



# **Installation Guide of AccuTaskScheduler for AccuSQL/AccuTrack 2018 Version 18.0.11**

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## Getting Started

In order to utilize the AccuTask Scheduler, you will need two files and one folder from the installation folder.

- “TaskScheduler” folder
  - AccuTaskHandler.exe
  - TaskSchedulerSetup.msi
1. To reach these files first you’ll download them from the link provided by support.
  2. Next you’ll then need to extract the contents of the ZIP file to your computer.
  3. Then go to the Windows Start menu search or Cortana search bar, type in “File Explorer”, and select the File Explorer application in the search results to launch it.

4. In the extracted installation folders look for the files listed above in the :

### **AccuSQL Installations:**

**“AccuSQL2018Installer\AccuSQL2018\_DIST\Program Files\AccuSQL2018”**

***NOTE: The first folder could be named differently after being extracted from the download.***

### **AccuTrack Installations:**

**“AccuTrack2018Installer\Accu2018\_DIST\program files\Accu2018”**

***NOTE: The first folder could be named differently after being extracted from the download.***

5. Copy the 3 selected files over the installed path of either AccuTrack or AccuSQL:

### **Default AccuSQL Installation Path:**

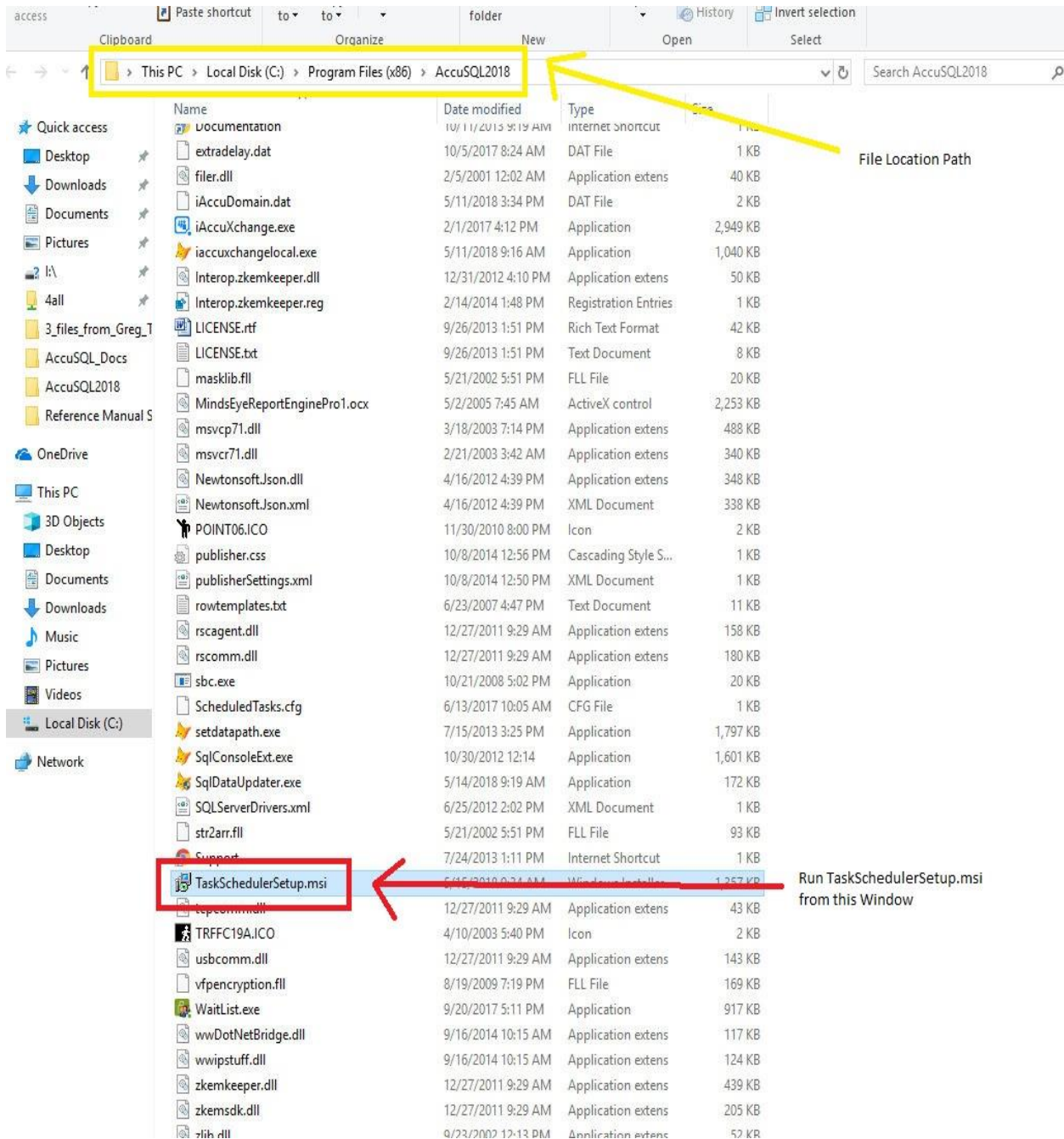
**“C:\Program Files (x86)\AccuSQL2018”**

