

We are currently updating our site; thank you for your patience.

# SUPPORTING APPLICATIONS

## WINDOWS SCHEDULED TASKS

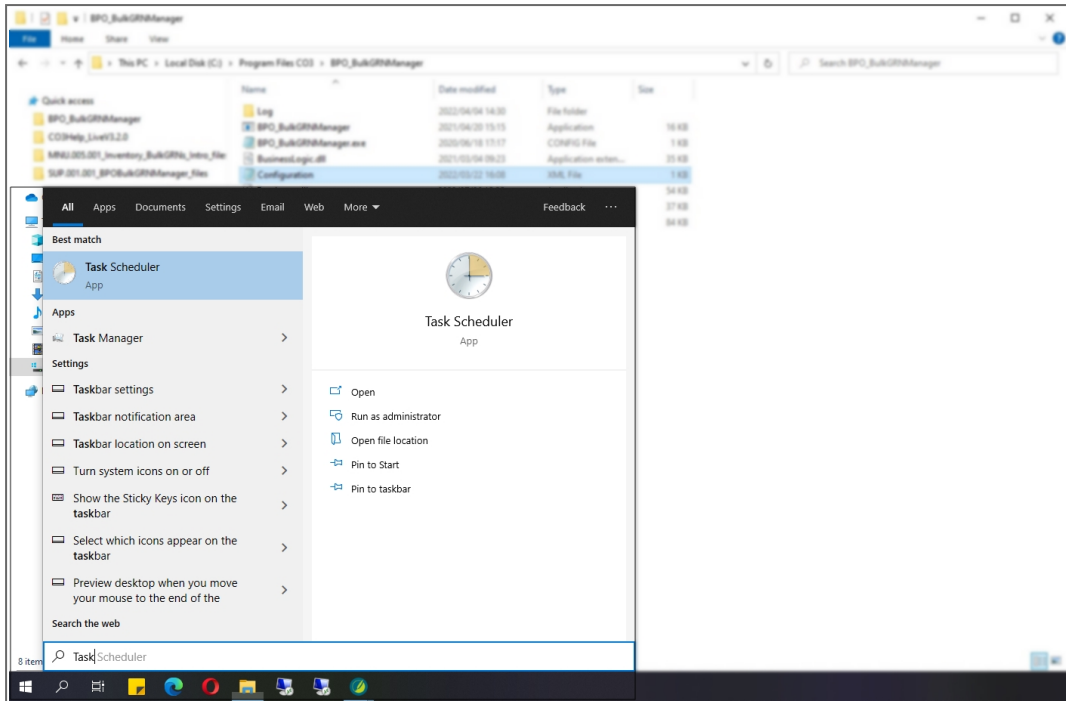
BPO Supporting Console Applications can be run manually to test whether all configuration has been set up correctly, but must be set up to run via a Windows Scheduled Task, at an interval determined by the function of the application and that meets your company's requirements.

- 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.

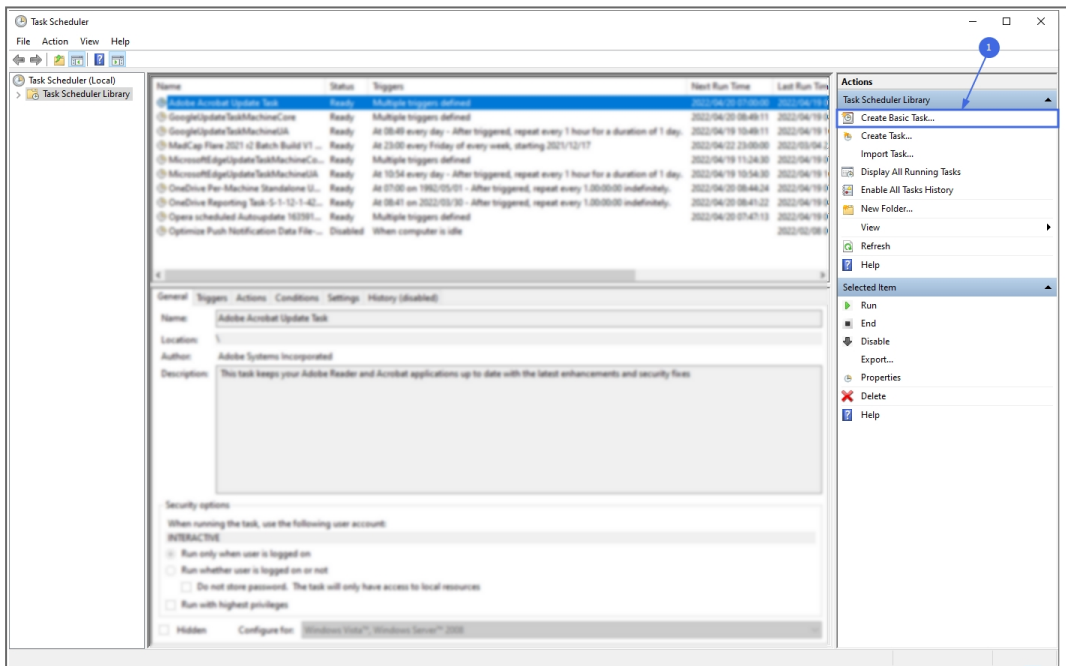
## ADD SCHEDULED TASK

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- Search for and open **Task Scheduler**



