

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

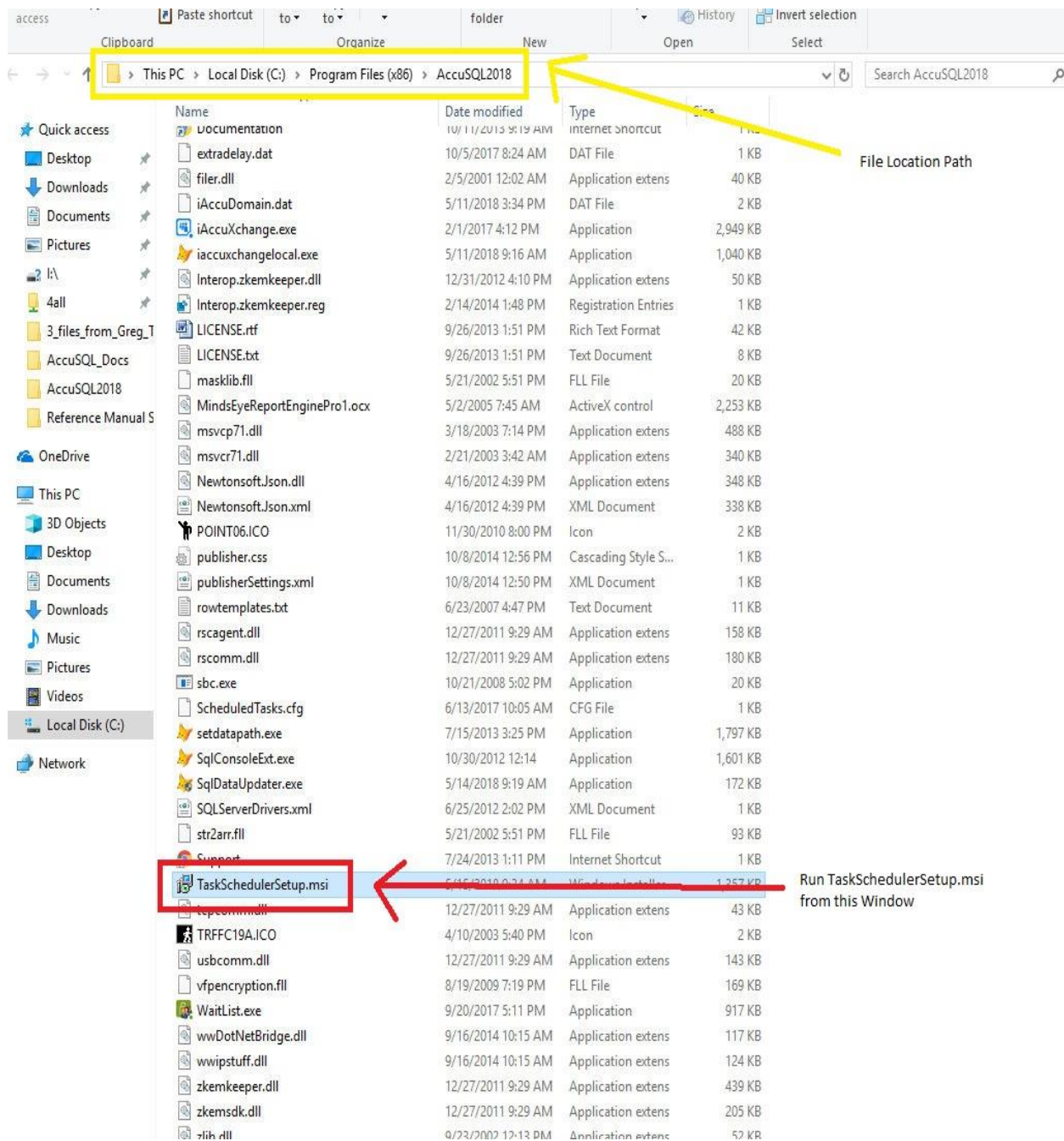
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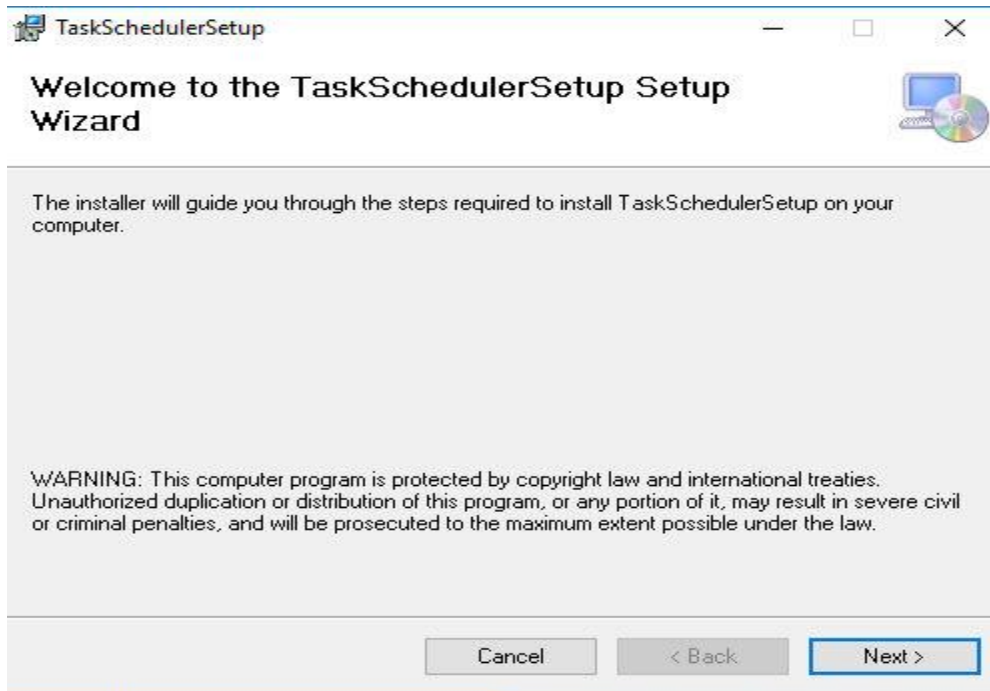
## Section One: Run TaskSchedulerSetup.msi

