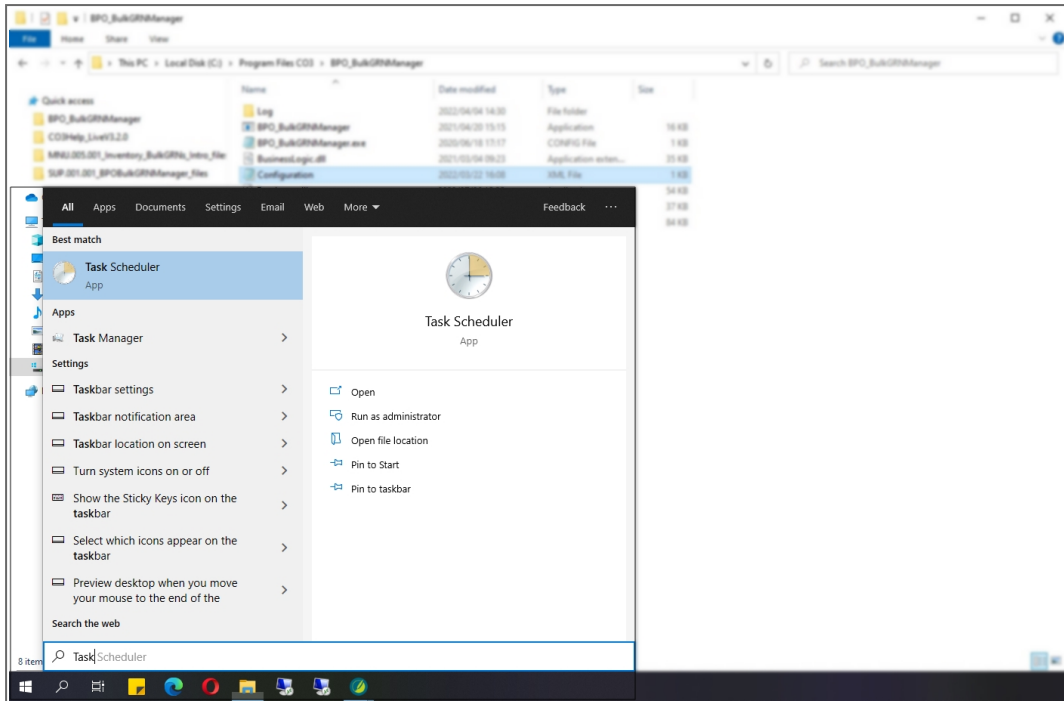# SUPPORTING APPLICATIONS

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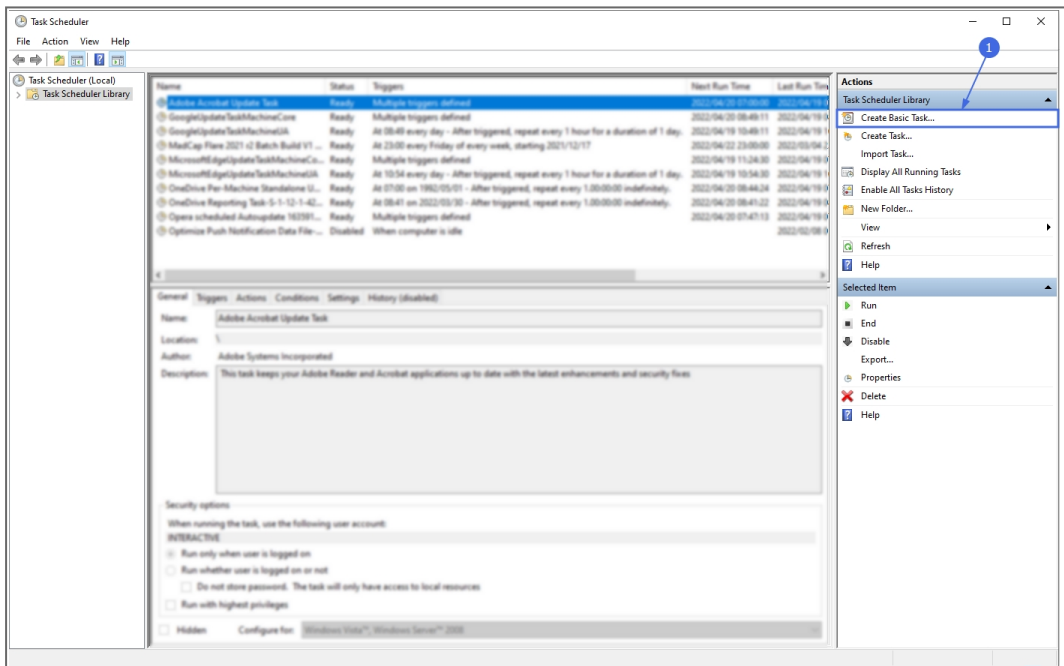
- It is recommended to set bulk processing applications to run nightly to avoid load on the system during the day when users are working.
- Companies with multiple bulk processing applications should have staggered intervals.
- This set up will be done by your CO3 Analyst or BPO System Administrator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