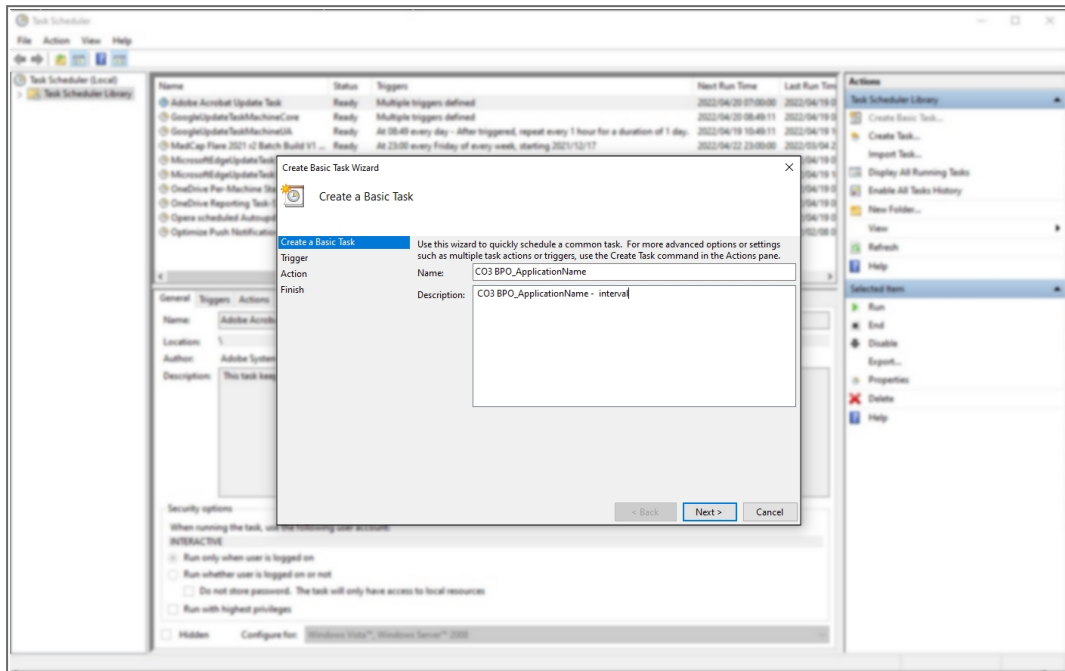
- In the **Actions** pane, select **Create Basic Task...**



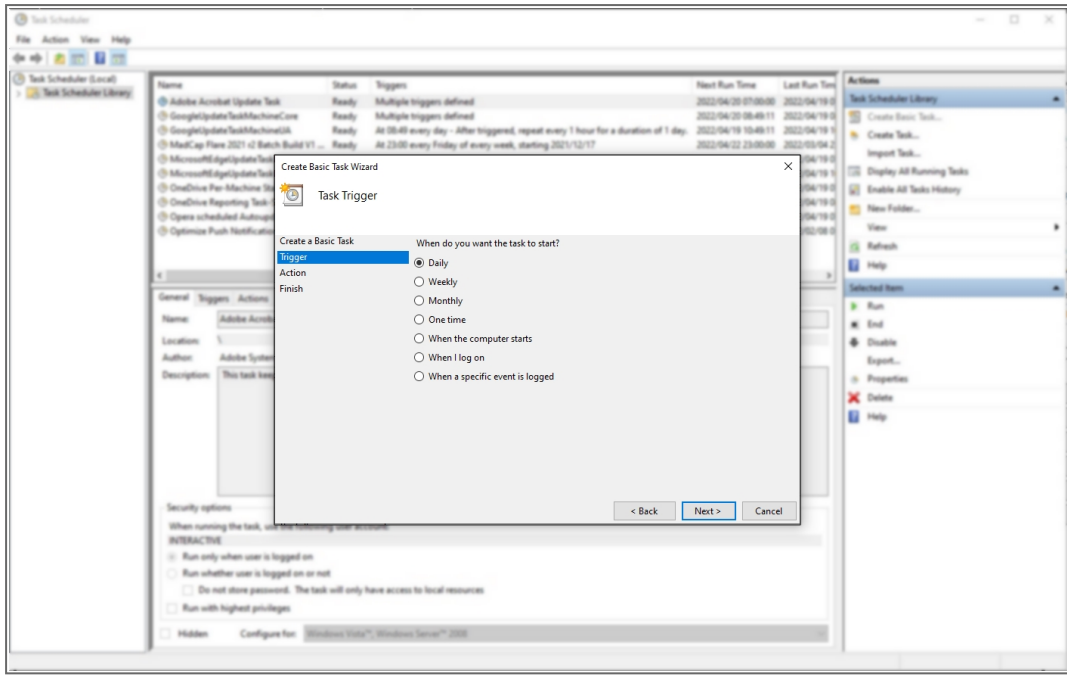
- Type in a **Name** and **Description** for the application's scheduled task. It is recommended that you start the description with **CO3**