### Step 1: Run the installer located in your AccuSQL installation path

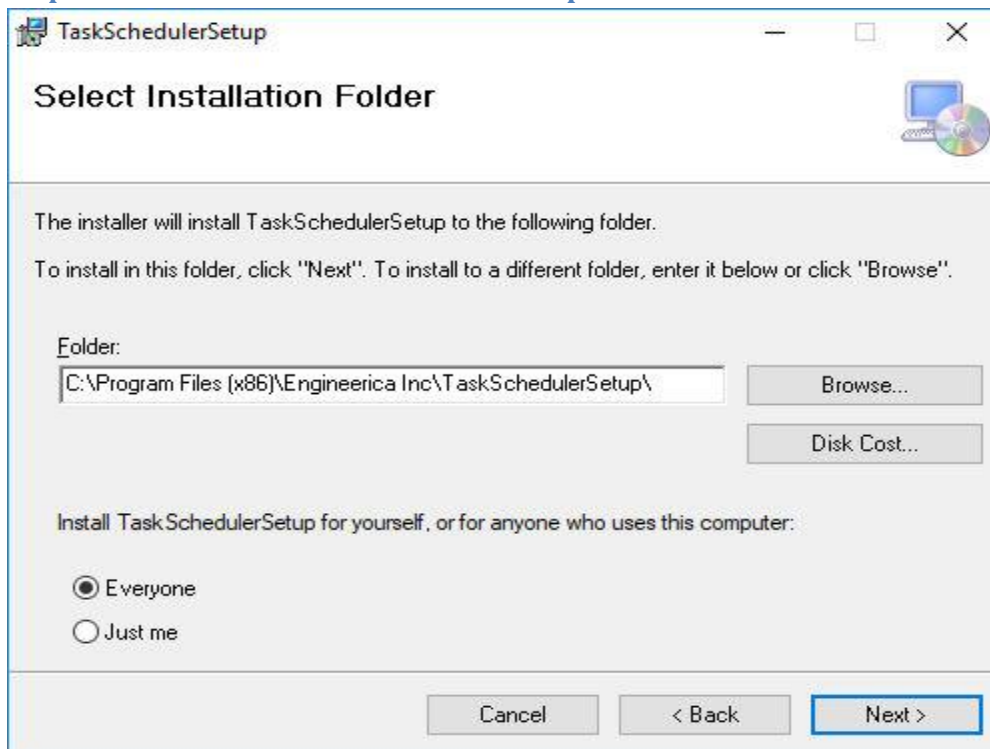
Locate the TaskSchedulerSetup.msi in the AccuTrack/AccuSQL file location.

