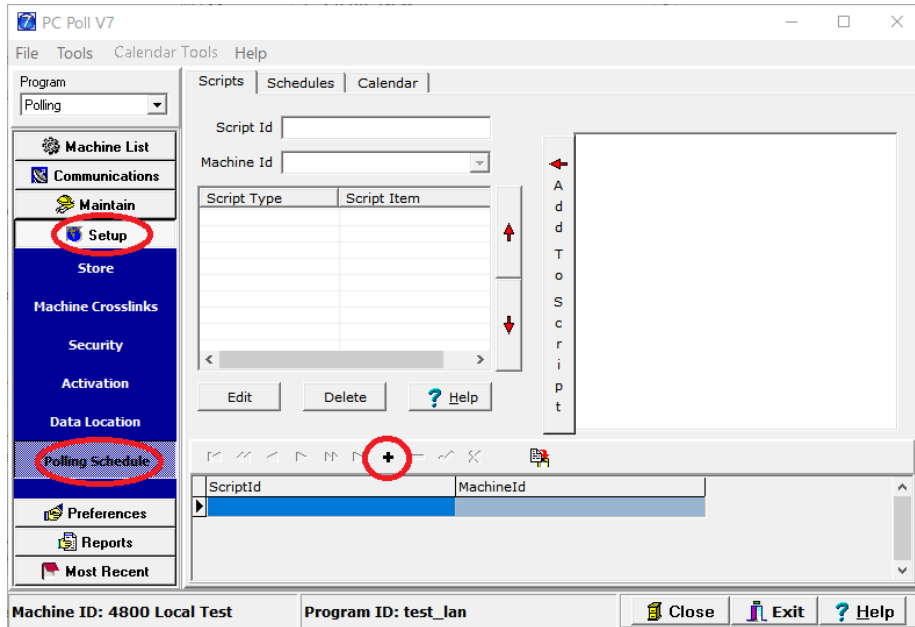


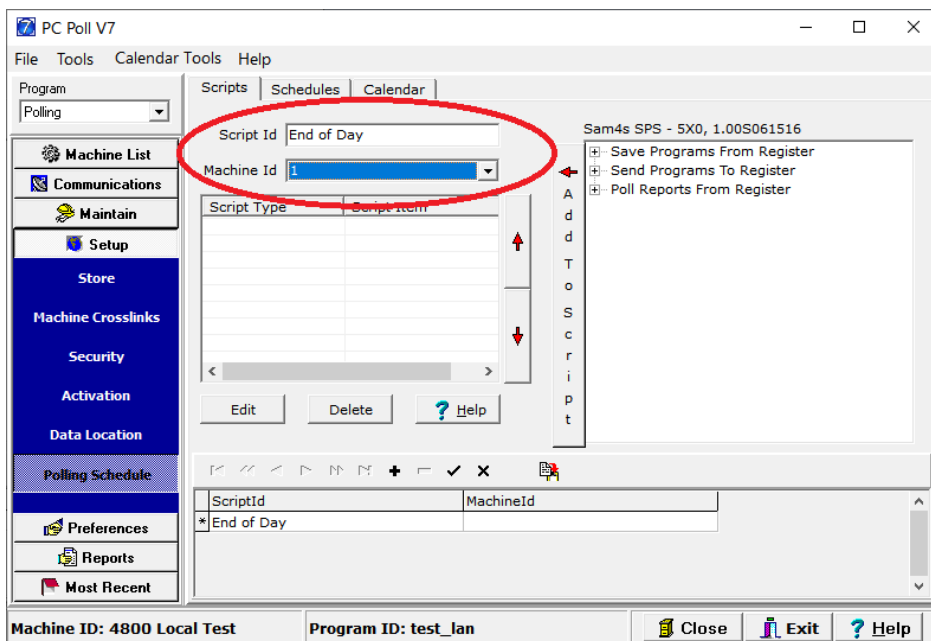
Creating a Script (Basic)

SCRIPTS TAB

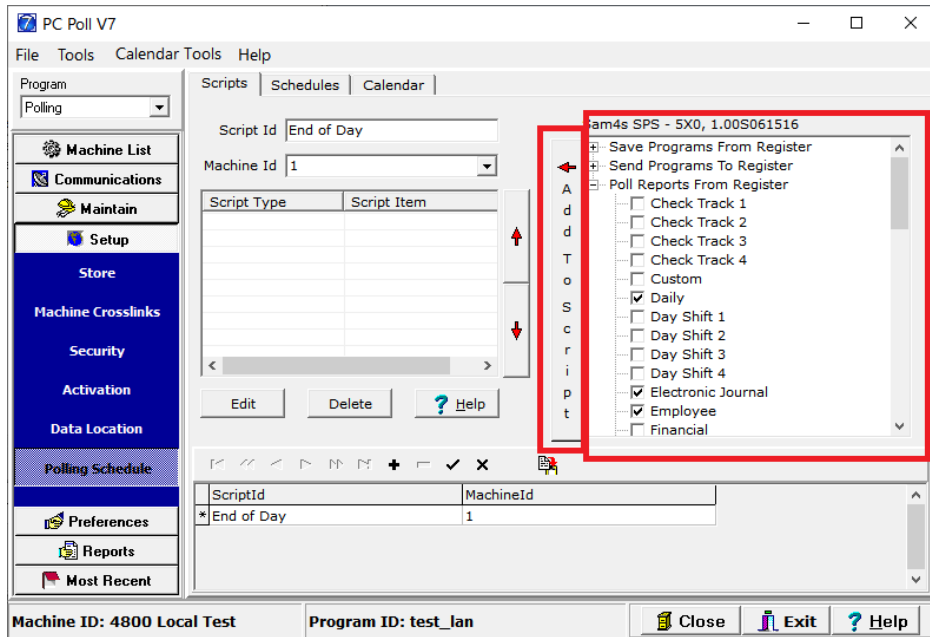
- 1) Under "Setup > Polling Schedule" click on the '+' ('Insert new record' option) above the table containing 'Script Ids' and 'Machine Ids' at the bottom of the page, as shown below.



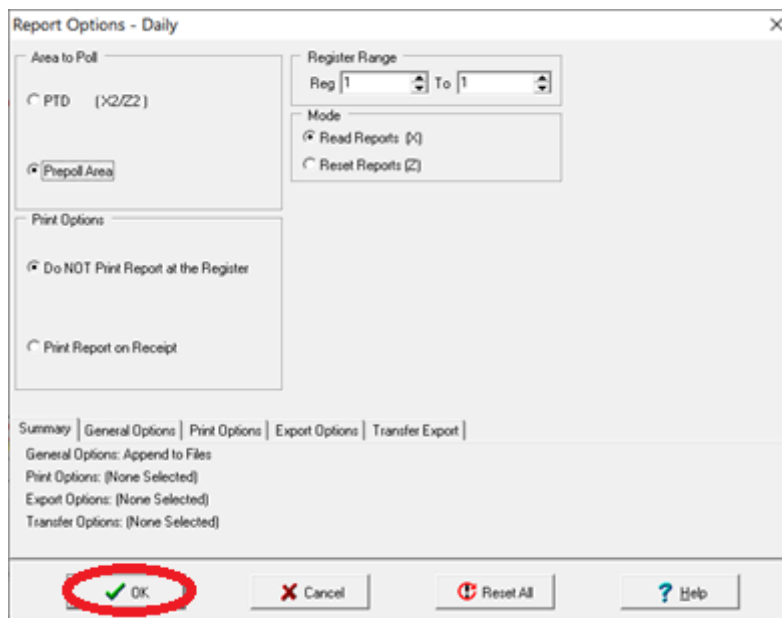
- 2) Next, assign a 'Script Id' (name) and select the Machine you would like this Script to run for from the 'Machine Id' drop-down at the top of the page (see image below). The 'Script Id' should describe the group of events that are part of the Script.



