



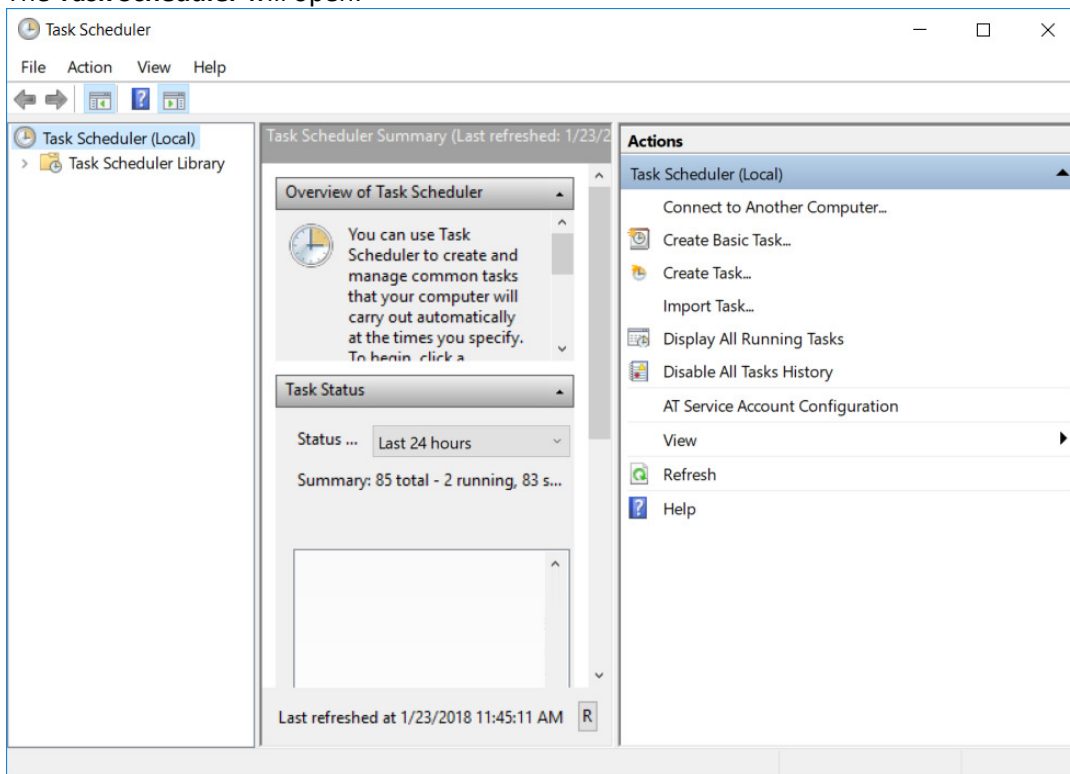
Setting Up a Windows Task

The Edge automated functions, for example, Automated Postcard feature, syncing of databases, and TPW uploads, are triggered using the Windows® Task feature. While The Edge Support Team does not provide support for Windows functions, this tip sheet might be useful.

