

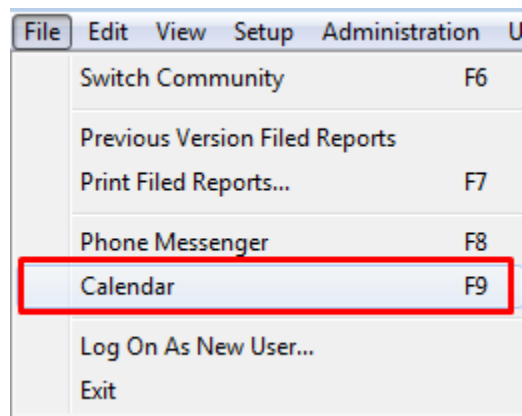
## TOPS Professional Scheduler

- How to input a task
- How to edit a task
- Scheduler as a service
- Community Website uploads

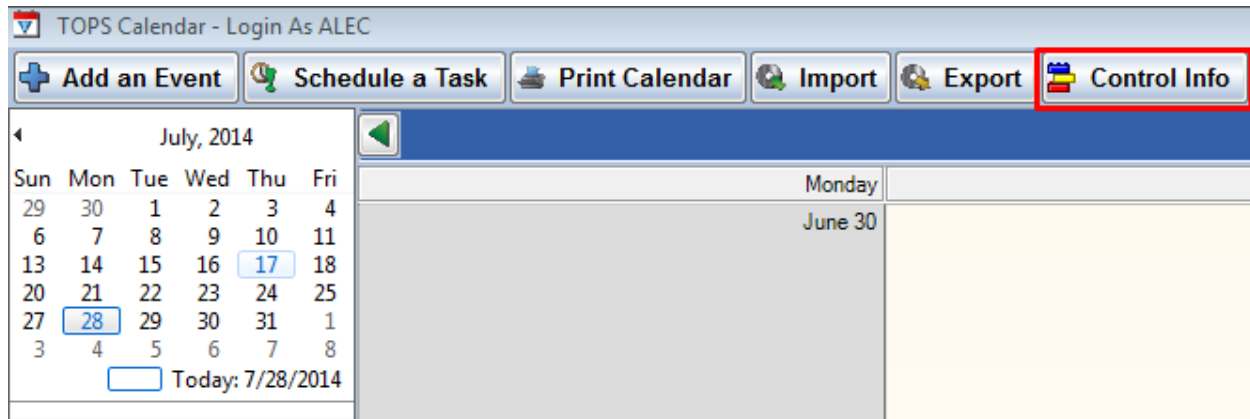
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### Turn on the scheduler

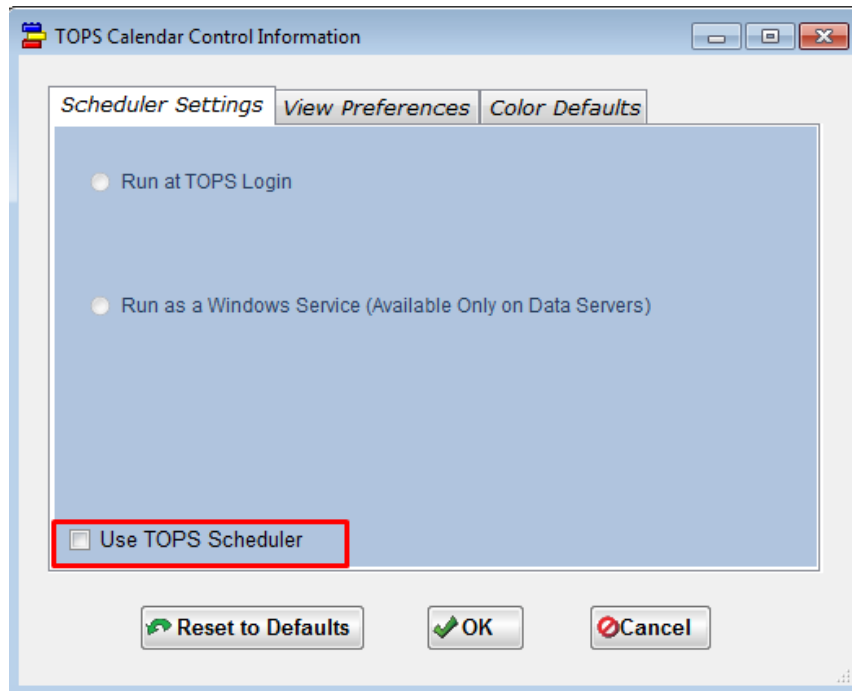
1. While logged into Tops Professional go to *File>Calendar*.



