

# Installation Guide of AccuTaskHandler for AccuSQL/AccuTrack 2018 Version 18.0.10

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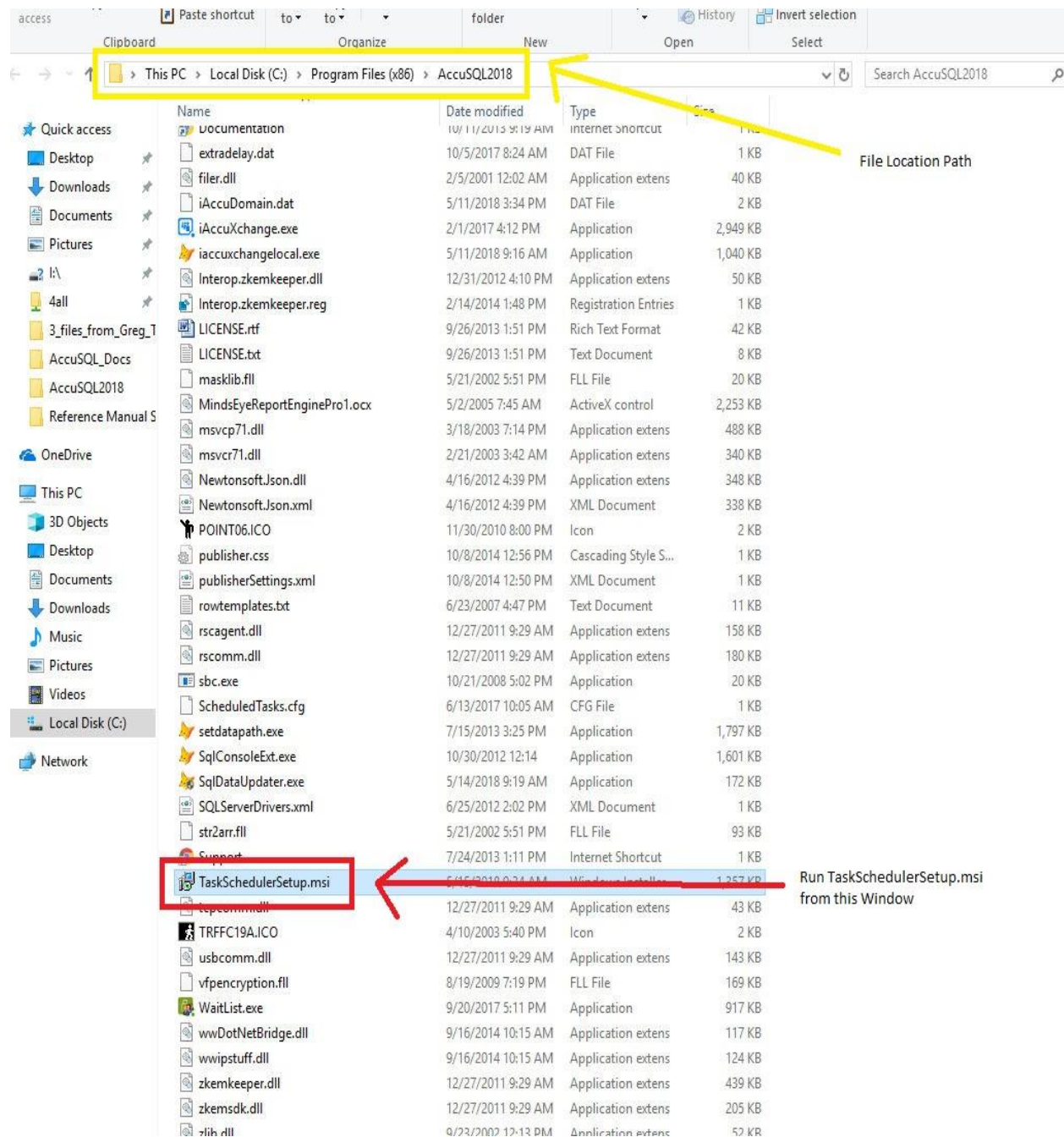
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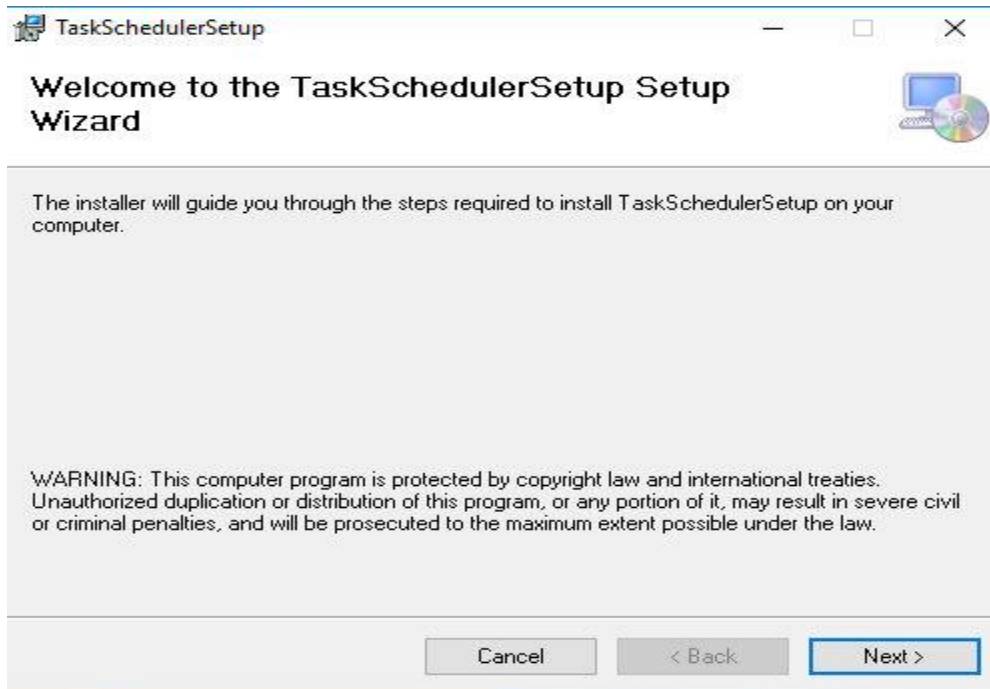
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## Section One: Run TaskSchedulerSetup.msi

