

# **SUPPORTING APPLICATIONS**

## WINDOWS SCHEDULED TASKS

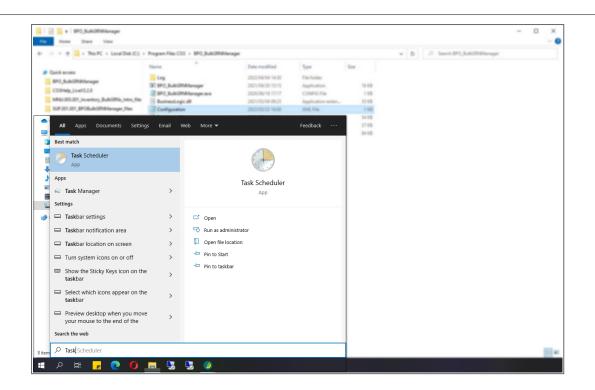
BPO Supporting Console Applications can be run manually to test whether all configuration has been set up correctly, but must be set up to run via a Windows Scheduled Task, at an interval determined by the function of the application and that meets your company's requirements.

- It is recommended to set bulk processing applications to run nightly to avoid load on the system during the day when users are working.
- Companies with multiple bulk processing applications should have staggered intervals.
- This set up will be done by your CO3 Analyst or BPO System Administrator on your company's application server.
- Confirm with your System Administrator to check on the interval configured for your company.

### **ADD SCHEDULED TASK**

• Search for and open Task Scheduler





• In the Actions pane, select Create Basic Task...

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• Type in a **Name** and **Description** for the application's scheduled task. It is recommended that you start the description with CO3



and then note the application name. This will keep the CO3 applications organised together.

• Select Next.

Task Scheduler (Local)	Name Status Tippers	Next Run Time Last Run Tim	ctions
Task Scheduler Library	Adobe Acrobat Update Task Ready Multiple triggers defined		ink Scheduler Library
	GooglelijdsteTaskMachineCore Ready Multiple triggers defined		Create Basic Tesk
	GoogleUpdateTaskMachineUA Ready At 0040 every day - After triggered, repeat every 1 hour for a duration of 1		Create Teck
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	Create a Basic Task Use this wizard to quickly schedule a common task. For more a	dvanced options or settings	
	Trigger such as multiple task actions or triggers, use the Create Task con	mmand in the Actions pane.	
	Action Name: CO3 BPO_ApplicationName	L	Help
	Finish Description: CO3 BPO_ApplicationName - interval	- 3	elected item
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			Help
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	When running the task, use the following user account:		
	NEACH		
	Run only when user is logged on		
	<ul> <li>Run whether user is logged on or not</li> </ul>		
	Do not store password. The task will only have access to local resources.		
	Run with highest privileges		

- For the **Trigger** select to start the task **Daily**
- Select Next.

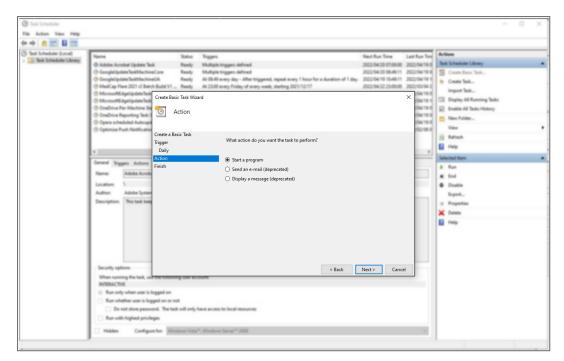


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- You will be prompted to select the start date and time.
- Select Next.



- For Action select Start a Program
- Select Next.



- **Program/script**: search for and select the application exe within the install location.
- Add arguments (optional): no arguments are required
- **Start in (optional)**: copy and past the application's install location.
- Select Next.



Local Inc.			Actions
Name Re Library Re Library Re Library	Status Triggers Ready Multiple triggers defined	Next Run Time Last Run Tim 2022/04/20 07/00/00 2022/04/19/0	Task Scheduler Library
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a Dala General Nagara Action Ream Addee Action Ream Addee Action Reader Addee Action Reader Reade	a Program Add arguments (optional):	ExProgram Files/CO3 Te	Balanted Rem     Balanted Rem     Balanted Rem     Databa     Export.     Properties     Properties     Halp
Security options When survival the task, and tests INTERCINE Ban only when user is logged on Do not store parament. The wave with higher parament.		Next > Cancel	

- The Summary screen will display.
- Select the flag to Open the Properties dialog for this task when I click finish.
- Select Finish.

