How schedule AccuTRConsole to run every hour

If you have had problems with getting your reports to send out from AccuTrack or AccuSQL 2014 consistently with the Windows Service AccuTaskRunner.exe we have an alternative solution using the AccuTRConsole.exe that comes with your AccuTrack/AccuSQL installation.

You must be logged on as an administrator to perform these steps. If you aren't logged on as an administrator, you can only change settings that apply to your user account.

Windows XP

1. Locate the file by right clicking the desktop shortcut and choosing "Open File Location."
    Typically Located: "C:\Program Files\Accu2014\AccuTRConsole.exe"
    > **or** "C:\Program Files\AccuSQL2014\AccuTRConsole.exe"
2. Navigate to the Task Scheduler on your Computer.
    To open Scheduled Tasks, click Start, click **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Scheduled Tasks**.

To schedule a new task:
3. Double-click **Add Scheduled Task,** Scheduled Task Wizard opens, and click **Next** on first prompt.
4. The next prompt displays a list of programs that are installed on your computer.
5. AccuTRConsole.exe typically is not listed, click **Browse**, and navigate to either:
    > "C:\Program Files\Accu2014\AccuTRConsole.exe"
    > **or** "C:\Program Files\AccuSQL2014\AccuTRConsole.exe"
    > and then click **Open**.
6. Type a name for the task such as "Run AccuTRConsole" and choose the following option:
    *   **Daily**
7. Click **Next**, specify the information about the day and time to run the task, and then click **Next**.
    *Note: that the information about the day and time to run the task vary depending on the selection that you made in the previous wizard prompt. For example, if you chose **Weekly**, you must indicate the day of the week, the time, and if the task should run every week, every 2 weeks, every 3 weeks, and so on.*
8. Type the name and password of the user who is associated with this task. Make sure that you choose a user with sufficient permissions to run the program. By default, the wizard selects the name of the user who is currently logged on.
9. Click **Next** and then click **Finish** after you verify the choices that you have made.
10. Go to Ensure Task Runs Every Hour article to finalize the setup.

Windows Vista/7

1. Locate the file by right clicking the desktop shortcut and choosing "Open File Location."

    Typically Located: "C:\Program Files\Accu2014\AccuTRConsole.exe" (32-Bit)

    or "C:\Program Files (x86)\AccuSQL2014\AccuTRConsole.exe" (64-Bit)

    or "C:\Program Files\AccuSQL2014\AccuTRConsole.exe" (32-Bit)

    or "C:\Program Files (x86)\AccuSQL2014\AccuTRConsole.exe" (64-Bit)

2. Navigate to the Task Scheduler on your Computer.

    To open Scheduled Tasks, click Start, click **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Scheduled Tasks**.

    or

    Open Task Scheduler by clicking the Start button, clicking Control Panel, clicking System and Security, clicking Administrative Tools, and then double-clicking Task Scheduler. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

To schedule a new task:

3. In the File menu at the top-left click the **Action** menu, and then click **Create Basic Task**.

4. Type a name for the task like "Run AccuTRConsole" and then click Next.
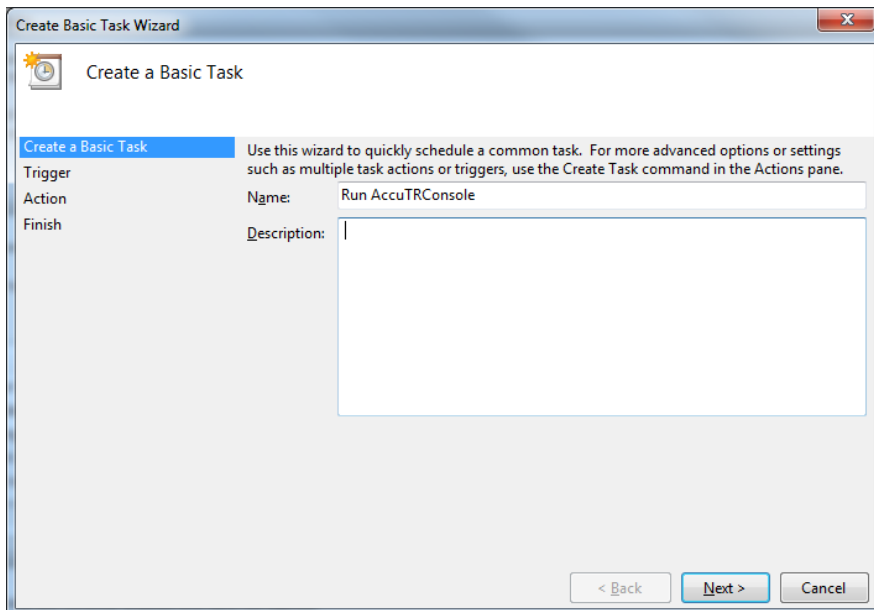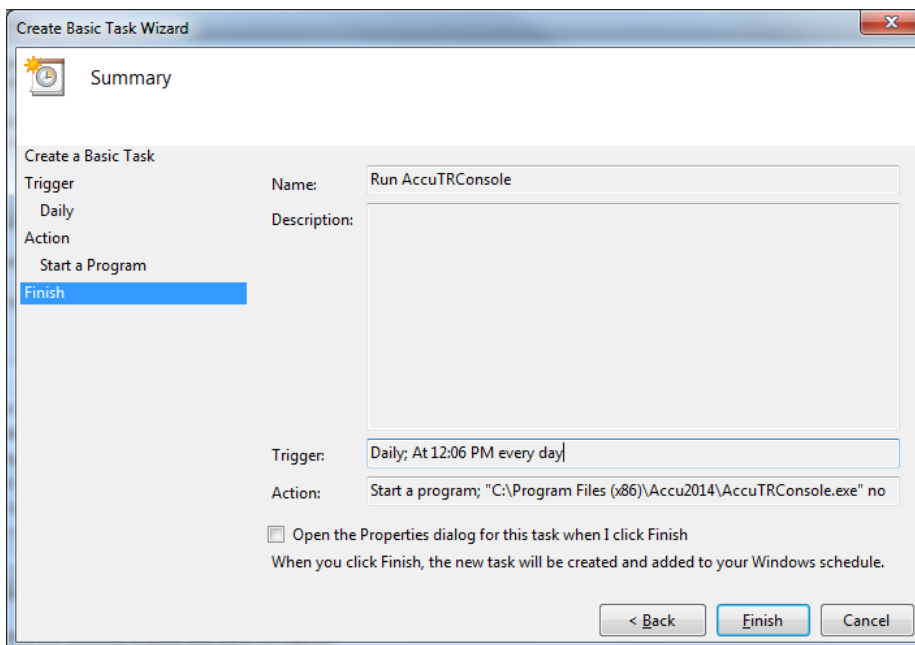

5. To select a schedule based on the calendar, click **Daily**, and click **Next**.

    Then leave it set to 1 days and click **Next**.

6. To schedule a program to start automatically, click **Start a program**, and then click **Next**.

7. Click **Browse** to find AccuTRConsole.exe and then click **Next**. (Locate it based on the location you found previously like "C:\Program Files (x86)\Accu2014\AccuTRConsole.exe")
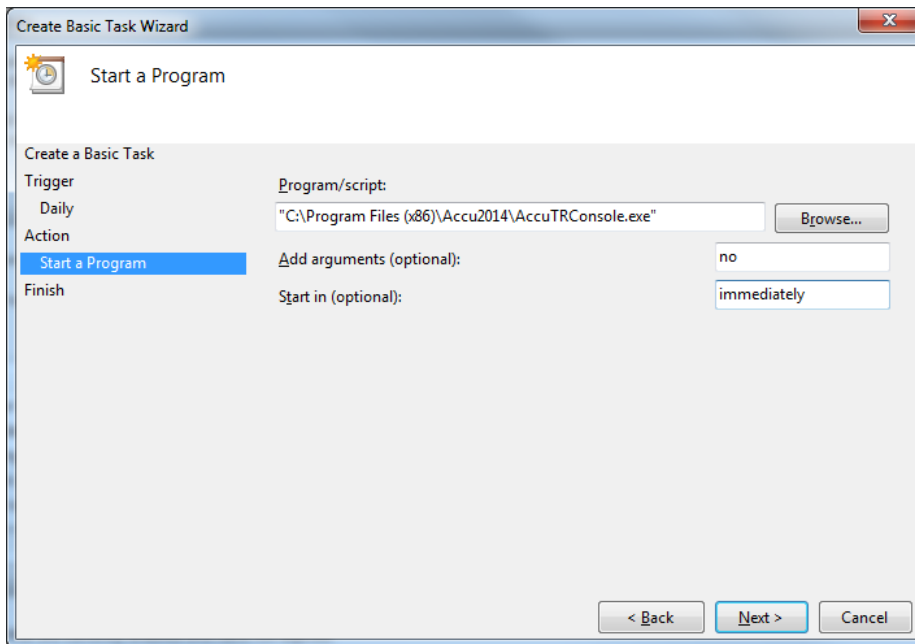
8. Click **Finish**.