ADD SCHEDULED TASK
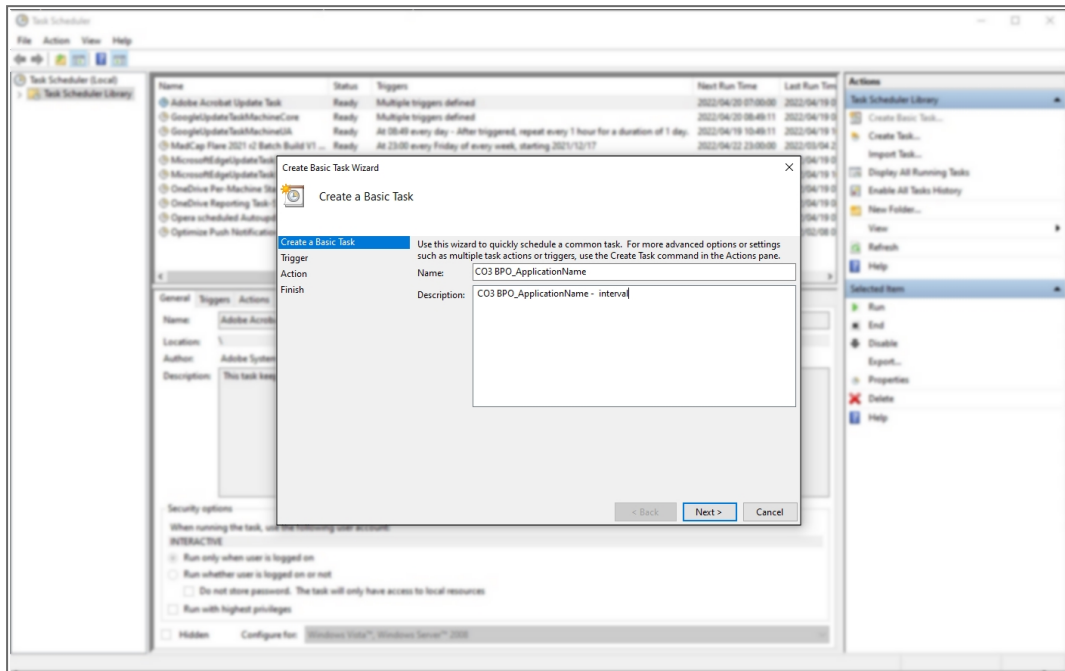
- Search for and open **Task Scheduler**
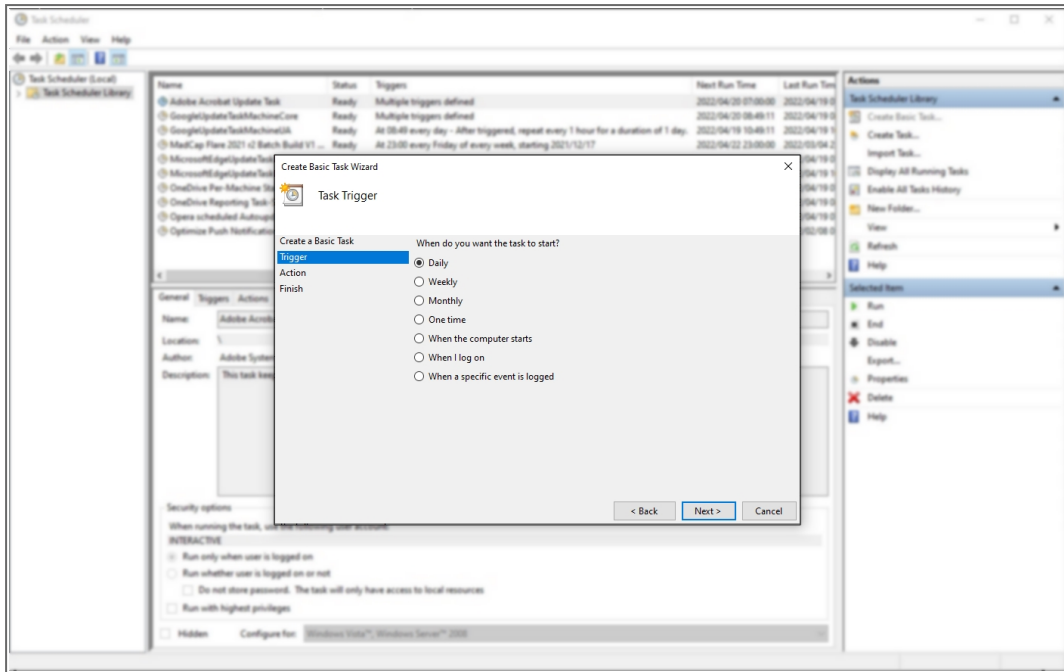
- In the **Actions** pane, select **Create Basic Task...**

