logged on or not” and also check the box “Run with highest privileges”.



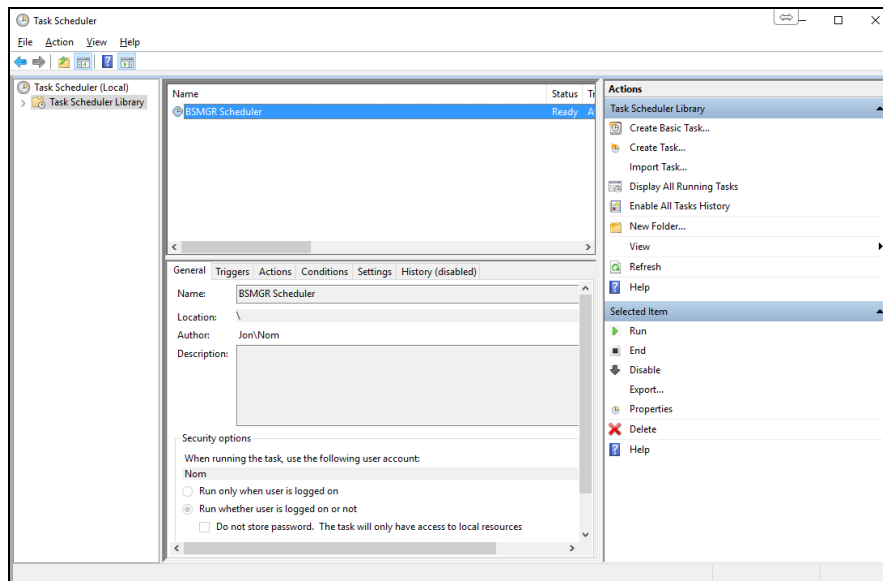
11. Click on the “Conditions” tab.
 - a. Check the 3 boxes under Power.
 - i. Start the task only if the computer is on AC power.
 - ii. Stop if the computer switches to battery power.
 - iii. Wake the computer to run this task.



12. Click the “Settings” tab.
 - a. Click the drop down box next to “Stop the task if it runs longer than:” and select 12 hours.
13. Click “OK”.



14. If you are prompted for your user name and password, enter it and click OK. The user account must have a password to run a scheduled task, and the user must be an Administrator (have Administrative privileges).



15. You should now see the BSMGR Scheduler listed.