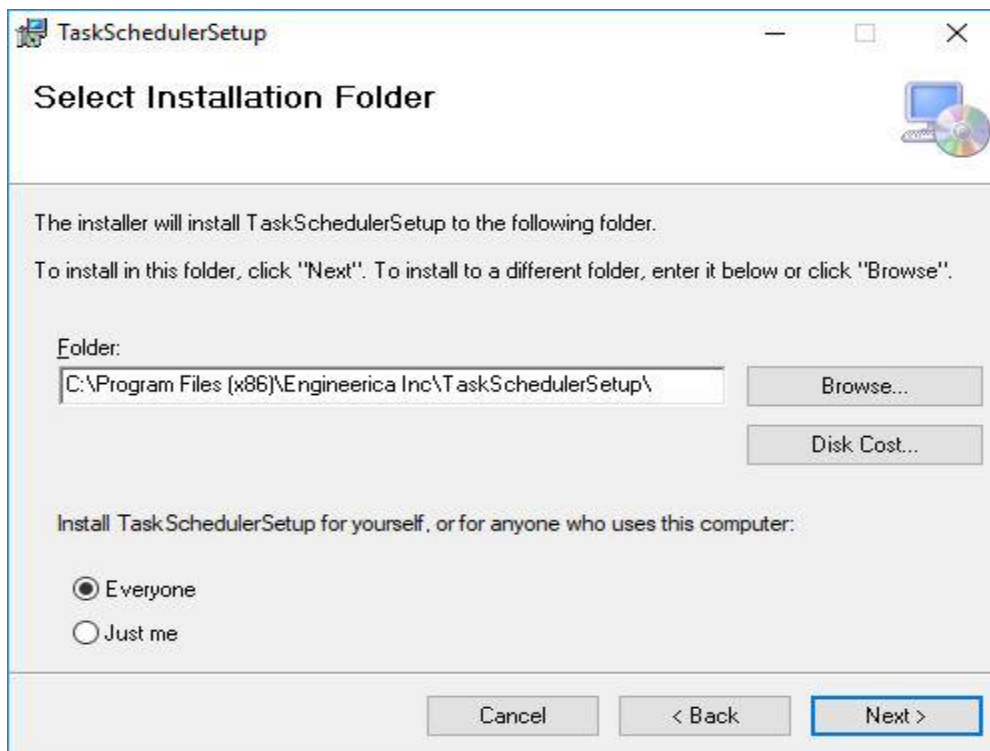
Step 1: Locate the TaskSchedulerSetup.msi in the AccuTrack/AccuSQL file location.

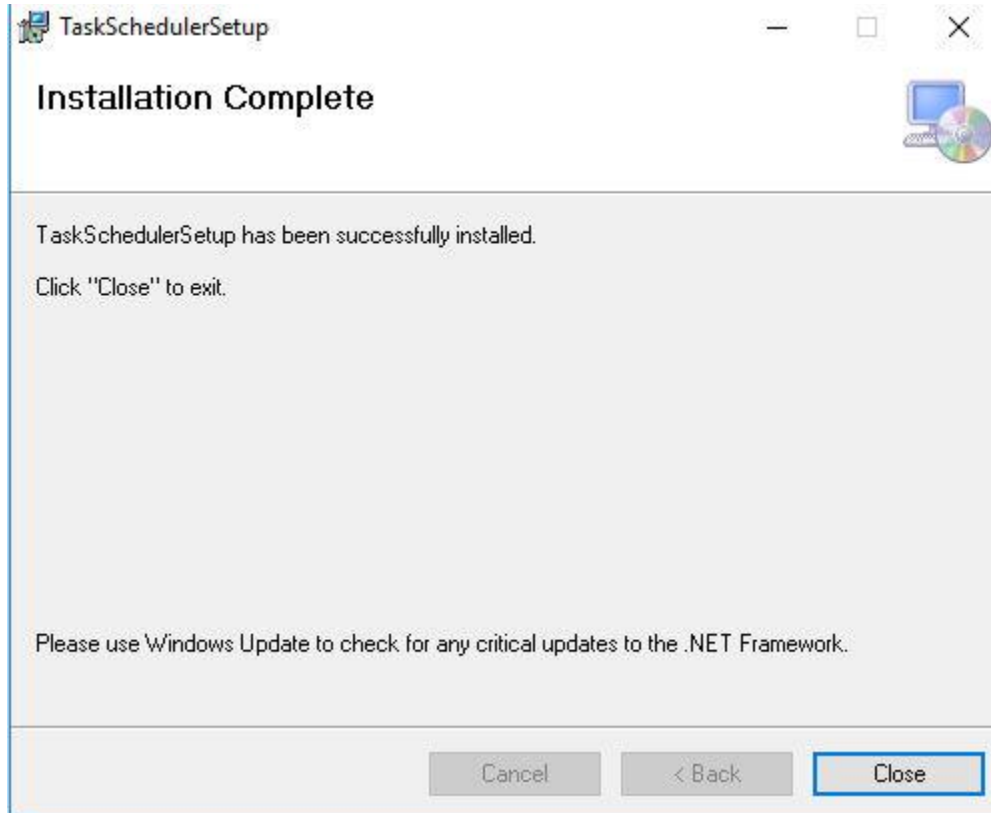
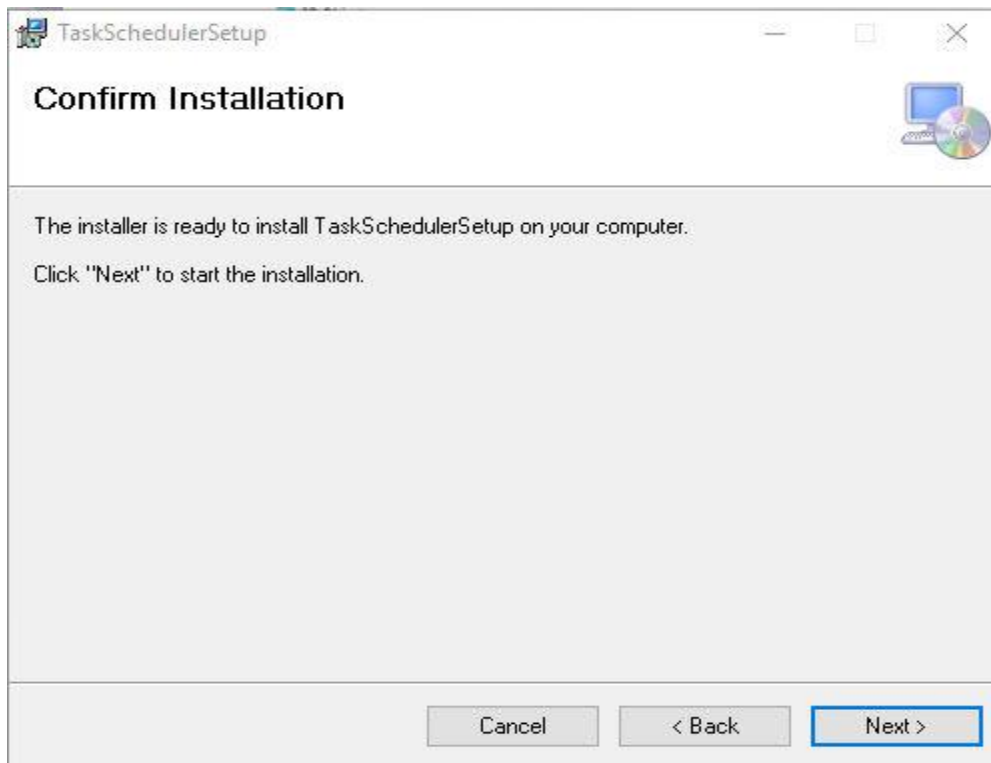


Step 2: Double-Click the TaskSchedulerSetup.msi to launch the installer.