### **Default AccuTrack Installation Path:**

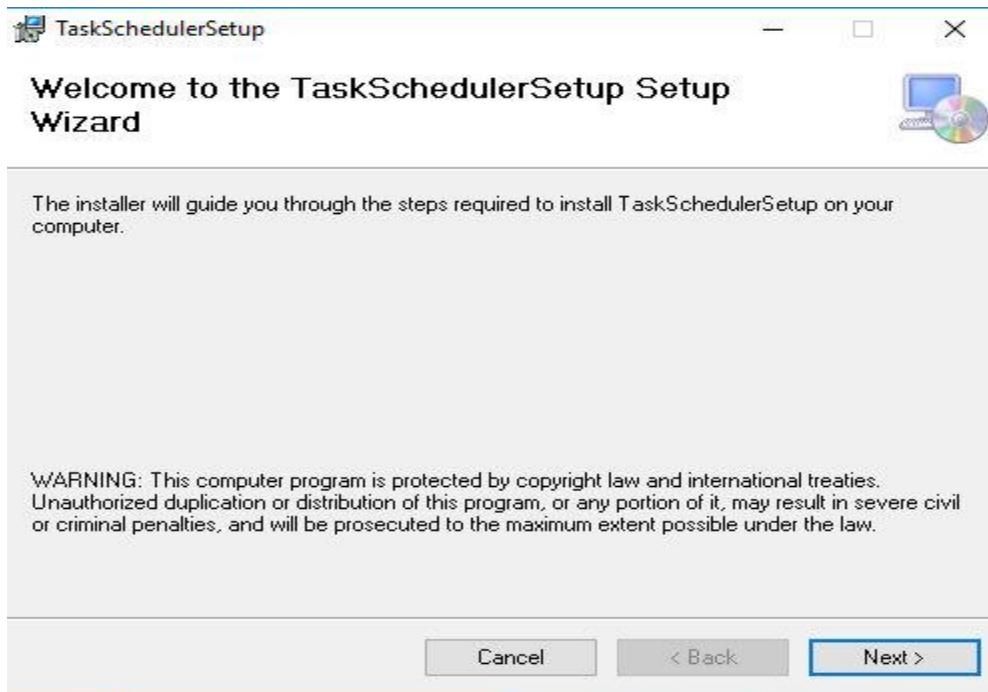
**“C:\Program Files (x86)\Accu2018”**

## Section One: Run TaskSchedulerSetup.msi

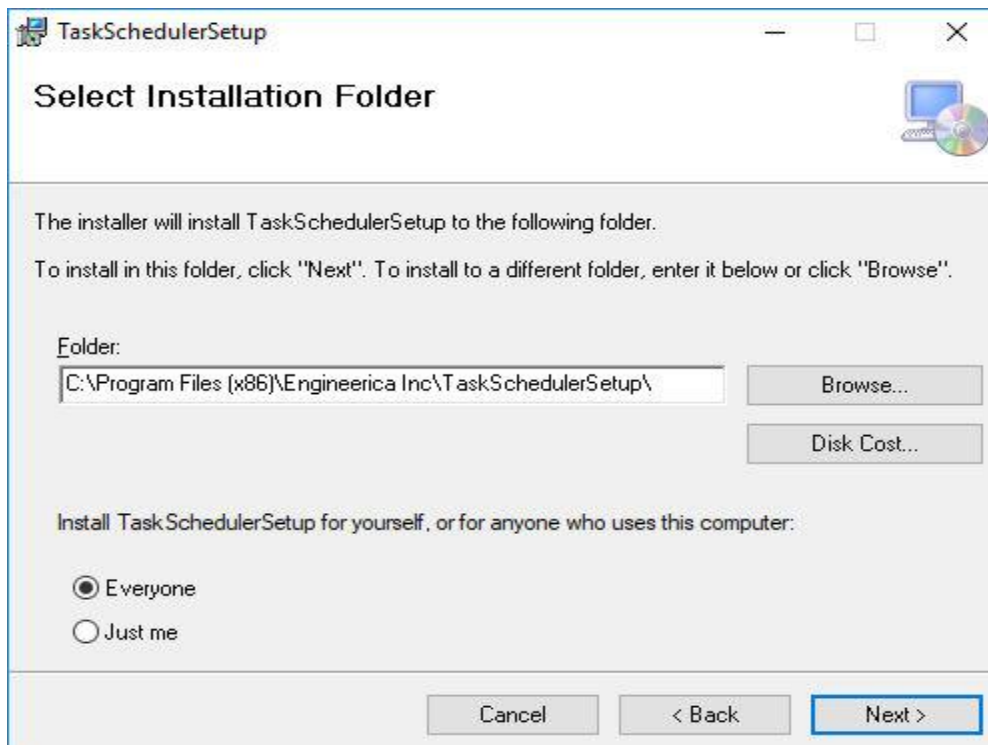
### Step 1: Locate the TaskSchedulerSetup.msi in the AccuTrack/AccuSQL file location.