- 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 applic-ations organised together.
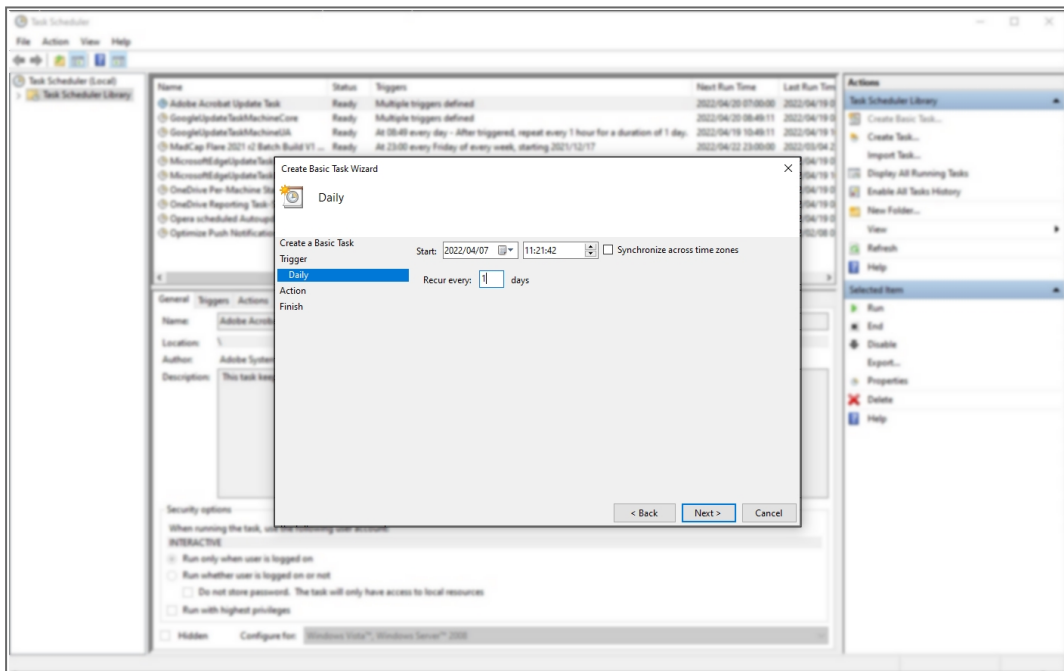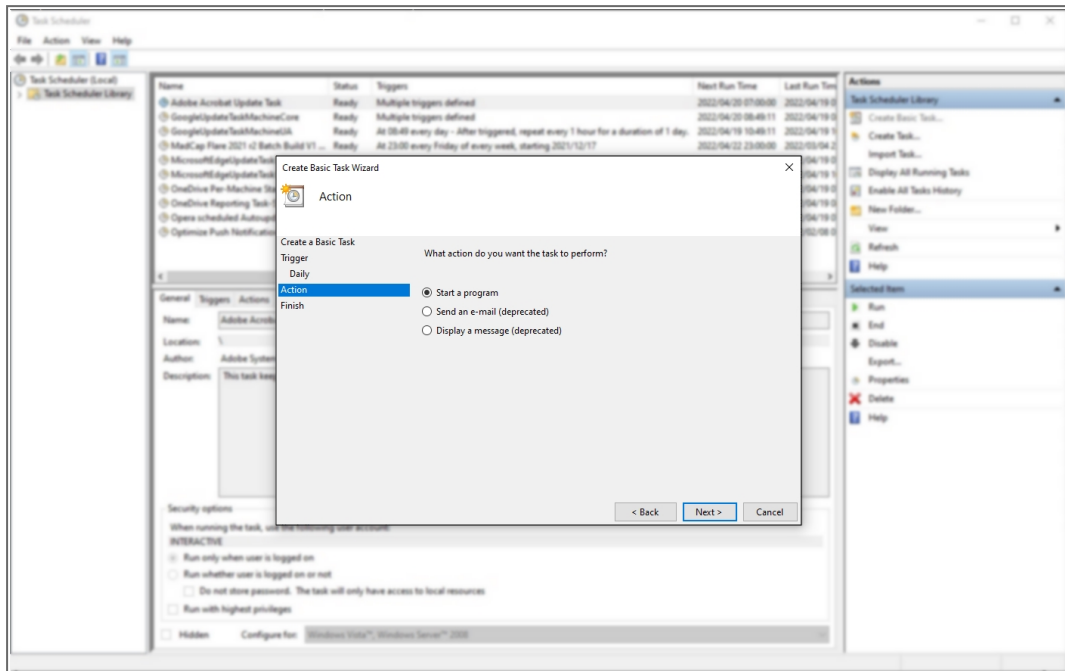
- Select **Next**.

