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Technical Information Document

Setting Up SCHEDULE in Windows® 98/2000/XP/2003

Document Information:

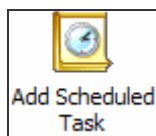
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Document Summary

Instructions on how to setup SCHEDULE in Windows® Scheduled Tasks.

Document Contents

1. For Windows 2000/XP/2003, you must logon as ADMINISTRATOR first. Click Start and click logoff. For the network name, type ADMINISTRATOR (all CAPS) and enter the password.
2. Click on Start → Control Panel → Scheduled Tasks
 - **If using Windows XP or Windows 2003:**
Click Start → All Programs → Accessories → System Tools → Scheduled Tasks.
 - **If using Windows 2000:**
Click Start → Programs → Accessories → System Tools → Scheduled Tasks.
 - **If using Windows 98:**
Click Start → Settings → Control Panel → Scheduled Tasks.
3. Double click on **Add Scheduled Task**.



4. The Scheduled Task Wizard will appear. Click **Next**
5. The Scheduled Task Wizard will list some applications. Click **Browse**
6. At the File Name prompt enter: **D:\ACU\wrun32.exe**, then click **Open**
(assuming D is the drive letter with BSMGR)
7. It will then ask for the name of the scheduled task; enter: **BSMGR Scheduler**
8. Under *Perform this task*: choose **Daily**
9. Click **Next**
10. Set the *Start Time* to: **11:00 PM**
11. Set "Perform this task" to: **Everyday**
12. Click **Next**

13. At the User Name windows, delete the current user name and replace it with **ADMINISTRATOR** (ALL CAPS). Enter the Administrator password, and click **Next**

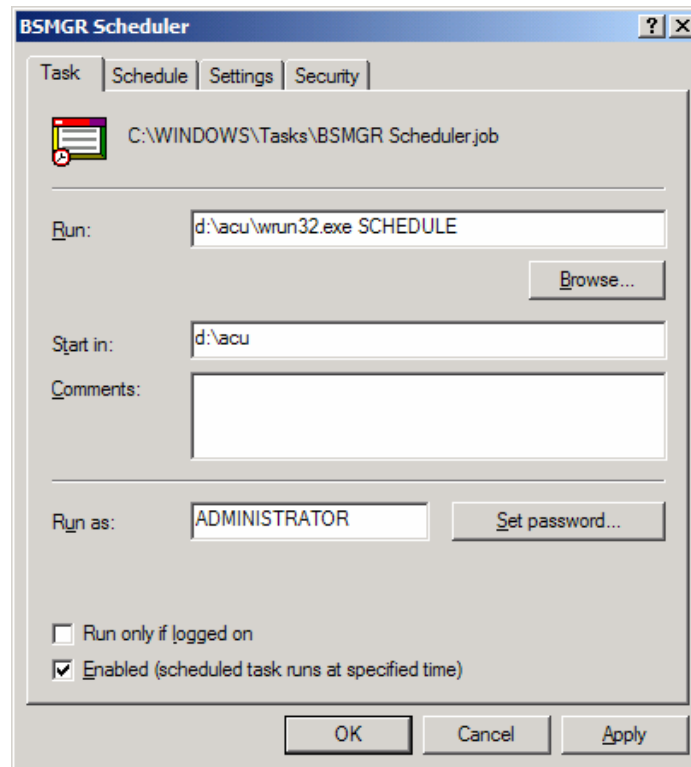


14. Check “Open advanced properties for this task when I click Finish.”

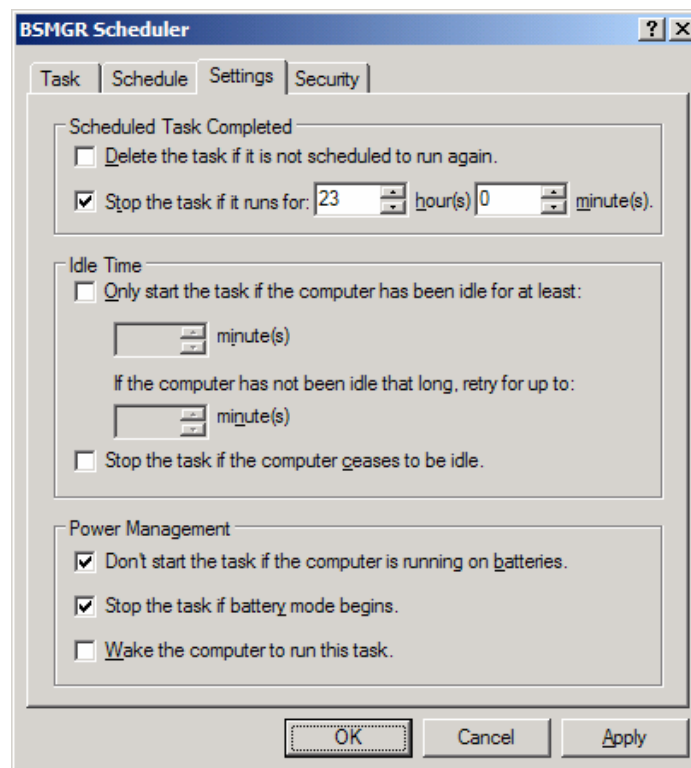


15. Click **Finish** and you should see the Properties screen on the next page. (The Properties window in Windows 98 won't have the “Security” tab.)

16. Add **SCHEDULE** to the end of the Run: line.



17. Click the Settings tab and change the 72 hours to 23 hours; then click OK.



18. At the Set Account Information window, delete the current user name and replace it with **ADMINISTRATOR** (ALL CAPS), enter the Administrator password, and then click **OK**.