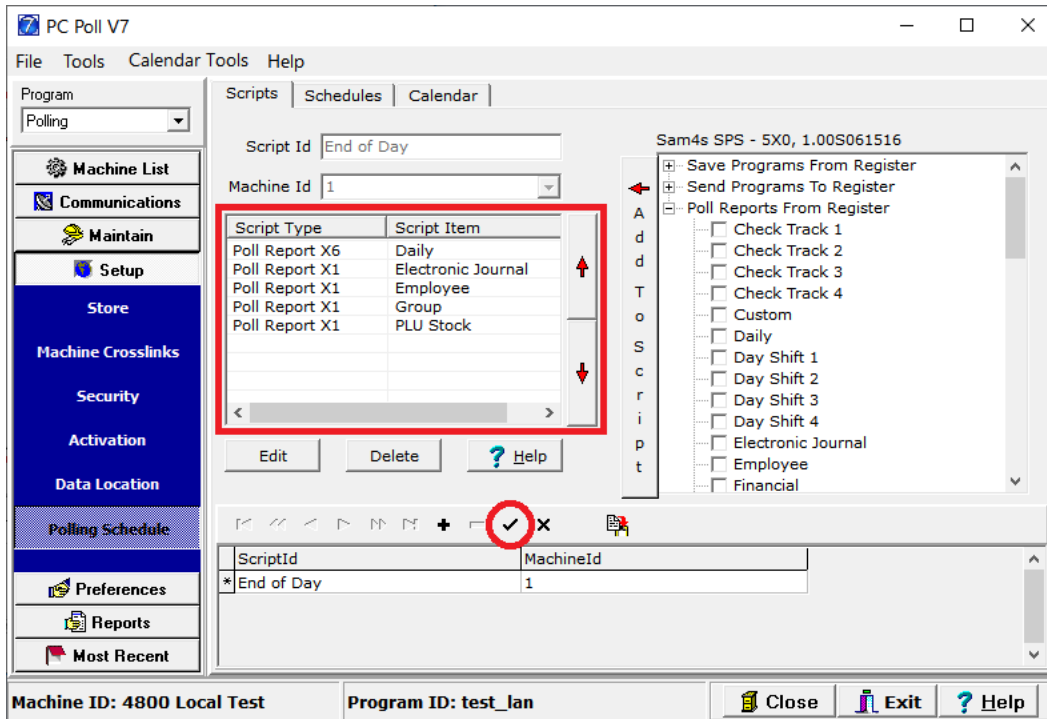
- From this point, choose the tasks that will run for this script from the list on the right (Save/Send/Poll) by marking the checkbox next to them and clicking on the large 'Add To Script' button next to the list, as seen below.



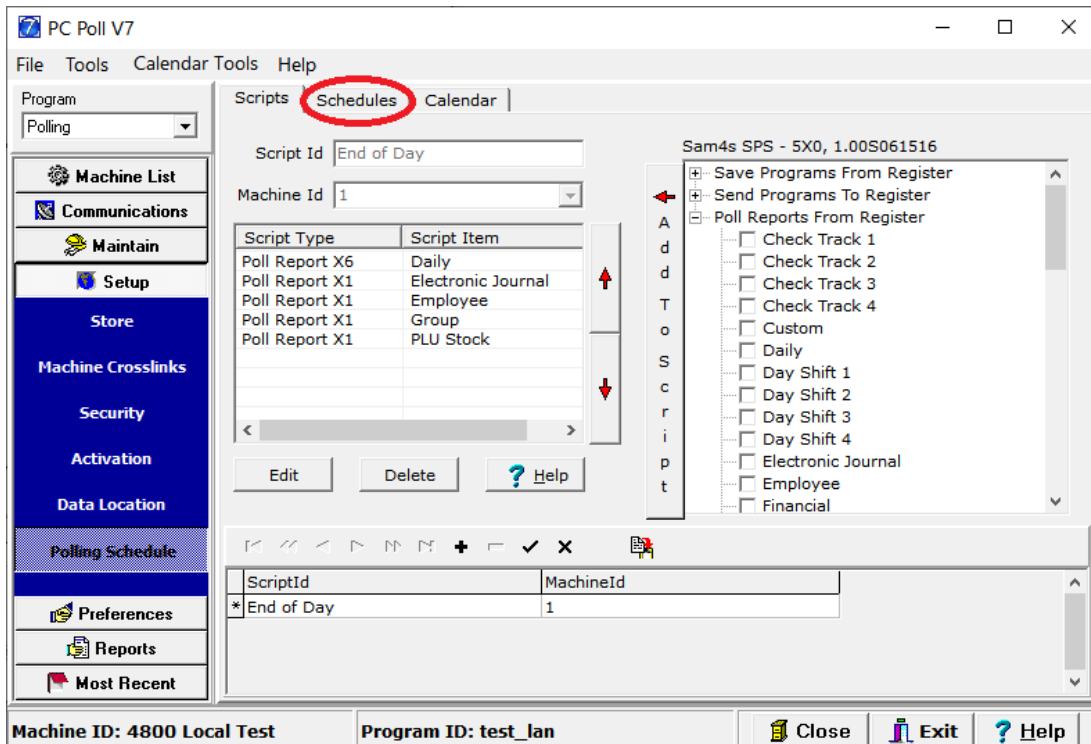
- If you are adding reports to the Script, then you will receive a pop-up for each selected report that will allow you to set the reports 'Report Options'. This area will allow you to choose which registers you would like to poll, what type of polling you are doing, and whether or not the report will print, email, or export. Once you have the 'Report Options' set how you like, simply click the 'OK' button at the bottom of the 'Report Options' screen.



- 2) After you have added all of the operations you would like to occur (Save/Send/Poll) when this script is run, you would then click on the check mark (✓) above the table containing 'Script Ids' and 'Machine Ids' at the bottom of the page.

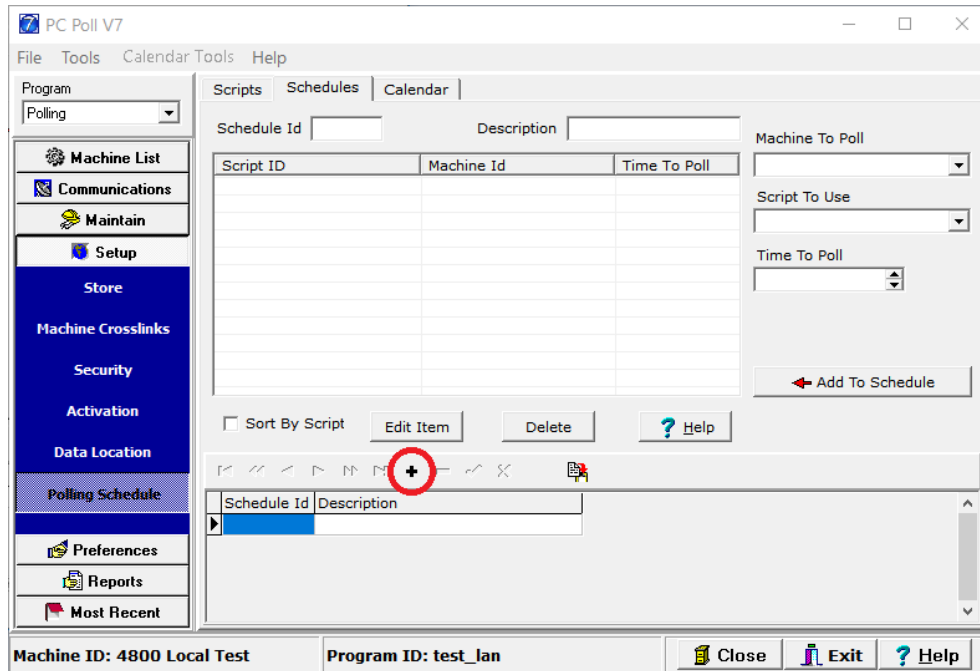


- 3) From this point, you would want to select the 'Schedules' tab within the 'Polling Schedule' Setup area.