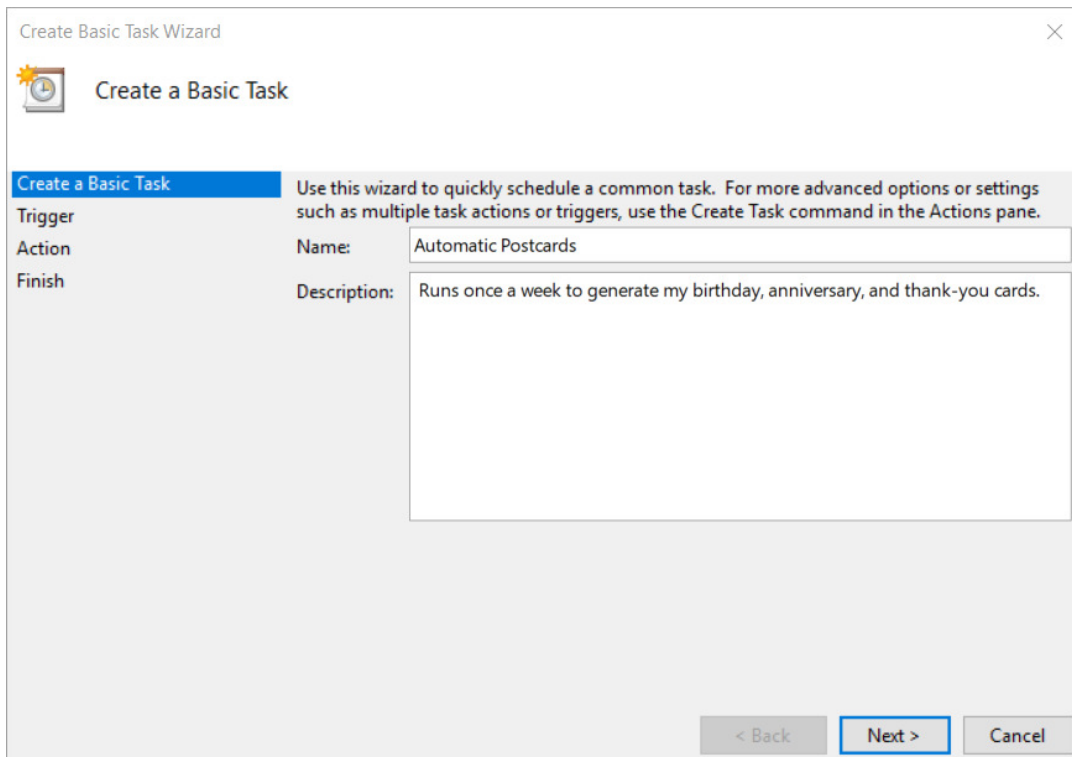
To configure a task using the Task Scheduler in Windows:

1. For Windows 10, click **Start** and type **Task Scheduler**.
For Windows 8, click **Start** ► **All Programs** ► **Administrative** ► **Task Scheduler**.
For Windows 7, click **Start** ► **All Programs** ► **Accessories** ► **System Tools** ► **Task Scheduler**.

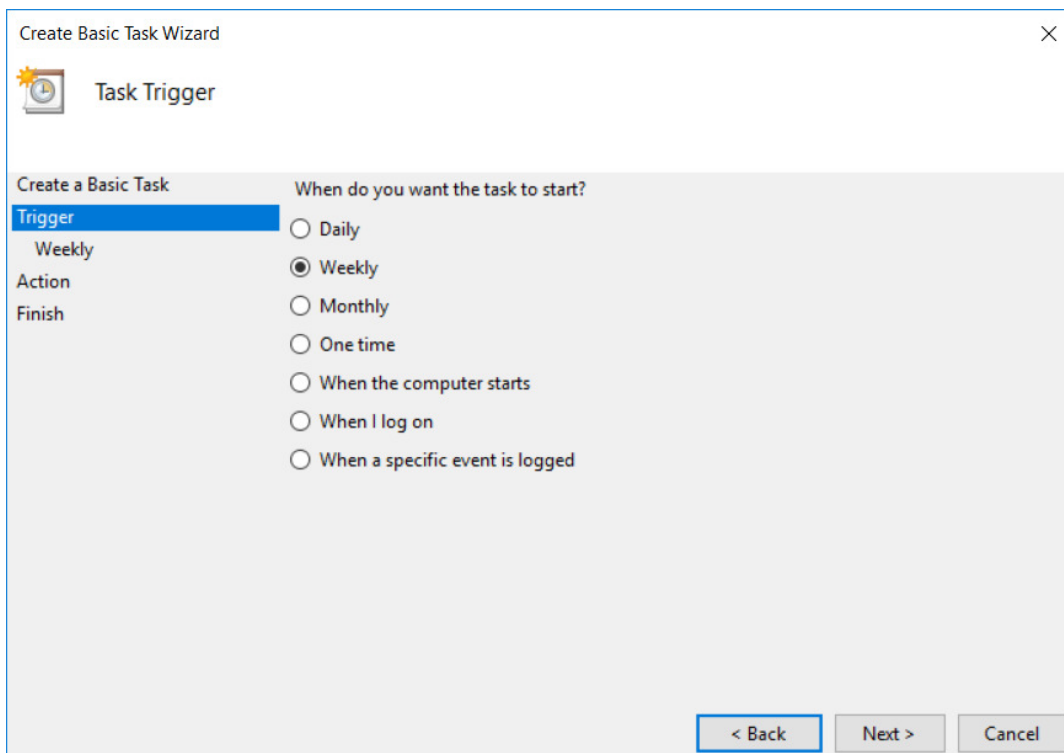
The **Task Scheduler** will open:



2. Click on **Create Basic Task...**. The **Create Basic Task Wizard** will open.

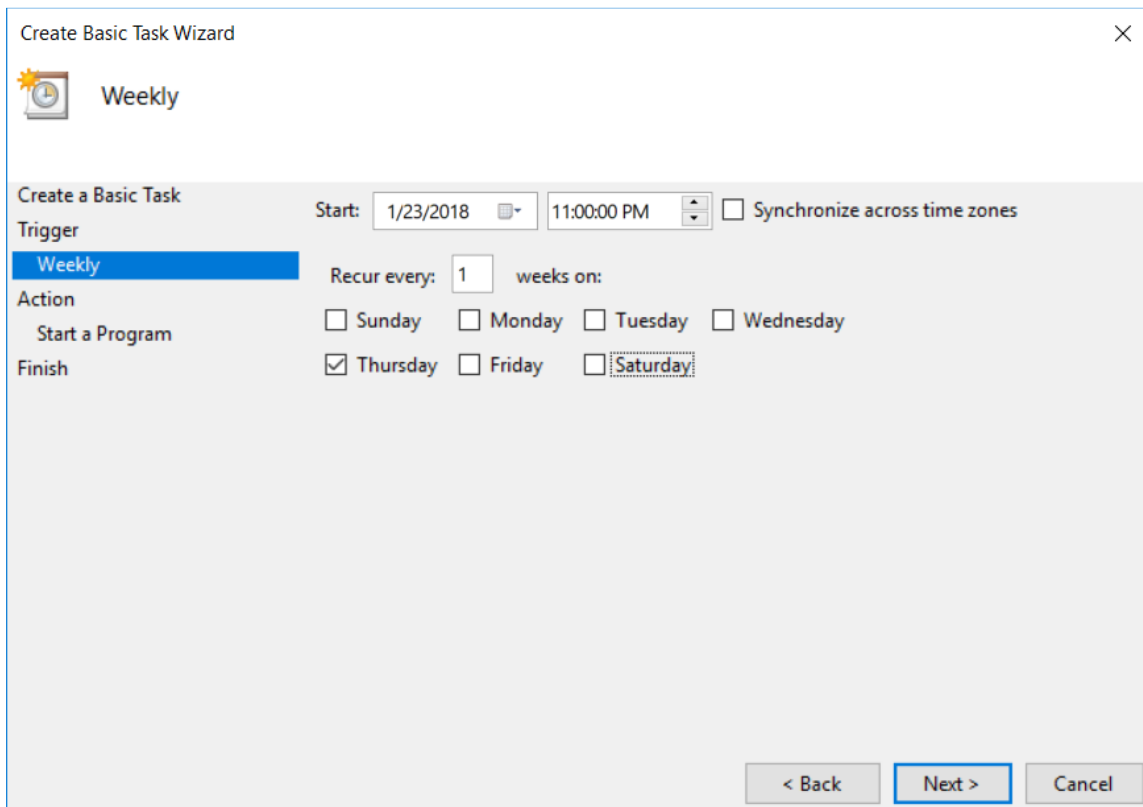


3. Enter a **Name** and **Description**. The name and description are up to you; see our suggestion above.
4. Click **Next**. The **Task Trigger** area will appear.