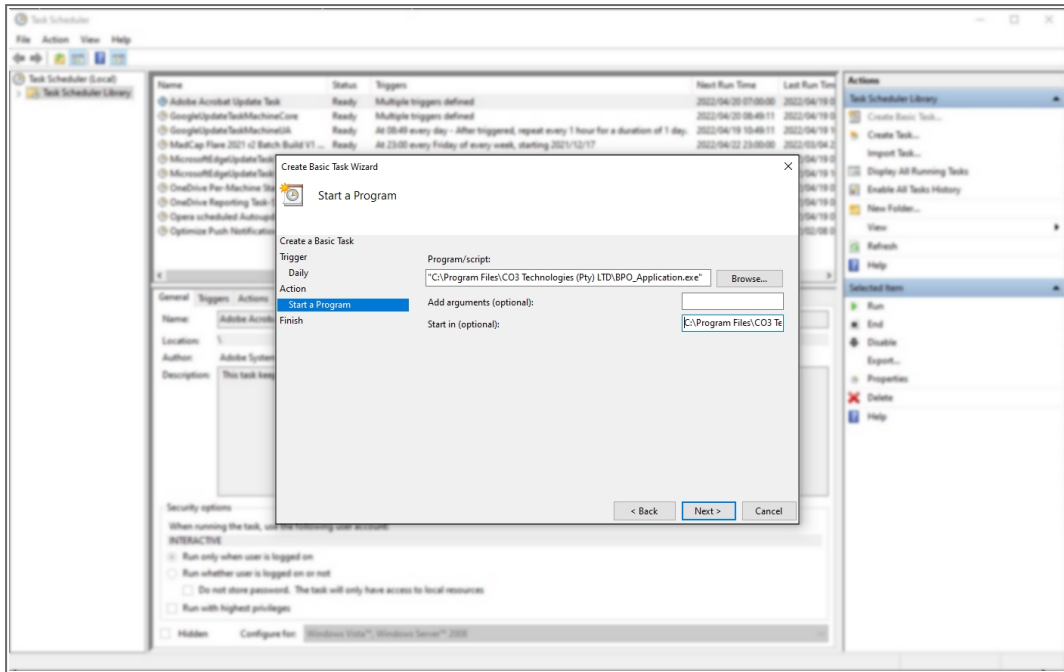- For the **Trigger** - select to start the task **Daily**
- Select **Next**.

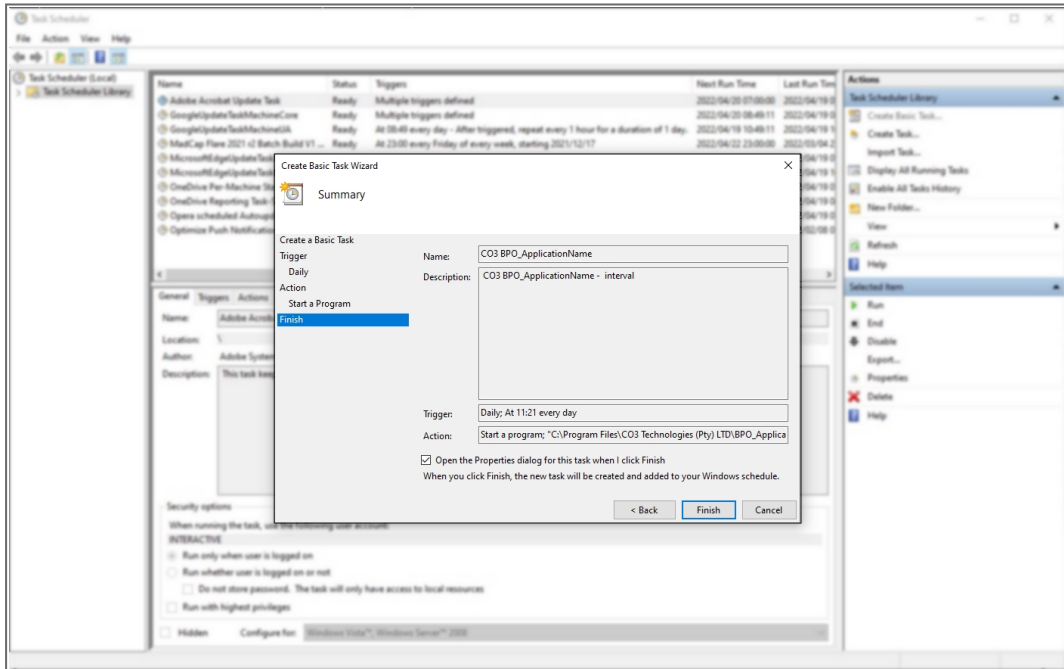- You will be prompted to select the start date and time.
- Select **Next**.

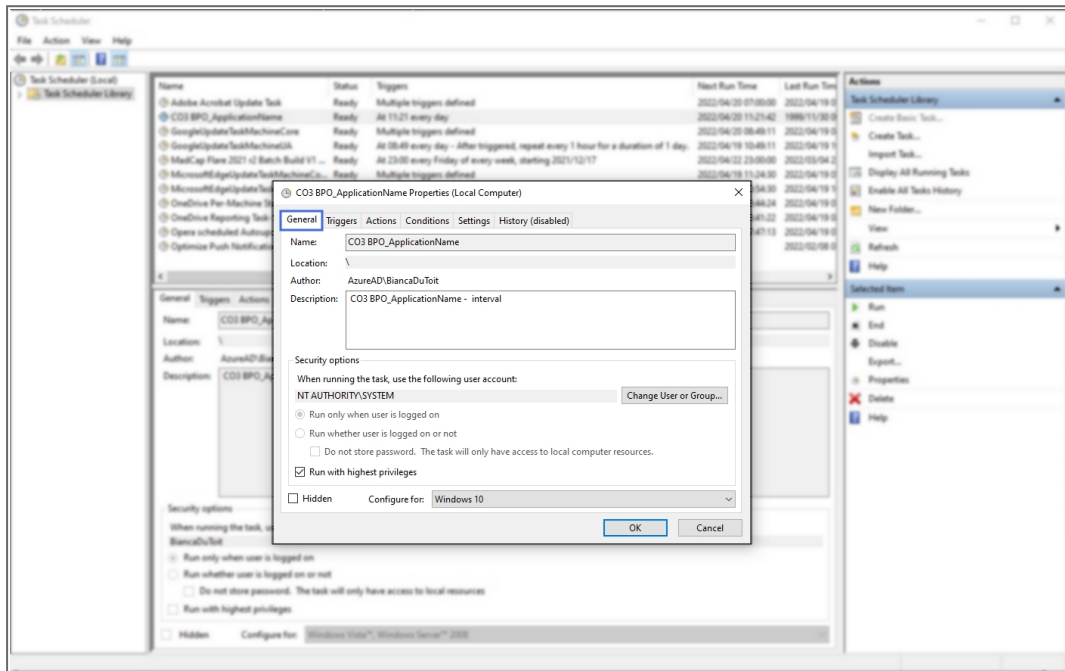- For **Action** - select **Start a Program**
- Select **Next**.