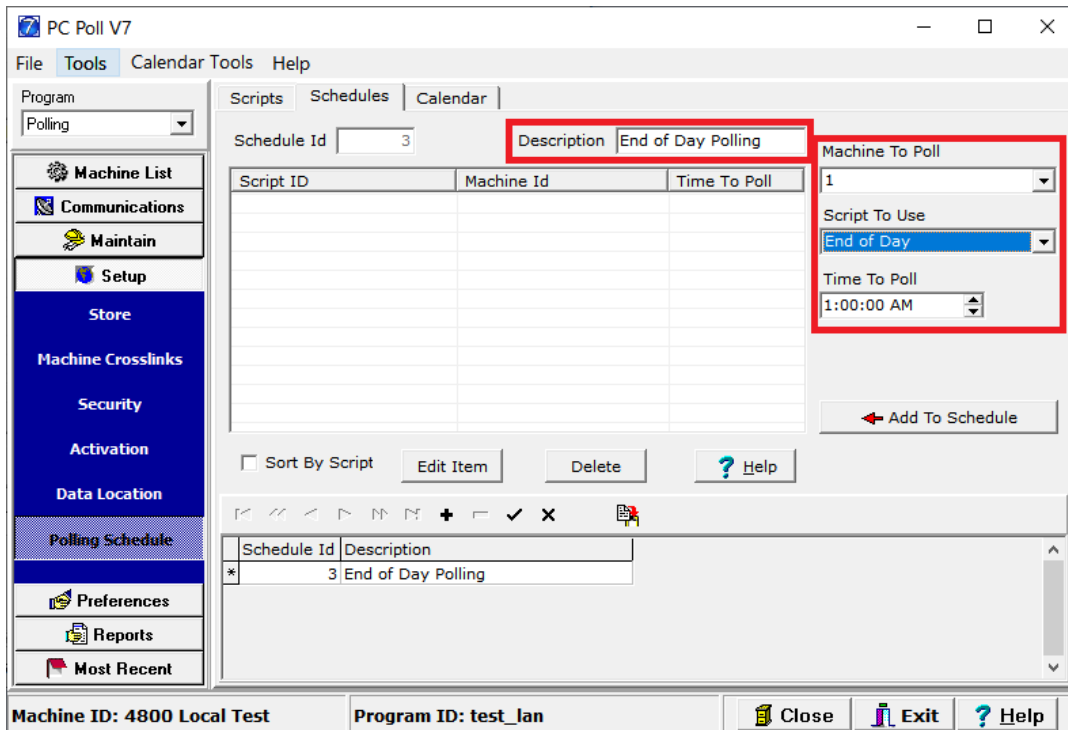


SCHEDULES TAB

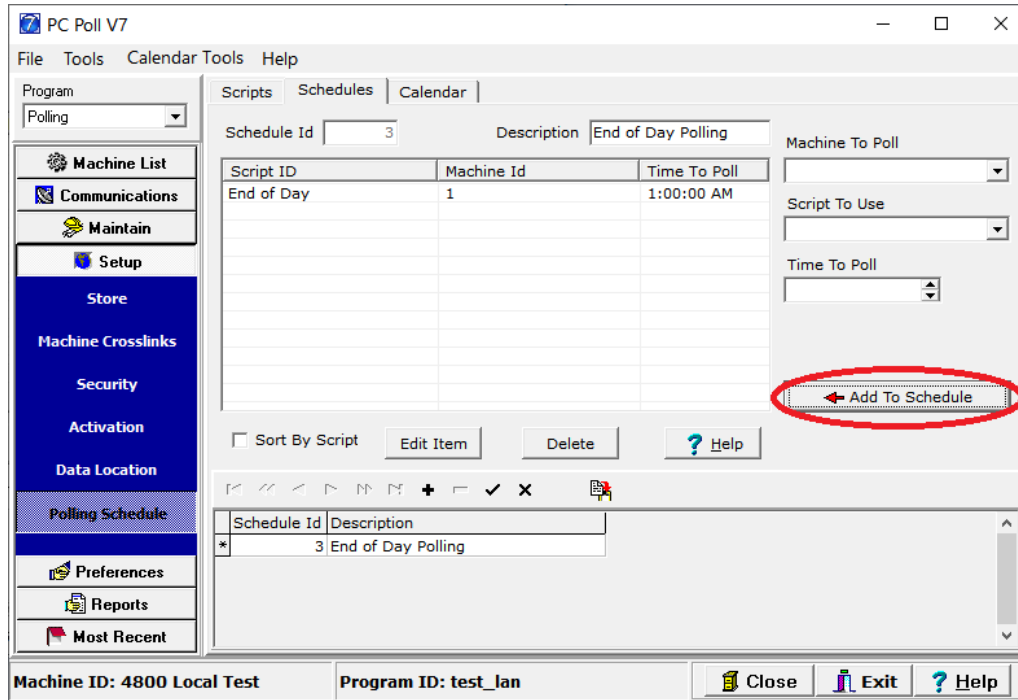
- 4) In this area, you would want to begin by clicking on the '+' above the table containing 'Schedule Ids' and 'Descriptions' at the bottom of the page.



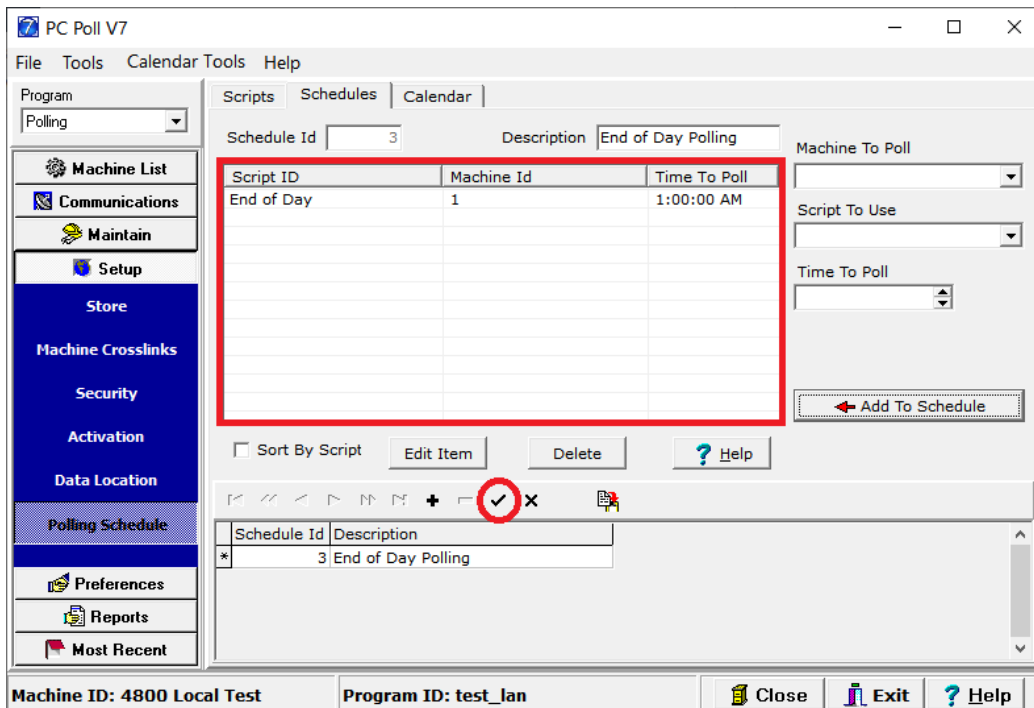
- 5) Next, you would want to select a 'Machine to Poll', 'Script to Use', and 'Time to Poll'. You would then want to fill in the 'Description' field. This description should describe the Machines, Scripts, and Times assigned to the Schedule.