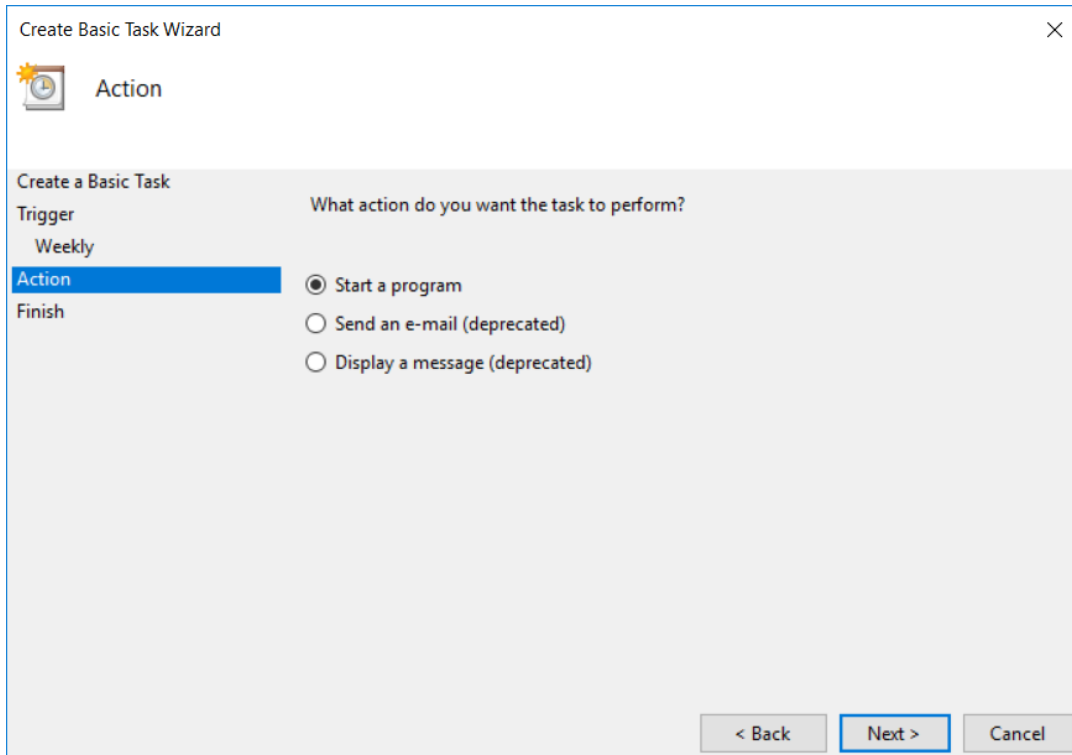
5. Under **When do you want the task to start?**, make your selection. We will use **Weekly**.

- To see detailed weekly options, click **next**. The weekly options will appear.



