

# ABM SCHEDULED TASKS Database Housekeeping, Reports, Business Bulletin, Data Checks

ABM allows you to set up various task which can be run at a time and interval that suits you. You can set a report to be produced overnight so that it is printed and ready for your inspection the following morning. The tasks that can be scheduled are as follows.

**Database Housekeeping**: You can run a housekeeping procedure which will defrag your indexes and remove any empty space in the database.

**Run a Report**: You can schedule the running of any report which can be printed or stored in PDF format to a location of your choice.

**Run a Business Bulletin**: You can schedule one of your saved Business Bulletins to run at a time and interval that is convenient to you.

**Run a Data Check**: You can schedule a Data Check to run at a specific time, such as overnight, so that it does not hold up normal processing.

To set up a new task select Scheduled Tasks from the Main Menu Bar under Tools. When you select Scheduled Tasks the following screen will appear.

	Scheduler						
Hom	ne						۵ 🔞
New Task	Delete Run Actions	Contraction Refresh	Properties Co Scheo	Select Select All omputer Computers duler Options			
Sched	uled tasks on DIL	APTOP2015					
Compa	ny All Companies		👻 Task Type	Report Schedule			
Compa	any Name	Туре	Name	Sche	dule	Next Run Time	Last Run Time
4							Þ



This will show all scheduled tasks, including tasks set by other applications, so that you can ensure you do not schedule a task that will conflict with some other task being run at the same time, such as a backup.

## Scheduling a Data Check

To schedule the running of the Data Check, select Scheduled Tasks and select New Task.

Step 1:

Scheduled task wizard			×
Scheduled task wizard	Please select a task to schedule Schedule a task for Evaluation Company - Australia Tasks Database Housekeeping Run a report Business Bulletin Data Check Click Next to continue.		lia
		< <u>B</u> ack	Next > Cancel

Select the company for which you wish to run the data check. The company is available from the drop-down list and select Data Check. When you have finished select Next. Note: If you select Scheduled Tasks from the Tools menu within the company database, then you will not need to select the company, and that option will not be visible.

## Step 2:



Scheduled task wizard	×
Please select the data check(s) to perform         Tasks         Information Storage Fields and Indexes         Ledger Account Balances         Customer Aged Balances         Supplier Aged Balances         Work in Progress on Each Job         Status of All Sales Orders         Status of All Purchase Orders         Product Quantities         Stock and Job Control Accounts	
< <u>B</u> ack <u>N</u> ext > Cancel	)

Select the Data Check option you wish to run or select Do All Checks.

## Step 3.

Scheduled task wizard		×
	Type a name for this task. The task name can be the same name as the program name.	
R	Data Check         Perform this task: <ul> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>One-time only</li> <li>When my computer starts</li> <li>When I log on</li> </ul>	
	< <u>B</u> ack <u>N</u> ext > Cancel	



Scheduled task wizard		×
Scheduled task wizard	Select the time and day you want this task to start. Start time: 11:04:47 AM Perform this task: Every day Every 1 days Start date: 2/12/2016	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Enter the name you wish to assign to this task. You can also select the interval you wish this task to be run, such as daily or weekly.

## Step 4.

Scheduled task wizard		×
	Select the time and day you want this task to start. Start time: 10:59:16 AM  Start date: 2/12/2016  V	
	< <u>B</u> ack <u>N</u> ext > Cancel	



Enter the start time and frequency you wish to run the data check. You can also select the day of the week that the data check is to be run.

#### Step 5.

Scheduled task wizard			×
9	Enter the name and pas The task will run as if it Note: Use the full usern	ssword of a Windows user. was started by that user. name format, e.g. NetworkDomain\JS	mith
	Enter the user n <u>a</u> me:	DILAPTOP2015\Di	
	Enter the <u>p</u> assword:	••••••	
		< <u>B</u> ack №€	ext > Cancel

Enter the windows username and password. Note this is the username that applies to the computer where the task will be run from.

## Step 6.



ABN 77 135 777 678 Email: sales@ajendico.com.au Web: www.ajendico.com.au



Select Finish to save the scheduled task.