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

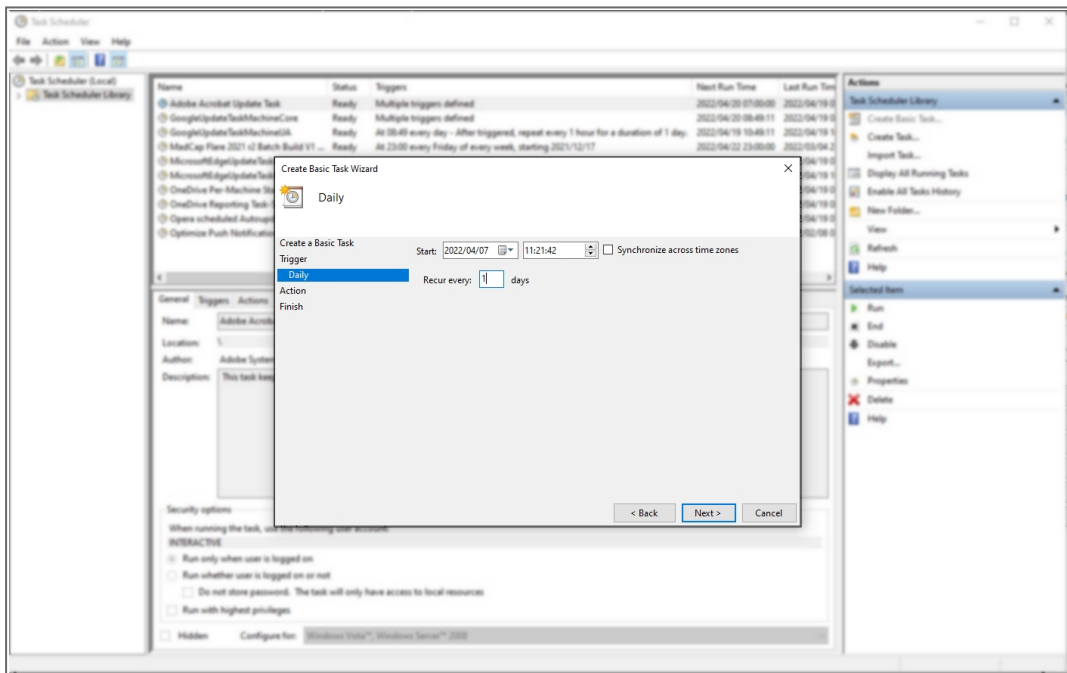
- Select **Next**.



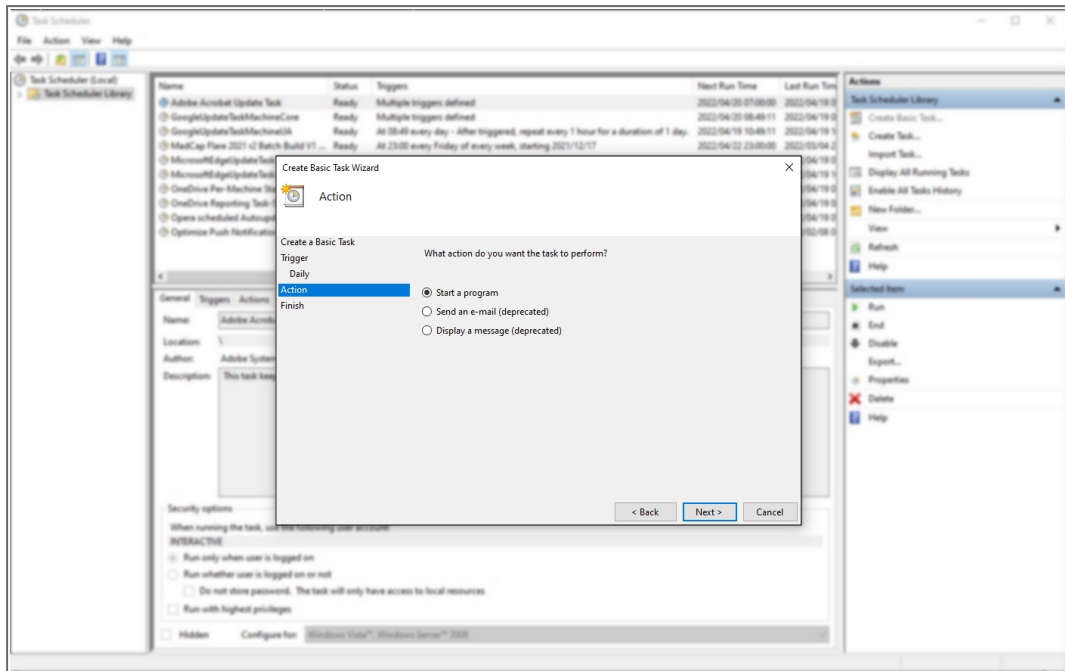
- For the **Trigger** - select to start the task **Daily**
- Select **Next**.