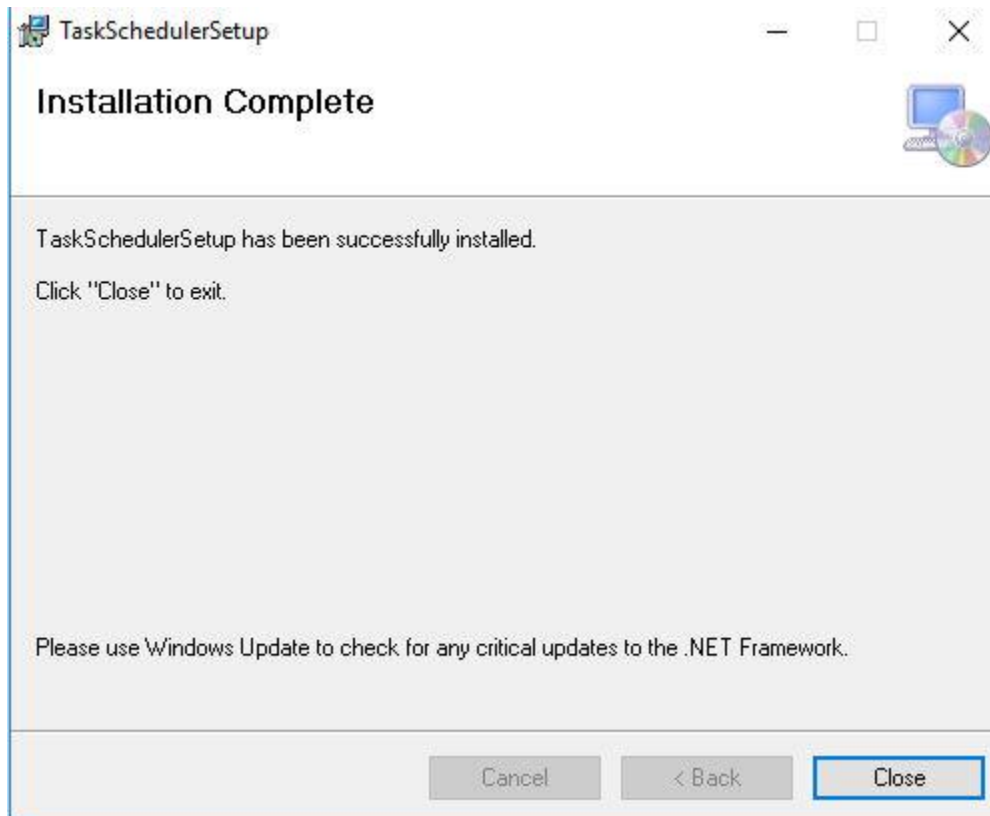
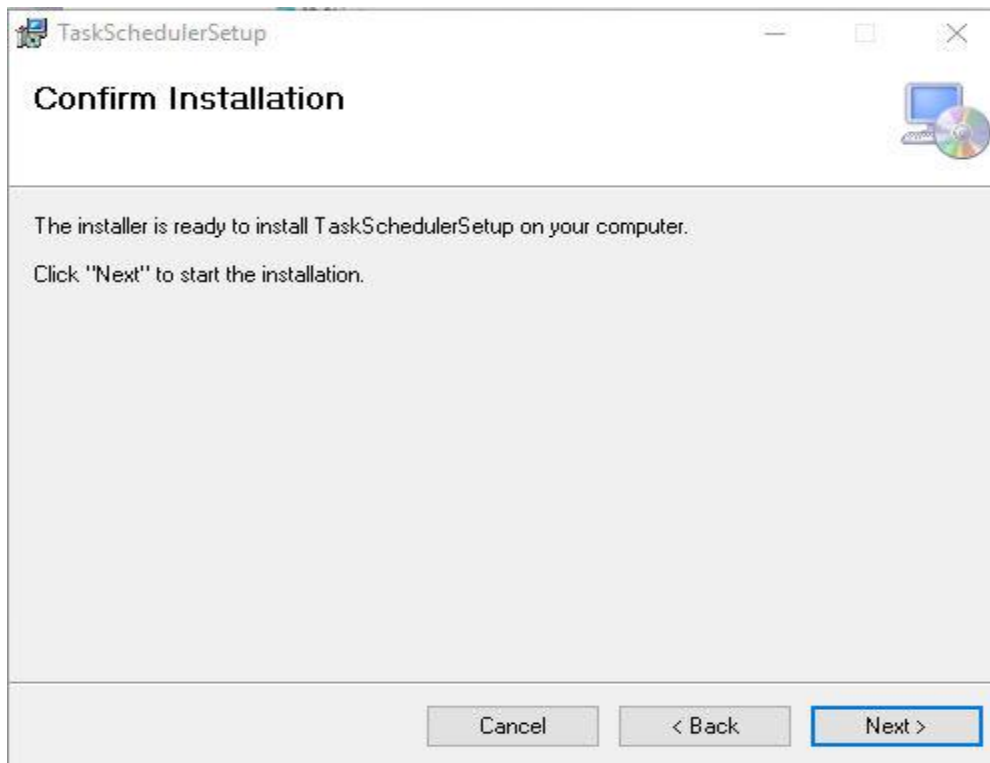


## Step 2: Double-Click the TaskSchedulerSetup.msi to launch the installer.



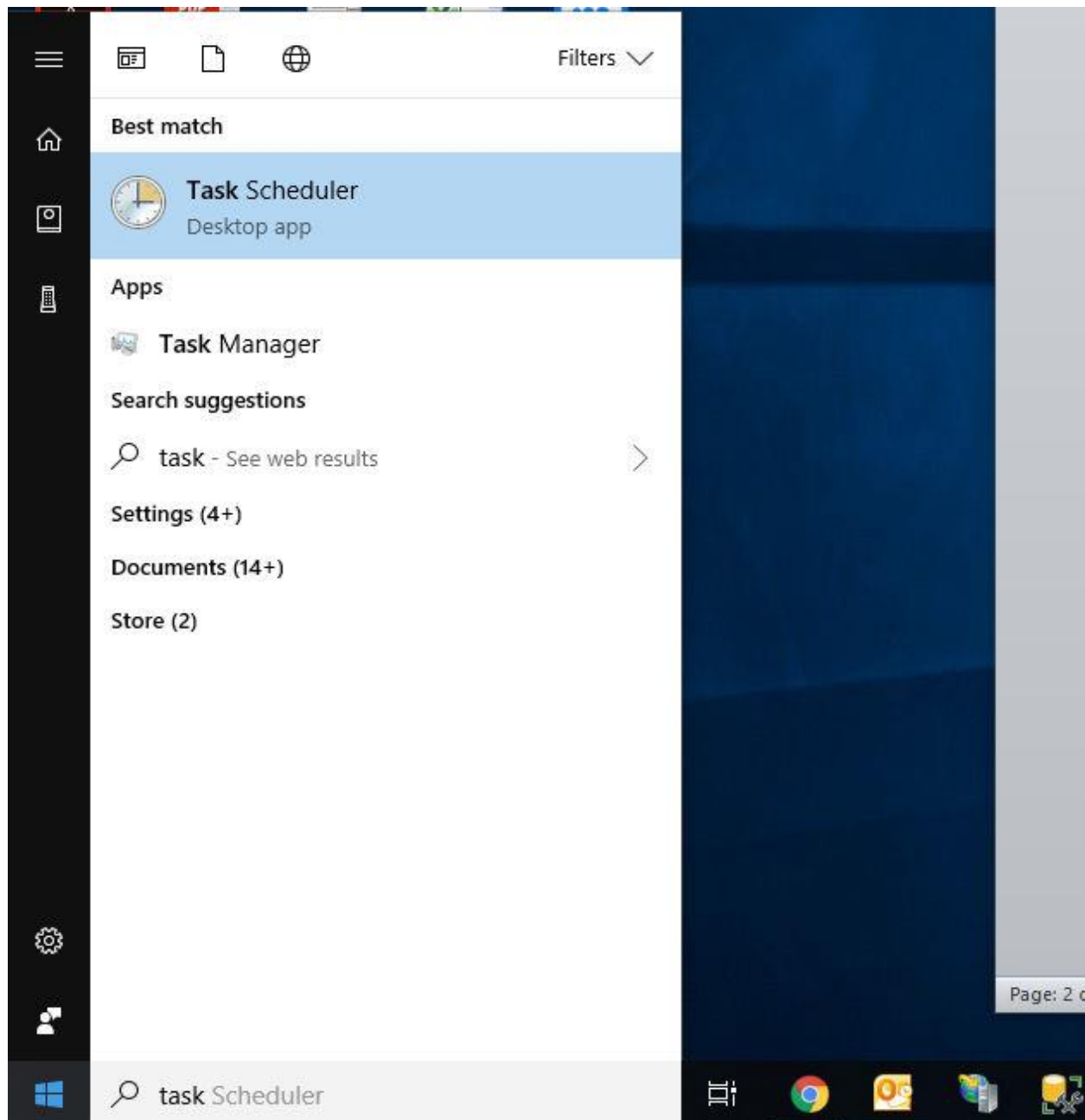
## Step 3: Follow the various screens to complete the installation.