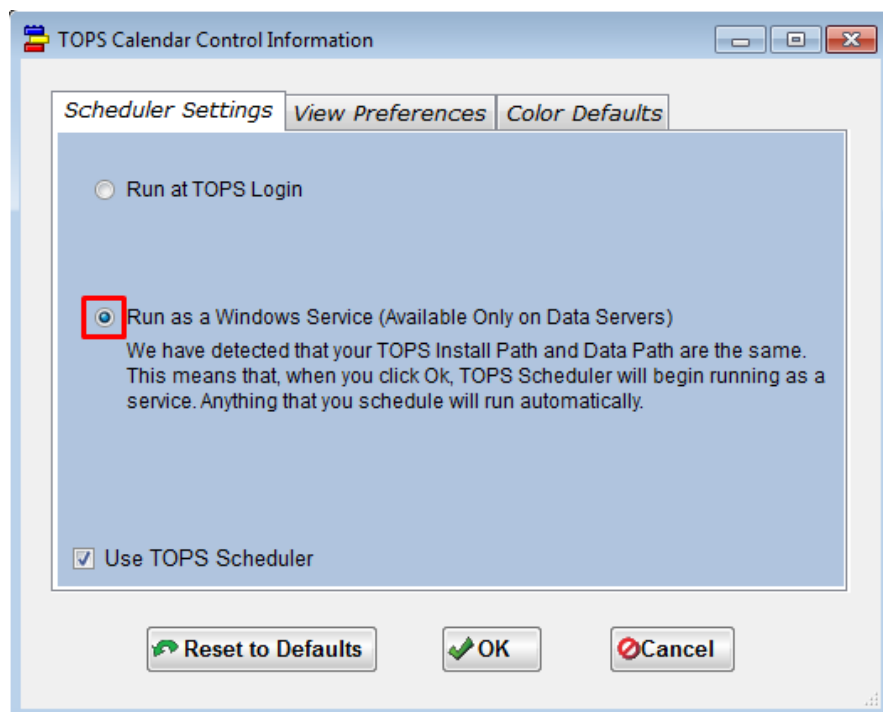
2. Click *Control Info*



3. Check the checkbox *Use TOPS Scheduler*



4. Select one of the two options and click *Ok*. (details below)



## Overview of the two options

### Run at TOPS Login (**Not Recommended**)

- Can be run on any computer in the network.
- TOPS Professional and the scheduler must be running for the task to execute at the scheduled time.

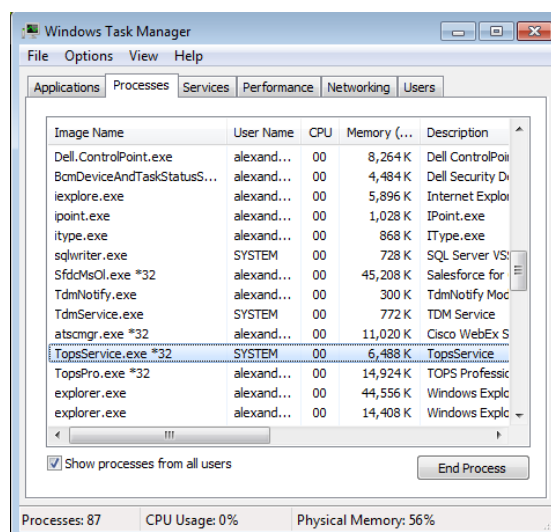
### Scheduler as a Service (**Recommended**)