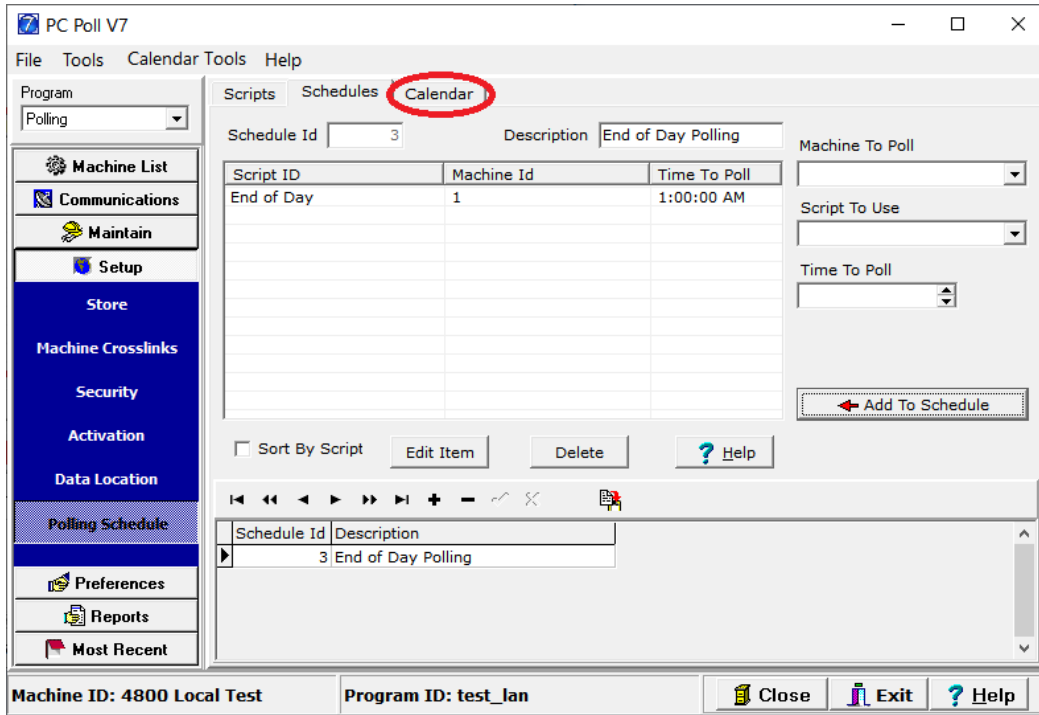
- 6) After you have entered a description, you can click on the 'Add To Schedule' button on the right side of the window.



- 7) Once you have added all of the Scripts you would like to run as part of this Schedule and have defined which machine they should run for and at what time they should run, you would then want to click the checkmark (✓) above the table containing 'Schedule Ids' and 'Descriptions' at the bottom of the page.

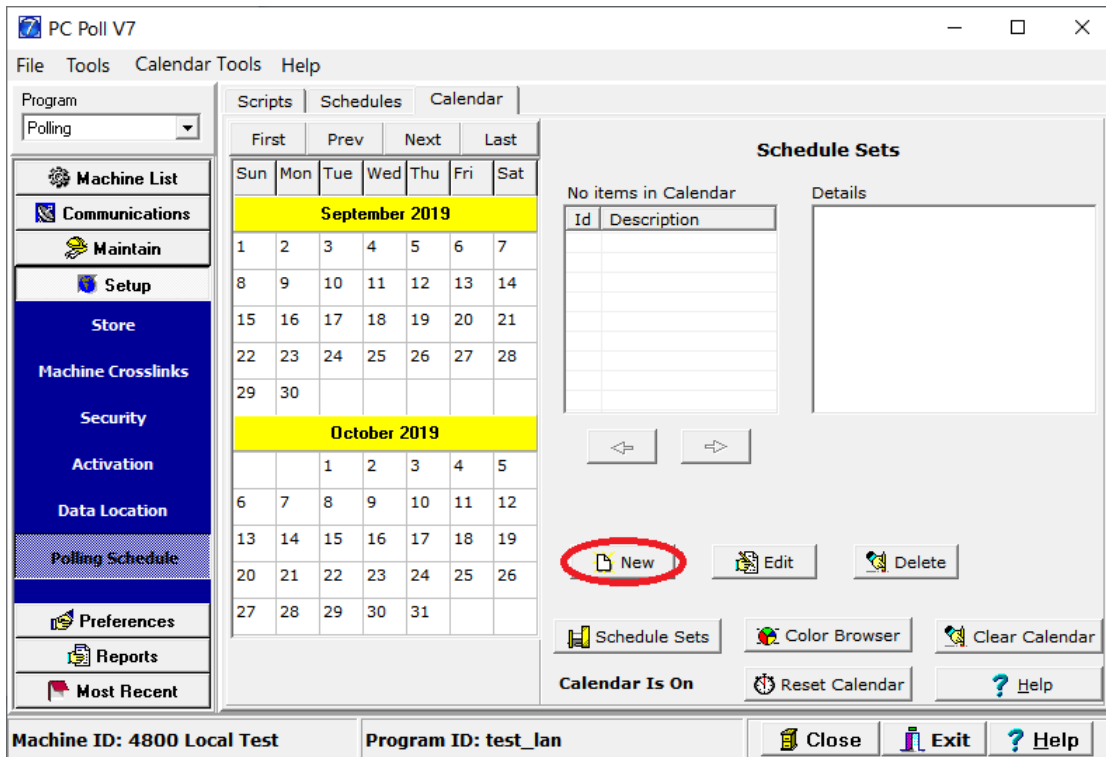


- 8) From this point, you would want to select the 'Calendar' tab within the 'Polling Schedule' Setup area.

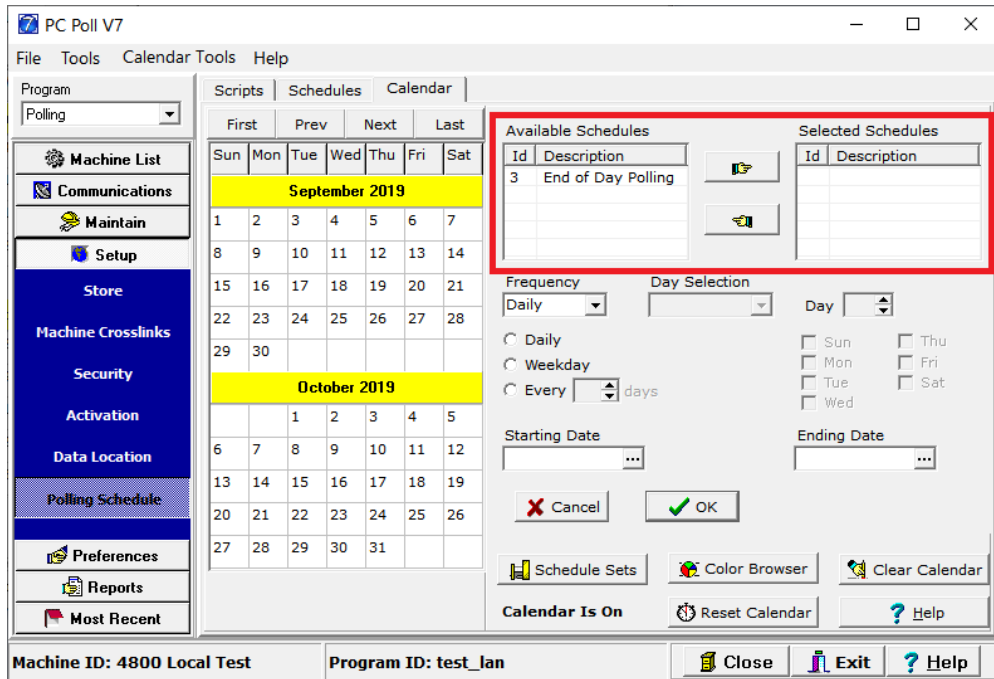


CALENDAR TAB

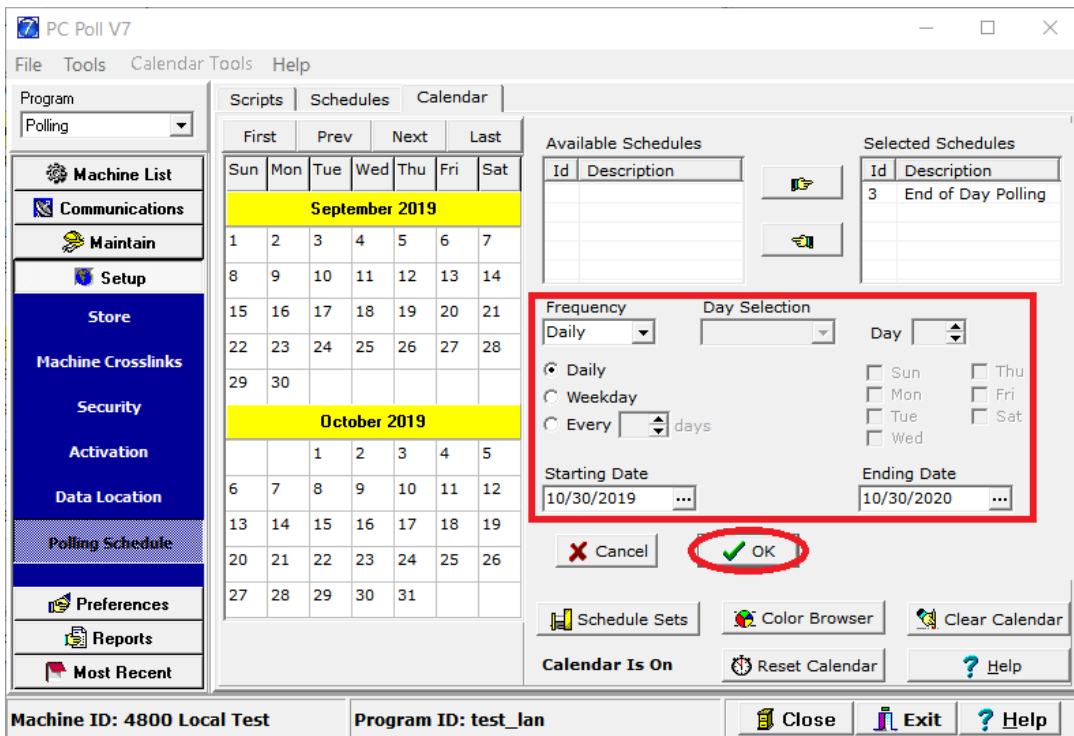
- 9) From this tab, you would want to first click on the 'New' button.



