

Clip link: http://www.priority-software.com/eshbel.com/Movie_Search/Task_Scheduler_clip.htm

Introduction (0:00 – 0:33)

Hello, welcome to another Priority tutorial. I'm Maya, and today I will be demonstrating working with Priority's **Task Scheduler**.

The scheduler runs on your server and is the mechanism for many automated processes which run on Priority. For example, one of its most important uses is to run the regular backup of your system. It is also used for running reports and programs automatically, and for sending automated notifications to users.

Define Scheduler Tasks (0:33 – 2:31)

Going back to Priority, let's see the definition of the tasks to be run in the scheduler. Tasks are defined in a form under the System Management menu: let's open it. Several predefined tasks appear here, such as the backup tasks. By the way, the backup tasks are the only ones which are activated automatically when you install Priority, as indicated here by the **Active** flag.

Notice these columns: **User for E-mail**, **Mail at Run Start** and **Mail at Run End**. These are used for letting a system administrator know when a task has started, when it finished; or both. To set this up, record the user and flag either **Mail at Run Start**, **Mail at Run End**, or both.

It's important to remember, if you want any type of automatic e-mail to be sent from the Scheduler, like the one we just defined, you have to define sending emails from the server with a mail service other than Outlook. Otherwise, email messages will not be sent.

I can set up a task to run at regular intervals: every 60 minutes, every 180 minutes and so on. I can run it within a specific time range: for example, if I have a procedure which sends SMS messages, I'll probably run it only during the day. On the other hand, there may be tasks that I'll run at night, when users aren't logged into the system, such as....

If I don't define a start time, an end time, or the frequency at which the task is run, the system will run it at 0:00, meaning midnight. So make sure that you don't run all your tasks simultaneously, and that no other task is run during system backup.

Sending Reports Automatically (2:31 – 6:07)

There are of course other things you can do with the Scheduler. For example, you can run a program or a report at a specified time, and send it to a user, or even a group of users. Let's say I want to run **Monthly Sales (by Invoice)** at the end of each work week, and send it to the group of sales managers. When running this report regularly from Priority, you get an input screen; so naturally when you run the report from the Scheduler, you're going to have to tell the system which input to use. This is how it's done:

First, you run the report regularly, with your own user. The important part is the input screen: make the exact same selection you want the Scheduler to use. So for example, rather than entering a specific date, I'm going to select a relative date by clicking on the calendar icon, the end of this month, and this definition will be good for the next month as well. Now let's make a few other selections, such as running the report for sales invoices. Finally, click on **OK** to run the report. I'm quickly closing the report results because they're not relevant at this point.

Now, back to the task definition form. Open a new line by pressing Ctrl+Enter or by clicking on this icon. Record a description of the task and make sure that it's active and defined in the right company. In the **Command** line, manually type: WINACTIV -P. This is the command you'll always be using for running a procedure. After a space, type the internal name of the procedure. You can see the name by pressing **F6** on the procedure in Priority's main menu to open it in the procedure generator; We're going to skip this step and manually record SALES_MONTH, in capital letters. So far, all I've done is set up the procedure to run automatically; now I want to have the output sent to a group of users. So in the same line, after a space, type -g, and the code defined for the sales group, which in this example is "Sales". If you would rather send the output to a specific e-mail address, record -e instead of -g, and then the full address. By the way, if the command is long, you can continue it in the **Continuation of Command** sub-level.

The command is finished; now let's define the times at which the task is run. Say you want to run it at 17:00 on Friday: put down the time here, and in the **Days of Week for Task** sub-level, select Friday from the Choose list. Alternatively, you can define the days of the month in which the task runs; Naturally you can define either days of the week or days of the month, not both; And of course, you can flag **Every Day** here in the upper-level, instead of defining specific days. Finally, remember that this report requires the input of a user: so select the relevant one from the **User for Input** Choose list.

That's it: the task is defined, and the report will be sent to the sales group every Friday afternoon.

The Scheduler Log (6:07 – 7:14)

Finally, let's take a look at the log which provides us with important feedback of the tasks run by the Scheduler. In the server, open the priority\log folder and open the most recent "scheduler" file.

Each line represents the running of one task. You can see the tasks which were run by the Scheduler, their start times, and end times. You can see here, for example, one of the backup tasks, and the "Keep Alive" task which is responsible for running the Scheduler itself. So that the log equips you with a very useful feedback of the performance of the Task Scheduler.

If you made a change in the **Define Scheduler Tasks** form, just like the new task I recorded a few moments ago, the log records the change. The change is in effect immediately, and the count of minutes, for a task defined to run at a certain frequency, begins from that moment, so that the frequency is relative to the time you defined the task.

This concludes our tutorial. For more information about the Task Scheduler, right click the relevant menu and select Online Help, to read standard operating procedures and FAQs on the topic.