- Must be run on the server
  - However, any system that runs TOPS Professional and uses the server as it's data path can input new tasks.
- Does not require TOPS Professional to be running
- Does not require a user to be logged into windows
  - The server must be powered on.
- The scheduler will no longer be visible in the system tray.
- TopsService.exe will show in the Task manger Processes and Services tab.
  - **DO NOT end the service in the task manager!** If you need to stop the service, repeat steps 1 and 2 above and either select *Run at TOPS Login* or uncheck the *Use TOPS Scheduler* checkbox.

5. Close the calendar by clicking the red X (top right of window).

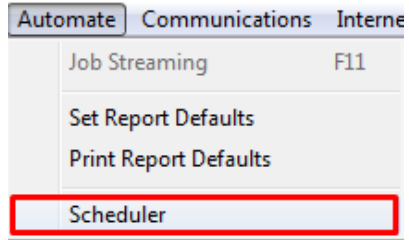
6. The Scheduler is now running.

- a. You can verify this by checking the task manger. There will be a process: TopsService and a service: TopsService. **DO NOT END** these in the task manager. If you need to disable the service, start back at step 1 on page 1 of this document and uncheck the box or select the other option.

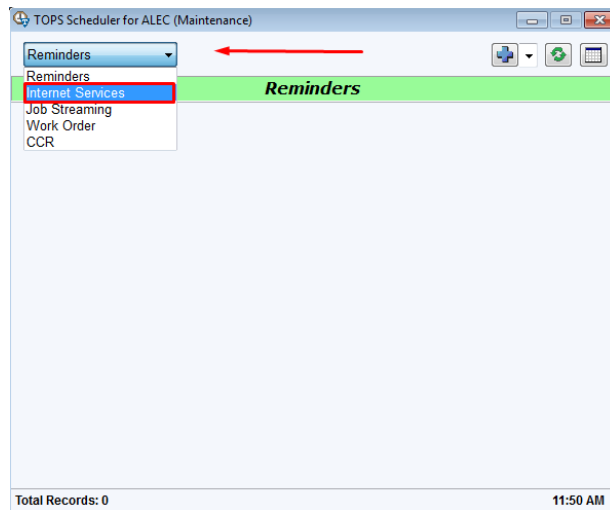


## Input a Task

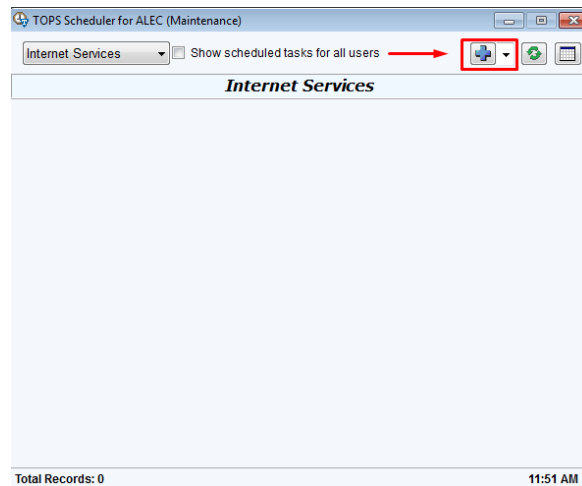
1. Click the Automate menu and select *Scheduler*.