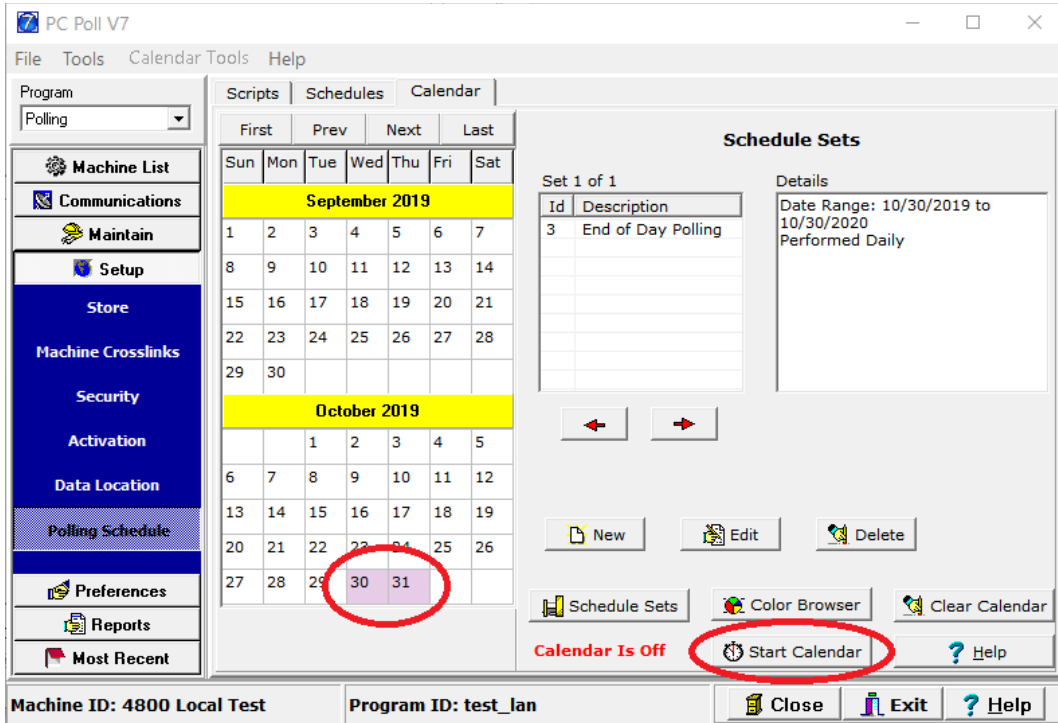
- 10) Now, you would proceed with assigning which Schedules are going to be utilized by this calendar Item, by moving schedules from the 'Available Schedules' table to the 'Selected Schedules' table, using the hand (☞&☜) buttons.



- 11) Next, you would setup the Schedule's 'Frequency', 'Starting Date', and 'Ending Date' and then click the 'OK' button near the bottom of the window.



12) Finally, after checking the calendar on the left side of the window for the 'Polling Schedule' you just created, you would want to make sure the CalendarPoll.exe program is running, so that the Schedules created run during the times specified in the Calendar record. To ensure this, you would want to click on the "(Start) Reset Calendar" button.



Troubleshooting Calendar Issues

In Windows 10, we recommend running V7Polling.exe “as an Administrator” the first time it is opened, so that it can make the required registration entries in the registry. That being said, after the first time this is run, we would recommend running both V7Polling.exe and CalendarPoll.exe as a standard user (without the Compatibility setting of ‘Run this program as an administrator’ enabled). To have the Calendar auto-start with your computer after shutting down or restarting your computer, you would want to place a shortcut to CalendarPoll.exe into the “Windows Common Startup Folder” or the “Windows User-Specific Startup Folder”.

Common Startup Folder:

C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Startup

-OR-

From a Windows Run Box ([Window Key] + [R]):
shell:common startup

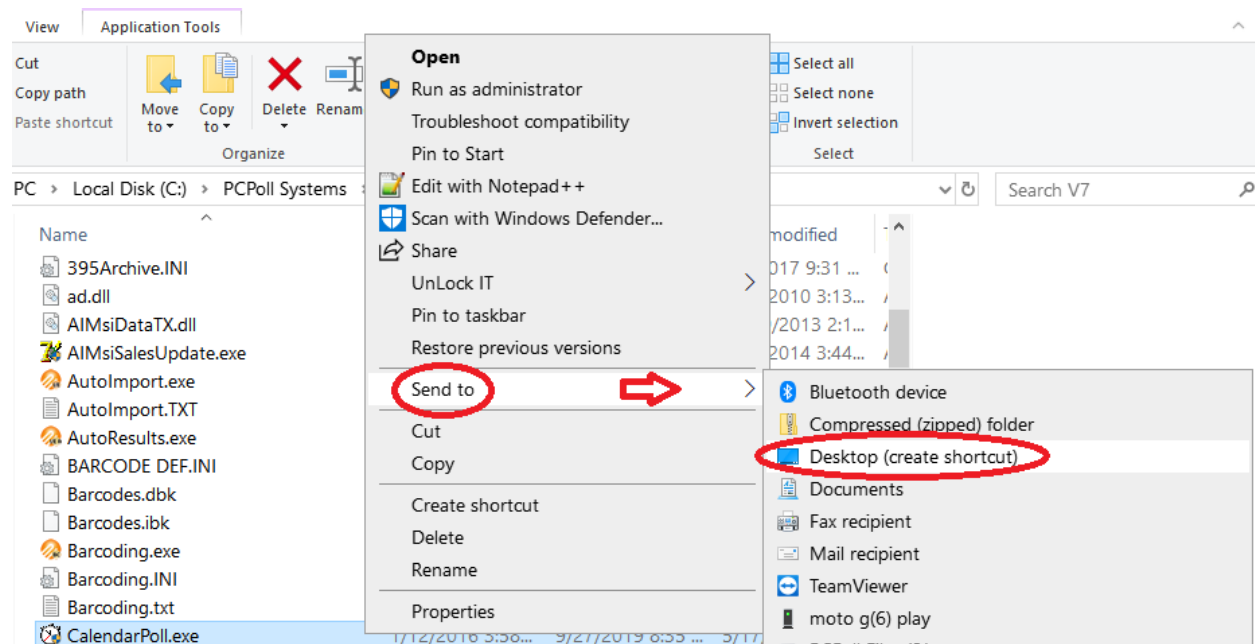
User-Specific Startup Folder:

C:\Users\%USERNAME%\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup

-OR-

From a Windows Run Box ([Window Key] + [R]):
shell:startup

A shortcut can be created by going into “Windows File Explorer”, accessing your "PCPoll Systems\V7" folder and right-clicking on the CalendarPoll.exe Application file and choosing the ‘Send To’ -> ‘Desktop (Create Shortcut)’ option. The default location of this folder would be "C:\PCPoll Systems\V7".