9. Go to Ensure Task Runs Every Hour article to finalize the setup.

Windows 8

1. Locate the file by right clicking the desktop shortcut and choosing "Open File Location."
    Typically Located: "C:\Program Files\Accu2014\AccuTRConsole.exe" (32-Bit)
    or "C:\Program Files (x86)\AccuSQL2014\AccuTRConsole.exe" (64-Bit)
    or "C:\Program Files\AccuSQL2014\AccuTRConsole.exe" (32-Bit)
    or "C:\Program Files (x86)\AccuSQL2014\AccuTRConsole.exe" (64-Bit)

To schedule a new task:

2. Move the cursor on the bottom-right and click the search Magnifying Glass above.
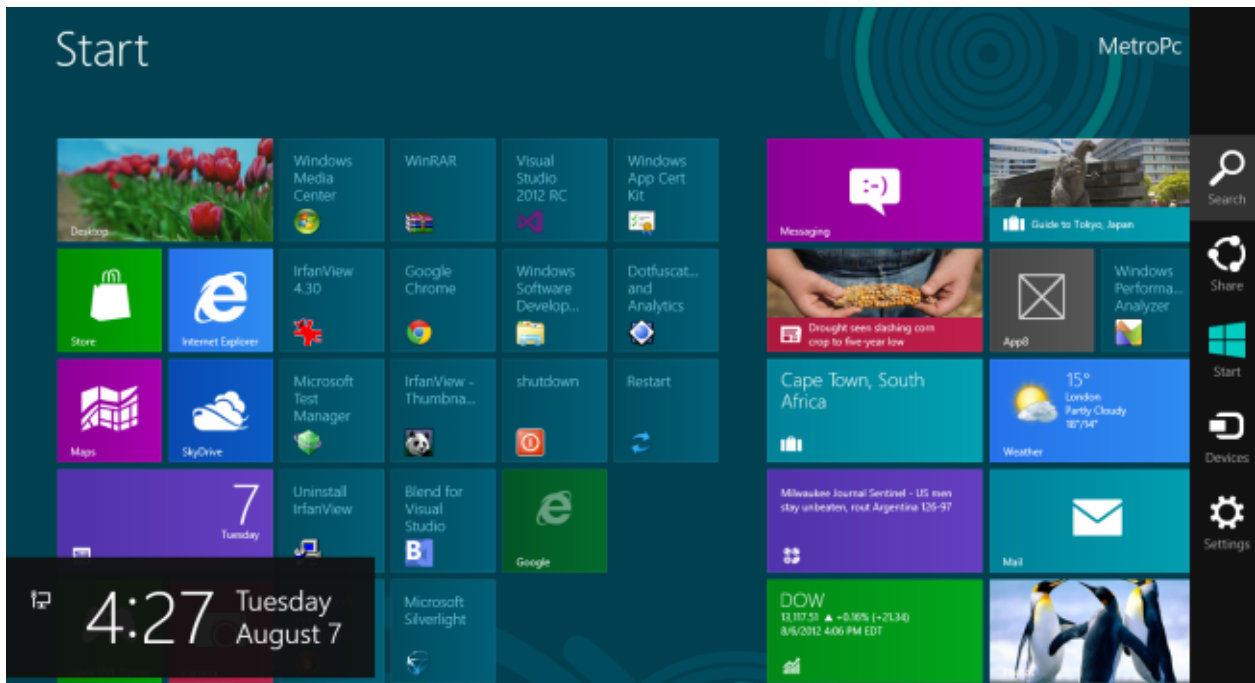
3. In the search box type "**Schedule Task**" in the Settings tab and click on the window as shown.
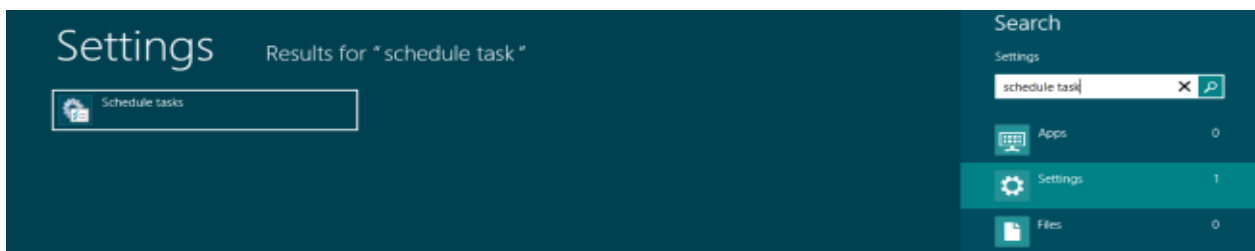
4. You now see the **"Task Scheduler"** Window. You click on **"Create Basic Task"** from the right pane.