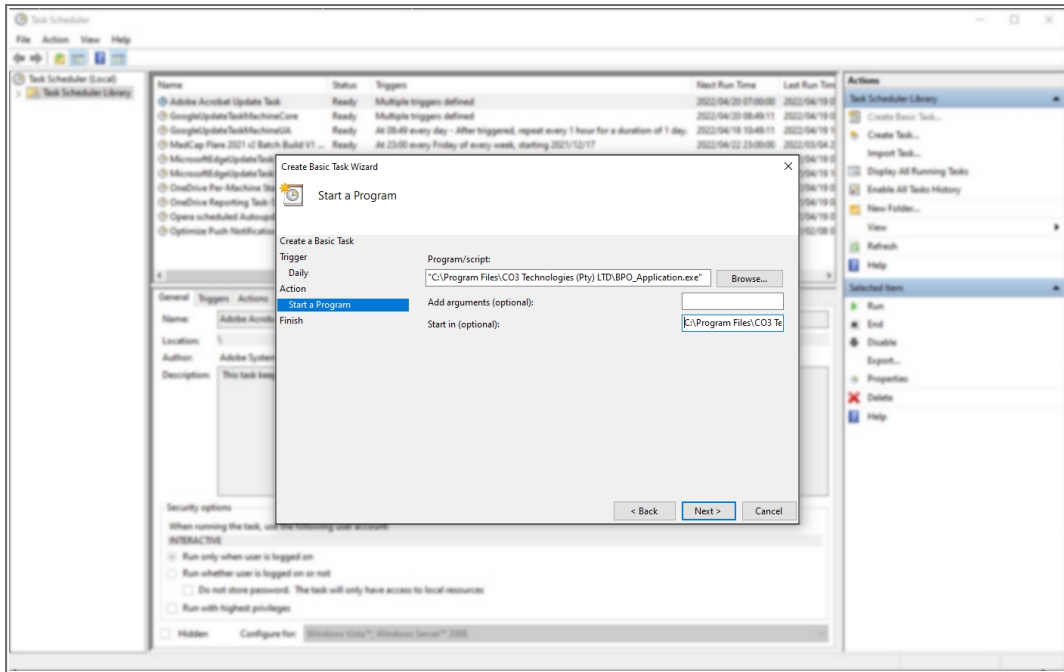
- You will be prompted to select the start date and time.
- Select **Next**.



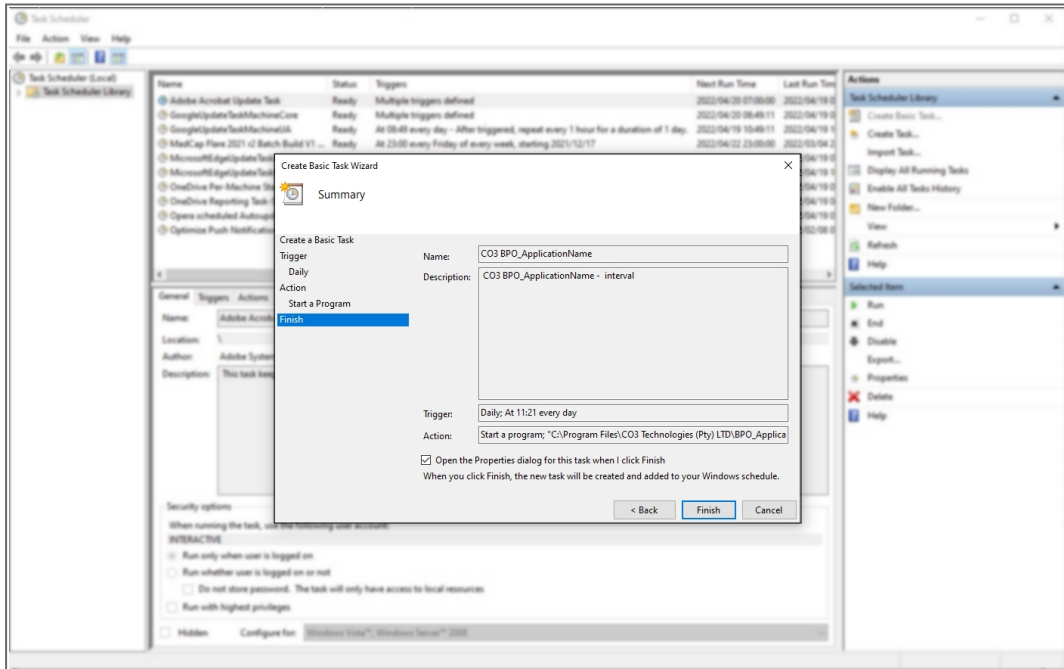
- For **Action** - select **Start a Program**
- Select **Next**.