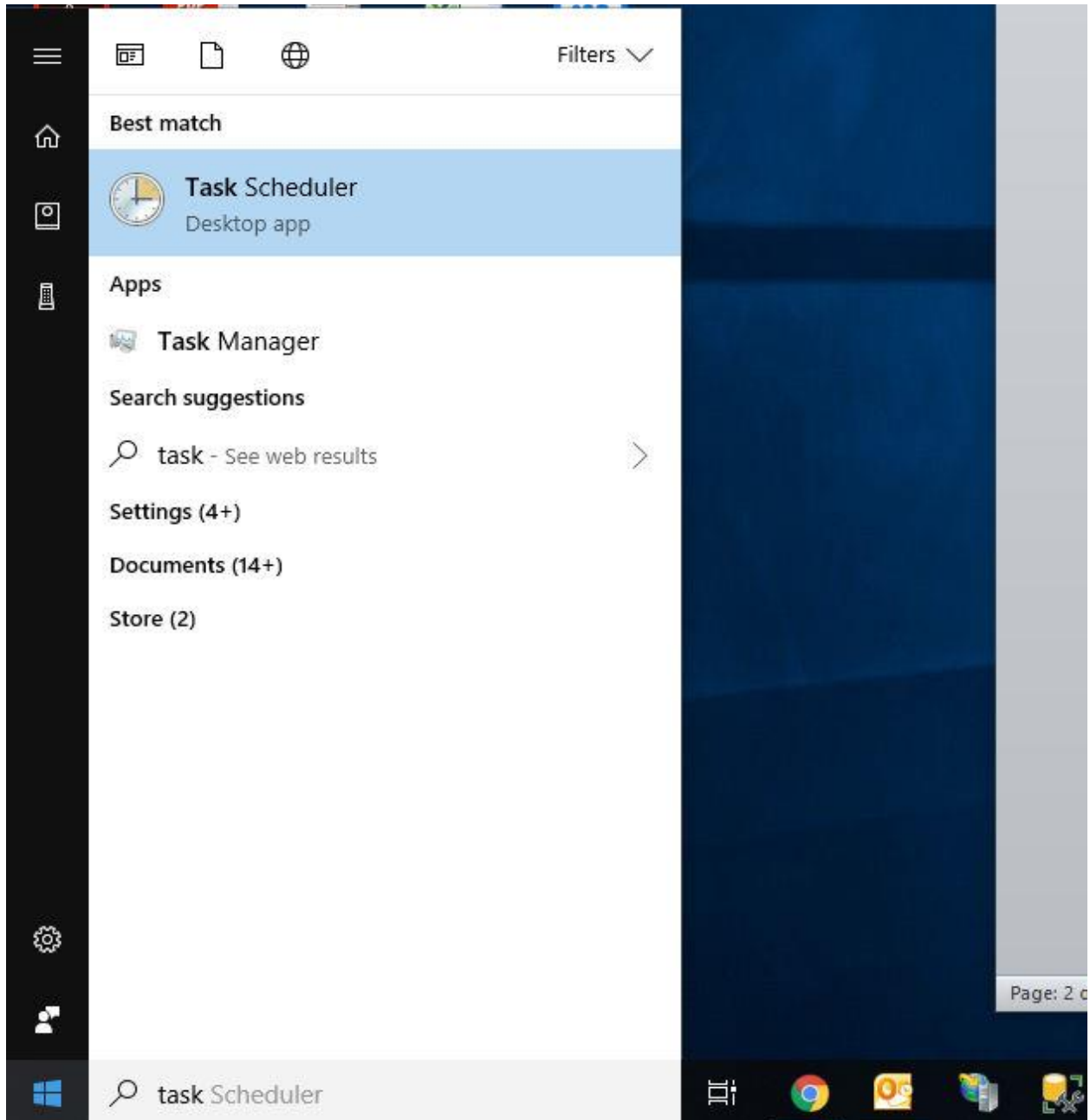
Step 3: Follow the various screens to complete the installation.