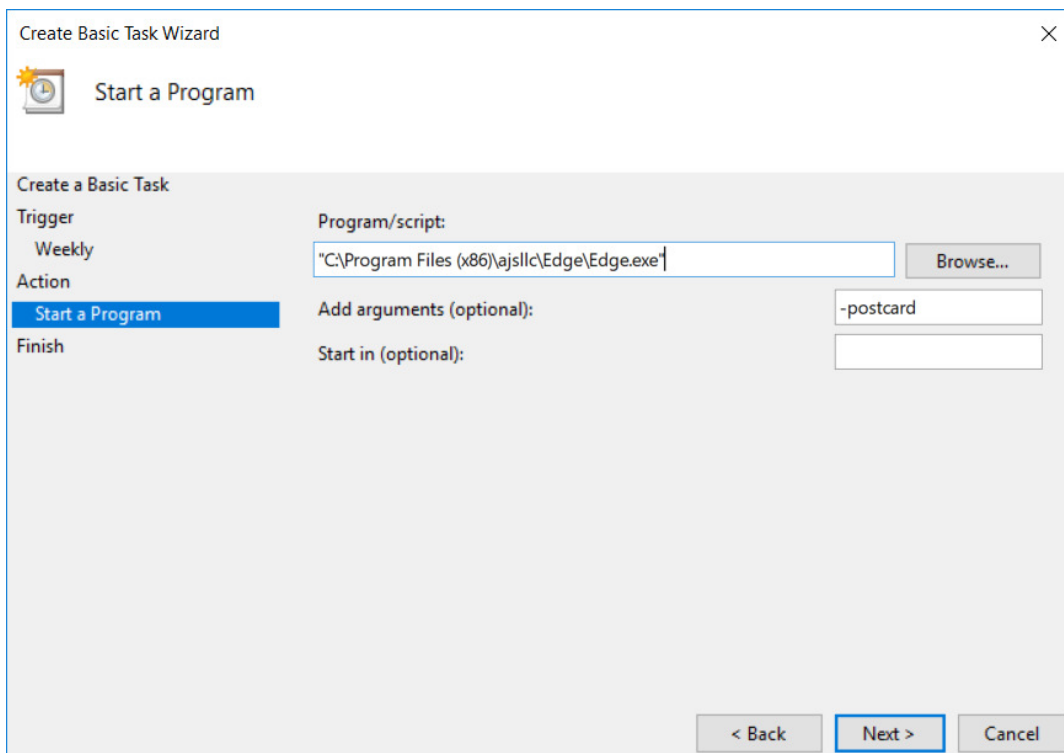
The screenshot shows the 'Create Basic Task Wizard' dialog box, specifically the 'Weekly' step. The window title is 'Create Basic Task Wizard' with a close button (X) in the top right corner. Below the title bar, there is a clock icon and the word 'Weekly'. The main area is divided into sections: 'Create a Basic Task', 'Trigger', 'Action', and 'Finish'. Under 'Create a Basic Task', the 'Start' date is '1/23/2018' and the time is '11:00:00 PM'. There is a checkbox for 'Synchronize across time zones' which is unchecked. Under 'Trigger', the 'Weekly' option is selected. The 'Recur every' field is set to '1' weeks on. Under 'Action', the 'Start a Program' option is selected. Under 'Finish', the 'Thursday' checkbox is checked, and the 'Saturday' checkbox is also checked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

- Select options for time to run and frequency. In this example, we have set it to run every Thursday evening after closing. This will allow you to review the results on Friday and make adjustments if necessary.
- Click **Next**.



9. Select an action type: **Start a Program**. This task will start a program.

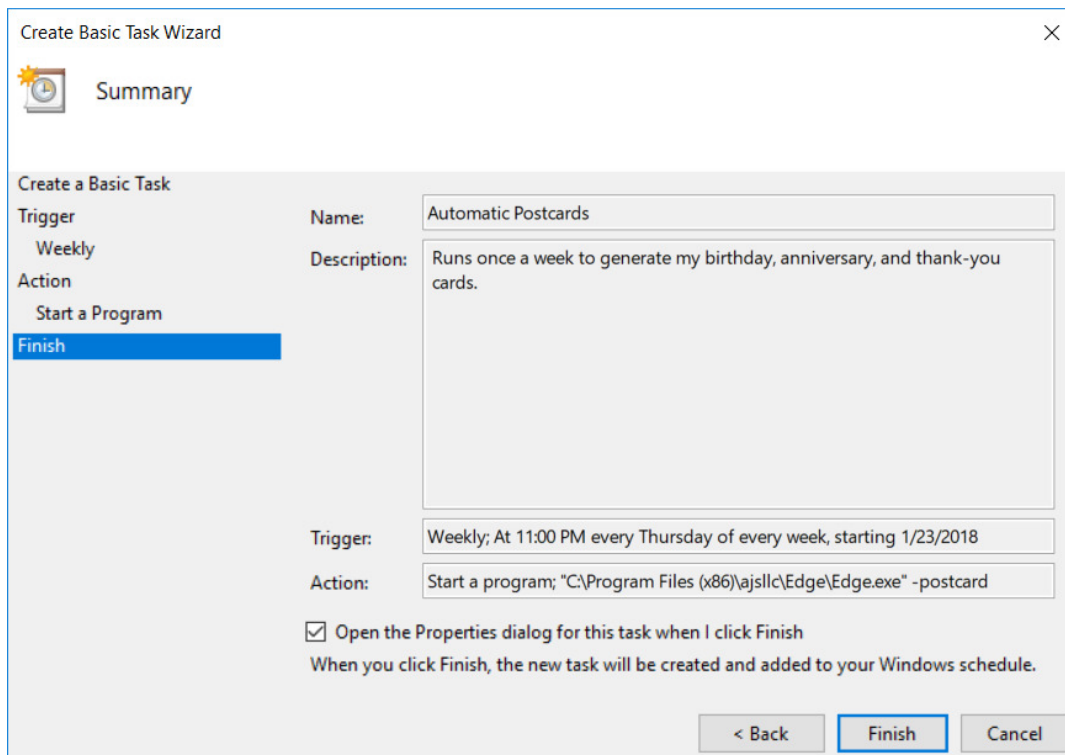
10. Click **Next**. You will be prompted to select a program to start.