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hak Solenke Linos)	GooglelJpdateTaskMachineCore Raady Multiph     GooglelJpdateTaskMachineUA Ready At 08-8	Name:       CO3 BPO_ApplicationName         Description:       CO3 BPO_ApplicationName • interval         Display:       Datily: At 11:21 every day         Action:       Stat a program; "CAProgram Files\CO3 Technologies         Open the Properties data for this task when I click Finish       When you click Finish, the new task will be created and added to you         Very Back	(Pty) LTD/BPO_Applica	Tech Scheduler Library Counte Easis: Tech Counte Tech Import Tech Display All Running Techs



- The application's scheduled task **Properties** screen will display, with the **General** tab selected.
- Check that the application is run by a Windows user with Administrator privileges.
- Select the Run with highest privileges flag.

Task Scheduler (Local)	Name	Status Triggers	Next Run Time	Last Run Ten	Actions	
Task Scheduler Library	C Adobe Acrobat Update Test	Ready Multiple triggers defined	2022/04/20 07:00		Task Scheduler Library	
	CO3 BPO, ApplicationName	Ready At 11/21 every day		142 1995/11/30-0	1 Create Basic Task	
	GoogleUpdateTaskMachineCon			11 2022/04/19-0	Create Tesk.	
	GoogleUpdateTaskMachineUA	Ready At 00-49 every day - After triggered, repeat every 1 hour for a duration of 1 day.				
	(hadCap Flare 2021 r2 Batch Bui		2022/94/22 23:00		import Task	
	O MicrosoffEdgeUpdateTextMach	ineCo Ready Multiple triggers defined	2022/04/19 11:24	130 2022/04/19/0	Display All Running Tasks	
	() McrosoffEdgeUpdateText	CO3 BPO_ApplicationName Properties (Local Computer)		k30 2022/04/191	Enable All Tasks History	
	OneDrive Per-Machine St			k24 2022/04/19/0 k22 2022/04/19/0	S New Folder	
	OneDrive Reporting Task     Ge     Opera scheduled Autoup	neral Triggers Actions Conditions Settings History (disabled)		122 2022/04/19/0	View	
	Optimize Push Notificatio	Iame: CO3 BPO_ApplicationName		2022/02/08 0	iii Refeat	
		ocation:			E Help	
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	Location V				Disable	
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	Description CO3 8PO_A	When running the task, use the following user account:			a Properties	
		NT AUTHORITY\SYSTEM Change User or G	Group		X Delete	
		Run only when user is logged on			E Help	
		Run whether user is logged on or not			E rep	
		Do not store password. The task will only have access to local computer resources.				
		Run with highest privileges				
		Hidden Configure for: Windows 10	~			
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	When running the task, up	OK	Cancel			
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	Run only when user is logge	d on				
	C Run whether user is logged	to or not				
	Do not store password.	The task will only have access to local resources				
	Run with highest privileges					
	Hidden Configuration	Windows Vista <sup>10</sup> , Windows Sarver <sup>10</sup> 2008				

- If you need to change the Windows user select Change User or Group
- This will open the Select User or Group screen
- Enter the object name to select: Type in the Windows User name and click on Check Names.
- If the name is validated, you can click on Ok



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- Click on the **Triggers** tab
- Edit the trigger if you want to check or update the interval details.

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	General Communication of Communication o	I Inggers	Actions Conditions Settings History (disabled)			7.13 2022/04/19 0	View	
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	General Toppers Actions Dail		At 11:21 every day	Enabled			Selected Item	
	or a subbut when	, ,	,				3 Run	
	Name: CO3 BPO, Ap						# End	
	Location N						4 Diable	
	Author: AcureAD-Bar						Espot	
	Descriptions CO3 8PO, Ap						a Properties	
							X Delete	
							1 Help	
		lew	Edit Delete					
	Security options							
	When running the task, or			OK	Cancel			
	BancaDylot							
	Run only when user is logged on							
	<ul> <li>Run whether user is logged on or</li> </ul>							
	Do not store password. The	task will only	have access to local resources					