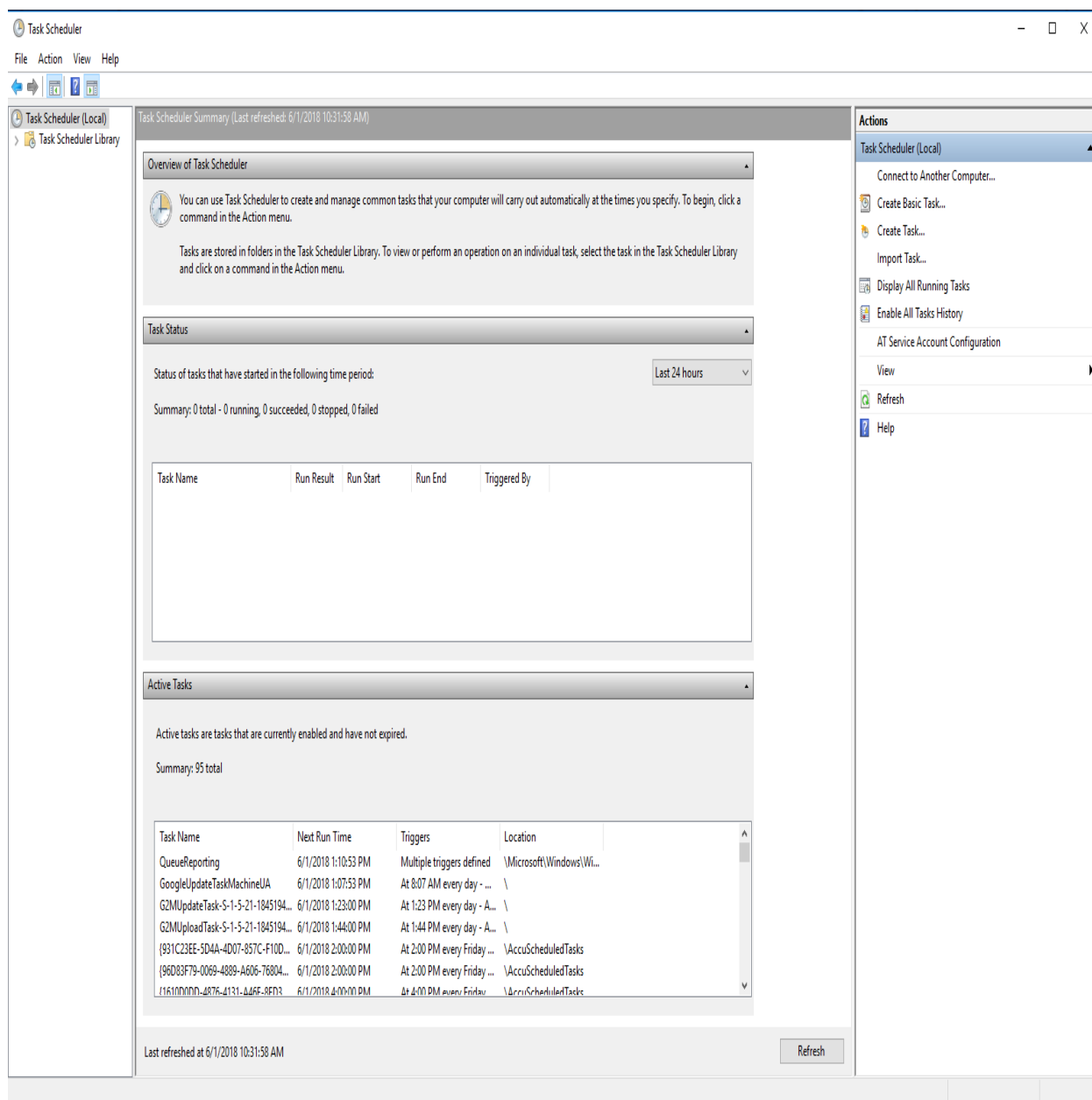


## Section Two: Create 'AccuScheduledTasks' in the Windows Task Scheduler

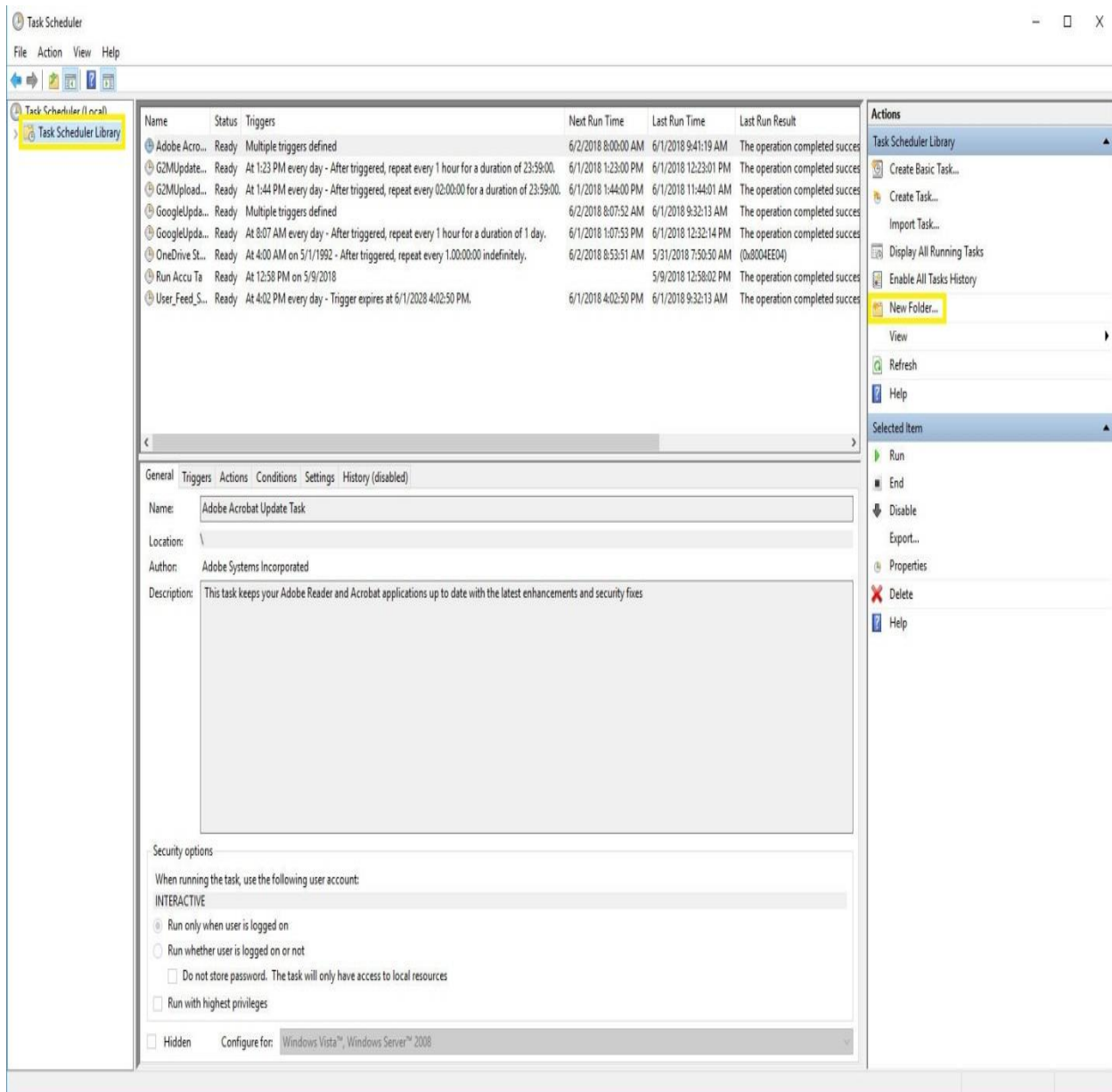
Step 1: Click the Start Button on the bottom, left-hand corner of the Windows Desktop Screen and start typing 'Task Scheduler' in the search box.