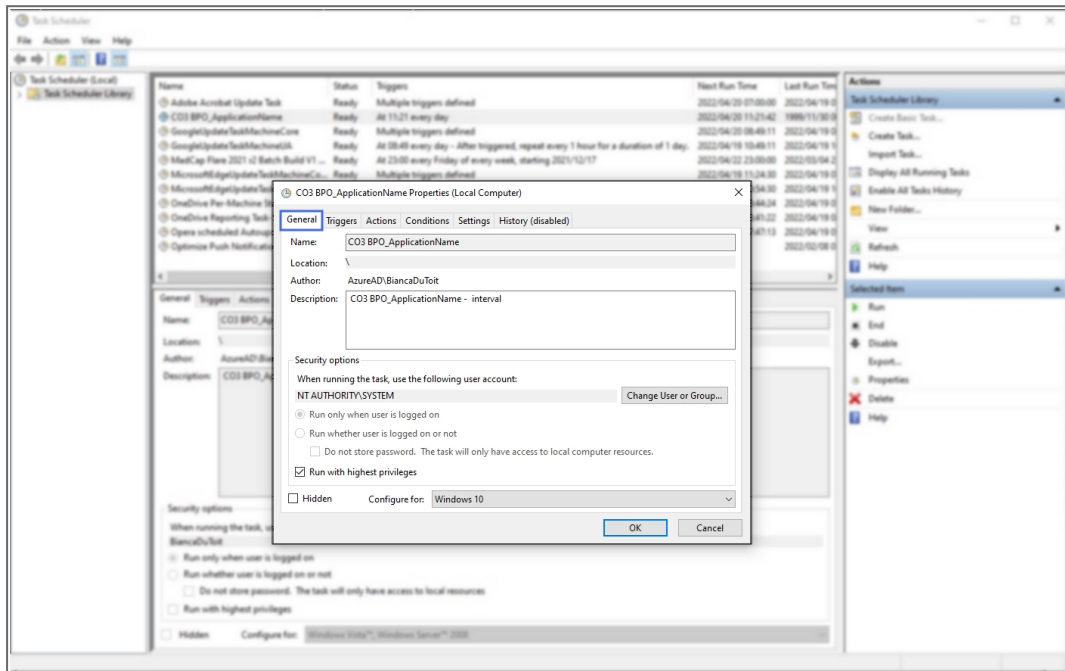
- **Program/script:** search for and select the application exe within the install location.
- **Add arguments (optional):** no arguments are required
- **Start in (optional):** copy and past the application's install location.
- Select **Next**.



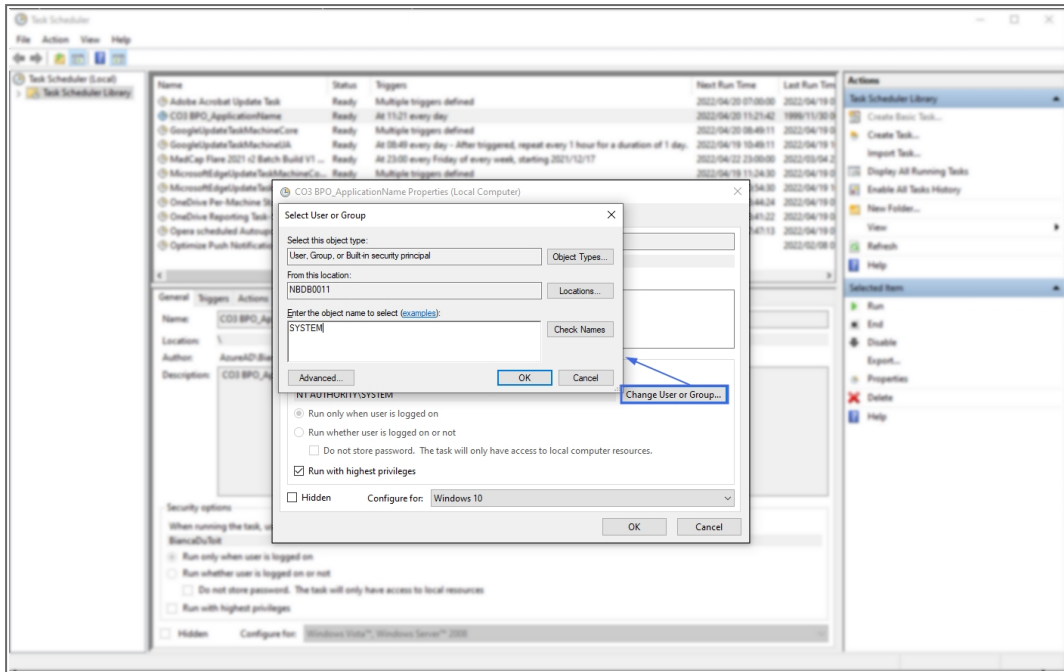
- The Summary screen will display.
- Select the flag to **Open the Properties dialog for this task when I click finish**.
- Select **Finish**.



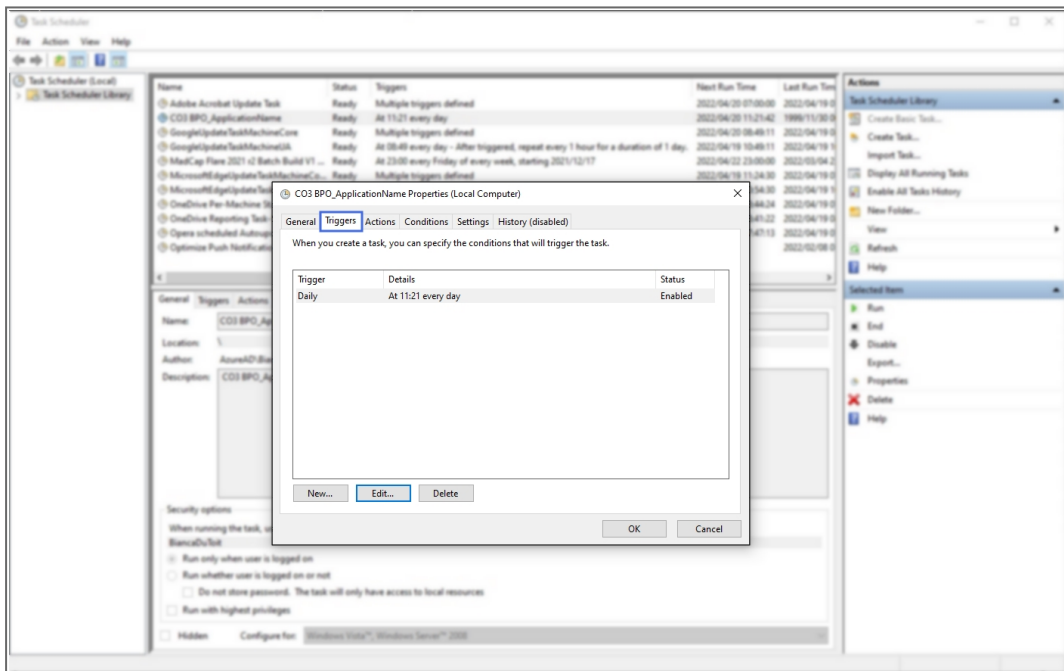
- The application's scheduled task **Properties** screen will display, with the **General** tab selected.
- Check that the application is run by a Windows user with Administrator privileges.
- Select the **Run with highest privileges** flag.