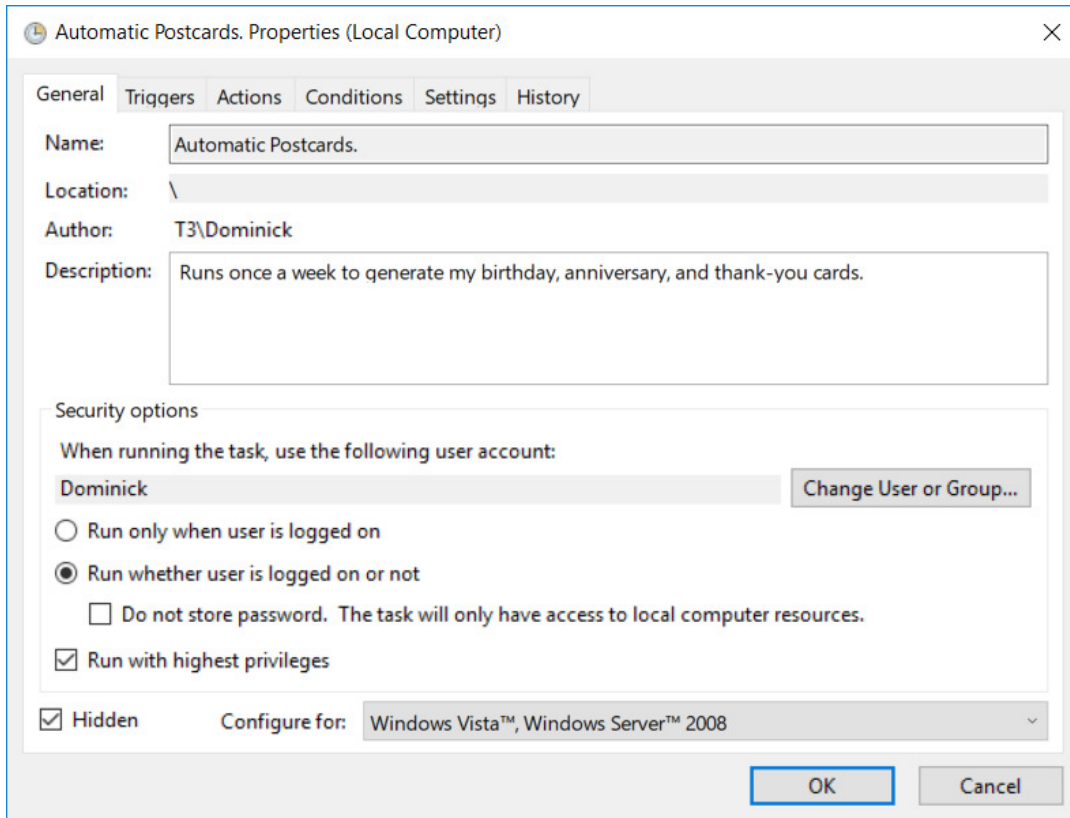
11. Browse for and locate executable to be scheduled. Examples might include:

- a. For automated postcards, use `Edge.exe` with the argument `-postcard`.
- b. For TPW uploads: `tpw.exe`.
- c. Multistore database synchronization: Navigate to the folder that contains the TxClient program.
 - For version 6.0, the path is `c:\ProgramFiles(x86)\ajslc\edge\txclient.exe`
 - For 5.2 and below, the path is `c:\ProgramFiles(x86)\ajslc\edgetx\txclient.exe`.
- d. For SQL, the path is `C:\ProgramFiles(x86)\ajslc\edge\edgesqlbackup.bat`.