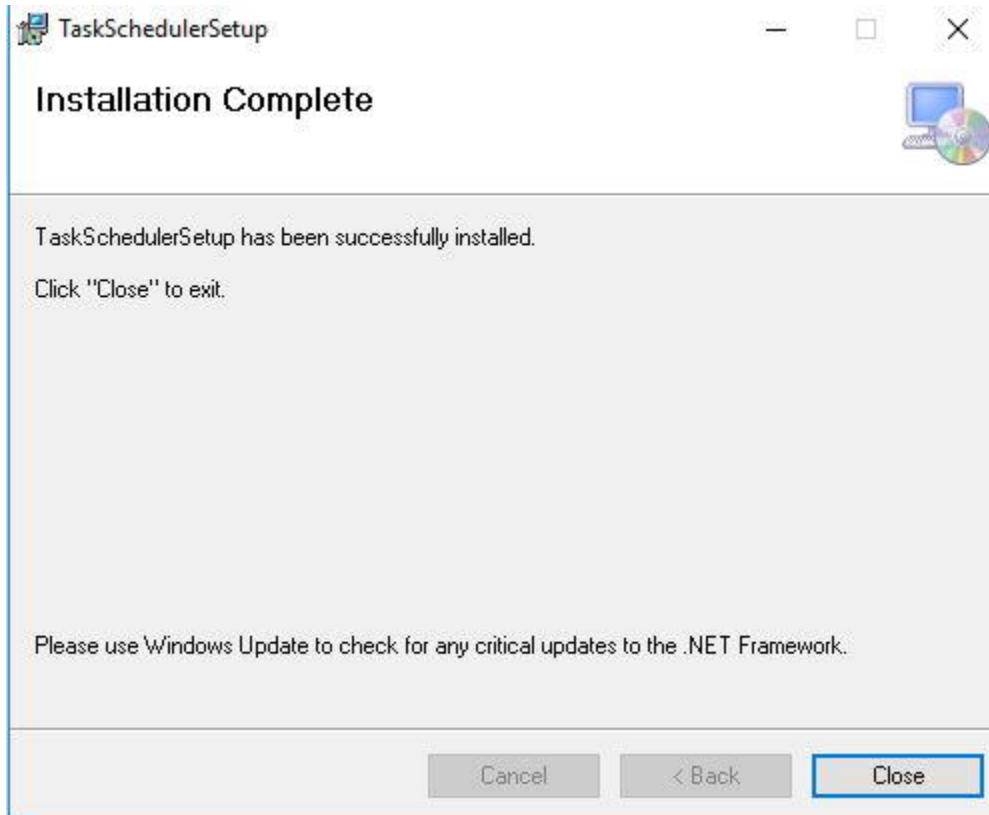
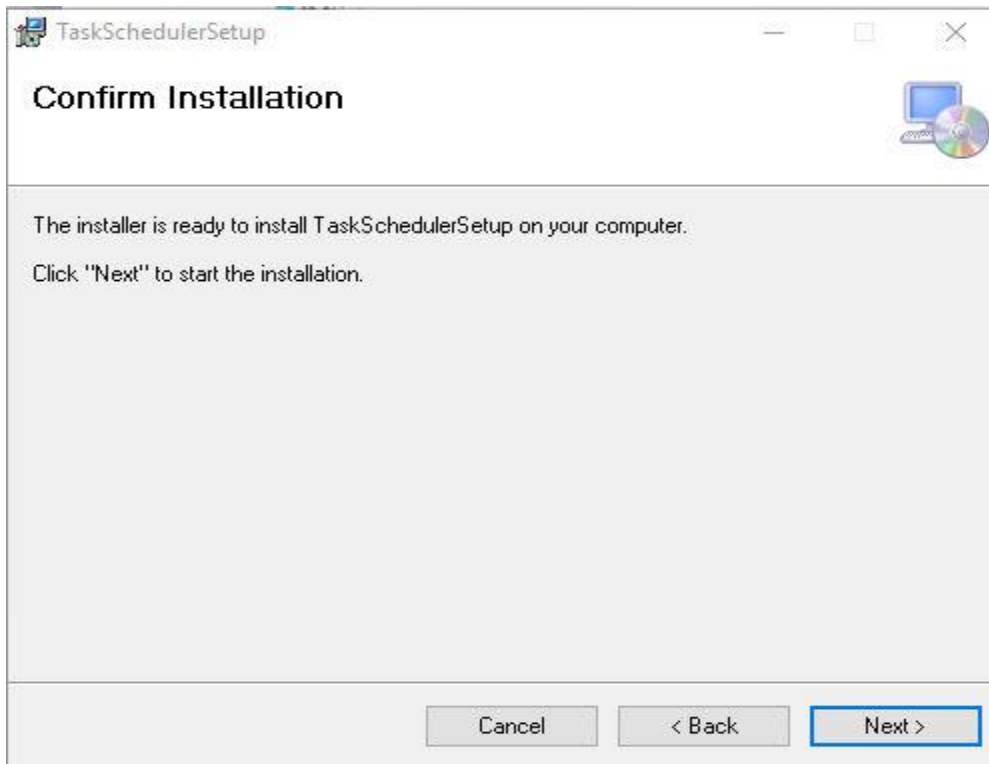


Double-Click the TaskSchedulerSetup.msi to launch the installer.



**Step 2: Follow the various screens to complete the installation.**

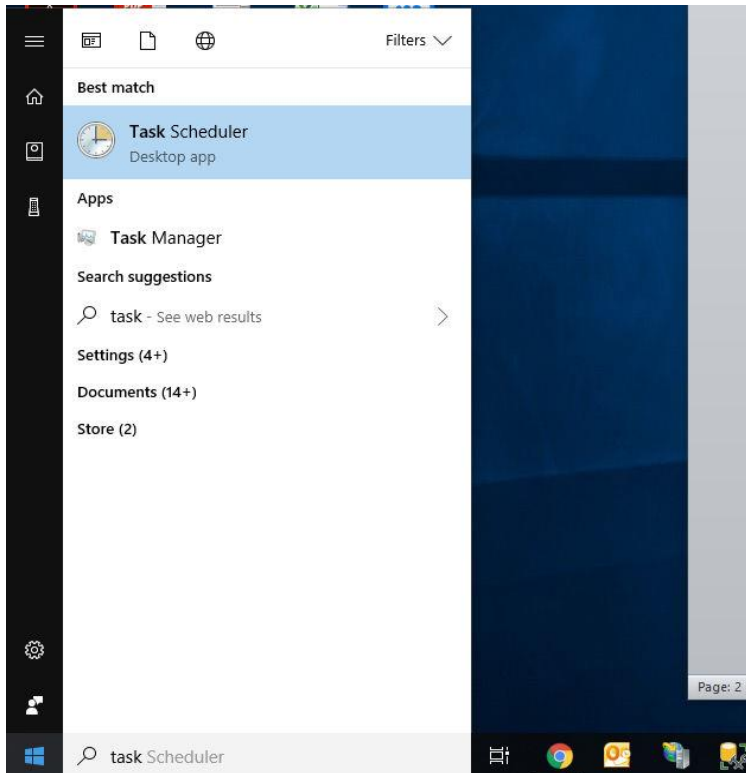




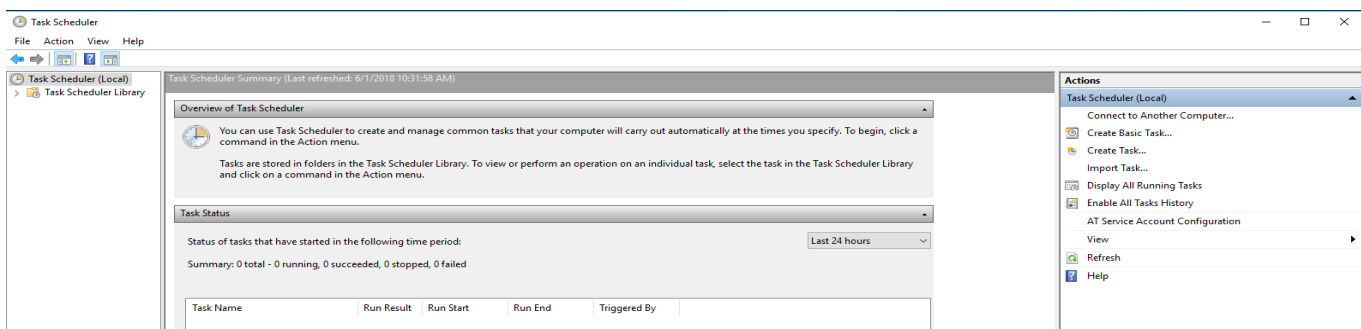
## Section Two: Create 'AccuScheduledTasks' in the Windows Task Scheduler