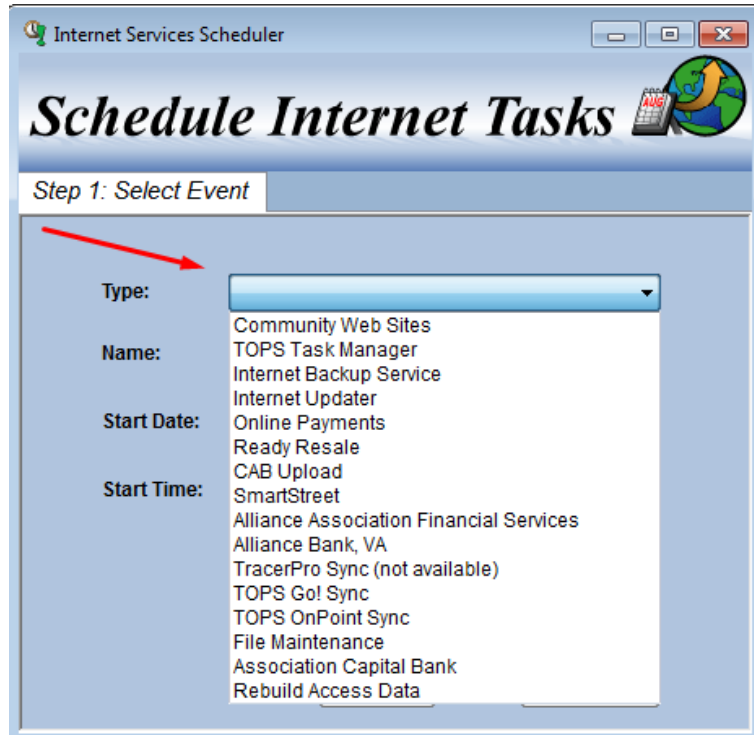
2. Click the drop down (top left) and select *Internet Services*.
  - a. The Scheduler window will open



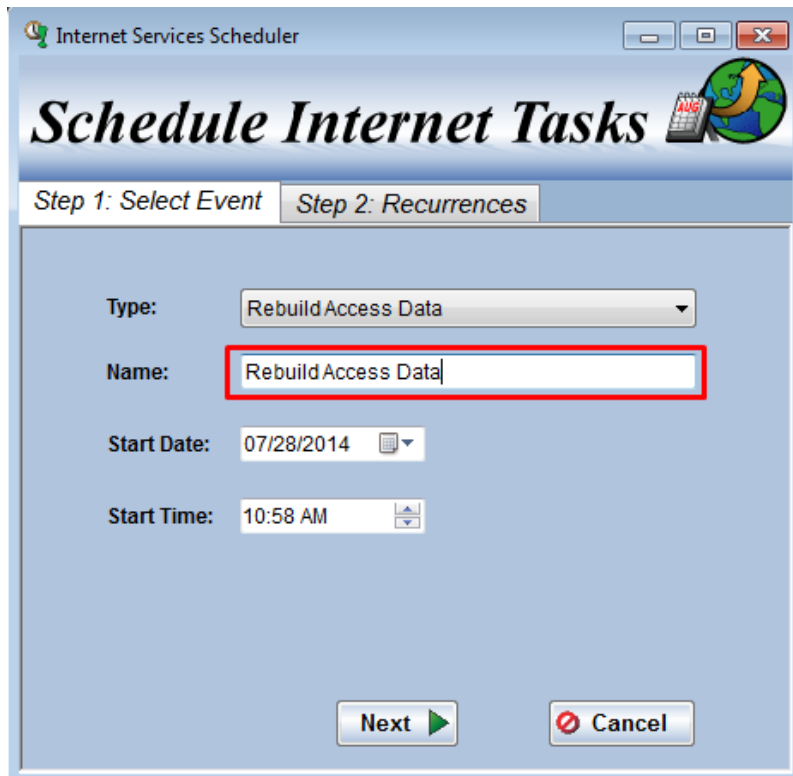
3. Click the add button
  - a. This opens another window



4. You are now on Step 1: Select an Event.
  - a. Select an event type



- b. By default the name is the name of the task, but it can be changed here.