## 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.

**Task Scheduler**

File Action View Help

Task Scheduler Summary (Last refreshed: 6/1/2018 10:31:58 AM)

**Task Scheduler (Local)**

**Task Scheduler Library**

**Overview of Task Scheduler**

You can use Task Scheduler to create and manage common tasks that your computer will carry out automatically at the times you specify. To begin, click a command in the Action menu.

Tasks are stored in folders in the Task Scheduler Library. To view or perform an operation on an individual task, select the task in the Task Scheduler Library and click on a command in the Action menu.

**Task Status**

Status of tasks that have started in the following time period: Last 24 hours

Summary: 0 total - 0 running, 0 succeeded, 0 stopped, 0 failed

Task Name	Run Result	Run Start	Run End	Triggered By
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**Active Tasks**

Active tasks are tasks that are currently enabled and have not expired.

Summary: 95 total

Task Name	Next Run Time	Triggers	Location
QueueReporting	6/1/2018 1:10:53 PM	Multiple triggers defined	\\Microsoft\\Windows\\Wi...
GoogleUpdateTaskMachineUA	6/1/2018 1:07:53 PM	At 8:07 AM every day - ...	\\
G2MUpdateTask-S-1-5-21-1845194...	6/1/2018 1:23:00 PM	At 1:23 PM every day - A...	\\
G2MUploadTask-S-1-5-21-1845194...	6/1/2018 1:44:00 PM	At 1:44 PM every day - A...	\\
{931C23EE-5D4A-4D07-857C-F10D...	6/1/2018 2:00:00 PM	At 2:00 PM every Friday ...	\\AccuScheduledTasks
{96D83F79-0069-4889-A606-76804...	6/1/2018 2:00:00 PM	At 2:00 PM every Friday ...	\\AccuScheduledTasks
{16100000-4876-4131-B46F-8F73...	6/1/2018 4:00:00 PM	At 4:00 PM every Friday ...	\\AccuScheduledTasks

Last refreshed at 6/1/2018 10:31:58 AM

Refresh

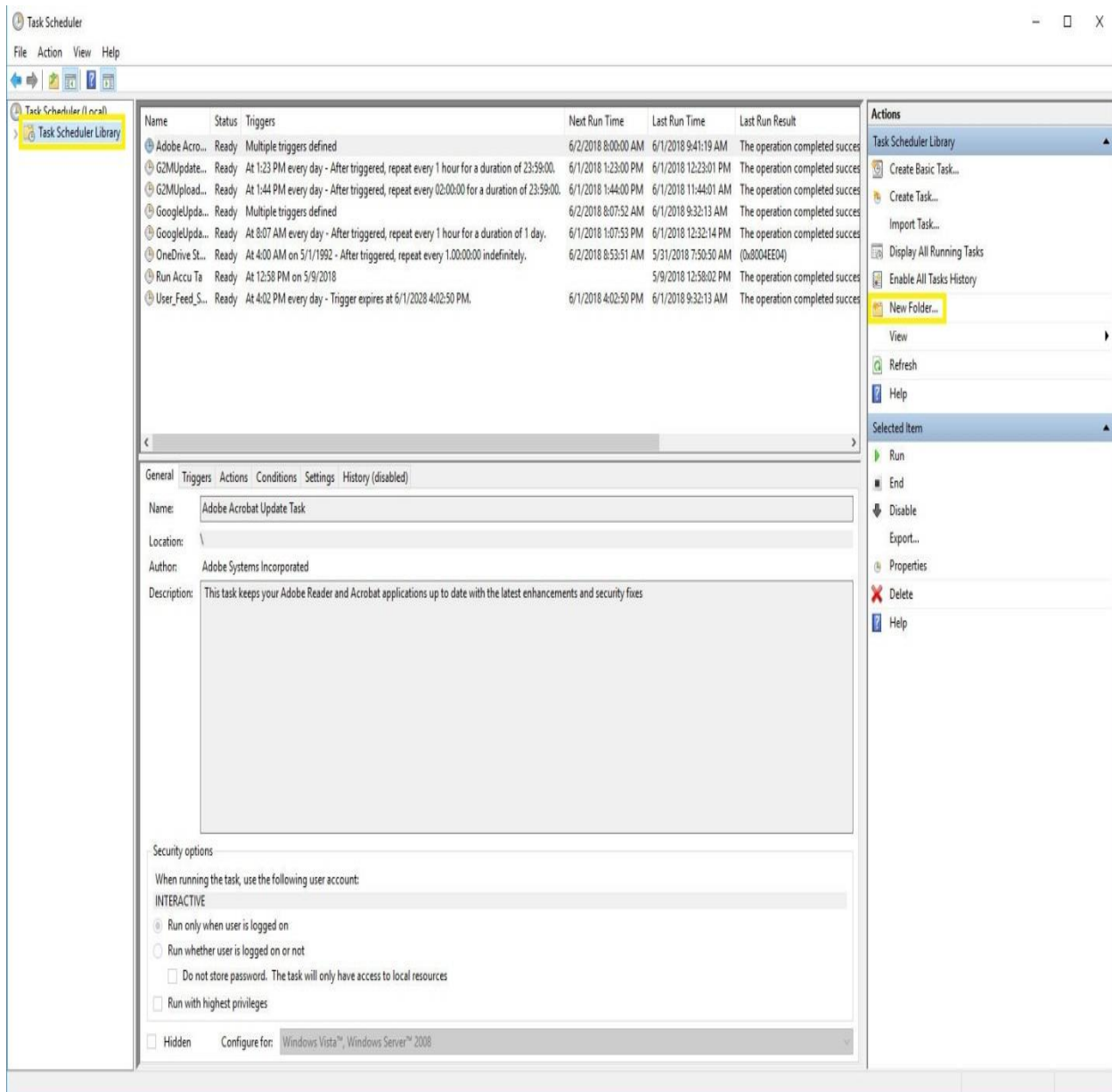
**Actions**

Task Scheduler (Local)