### Step 1: Open Task Scheduler

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

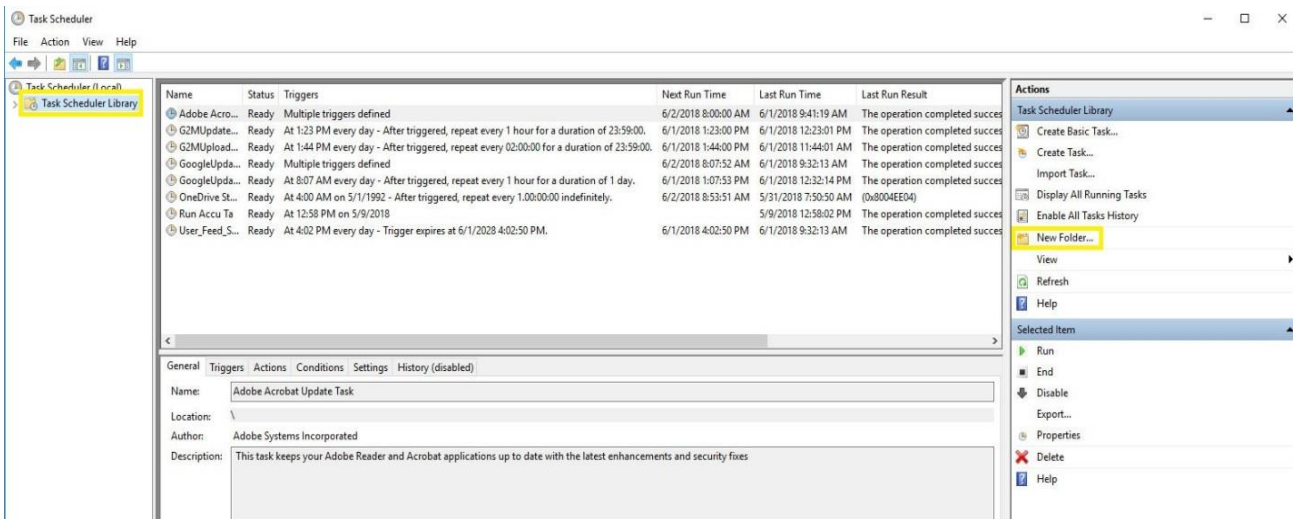


Double-click on the Task Scheduler app to open the Task Scheduler window.

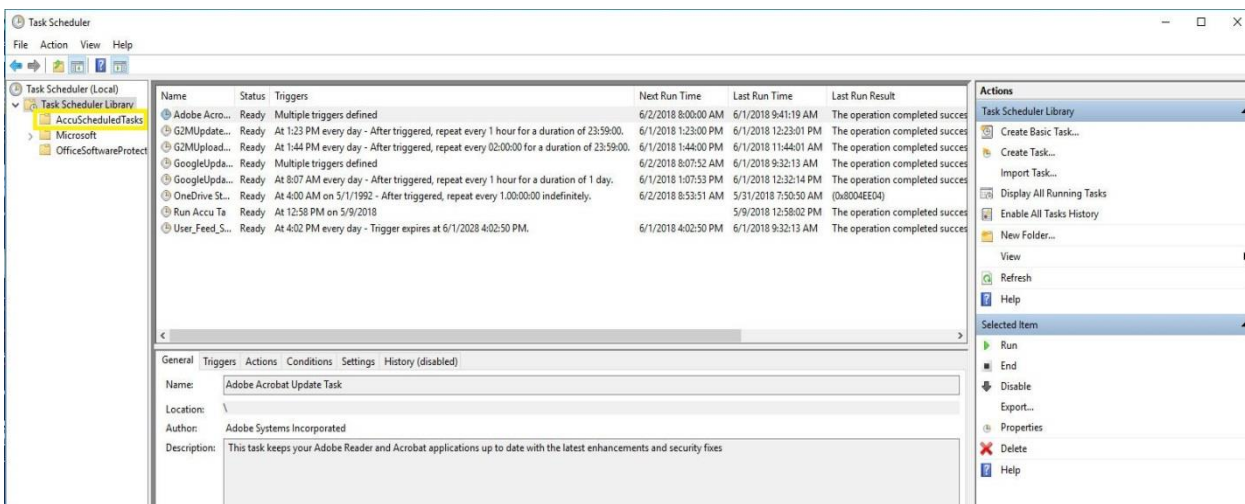
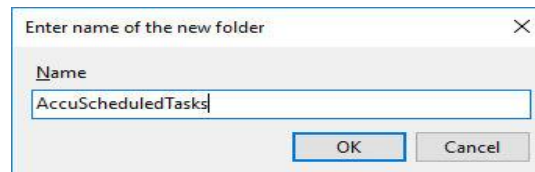


## Step 2: Create an “AccuScheduledTask” folder in the Task Scheduler Library

Next, select the Task Scheduler Library and click on ‘New Folder’ from the right-hand column.