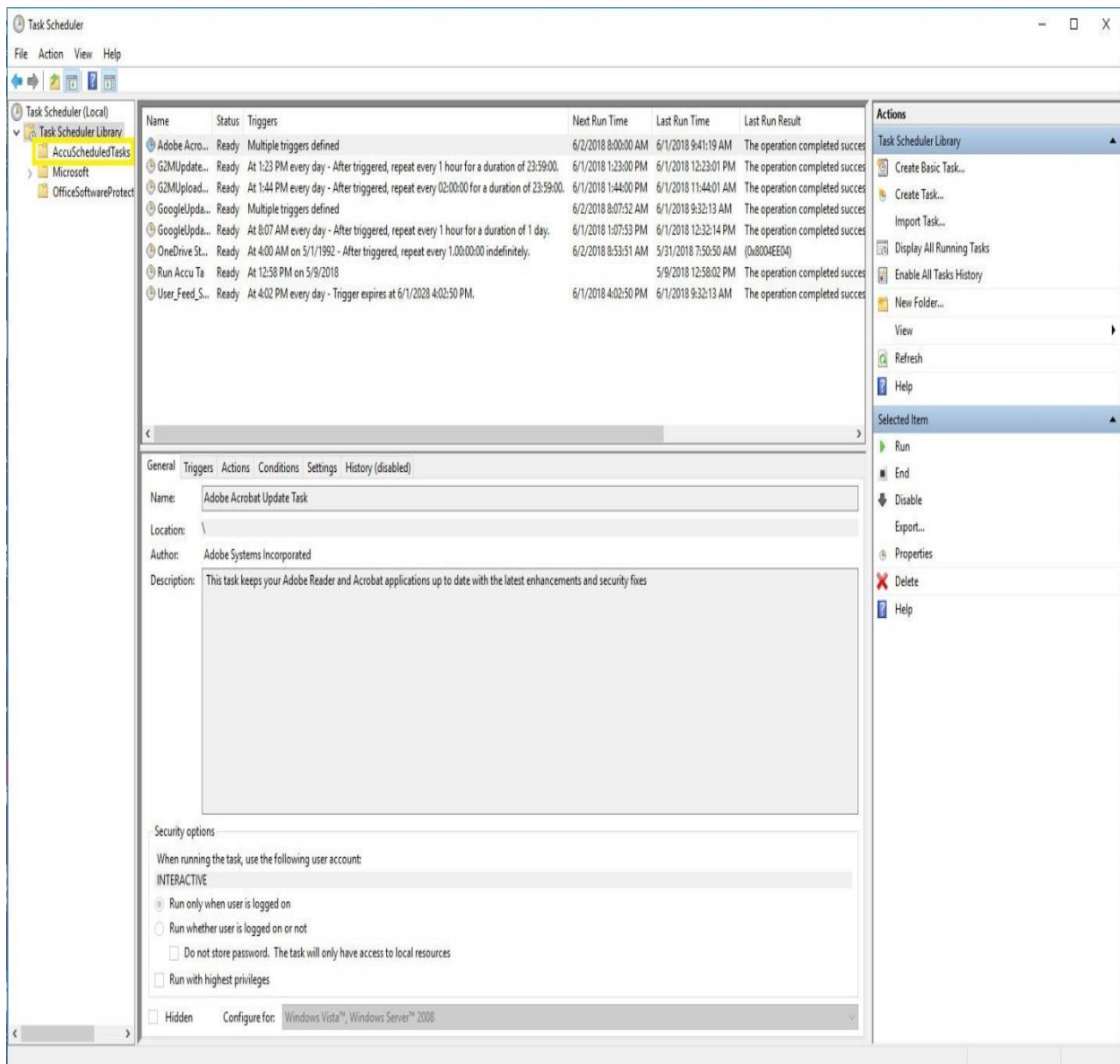
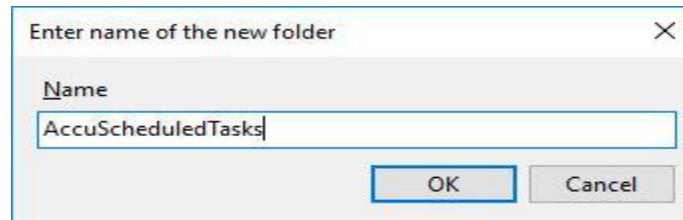
Step 2: Double-click on the Task Scheduler app to open the Task Scheduler window.



Step 3: Next, select the Task Scheduler Library and click on 'New Folder' from the right-hand column.



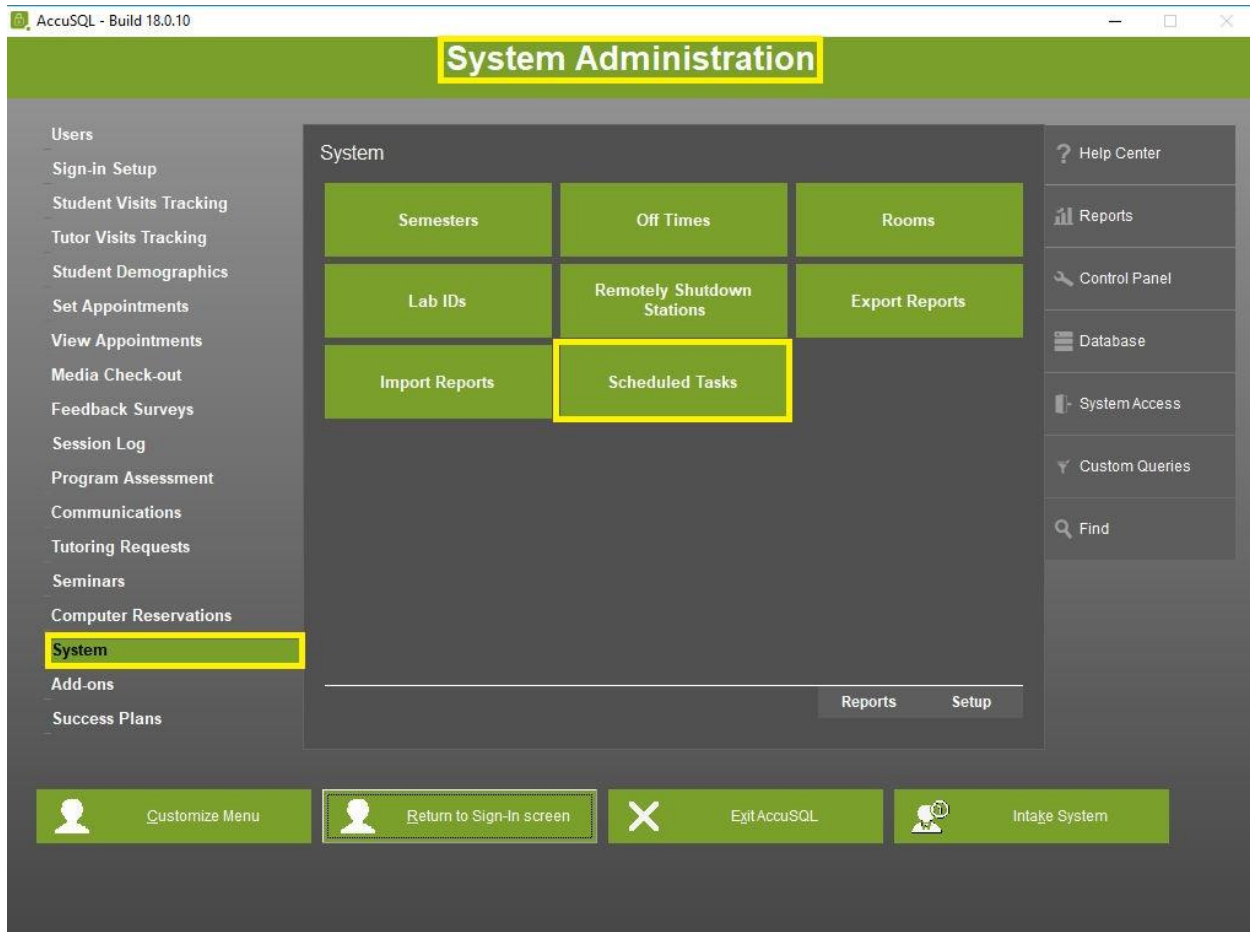
Step 4: Name the new folder AccuScheduledTasks.