- Connect to Another Computer...
- Create Basic Task...
- Create Task...
- Import Task...
- Display All Running Tasks
- Enable All Tasks History
- AT Service Account Configuration
- View
- Refresh
- Help



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

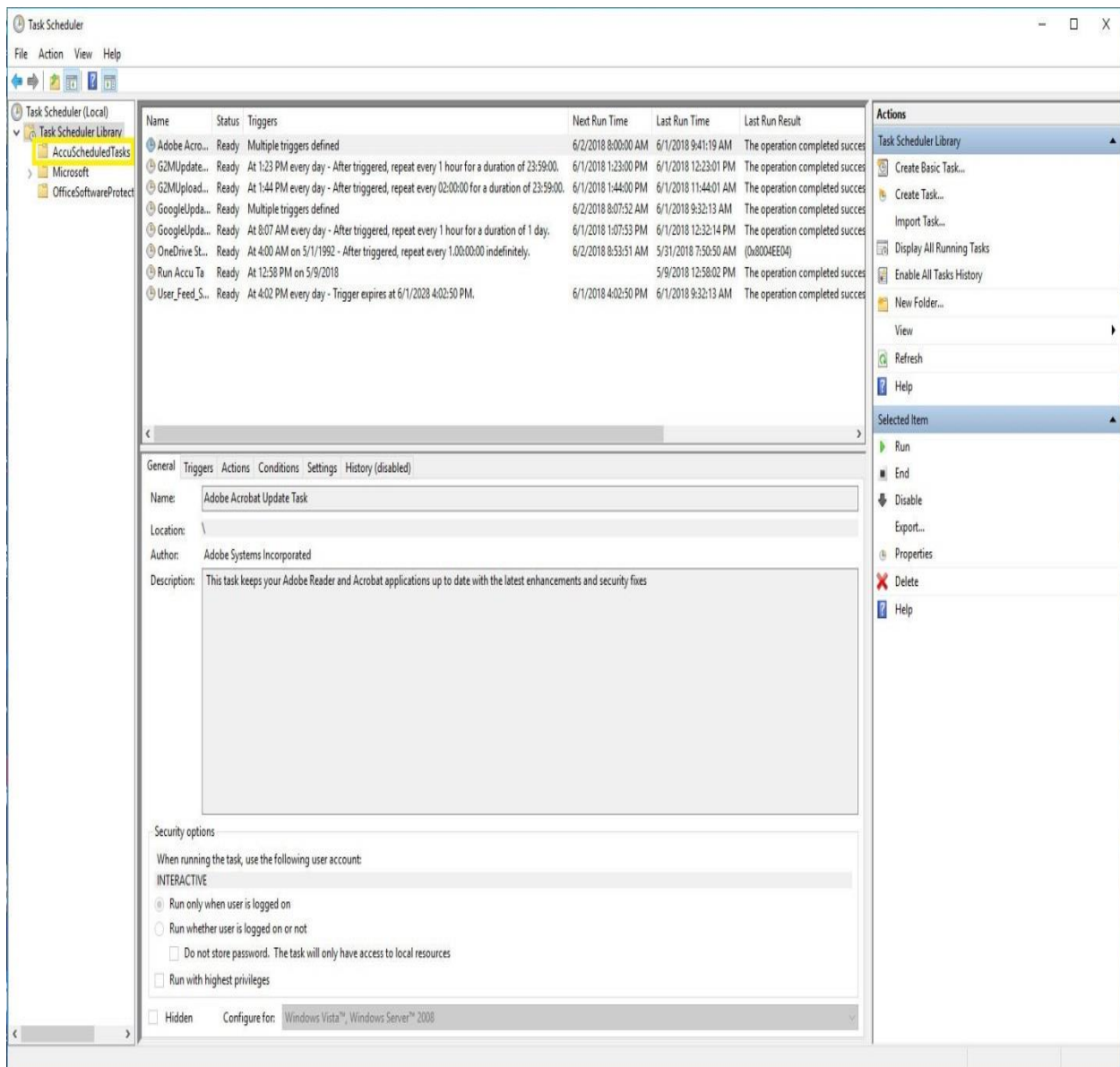




## Step 4: Name the new folder AccuScheduledTasks.

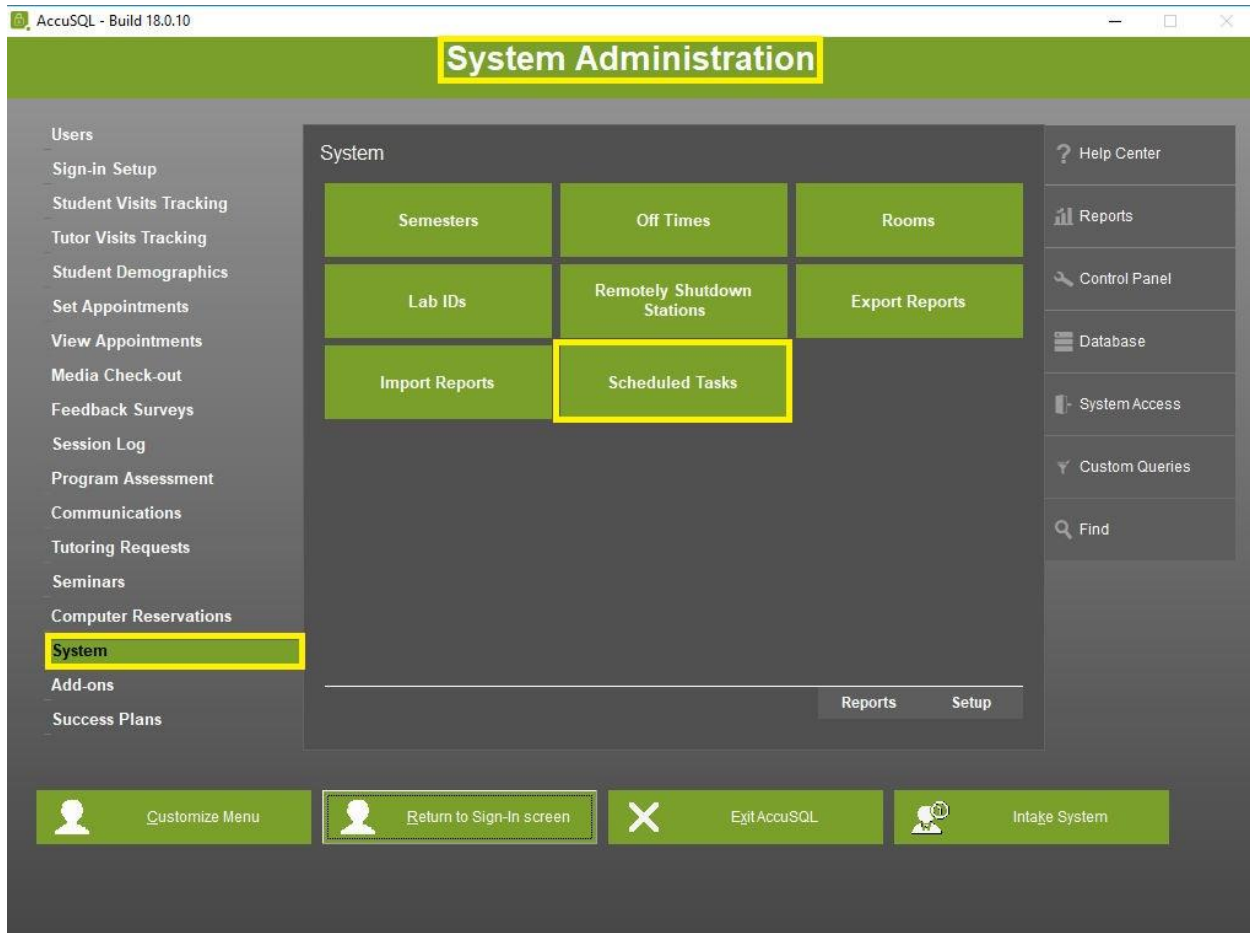