- **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.
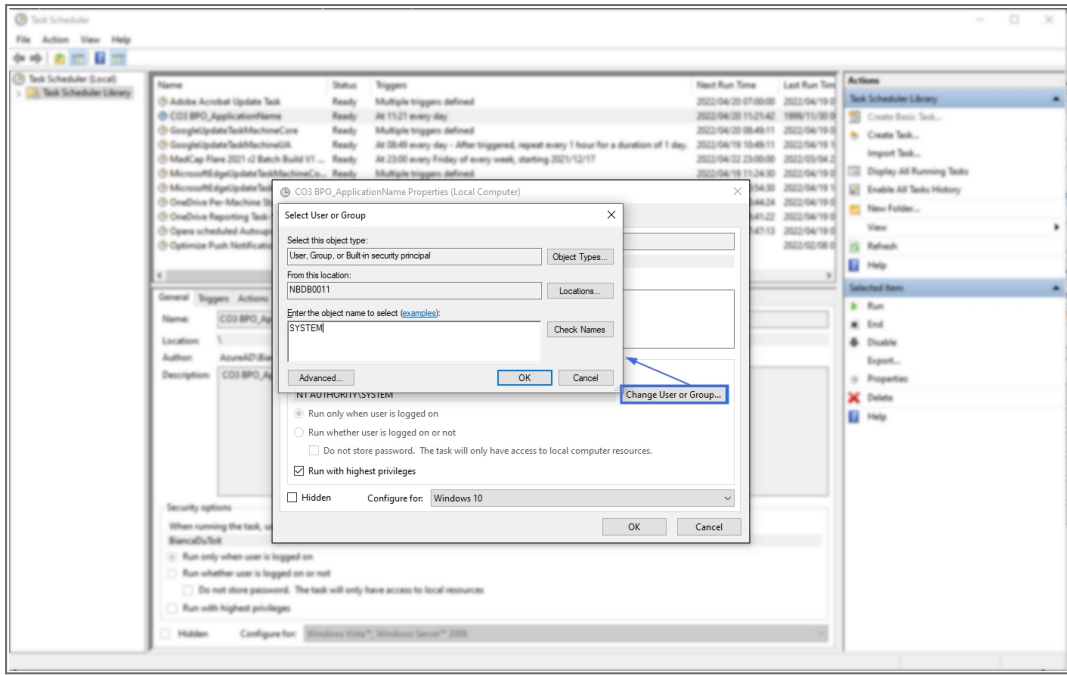- Select **Next**.

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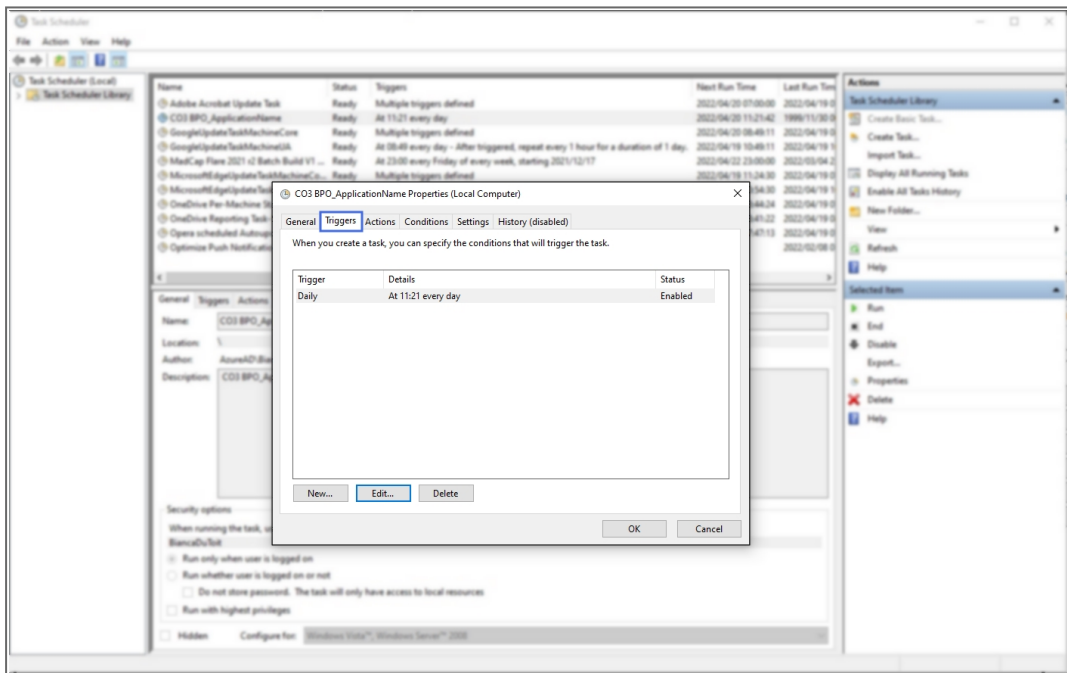- Select **Finish**.