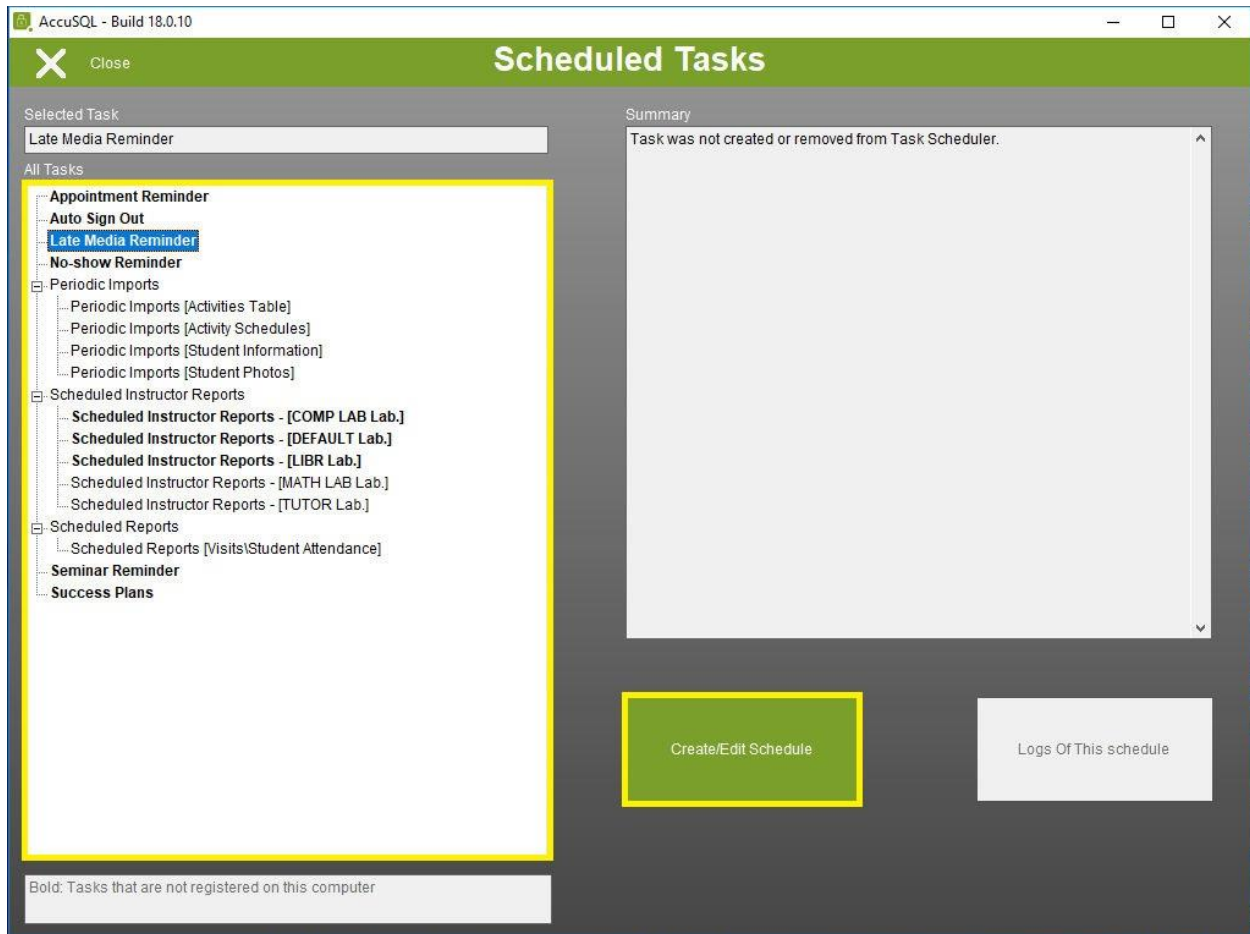


## Section Three: How to setup scheduled Tasks using Scheduled Tasks

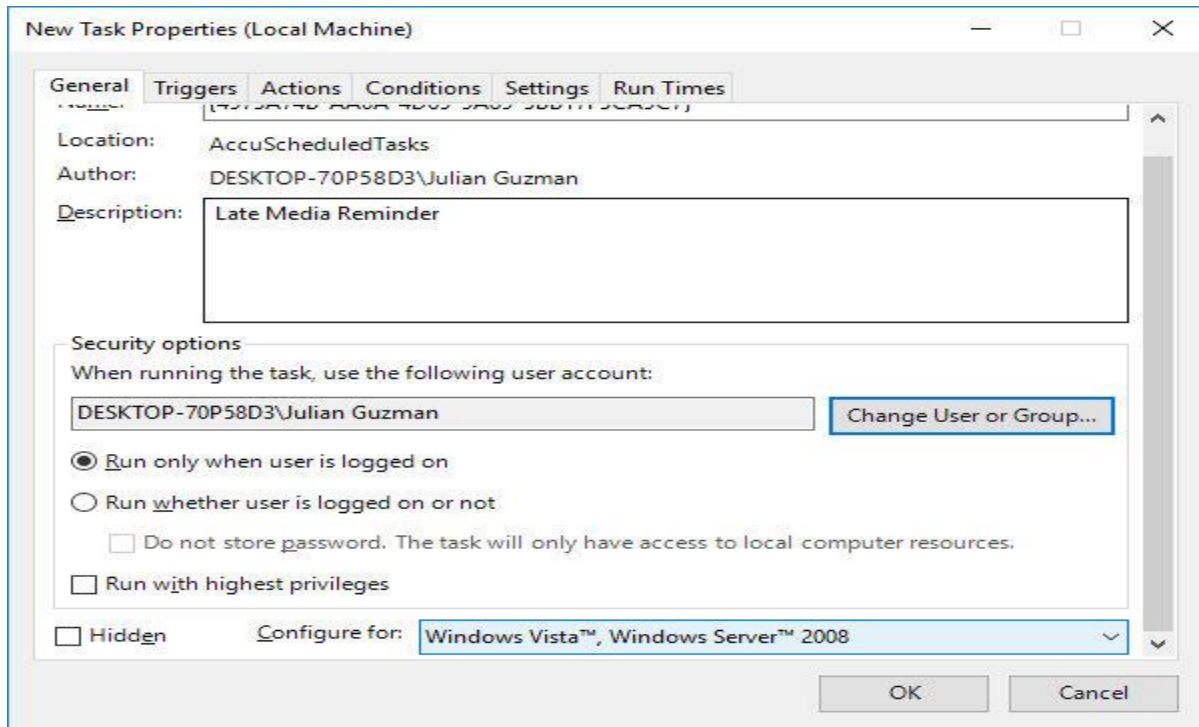
Step 1: Click on Scheduled Tasks from the System module in the System Admin Screen.