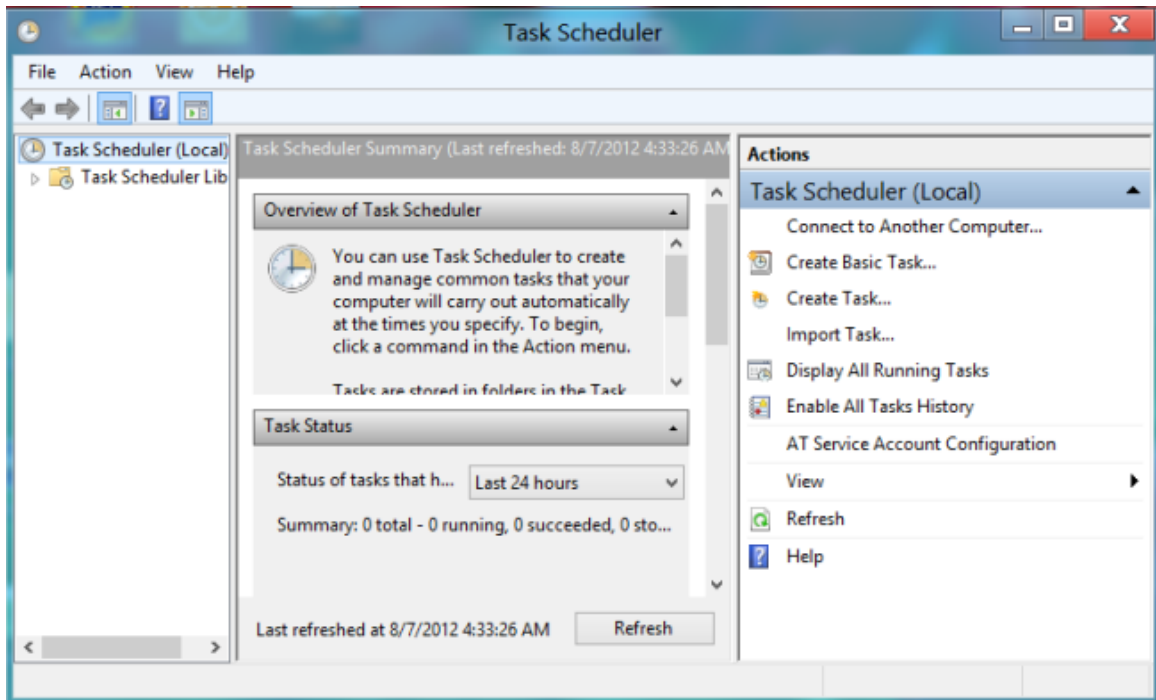
5. A **Create Basic Task Wizard** Window looks like this. In this Window, you enter the Name and Description about the task and click on **"next"** Button as shown below:
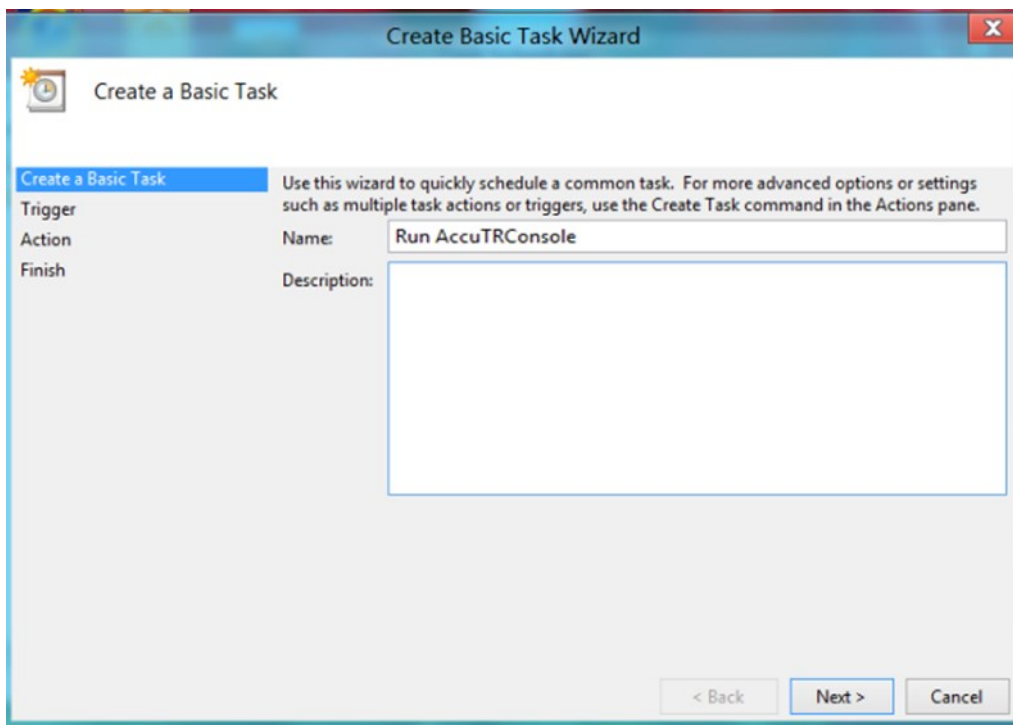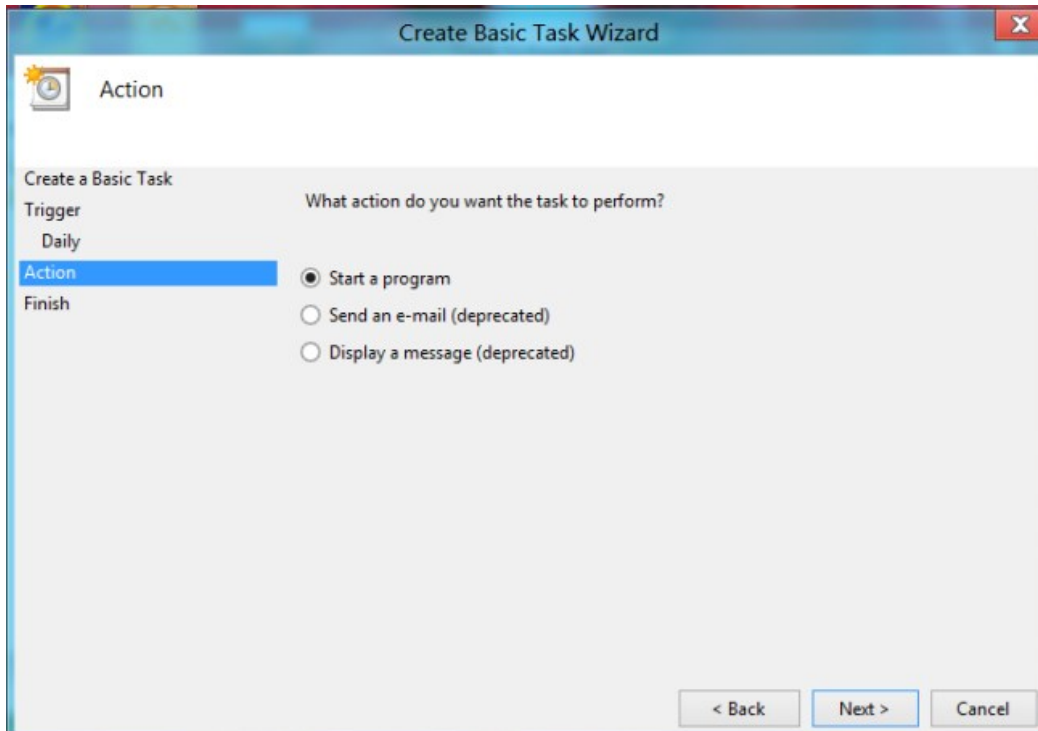
6. Next you will be asked when you want the task to start and you click on Radio Button to start the task **Daily** and click on **Next** Button.