Enter name of the new folder

Name

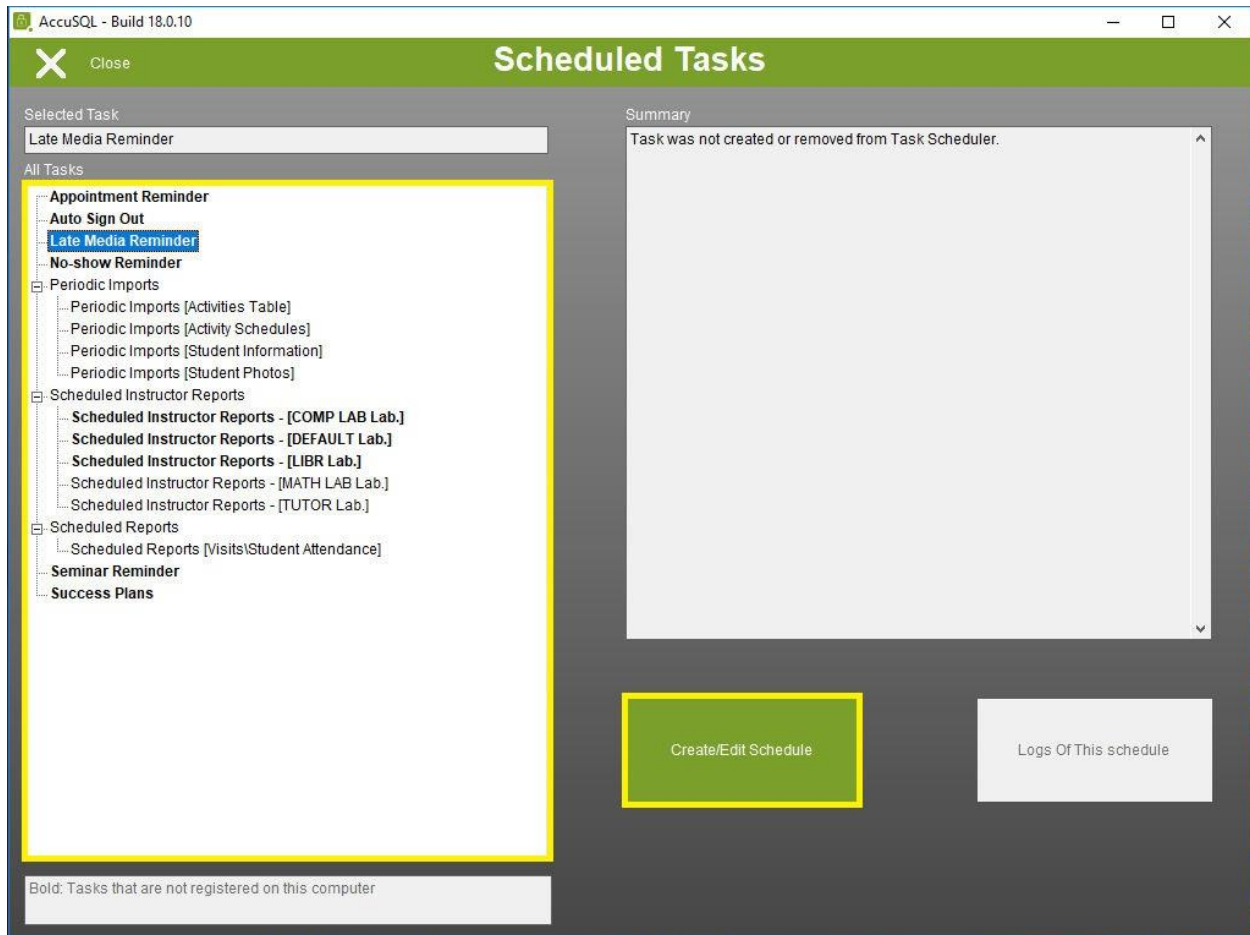


## Section Three: How to setup automated tasks using Scheduled Tasks

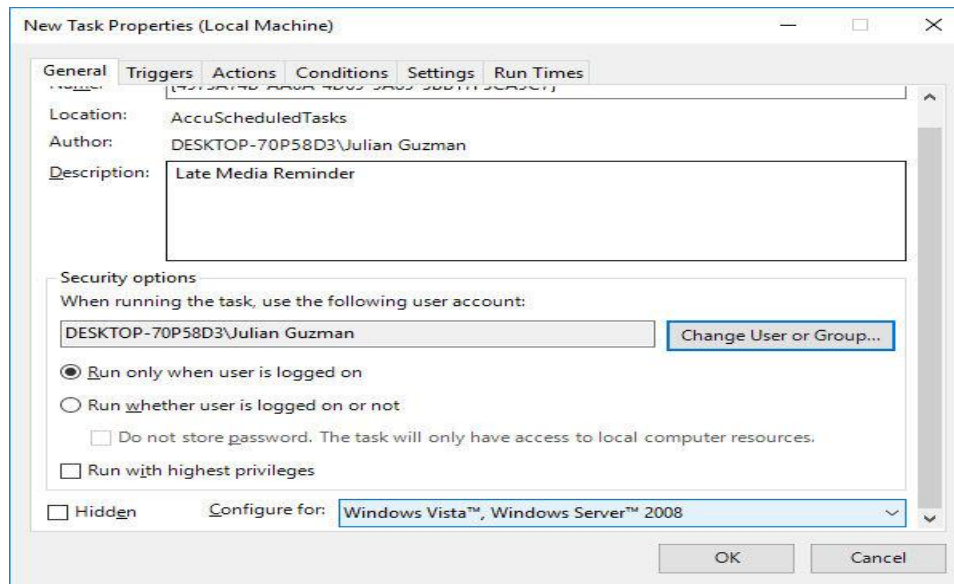
**Step 1: Click on Scheduled Tasks from the System module in the System Admin Screen.**



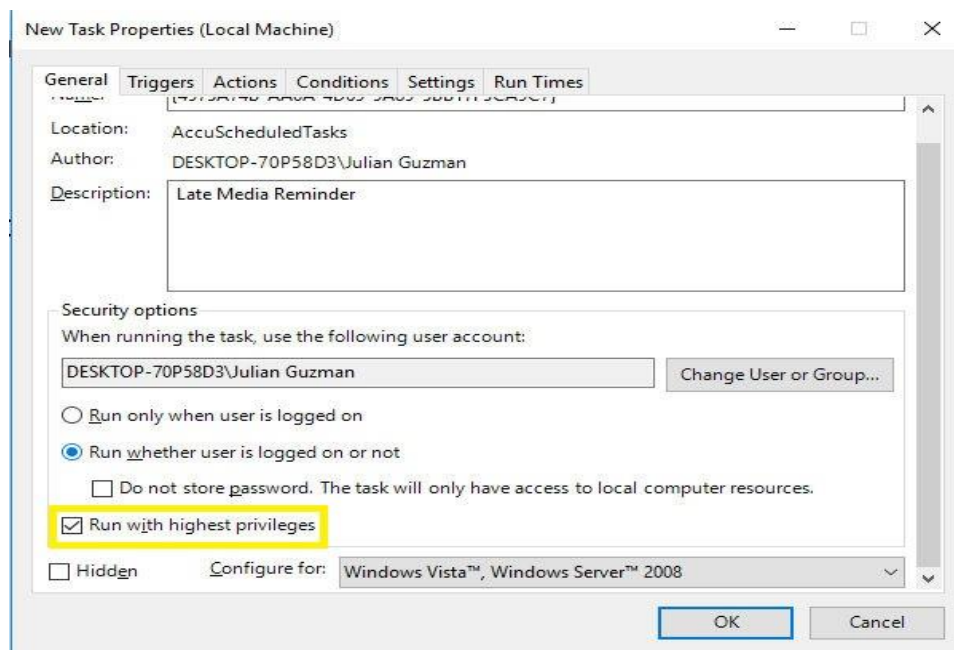