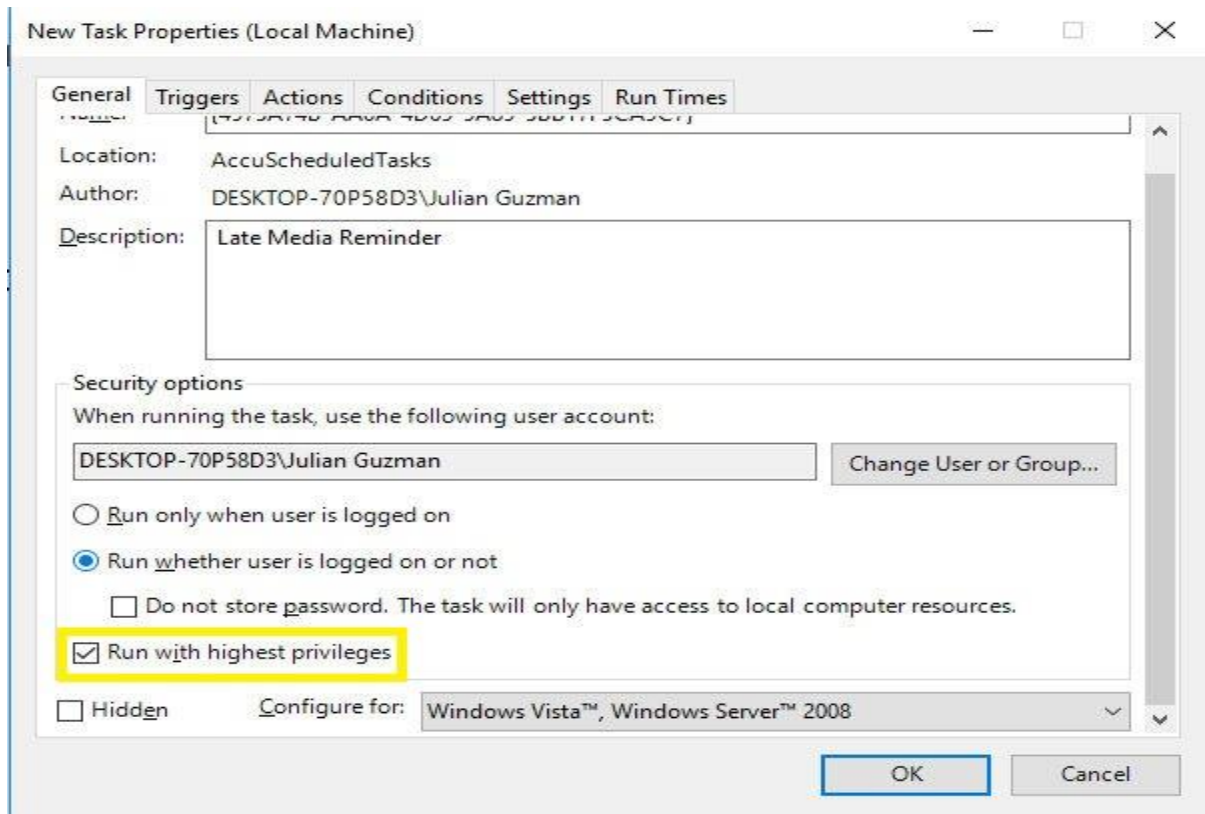
Step 2: From the Scheduled Tasks window, select the task you would like to create or edit and click on the 'Create/Edit Schedule' button.



Step 3: In the General Tab select how to run the task.