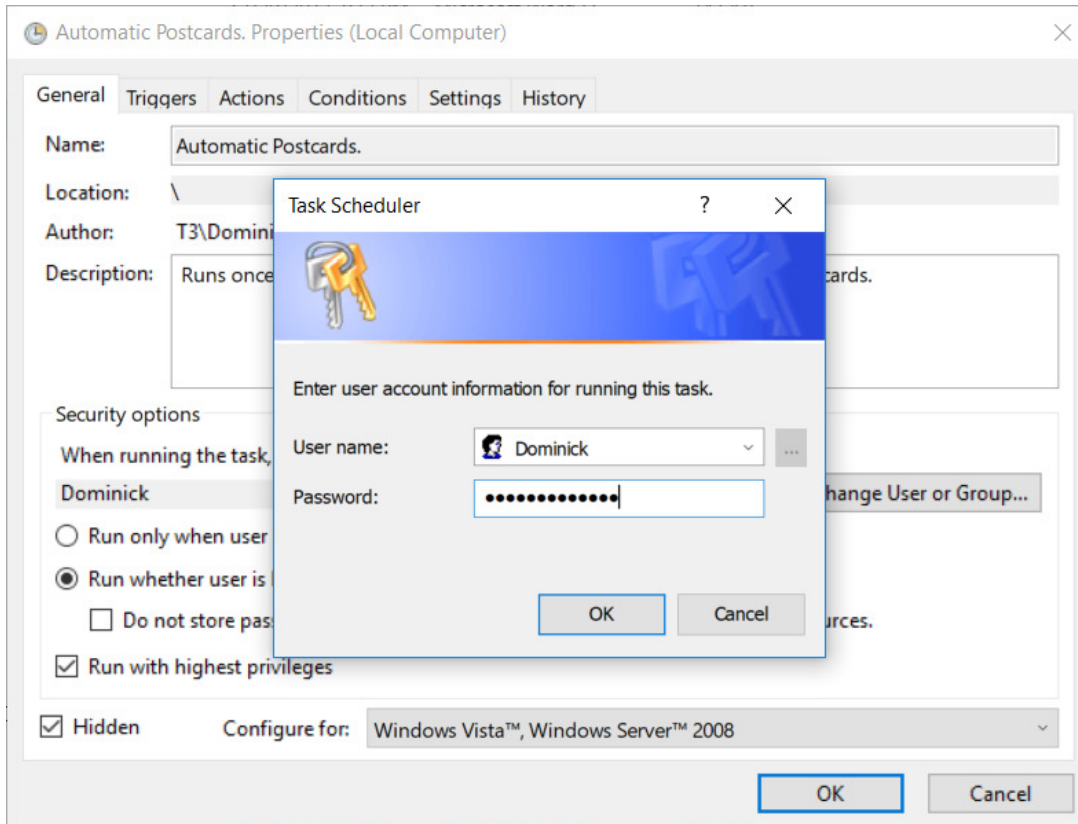
12. Click **Next**. A confirmation window will appear.



13. Check the box for **Open the properties dialog** and then click **Finish**. The **Properties** window will open.



14. Select **Run whether the user is logged on or not**.
15. Make sure **Do not store password** is NOT checked.
16. Make sure **Run with highest privileges** and **Hidden** are both checked.
17. Click **OK**.



18. You will be prompted for a user name and password. Make sure that the user name you provide has the proper security to run The Edge. This Windows User account should have Windows administrator privileges.

NOTE!

One of the most common problems we troubleshoot is when somebody changes the password to a user name that is used for scheduled tasks and then the scheduled task fails to run. It might be wise to create a new user name just for this purpose, and never change the password.