7. In this step, you set the starting date and time of the task, then leave 1 Recur Days and click **Next**.

8. Now you can select the **Action** to perform. You can click on Radio Button for *Start a Program* and click **Next**.


9. In this step, you can set a location of the programs by clicking on the **Browse** Button and you can add arguments and start in. These two things are optional. After setting the location click **Next**.
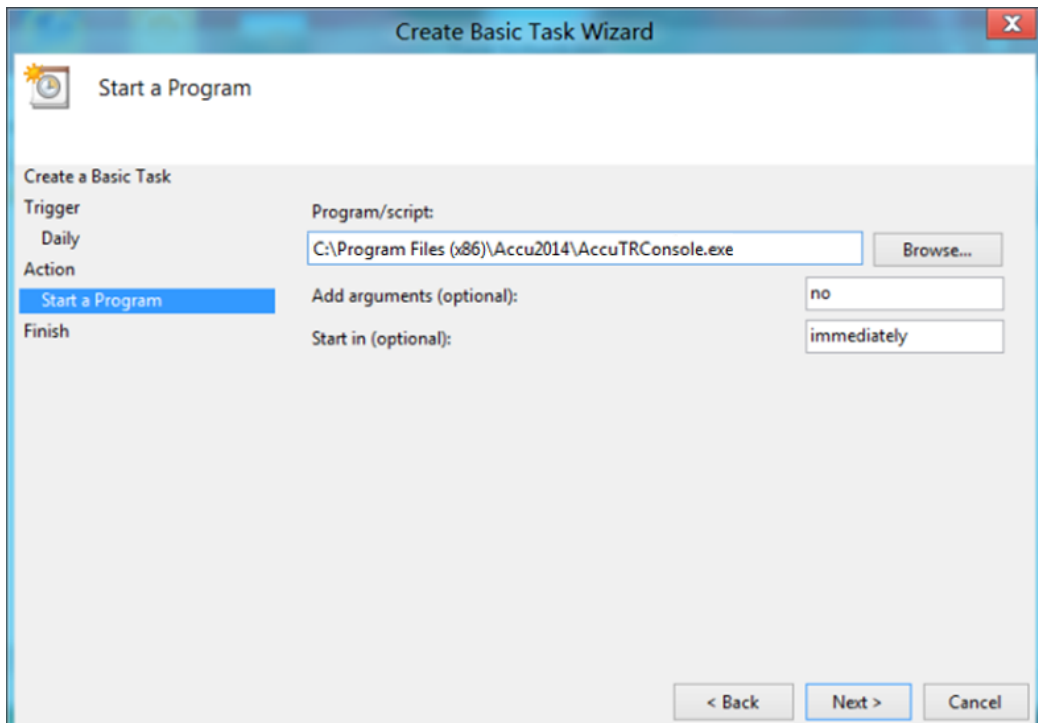
10. This is a final step of the scheduling process. This is the **Finish** step. If you want to open the property dialogue for this task, then click on the Check Box **"Open the Properties Dialog for the Task When I Click Finish"** and click on the **Finish Button**.
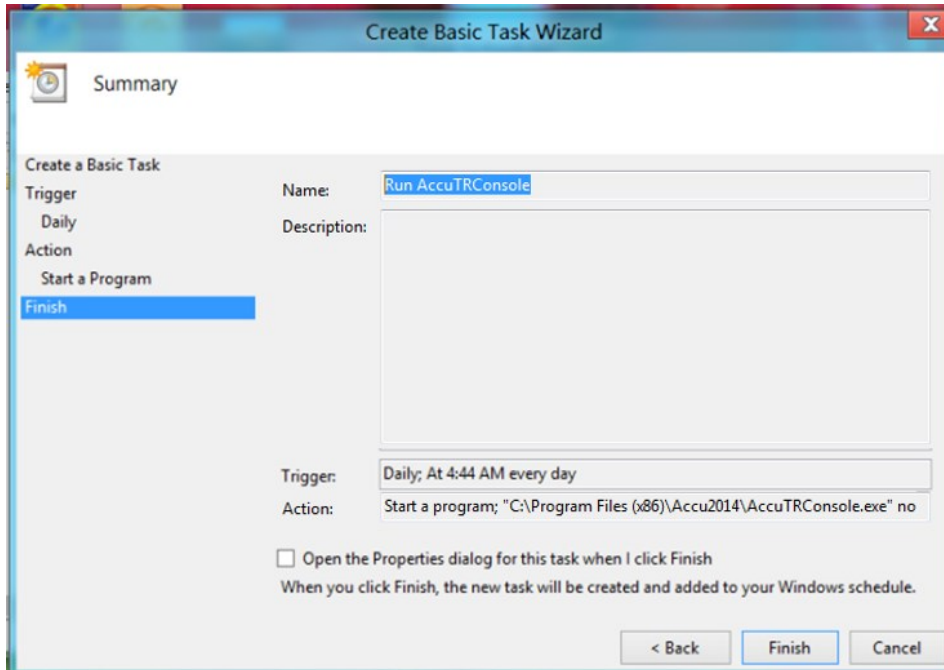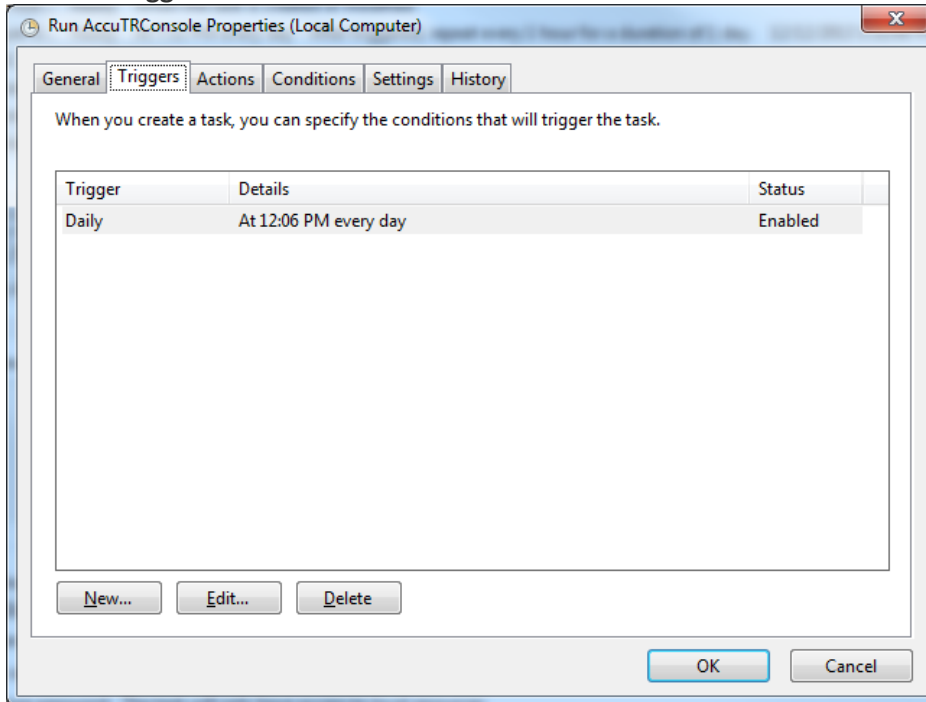