- 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.
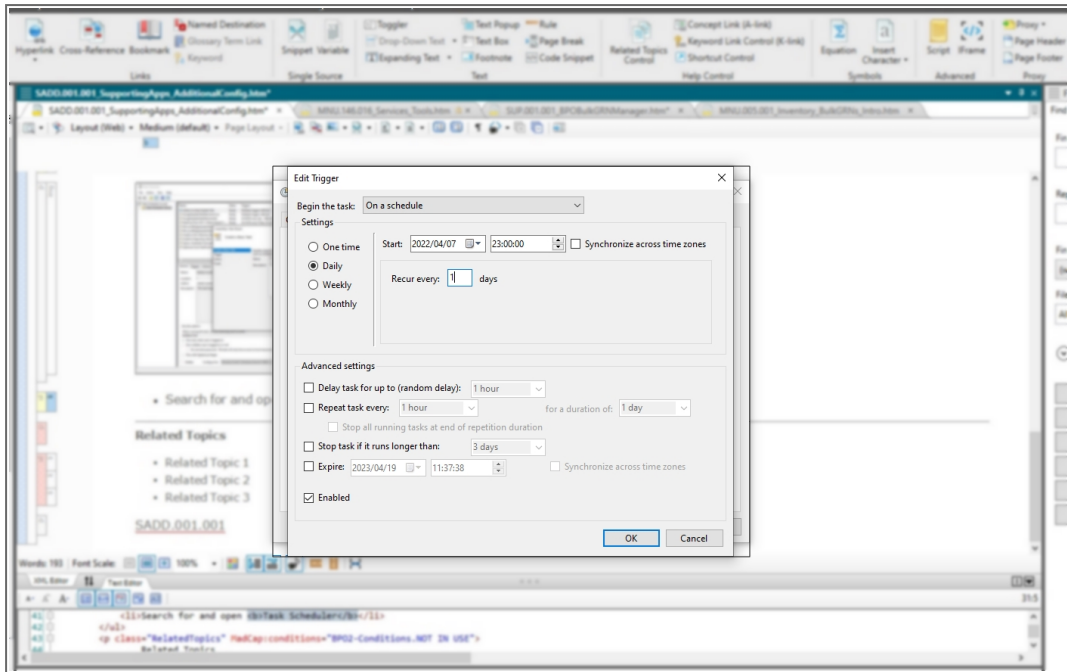- Select the **Run with highest privileges** flag.

- 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**.
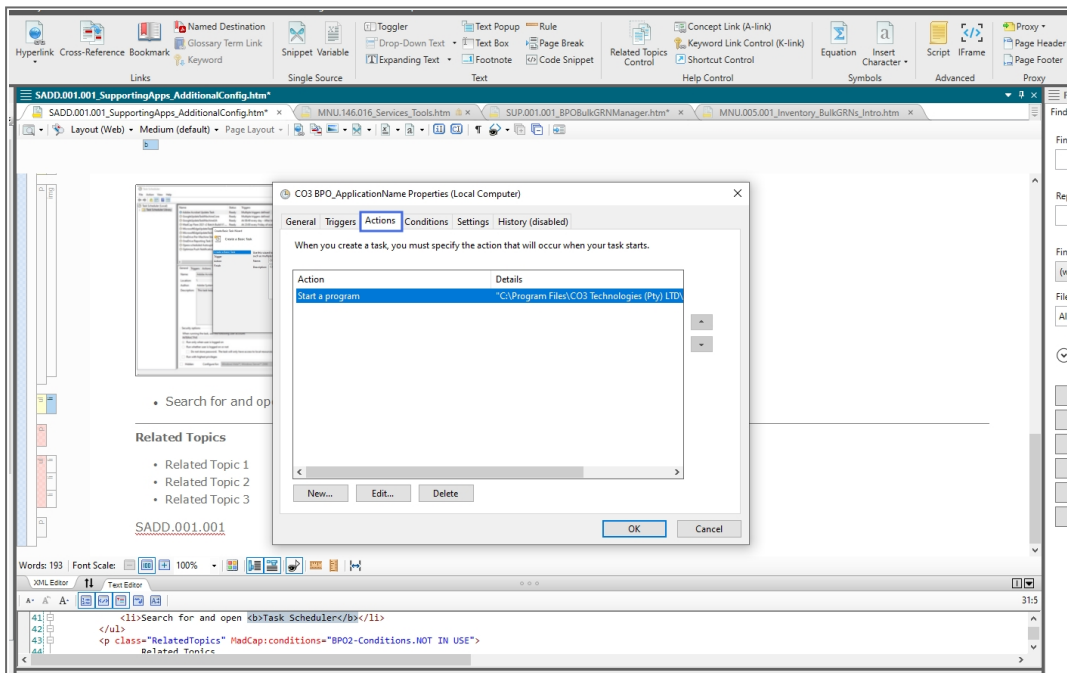- If the name is validated, you can click on **Ok**