Name the new folder AccuScheduledTasks.

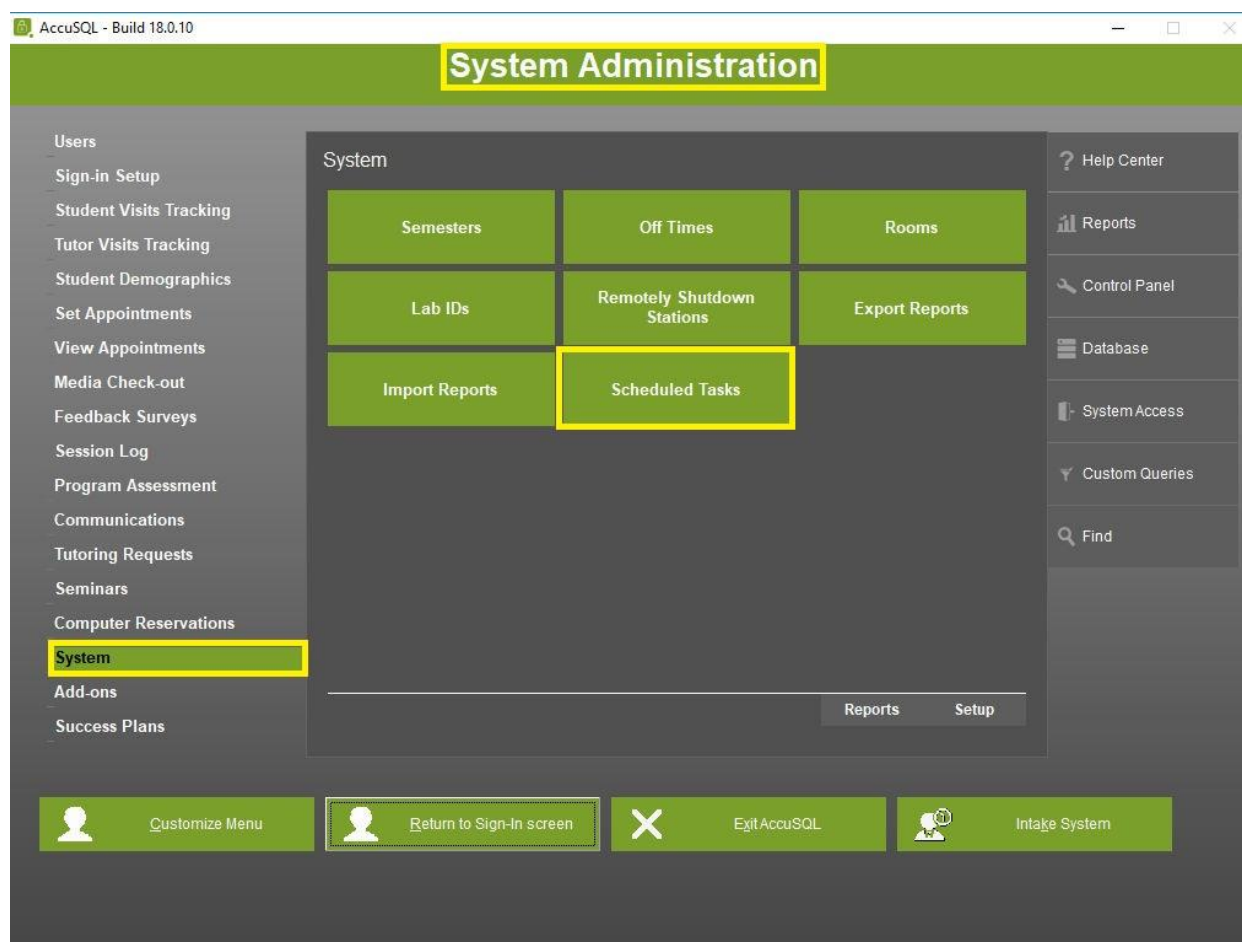




## Section Three: How to setup scheduled Tasks using Scheduled Tasks

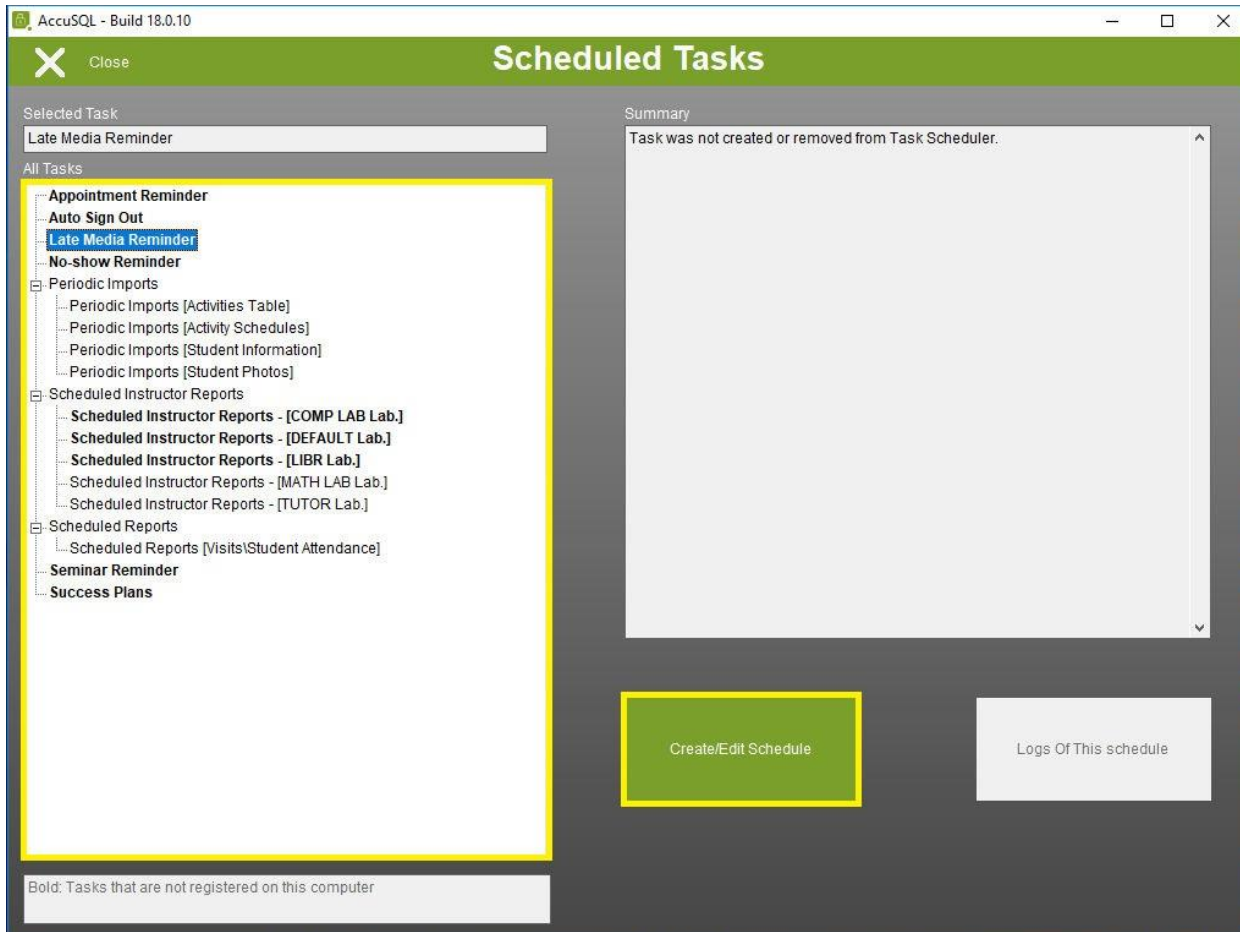
### Step 1: Open the Scheduled Tasks menu in AccuTrack/AccuSQL

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



## Step 2: Edit the schedule for the Import or Report Task

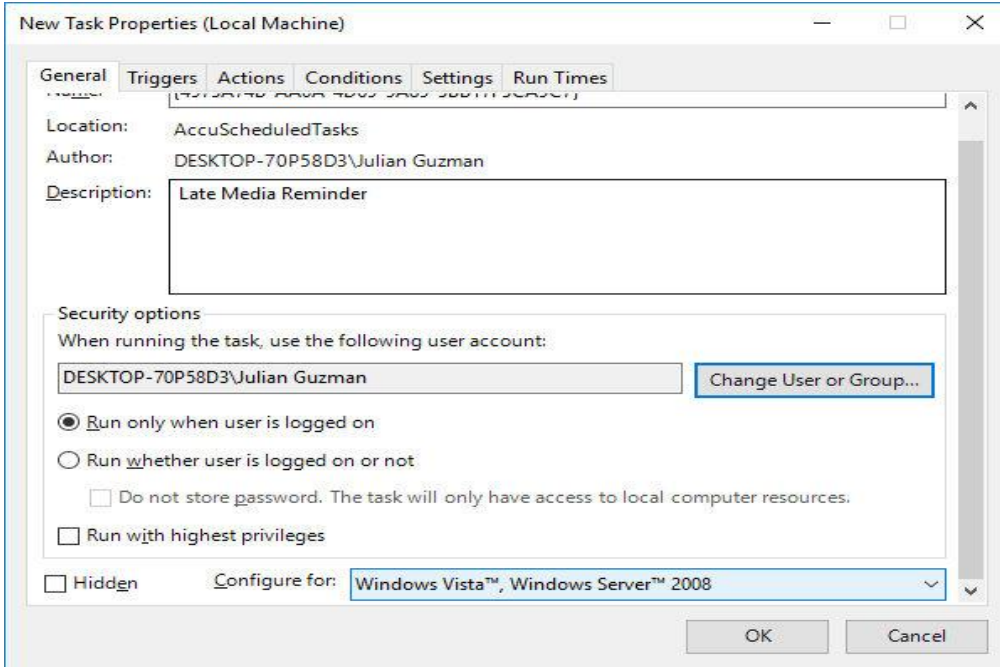
From the Scheduled Tasks window, select the task you would like to create or edit and click on the 'Create/Edit Schedule' button.





### Step 3: Setup the Task Schedule and Permissions

In the General Tab select how to run the task.



New Task Properties (Local Machine)

General Triggers Actions Conditions Settings Run Times

Location: AccuScheduledTasks

Author: DESKTOP-70P58D3\Julian Guzman

Description: Late Media Reminder

Security options

When running the task, use the following user account:

DESKTOP-70P58D3\Julian Guzman Change User or Group...