• Once you have checked the trigger settings, click on **Ok** 



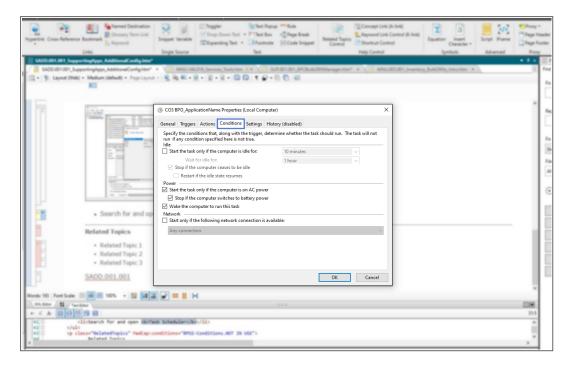
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10		Edit Trigger     ×       Regin the task:     On a schedule       Settings     ×       One time     Start:       Daily     Recur every:       Monthly     Recur every:	
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- Click on the Actions tab
- You can edit to check that these details are correct

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- Click on the **Conditions** tab
- Check that these details are correct

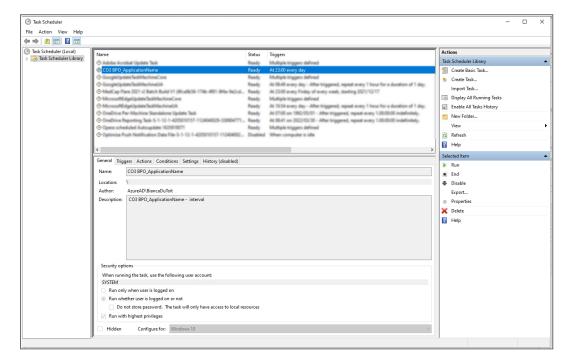


- Click on the **Settings** tab
- Check that these details are correct
- Click on Ok



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• You will see the application listed in the Task Scheduler Library





### **MANUALLY TEST RUN SCHEDULED TASK**

- Select Run from the Selected Item frame
- The task Status will update to Running

Task Scheduler		– 🗆 🗙
File Action View Help		
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Task Scheduler (Local) Task Scheduler Library	Name Status Triggers	Actions
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	Congistipulate TaskMachineCore Ready Multiple triggers defined	No. Create Task
	© Googlel]pdateTeckMachineLiA Ready At 10:40 every day - After triggered, repeat every 1 hour for a duration of 1 day.	Import Task
	AdarCap Flame 2021 v2 Bach Build V1 (Mualb56-1740-4831-8Ha-fis2cd	Display All Running Tasks
	MicrosoftEdgeUpdateTashRachineCove     Ready Multiple triggers defined     MicrosoftEdgeUpdateTashRachineUA     Ready At 1054 every day - After triggered, repeat every 1 hour for a duration of 1 day.	
	OneDrive Per-Machine Standalore Update Task     Ready At 07:00 on 1952/05/01 - After triggered, repeat every 1.00:00:01 indefinitely.	Enable All Tasks History
	© OndDive Reporting Task 5-1-12-1-425010137-112404025-33806/771., Ready At 08-41 on 2022/03/30 - After triggered, report every 1.00.00.00 indefinitely.	Mew Folder
	© Opens scheduled Autoupdate 1625918071 Ready Multiple triggers defined	View
	© Optimize Push Net/Fication Data File 5-1-12-1-4255010157-112404002 Disabled When computer is lide	G Refresh
	<	🛛 Help
		Selected Item
	General Triggers Actions Conditions Settings History (disabled)	▶ Run
	Name: CO3 BPO_ApplicationName	End
	Location:	Disable
	Author: AzureAD\BiancaDuToit	Export
	Description: CO3 BPO ApplicationName - interval	Properties
		X Delete
		Help
	Security options	
	When running the task, use the following user account:	
	SYSTEM	
	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 resources	
	✓ Run with highest privileges	
	Hidden Configure for: Windows 10	
		1

• Browse to the application's log to ensure the application is running correctly. Find the logs within the application's install location **Log** folder.

#### **Related Topics**

- Related Topic 1
- Related Topic 2
- Related Topic 3

#### SADD.001.001