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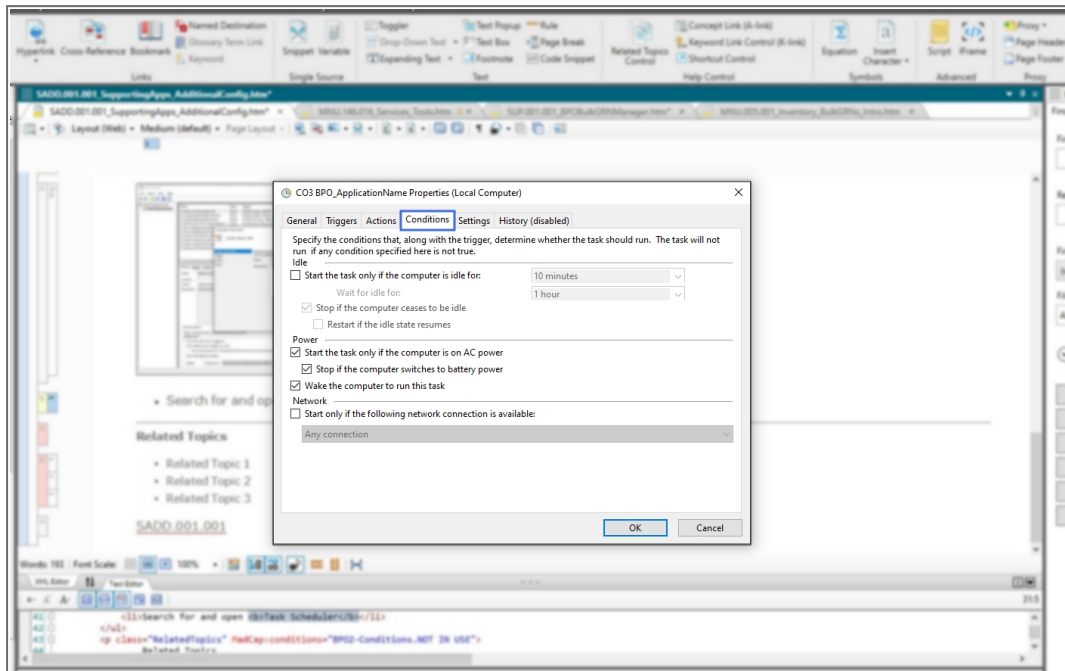- Edit the trigger if you want to check or update the interval details.

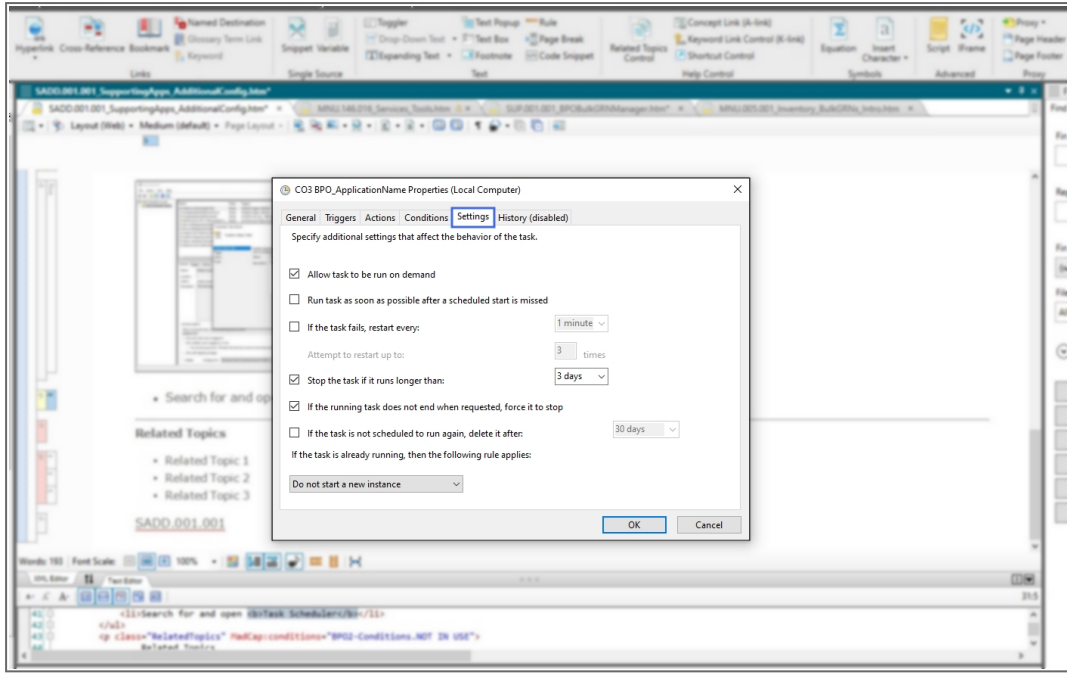- Once you have checked the trigger settings, click on **Ok**