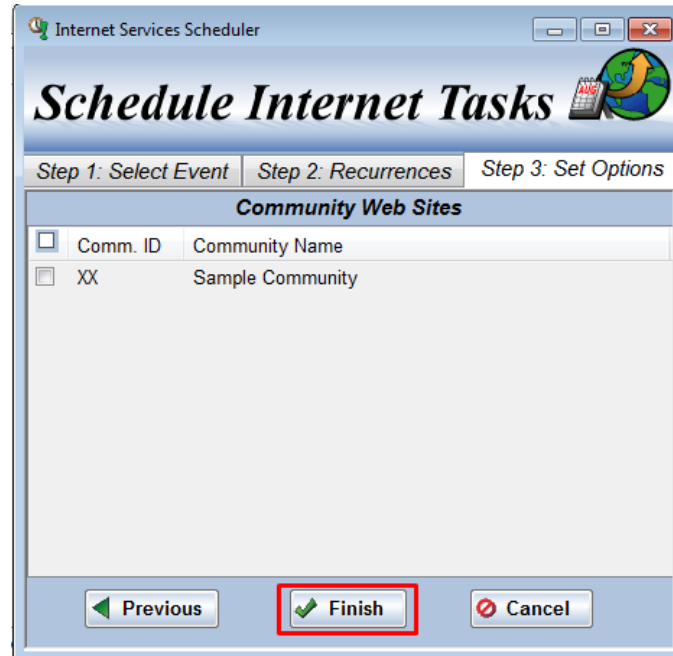
- c. Choose a start date and time; it must be a date in the future.

The screenshot shows the 'Internet Services Scheduler' window with the 'Schedule Internet Tasks' dialog box open. The dialog is in 'Step 1: Select Event' mode. The 'Type' dropdown is set to 'Rebuild Access Data'. The 'Name' field contains 'Rebuild Access Data'. The 'Start Date' is set to '07/25/2014' and the 'Start Time' is set to '10:58 AM'. A red rectangle highlights the 'Start Date' and 'Start Time' fields. At the bottom, there are 'Next' and 'Cancel' buttons.

5. Click *Next* and you will be on Step 2: Recurrences.
- a. Here you designate how frequently you wish the task to execute.

The screenshot shows the 'Internet Services Scheduler' window with the 'Schedule Internet Tasks' dialog box open, now in 'Step 2: Recurrences' mode. The task name is 'Rebuild Access Data'. Under 'Do Not Repeat', the 'Daily' radio button is selected. Under 'Repeat every', the 'Every weekday' radio button is selected. The 'Set End Date' section has 'No End Date' selected. At the bottom, there are 'Previous', 'Finish', and 'Cancel' buttons.

- Some tasks will have more than two steps. In those cases, complete each step as you come to it, clicking *Next* to move to the next step.

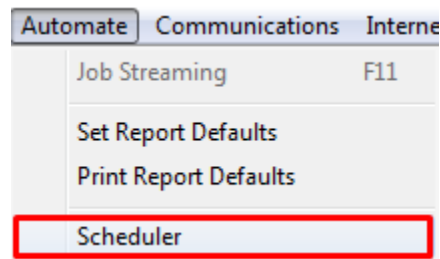


- Now the task is set. It will run at the designated time as long as the system is powered on. There is no need to be logged into Windows. (See page 3)

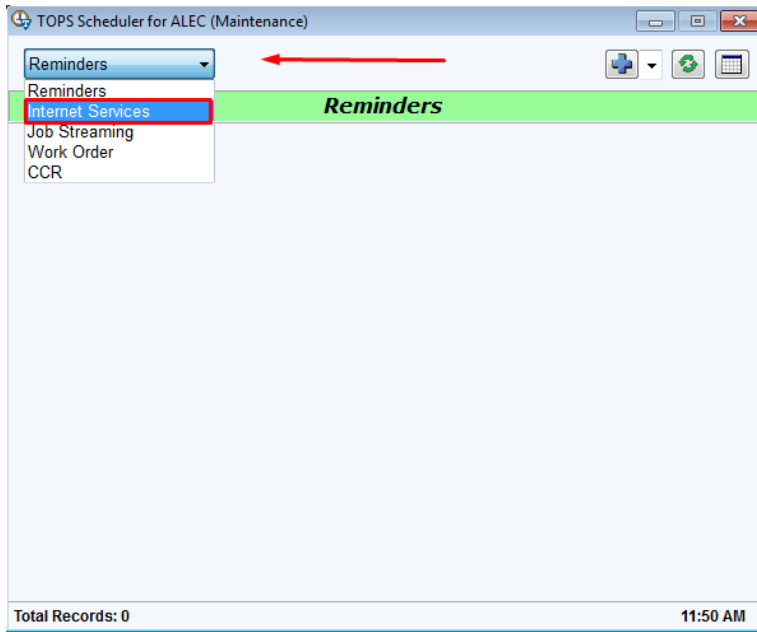
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### Edit a Task