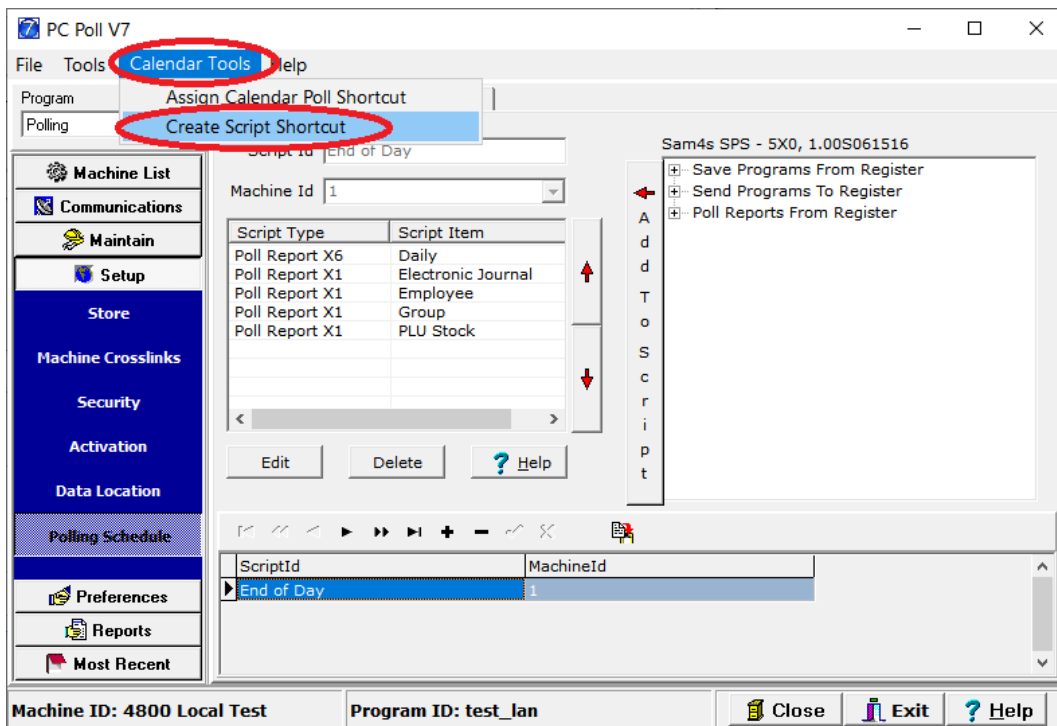


Create a Scheduled Task to run a Script

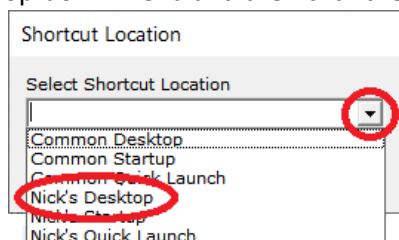
If the above option does not work for you and you are noticing that the CalendarPoll.exe program is not automatically starting with Windows and showing in the "System Tray" of the Taskbar, then you can take an alternative route to get Scripts to run automatically at a designated time. To create a Windows Scheduled Task, to run a Script, you would want to do the following:

- 1) From the 'Scripts' tab of "Setup > Polling Schedule", you would want to choose the 'Calendar Tools' drop-down from the menu bar at the top of the window and then choose 'Create Script Shortcut'.

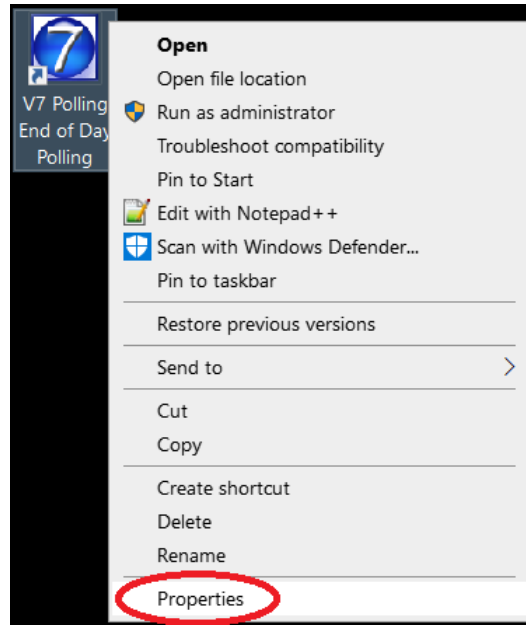
****You can also do this process from the 'Schedule' tab, if you are wanting to automatically run either a group of scripts established on that tab or if you have multiple machines for which you want to run scripts. While the 'Scripts' tab creates a script specific to the Machine you created it under, the 'Schedule' tab will allow you to reuse scripts and link them to multiple different machines (saving time in their creation).*



- 2) From the 'Shortcut Location' menu, you would want to choose your '(Username's) Desktop' from the drop-down menu and then click the 'OK' button.

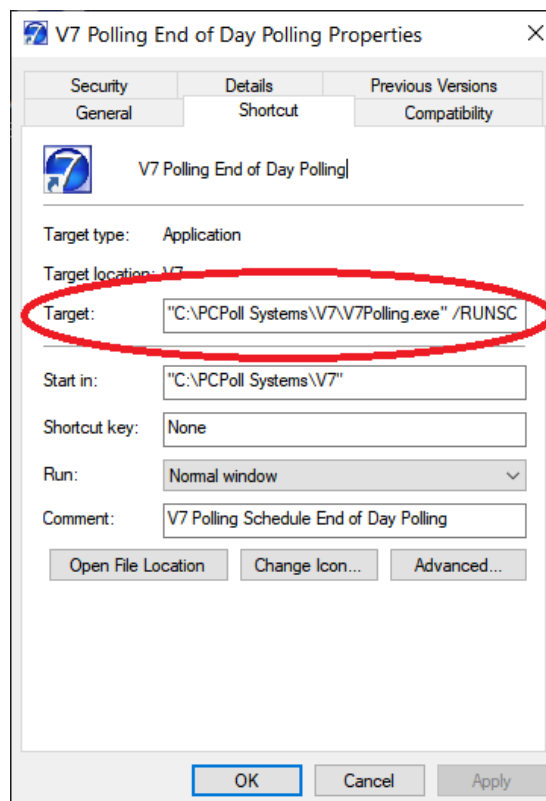


- 3) Once you have a shortcut on your Desktop, you would want to right-click on that shortcut and choose the 'Properties' option from the context menu.

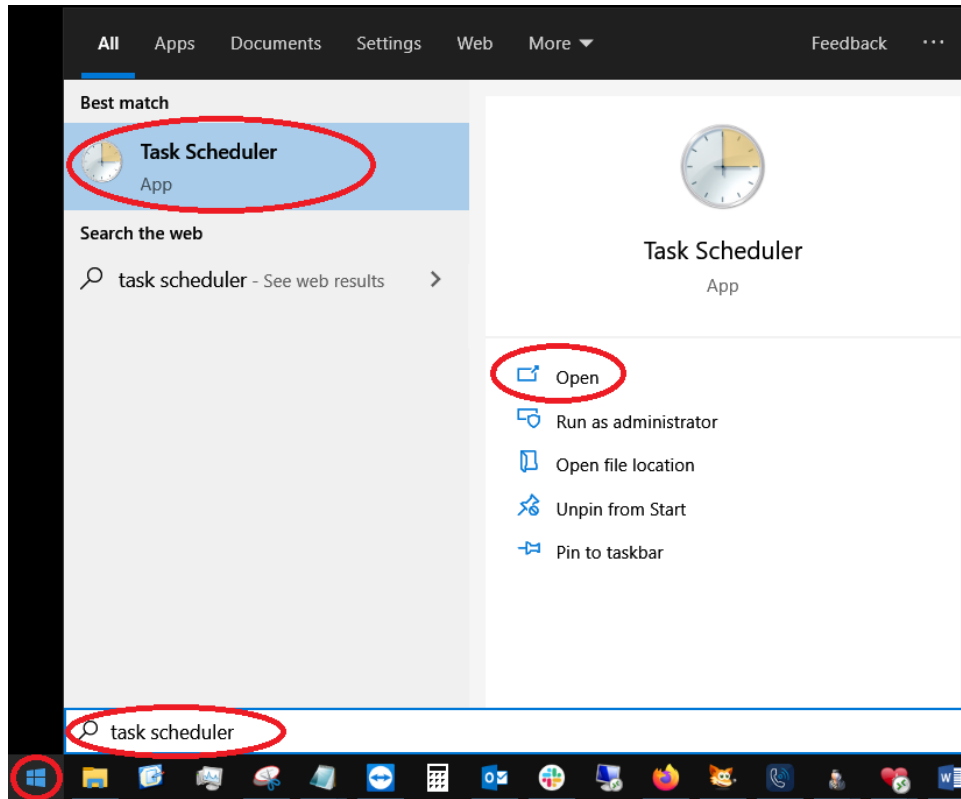


- 4) Once you are in the 'Properties' window of the shortcut, you would want to copy the 'Target' (Path), including the arguments that follow. Example:

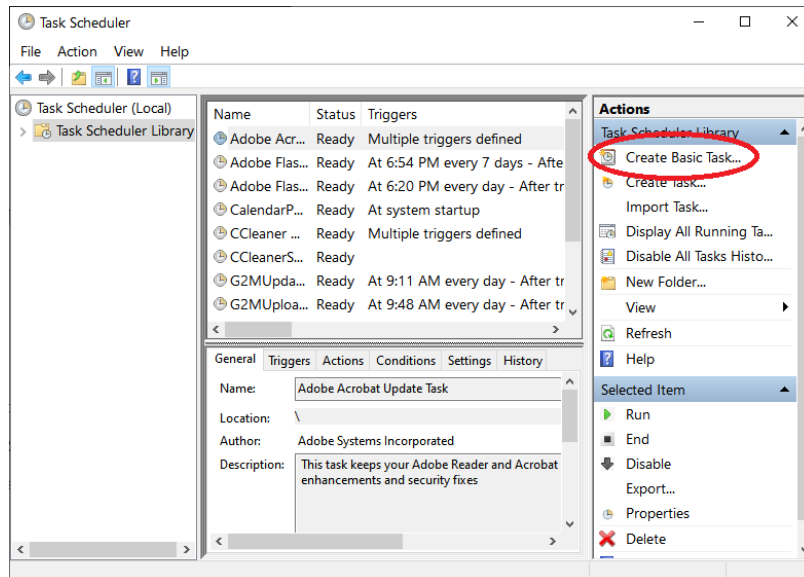
"C:\PCPoll Systems\V7\V7Polling.exe" /RUNSCRIPT /"End of Day"
(End of Day being the name of the script in this example)



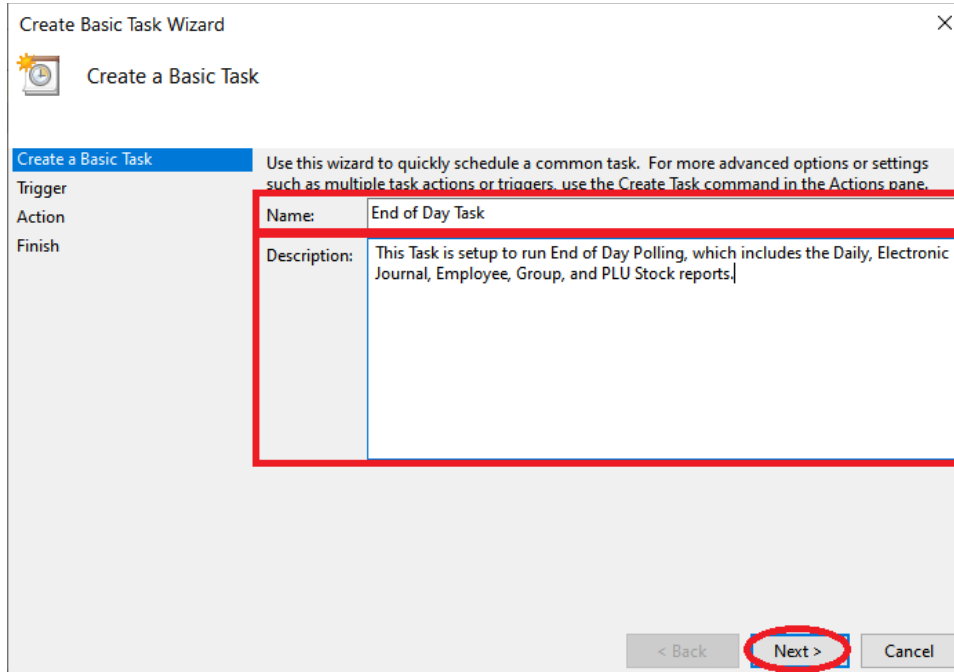
- 5) Once you have the 'Target' (Path), along with its Arguments, you would want to click on the 'Start' (Window) button on the left side of your Taskbar. From this location, you would want to type 'Task Scheduler', to search for Windows' Task Scheduler. You would then open this program.



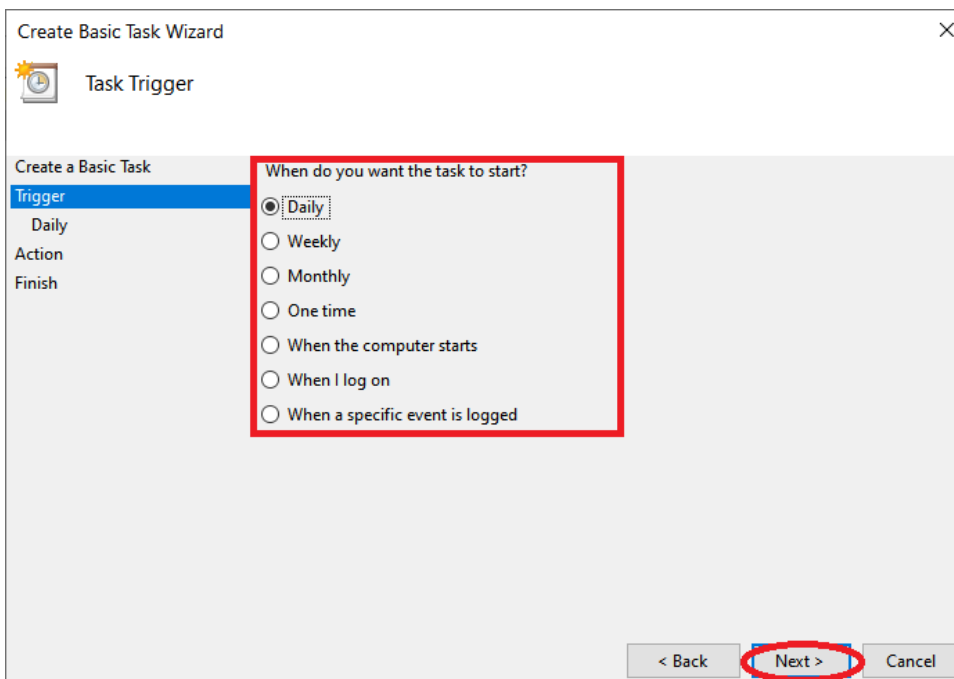
- 6) From within the Windows 'Task Scheduler' program, you would choose the 'Create Basic Task...' from the 'Actions' menu on the right-side of the screen, which should pop-up a 'Basic Task Creation Wizard'.