**Step 2: From the Scheduled Tasks window, select the task you would like to create or edit and click on the 'Create/Edit Schedule' button.**



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

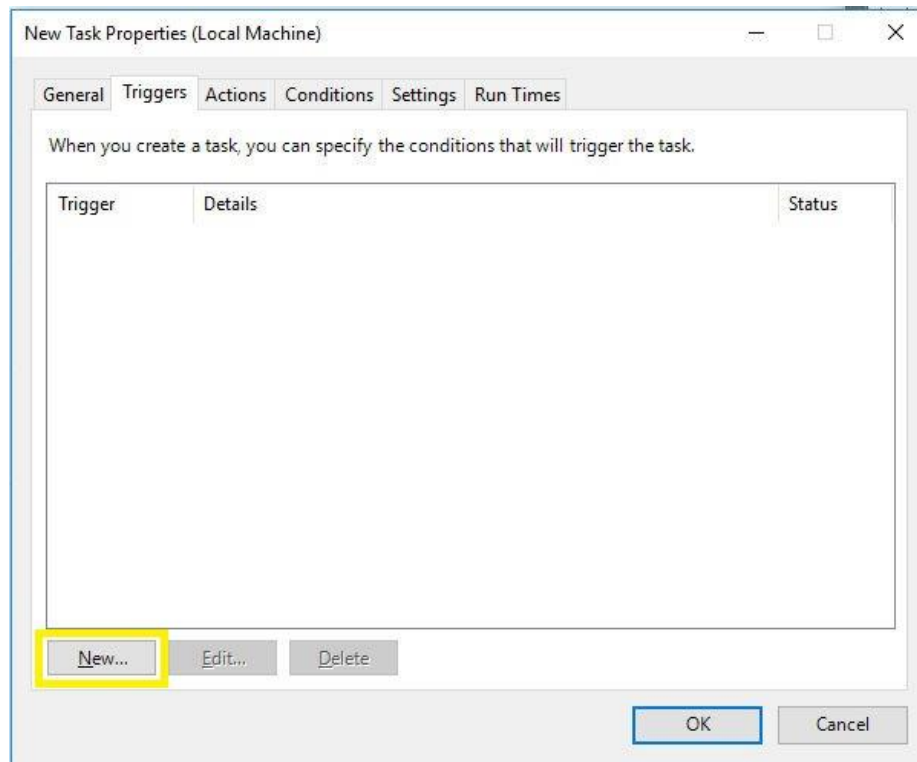


**Note:** If you set the task to: 'Run only when user is logged on or not,' the machine running the task must still be turned on in order for the task to run.