- Click on the **Actions** tab
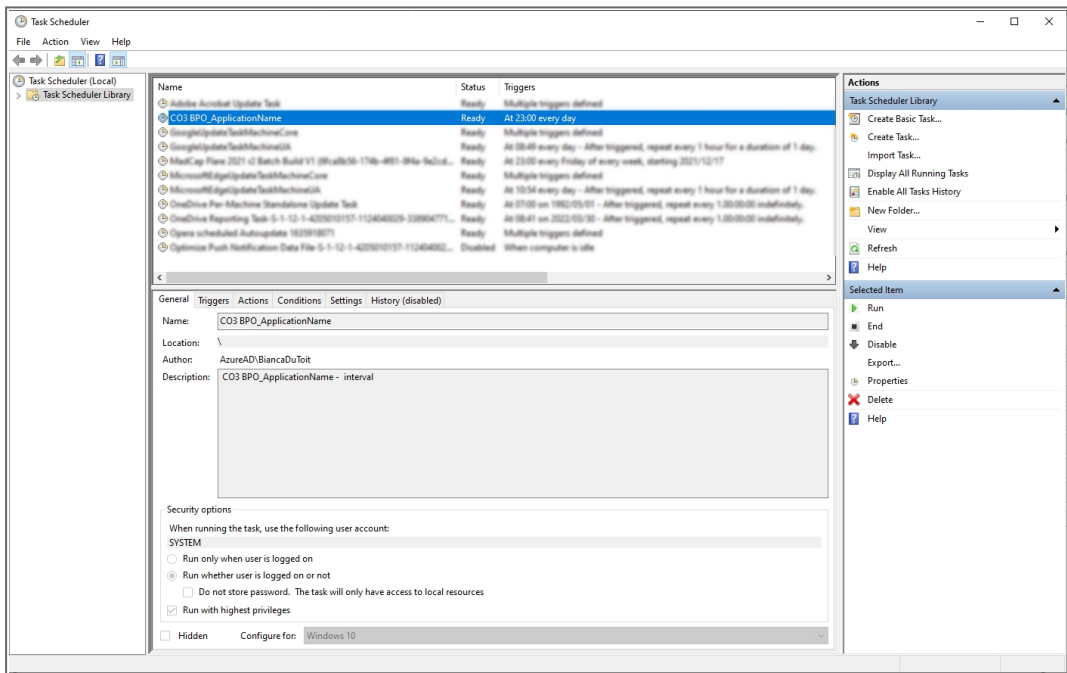- You can edit to check that these details are correct

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

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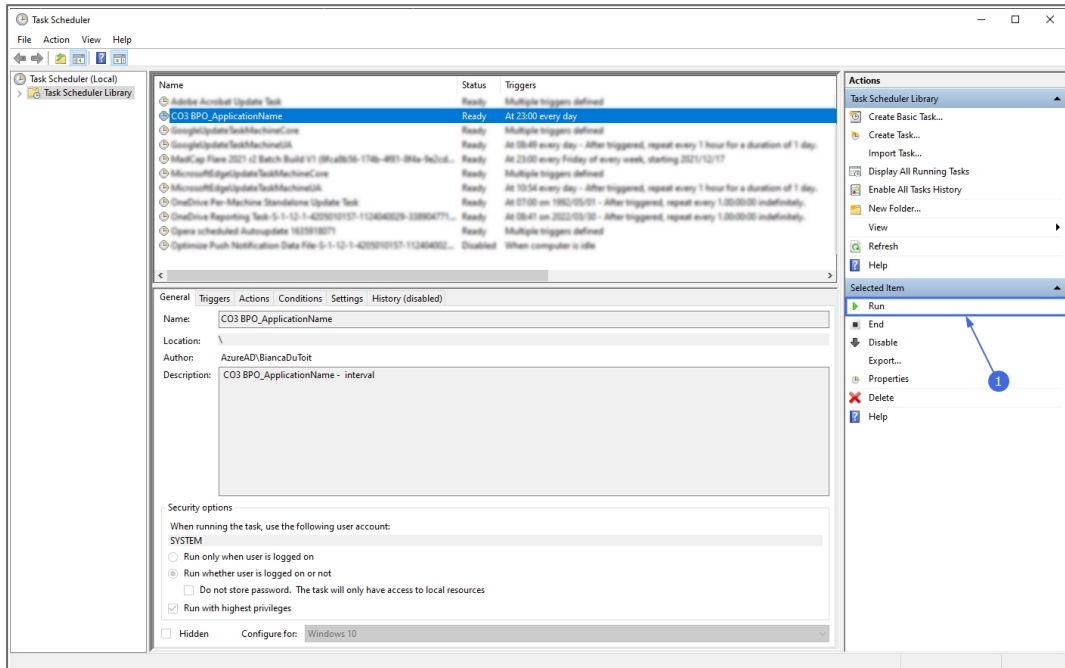- Check that these details are correct
- Click on **Ok**

- 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

- 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

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