☒ Run only when user is logged on

☐ Run whether user is logged on or not

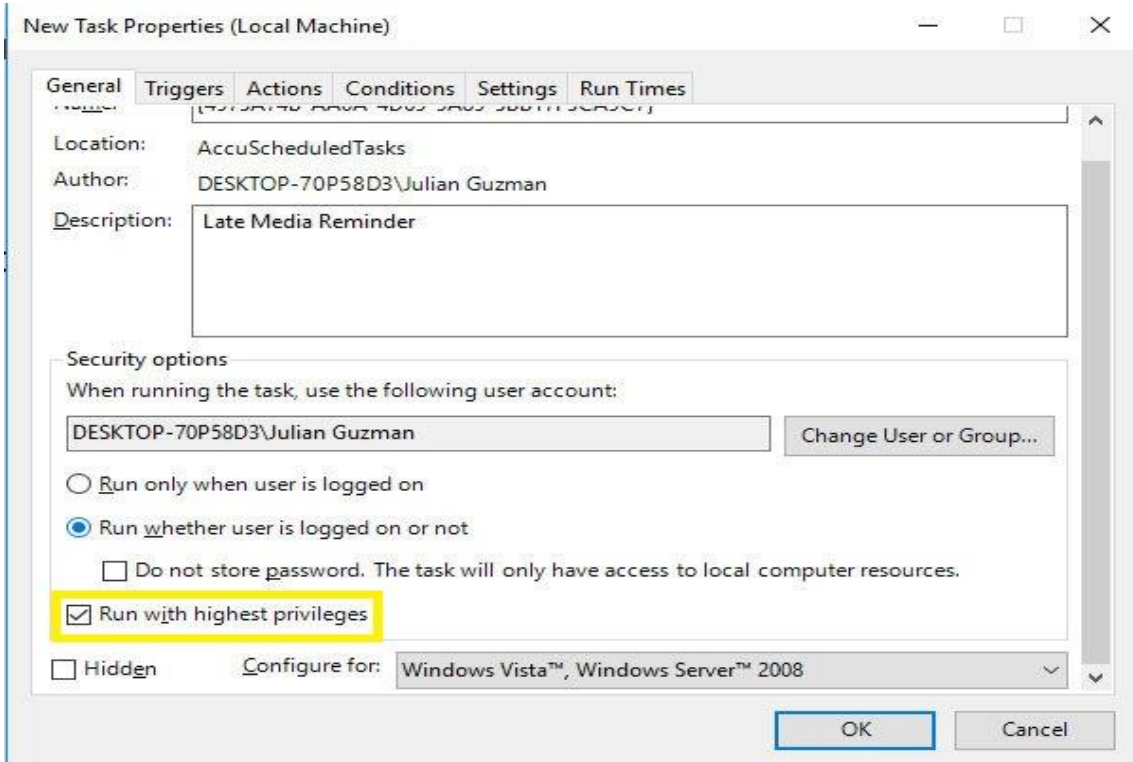
☐ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☐ Hidden Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel

**Note:** If you set the task to: 'Run only when user is logged on,' the machine running the task must be turned on in order for the task to run.



New Task Properties (Local Machine)

General Triggers Actions Conditions Settings Run Times

Location: AccuScheduledTasks

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Security options

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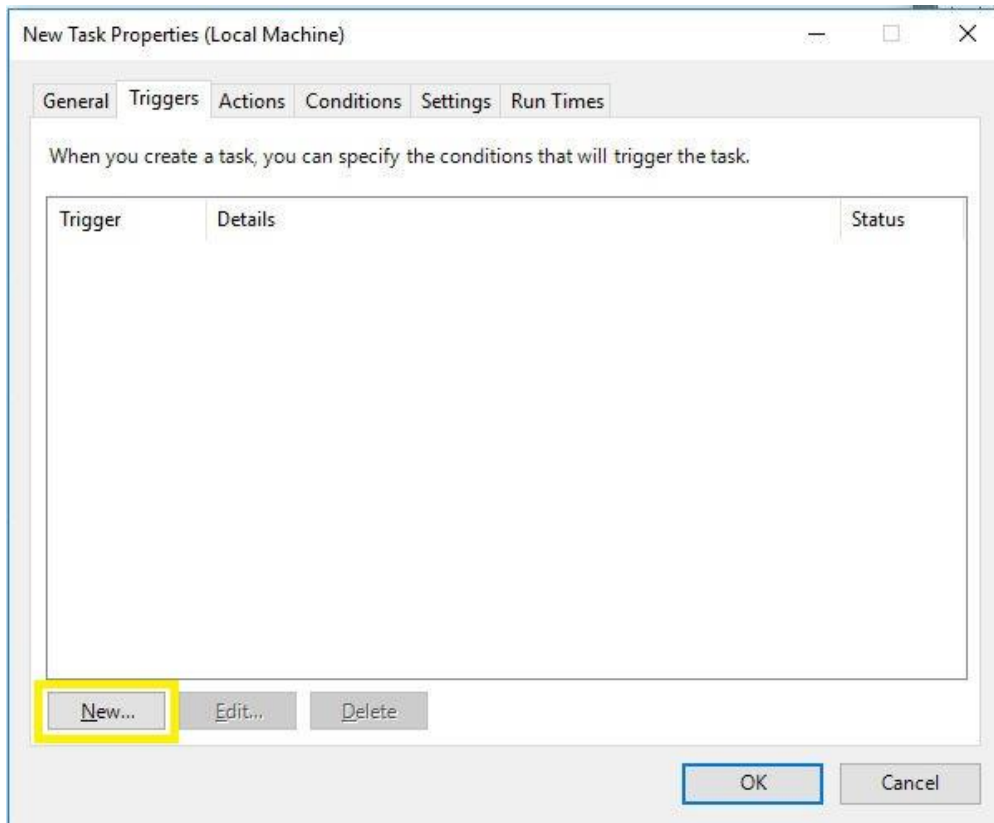
☒ Run with highest privileges