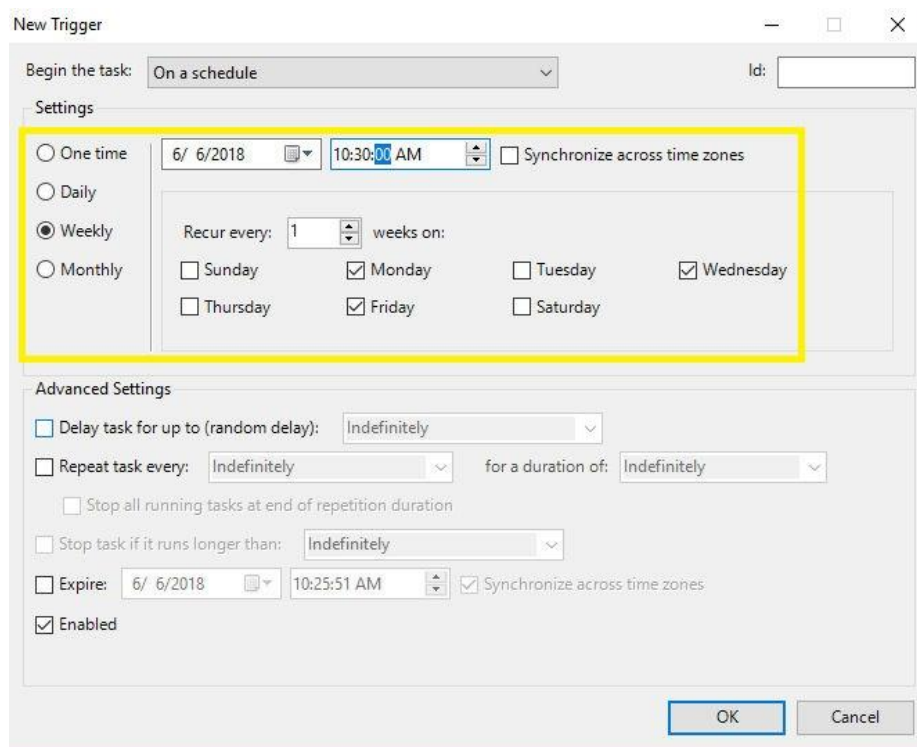


**Note:** It is recommended that you run the task with 'Run with highest privileges' selected.

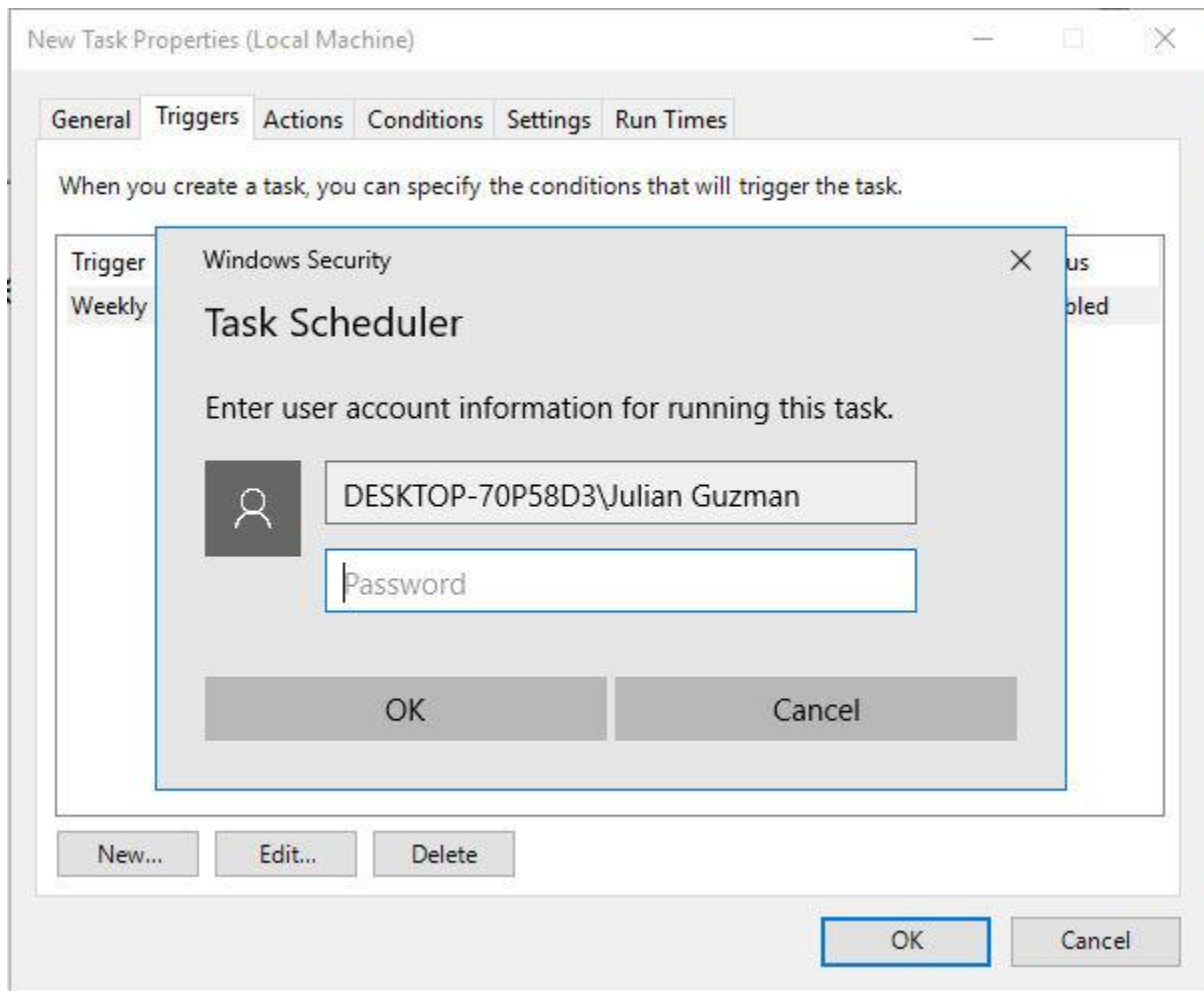
**Step 4: In the Trigger Tab click on the 'New...' button located near the bottom-left corner of the window.**



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



**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.