- 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**

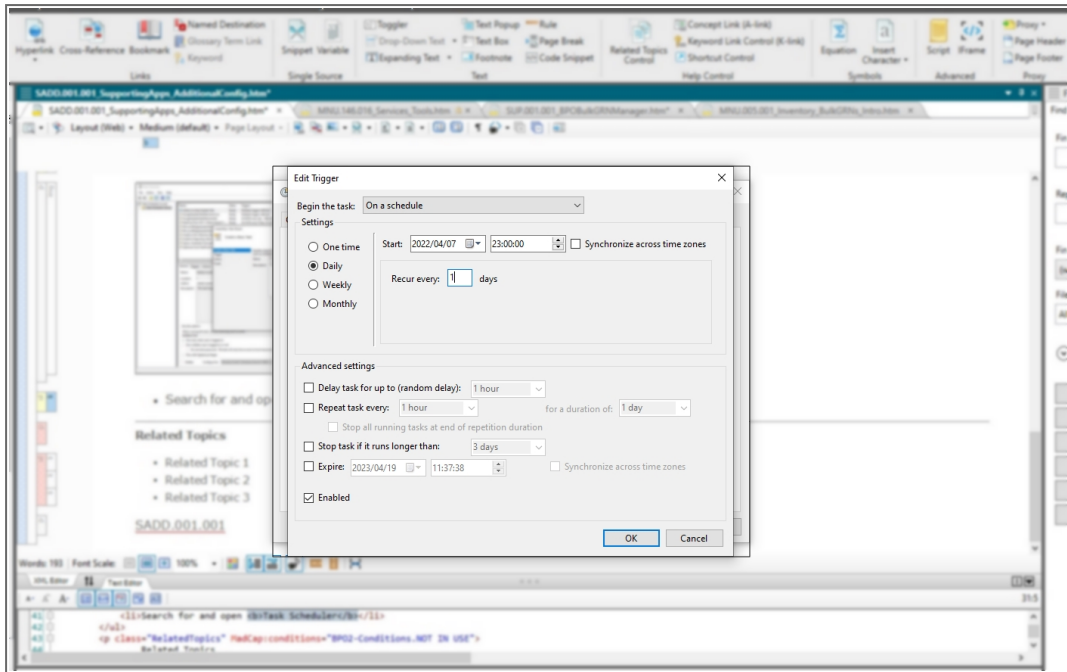


- Click on the **Triggers** tab
- Edit the trigger if you want to check or update the interval details.