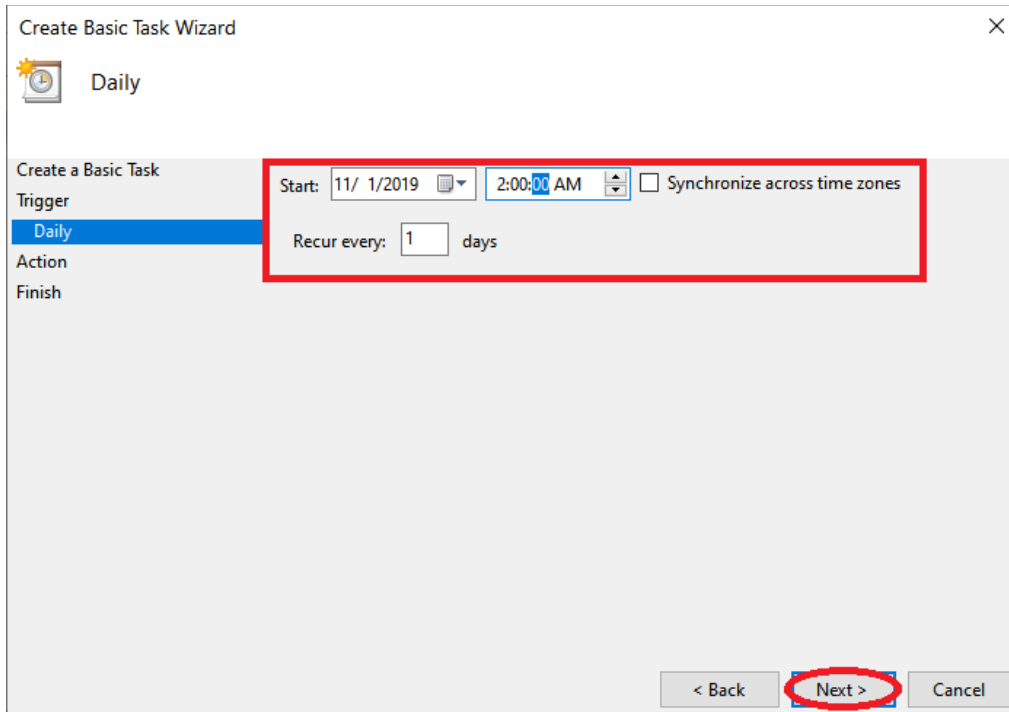
- 7) In the 'Create Basic Task' step of the 'Create Basic Task Wizard', you would simply name the task and input a description (optional) of what the task does, so that when you look at a list of all of your tasks, you can easily tell what each does. Once you have input the desired information, you can then click on the 'Next' button at the bottom of the window.



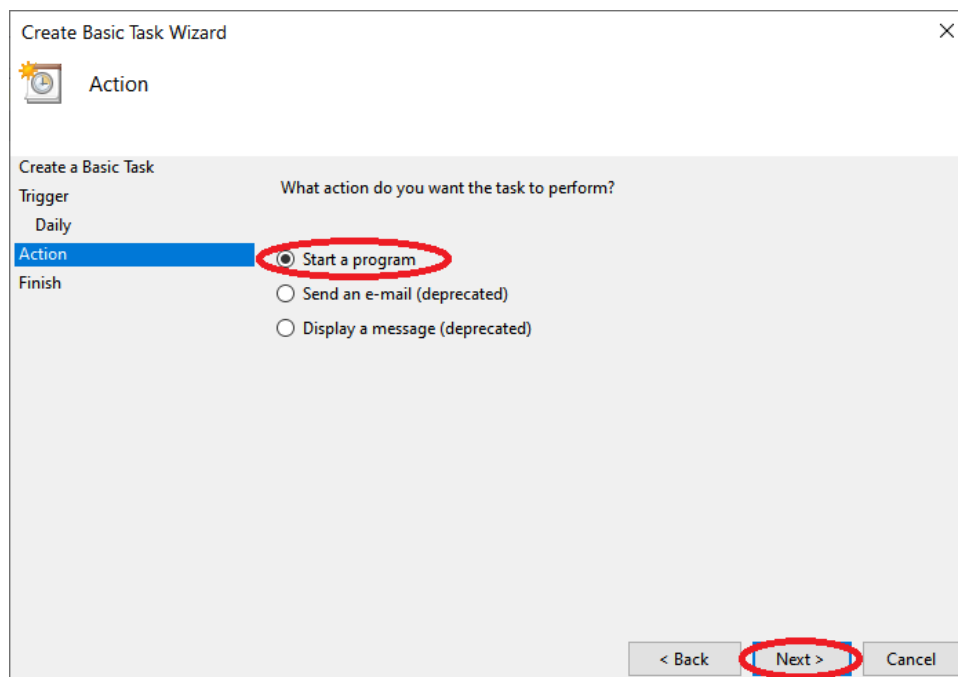
- 8) On the 'Trigger' step of the wizard, you should select the frequency at which the script will run (Daily, Weekly, or Monthly). Once you have made your choice, you can then click on the 'Next' button at the bottom of the window.



- 9) At this point, depending on which option you chose, you will be asked to enter additional information about the frequency at which the script will run. For example, if you chose 'Daily', you will now be asked at which time of the day you would want the task to run. Once you have set these frequency options, you can click on the 'Next' button at the bottom of the window.



- 10) On the 'Action' step of the wizard, you would want to choose the 'Start a program' option and then proceed onto the next step, by clicking the 'Next' button at the bottom of the window.



11) If you chose the proper action in the last step, you should be taken to the 'Start a Program' step of the 'Create Basic Task' wizard. From here, you would want to copy and paste the filepath to your V7Polling.exe Application file (which you obtained from the Script Shortcut you created above) into the 'Program/script' field, with the entire path surrounded with quotes. You would then copy and paste the arguments-portion of the 'Target' (Path) into the 'Add arguments (optional):' field. Once you have filled in this field, you would proceed by clicking the 'Next' button at the bottom of the window. Example:

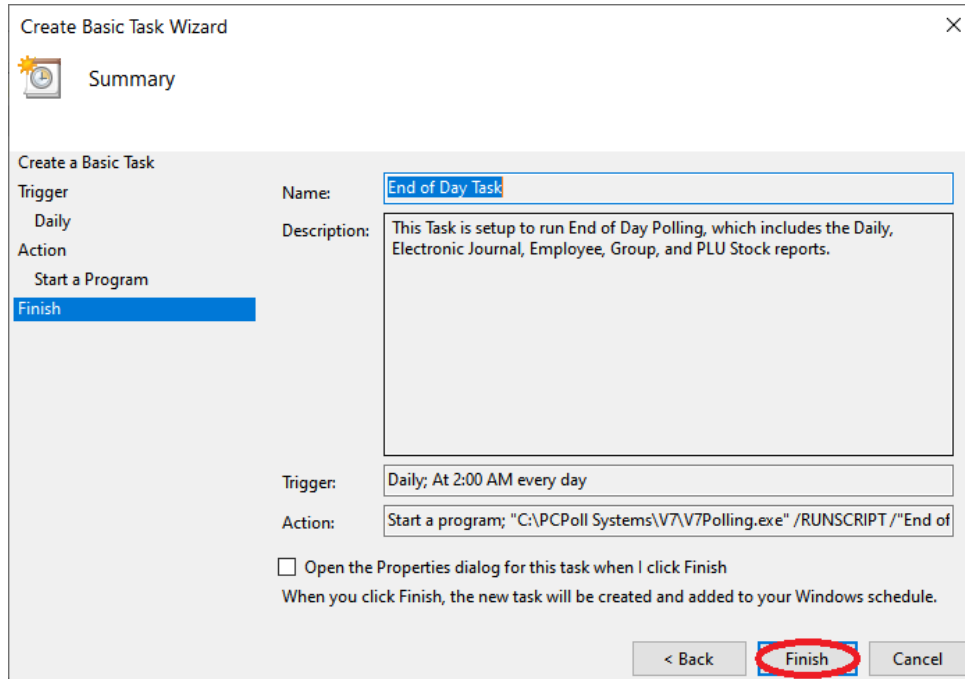
"C:\PCPoll Systems\V7\V7Polling.exe" /RUNSCRIPT /"End of Day"

(/RUNSCRIPT /"End of Day" being the 2 arguments in this example)

The screenshot shows the 'Create Basic Task Wizard' dialog box, specifically the 'Start a Program' step. The window title is 'Create Basic Task Wizard' and the subtitle is 'Start a Program'. The 'Create a Basic Task' section is visible, with the 'Action' tab selected. The 'Program/script' field contains the path 'C:\PCPoll Systems\V7\V7Polling.exe' and has a 'Browse...' button next to it. The 'Add arguments (optional):' field contains the arguments '/RUNSCRIPT /"End of Day"'. The 'Next >' button at the bottom right is circled in red.

Step	Field	Value
Trigger	Trigger	Daily
	Start a Program	Start a Program
Action	Program/script:	"C:\PCPoll Systems\V7\V7Polling.exe"
	Add arguments (optional):	/RUNSCRIPT /"End of Day"
Finish	Start in (optional):	

12) You should now be at the 'Finish' step of the wizard and can simply click on the 'Finish' button at the bottom of the window.



13) To test that the task properly launches your script of polling operations, you can click on the 'Task Scheduler Library' option in the menu on the left-side of the Task Scheduler's main window, find the Task you just created (using the 'Name' column), right-click on your task in the list, and then choose the 'Run' option from the context menu.