### Schedule a Report

To add a report to be scheduled to run at a particular time, select Scheduled Tasks and select New Task.

Step 1.

Scheduled task wizard	5	0
	Please select a task to schedule Schedule a task for Evaluation Company - Australia  Tasks Database Housekeeping Run a report Business Bulletin Data Check Click Next to continue.	
	< Back Next > Cancel	

Select the company for which you wish to run a report. The company is available from the drop down list and select Run Report. When you have finished select Next. Note: If you select Scheduled Tasks from the Tools menu within the company database, then you will not need to select the company, and that option will not be visible.

## Step 2.



Scheduled task wizard				×
	Report Name Sale Use Filter Sta Output the Repo A Printer A File	es Analysis - Det Indard ort To HP Laser Format Save As	Jet Professional P 1102w Portable Document Format (PDF)	Select
	✓ Email as PDF	to sales@aj	jendico.com.au	
			< <u>B</u> ack <u>N</u> ext >	Cancel

Report Name: Select the report name. From the select key you can choose a report from your Report List. Select the category of report you wish to choose. Example: Customer, and then select the required report from the list.

Use Filter: If you have a filter set for this report you can choose this filter, otherwise, select All Records. See <u>Customising Reports</u>

Output: Select whether you wish to print the report or create a PDF file which can be retrieved and printed later.

E-mail as PDF to: If you wish to have the report sent in PDF format to a specific e-mail address, or a group of e-mail addresses, then enter the e-mail address. If selecting a group of e-mail addresses, then enter each address on a separate line.

## Step 3.



Scheduled task wizard		×
	Type a name for this task. The task name can be the same name as the program Sales Analysis Daily  Perform this task:  Daily  Weekly  Monthly  One-time only  When my computer starts When I log on	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Enter the name of the task. Example: Daily Debtor Balance and enter the frequency for the report to be run.

### Step 4.

Scheduled task wizard		×
	Select the time and day you want this task to start.	
R	Start time: 11:09:30 AM  Perform this task:	
	<ul> <li>Every day</li> <li>Every 1 C days</li> </ul>	
a a a	Start <u>d</u> ate: 2/12/2016	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Enter the start time and date you wish this report to be run.



#### Step 5.

Scheduled task wizard		(	×
	Enter the name and pas The task will run as if it	sword of a Windows user. was started by that user.	
r Q	Fotor the user name		
1	Enter the user hame:	DILAPTOP2015/DI	
	Enter the <u>p</u> assword:	••••••	
9.0			
		< <u>B</u> ack <u>N</u> ext > Cancel	

Enter the windows username and password. Note this is the username that applies to the computer where the task will be run from.

### Step 6.





Select Finish to save the scheduled task.

## Scheduling a Business Bulletin

To schedule the running of a Business Bulletin at a particular time, select Scheduled Tasks and select New Task.

## Step 1.

Scheduled task wizard	(	Ø
	Please select a task to schedule Schedule a task for  Valuation Company - Australia  Tasks Database Housekeeping Run a report Business Bulletin Data Check Click Next to continue.	
	< Back Next > Cancel	

Select the company for which you wish to run the Business Bulletin. The company is available from the drop-down list and select Business Bulletin. When you have finished, select Next. Note: If you select Scheduled Tasks from the Tools menu within the company database, then you will not need to select the company, and that option will not be visible.

## Step 2.



Scheduled task wizard		×
2	Please select the business bulletin to schedule	
	Bulletin Name Evaluation Bulletin 2010	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Select the required Bulletin from the list.

## Step 3.



Enter the name of the task. Example: My Business Bulletin and enter the frequency for the bulletin to be run.

### Step 4.



Scheduled task wizard		×
	Select the time and day you want this task to start. Start <u>ti</u> me: 11:34:20 AM	
	Every 1 weeks Select the week day below: Monday Thursday Tuesday Eriday Wednesday Saturday Sunday	
	< <u>B</u> ack <u>N</u> ext > Cancel	)

Enter the start time and date you wish this bulletin to be run.