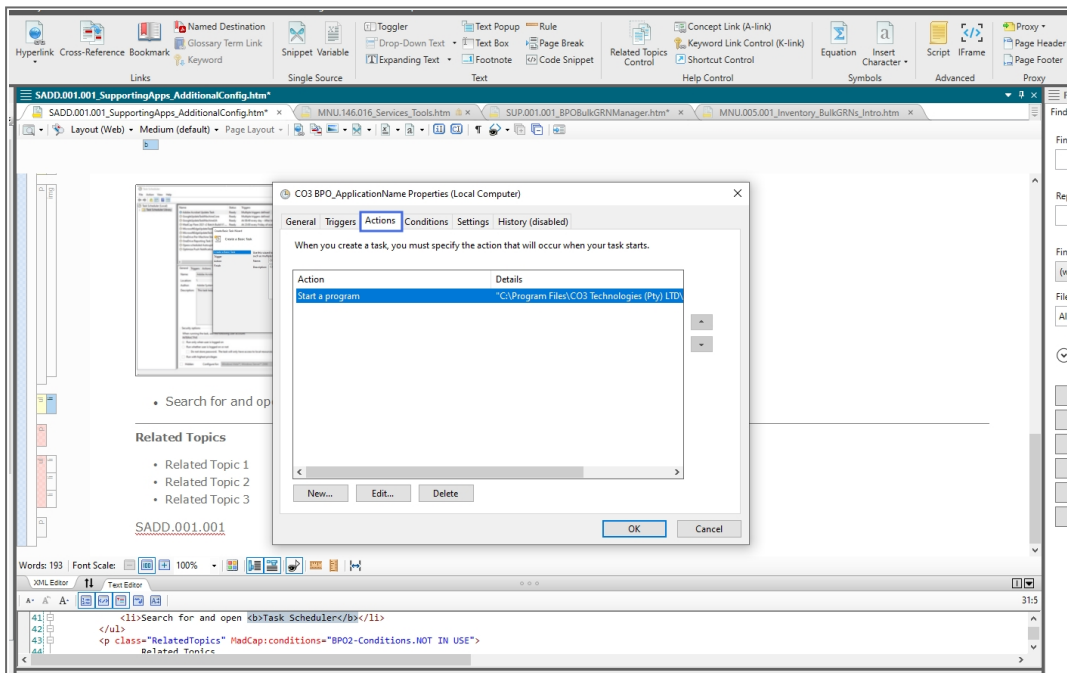


- Once you have checked the trigger settings, click on **Ok**

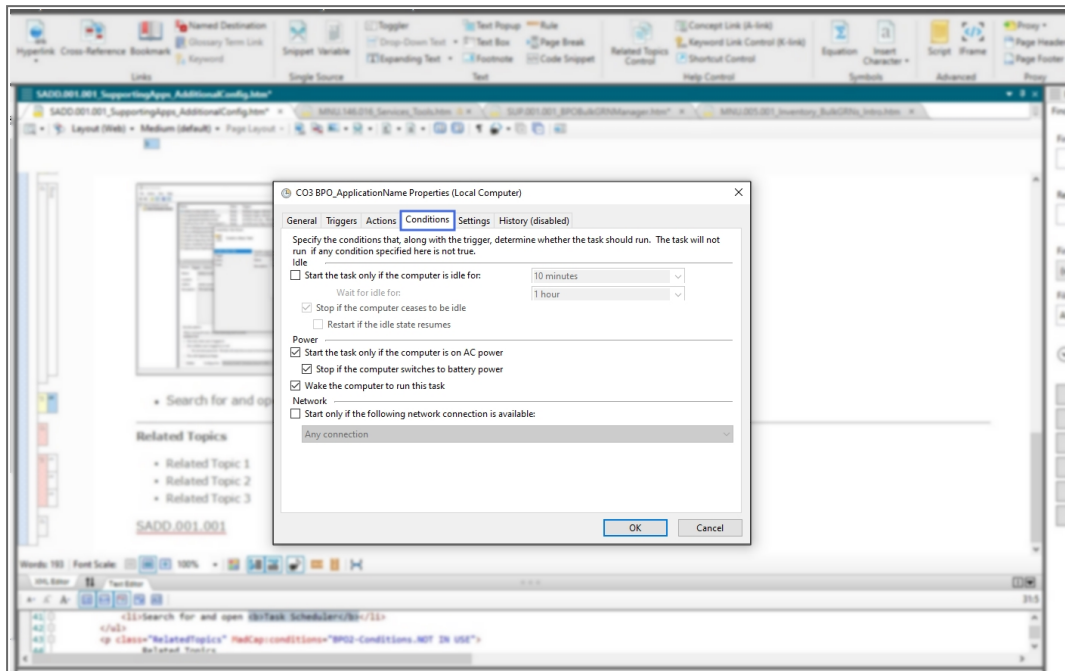




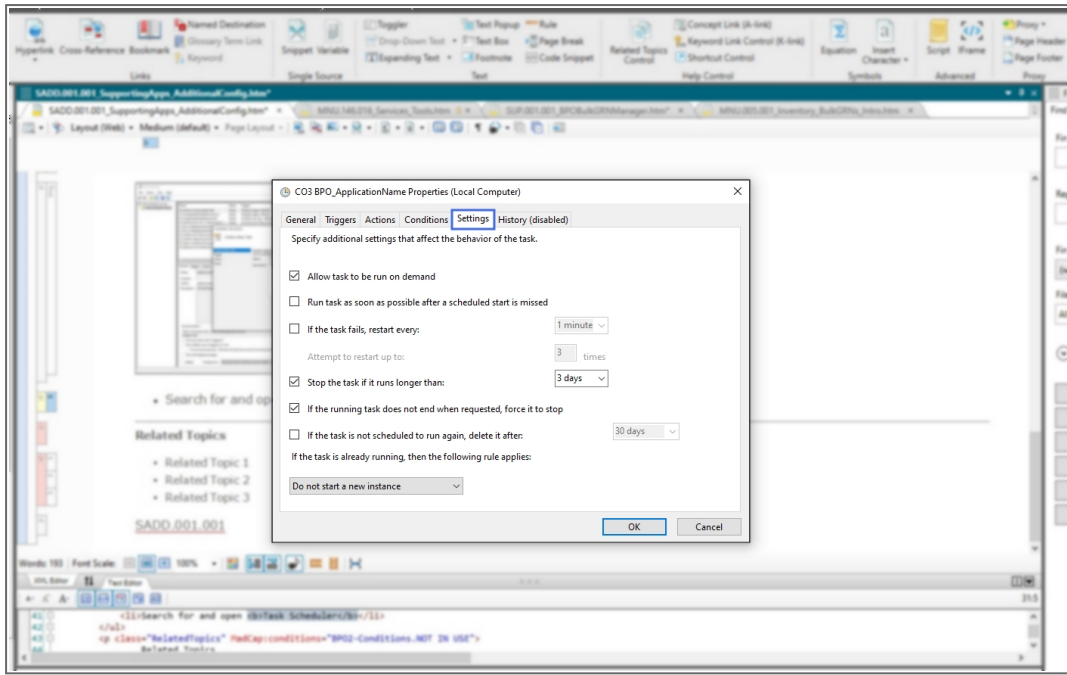
- Click on the **Actions** tab
- You can edit to check that these details are correct