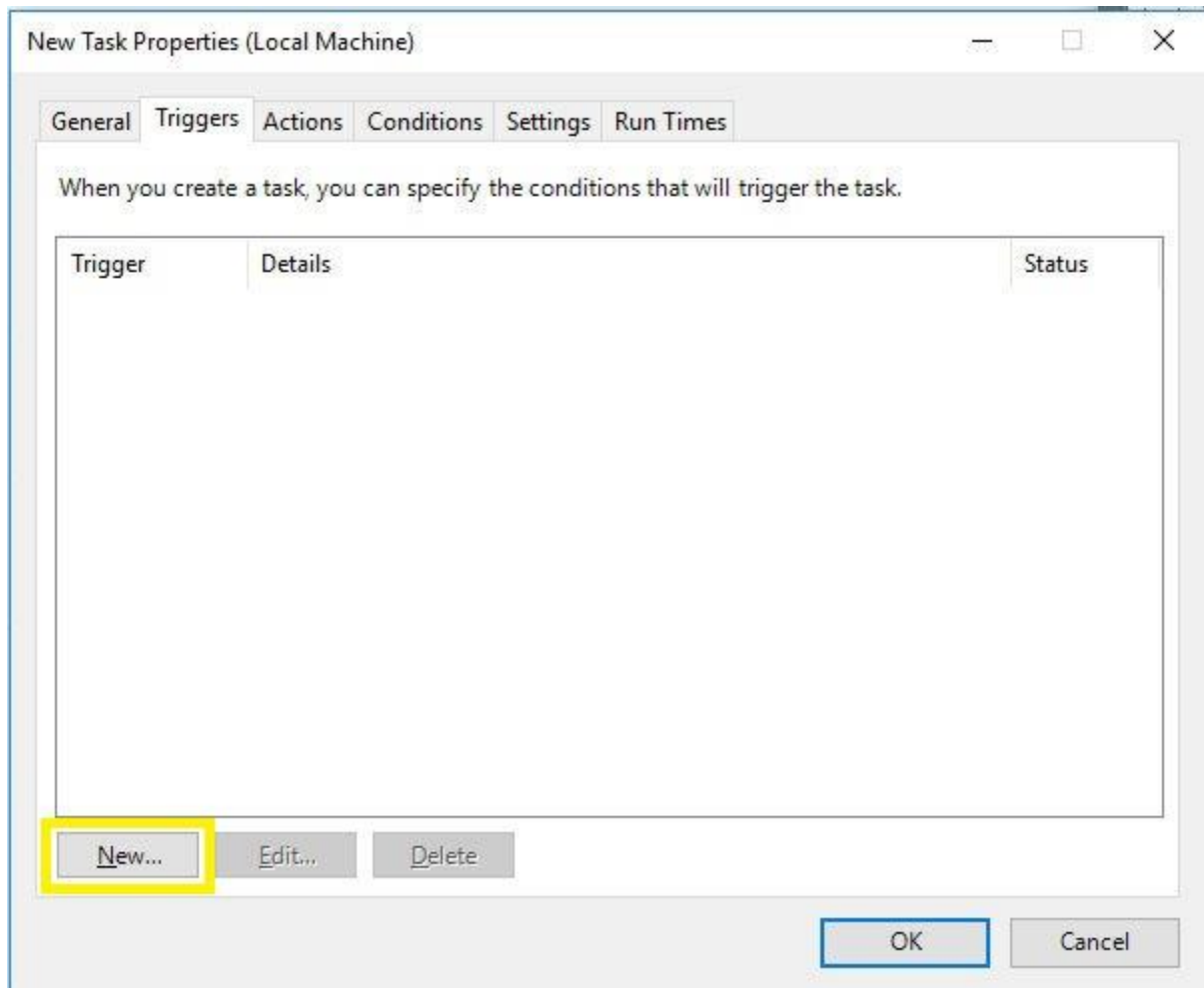


Note: If you set the task to: 'Run only when user is logged on or not,' the machine running the task must still be turned on in order for the task to run.



Note: It is recommended that you run the task with 'Run with highest privileges' selected.

Step 4: In the Trigger Tab click on the 'New...' button located near the bottom-left corner of the window.



Step 5: Set the schedule for the task and click 'OK'

New Trigger

Begin the task: On a schedule

Id:

Settings

☐ One time   ☐ Synchronize across time zones

☐ Daily

☒ Weekly

☐ Monthly

Recur every: 1 weeks on:

☐ Sunday ☒ Monday ☐ Tuesday ☒ Wednesday

☐ Thursday ☒ Friday ☐ Saturday

Advanced Settings

☐ Delay task for up to (random delay): Indefinitely

☐ Repeat task every: Indefinitely for a duration of: Indefinitely

☐ Stop all running tasks at end of repetition duration

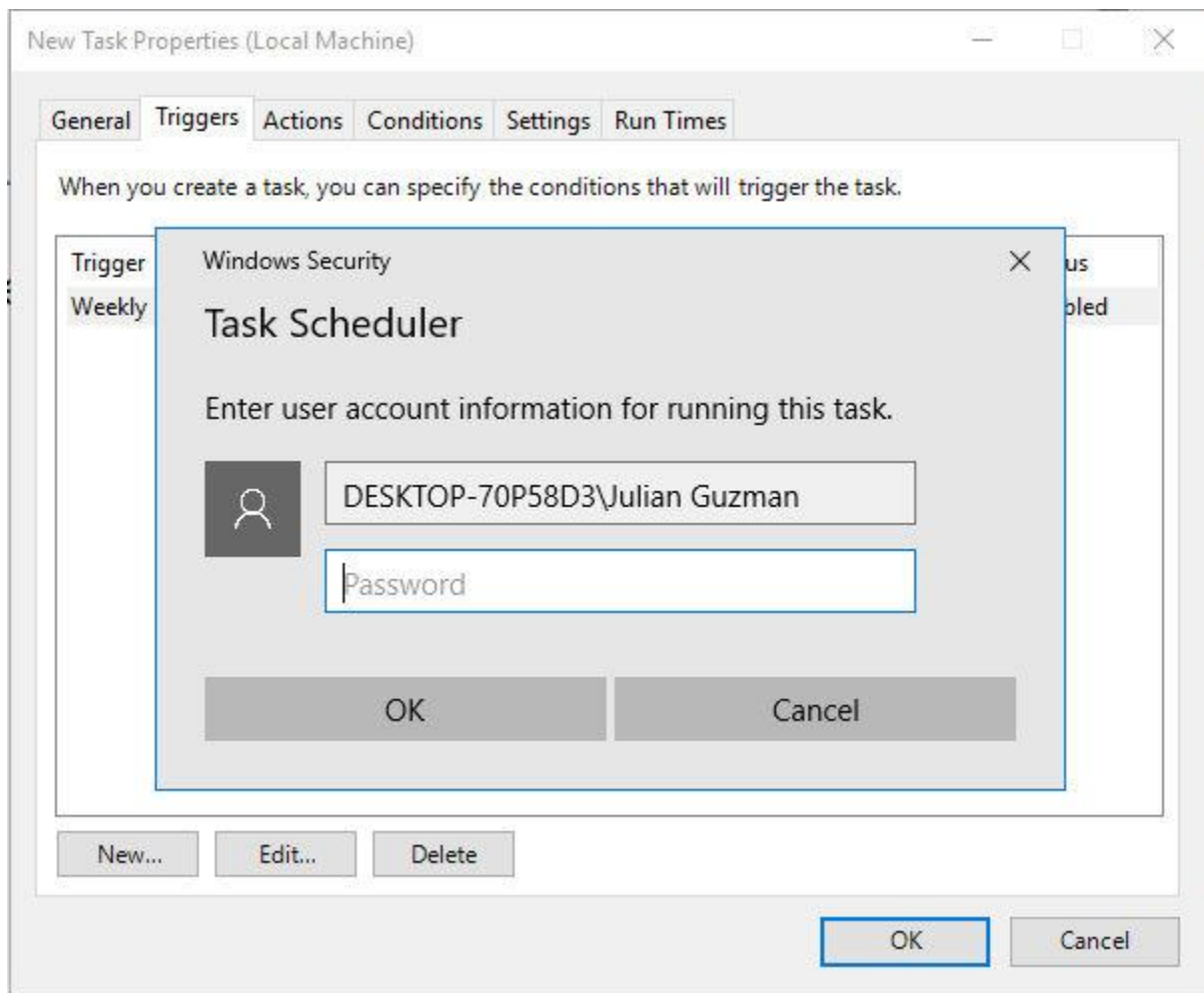
☐ Stop task if it runs longer than: Indefinitely

☐ Expire: 6/ 6/2018 10:25:51 AM ☒ Synchronize across time zones

☒ Enabled

OK Cancel

Step 6: Click 'OK' and enter your password in the security pop-up window.



## Section Four: Troubleshooting Guide for Frequently Seen Error Messages

If you encounter the error below, this means you are not running the AccuSQL/AccuTrack application as an administrator. Close out the application and run it again as Administrator.