### Step 5.

Scheduled task wizard			×
	Enter the name and pas The task will run as if it	sword of a Windows user. was started by that user.	
L A	Note: Use the full usern	ame format, e.g. NetworkDomain\JS	mith
×1	Enter the user n <u>a</u> me:	DILAPTOP2015\Di	
14	Enter the password		
		< <u>B</u> ack Ne	ext > Cancel

Enter the windows username and password. **Note** this is the username that applies to the computer where the task will be run from.



Ph: 02 9570 1966 Unit 37 Hurstville Corporate Business Park 59-69 Halstead Street South Hurstville NSW 2221

#### Step 6.

Scheduled task wizard		×
12	You have successfully scheduled the following task: Business Bulletin Windows will perform this task: At 11:34:00 AM every Monday of every week, starting 2/12/2016 Click Advanced to set up additional properties for this task. <u>A</u> dvanced	
	Einish	

Select Finish to save the scheduled task.

### Database Housekeeping

To Create a new Housekeeping plan select Scheduled Tasks and select New Task.

## Step 1:



Scheduled task wizard	(	×
	Please select a task to schedule	
R	Schedule a task for Evaluation Company - Australia	
	Click Next to continue.	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Select the company for which the housekeeping plan is to be run. The company is available from the drop-down list and select Database Housekeeping. When you have finished select Next. Note: If you select Scheduled Tasks from the Tools menu within the company database, then you will not need to select the company, and that option will not be visible.

## Step 2:



Scheduled task wizard			×
9	It is essential that certain house Bear in mind that some tasks to they are in progress.	sekeeping tasks done at regular intervals. ake a while and ABM cannot be used while	
1-	Do a full backup named and put it into the folder	C:\Accounts	
	De-fragment the database Remove any excessive end	e indexes to improve access speed npty space from the database to reduce its size	
2.2	On completion, e-mail report	to sales@ajendico.com.au	
		< Back Next > Cance	

Enter a file name for your backup together with the folder the backup is to be stored in.

## Step 3.

Scheduled task wizard		×
	Type a name for this task. The task name can be the same name as the program Backup 02 Dec 2016 Perform this task: Daily Weekly Monthly One-time only When my computer starts When I log on	
	< <u>B</u> ack <u>N</u> ext > Cancel	



Enter the name you wish to assign to this task. You can also select the interval you wish this task to be run, such as daily or weekly.

### Step 4.

Scheduled task wizard		×
	Select the time and day you want this task to start.	
1 100 - Ala	Start <u>ti</u> me:	
· 0	11:37:21 AM 🚍	
2	Start <u>d</u> ate:	
	2/12/2016 -	
6 1 1 C		
and the second		
	< <u>B</u> ack <u>N</u> ext > Cancel	

Enter the start time and date you wish this housekeeping plan to commence.

## Step 5.



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Scheduled task wizard			×
	Enter the name and par The task will run as if it Note: Use the full usern Enter the user name: Enter the password:	ssword of a Windows user. was started by that user. name format, e.g. NetworkDomain\JSmith DILAPTOP2015\Di	
		< <u>B</u> ack <u>N</u> ext > Cancel	

Enter the windows username and password. **Note** this is the username that applies to the computer from where the task will be run.

### Step 6.

Scheduled task wizard		×
	You have successfully scheduled the following task: Backup 02 Dec 2016 Windows will perform this task: At 11:37:00 AM on 2/12/2016 Click Advanced to set up additional properties for this task. Advanced	
	<u> </u>	

Select Finish to save the scheduled task.



## Error: Unable to delete task – the target computer may be offline

This error message can happen when a scheduled task is created within ABM and the ABM or Windows user no longer exists or their workstation where the task was created is not on line or no longer exists

To remove unwanted tasks, if you are not able to delete them from the ABM menu, the data can be removed from the following tables in the database

We recommend you backup the database first then remove the items for the specific users from these tables

SCHEDULETASKS

**SCHEDULEREPORTS** 

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