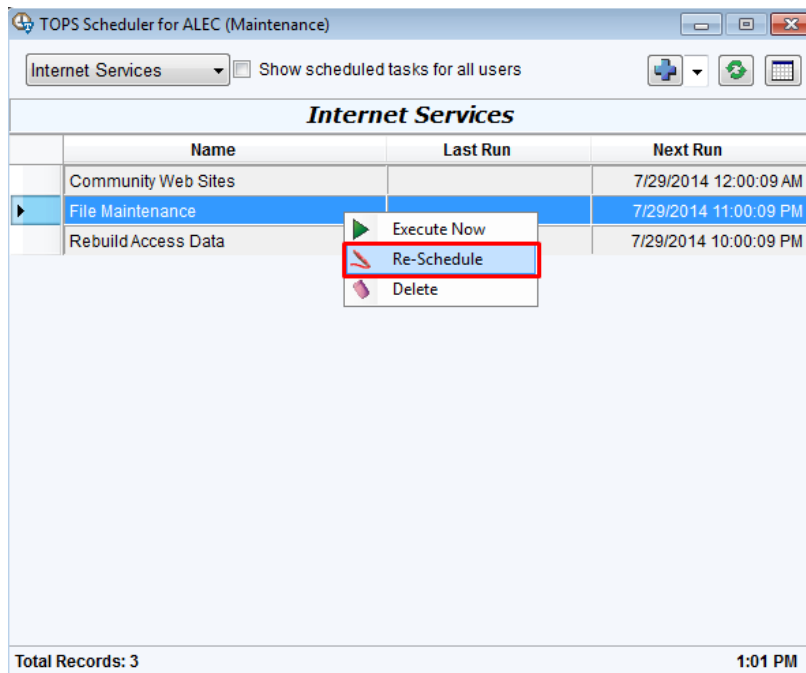
- Launch the Scheduler
  - Automate>Scheduler



- Select internet services



3. Highlight the task and right click on it.
  - a. OR double click on the task





### **Community Website Uploads:**

- Uploads community data to the community's website.
- This task has a third step in the setup
  - On this step, check off the communities to be uploaded.
- Run this task while users are not working in the community to be uploaded.
  - The best time to schedule this task is after business hours.
- **Highly recommended**
  - There are two task that were designed to run before the Community website upload to improve performance
    - **Rebuild Access Data**
    - **File Maintenance**
  - Schedule the Rebuild Access Data task first, and then the File Maintenance task an hour later, and finally the Community website upload an hour after the File Maintenance task.
    - For example: 10:00pm Rebuild Access Data, 11:00pm File Maintenance, 12:00am Community Websites uploads.

### **Rebuild Access Data:**

- Rebuilds all the Microsoft Access files in the TOPS directory.
- Do not run this task while users are working in TOPS.
  - The best time to schedule this task is after business hours.

### **File Maintenance:**

- Reduces disk usage, clutter, and is tailored to run just before the website upload task.
- Deletes contents of WebSent
- Deletes temporary files
- Deletes log files older than 7 days

### **Task Manager:**

- Ends all Tops Professional processes
  - Does not end the Topsservice.exe process.
  - **Do not run this process while users are working in TOPS Professional.**
- Most useful for client on our HOSTED platform
  - This allows the user to end TOPS Professional processes without access to Windows Task Manager.