☐ Hidden Configure for: Windows Vista™, Windows Server™ 2008

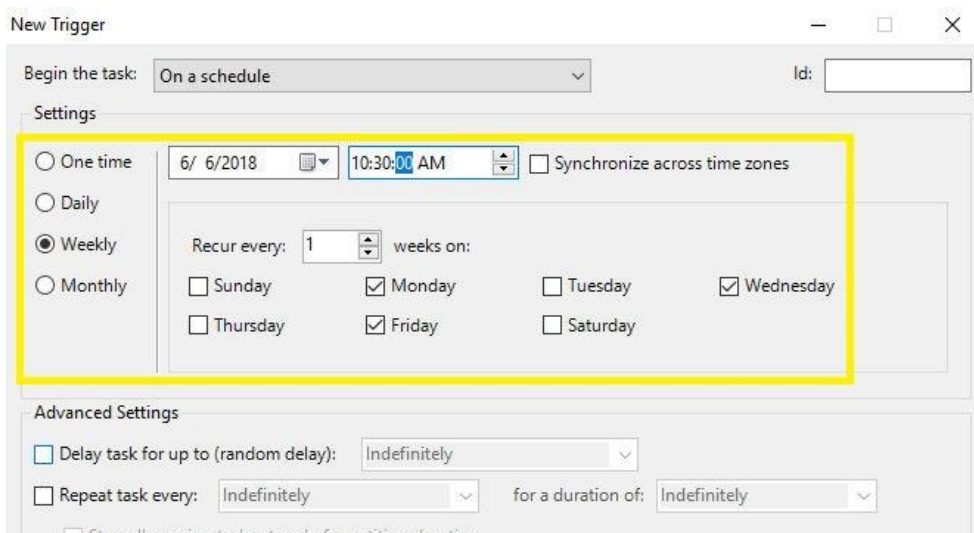
OK Cancel

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

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

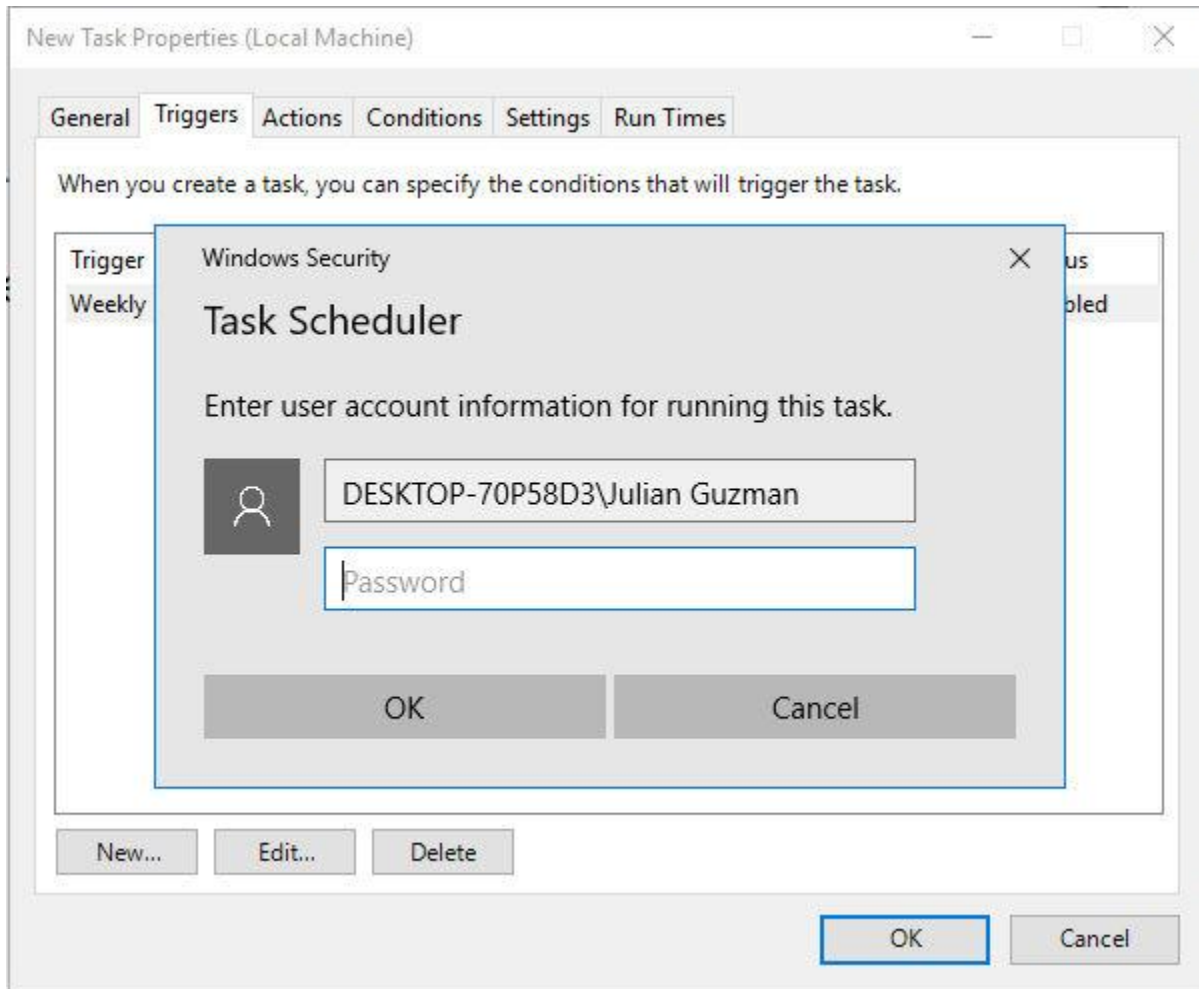


Set the schedule for the task and click 'OK'



#### Step 4: (Optional) Enter Security Credentials to complete this process

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.