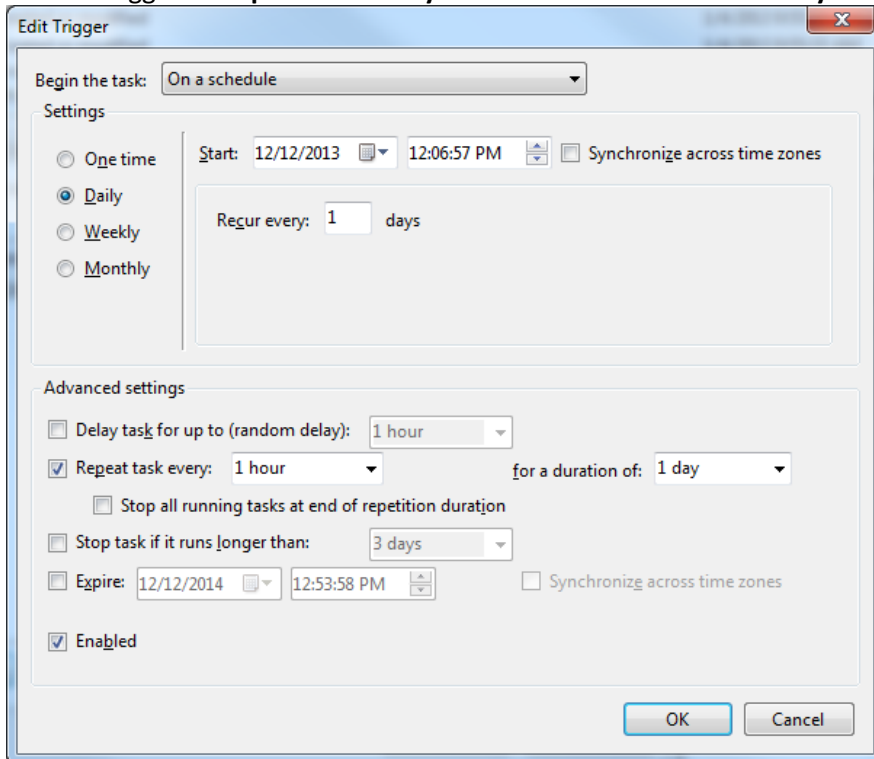11. In this step, **right-click the task** for the **Properties** of the task.
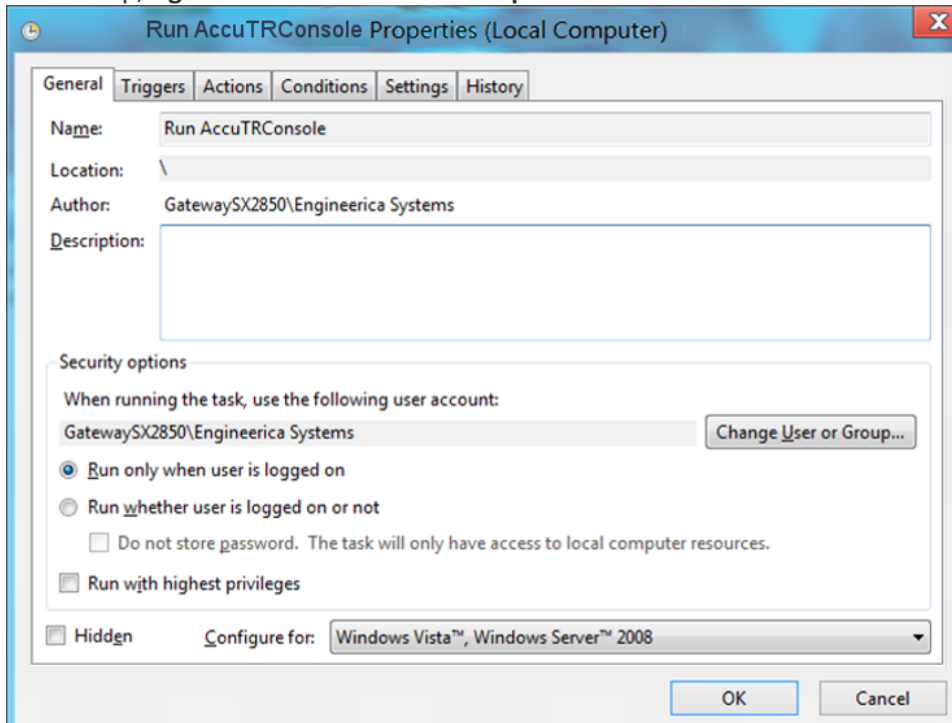
12. Go to Ensure Task Runs Every Hour article to finalize the setup.

Ensure Task Runs Every Hour

1. Start by doing a **right-click on the task** in Task Scheduler for the **Properties** of the task.
2. Click the **Triggers** Tab and click the **Edit...** button.

3. Set the Trigger to **Repeat task every 1 hour for the duration of 1 day** and click **OK**.

4. Click **OK** again and done!