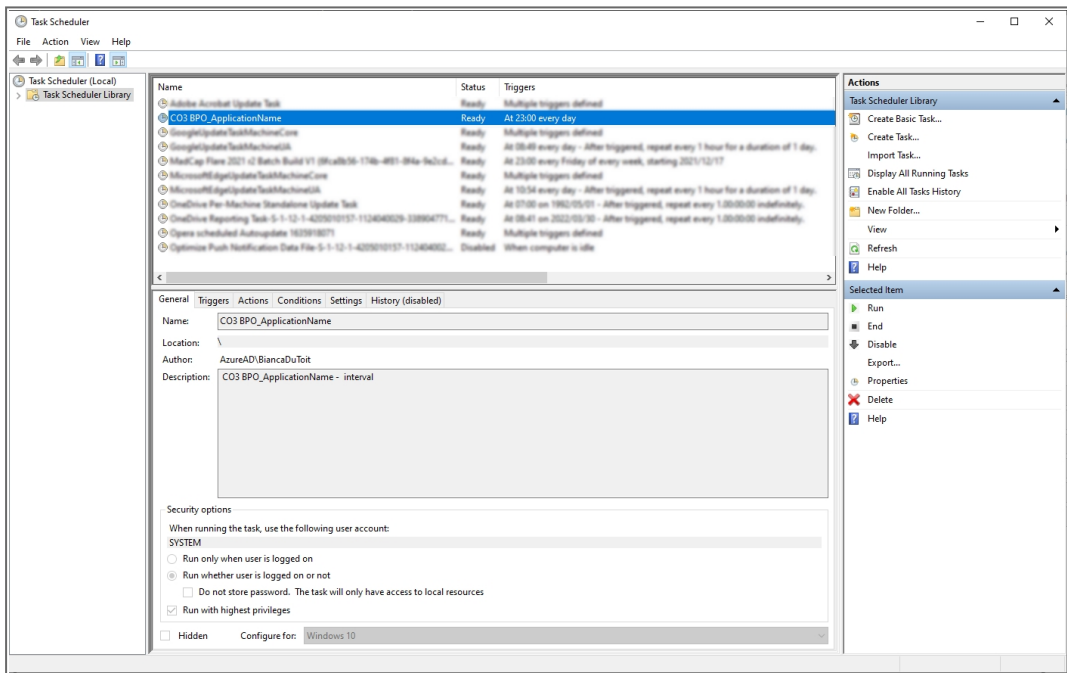
- Click on the **Conditions** tab
- Check that these details are correct



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

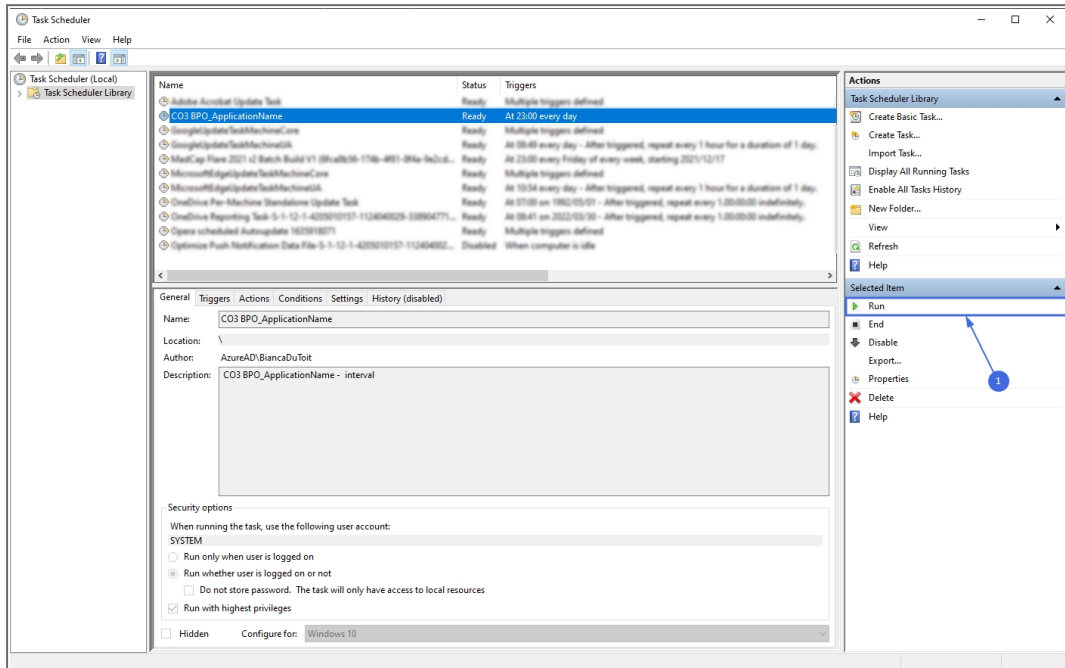


- You will see the application listed in the Task Scheduler Library



## 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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