



## Anthology

### Setting up the Visual Anthology Scheduler

This document is meant as a quick start to setting up the scheduler utility. As always, only brief, quick steps are covered here. For more detailed information please refer to Help System (F1) in Anthology. This topic is stored under "Using Visual Anthology" | "Using Visual Anthology Tools" | "Using Anthology Scheduler".

The Scheduler allows the user to schedule the running of common tasks. These may include re-indexing your files; rebuilding keywords or performing a Quick Backup of your data. Using the scheduler you can assign these tasks to be performed after hours while your business is closed and you're not there. To setup the scheduler using our recommended standard:

- 1) Click Tools | Scheduler | Maintain
- 2) The scheduler window will appear.
- 3) If this window already has entries in the upper portion, and you wish to reset completely, simply highlight each task and use the F7 Delete key. F10 to Save changes.
- 4) To add the first task, do F4 New
- 5) Set the PROCESS to Quickbackup
- 6) Set the DAY to All
- 7) Set the TIME the tasks should run, or use the FORCE option. Click the ENTER LINE button to save the task to the grid. F10 to Save.
- 8) Link the next task to the previous task by doing F4 New
- 9) Set the PROCESS to Database Reindex
- 10) Click the [...] button on the LINK TO field
- 11) Click on the Quickbackup entry and, click F12 select. Then click the ENTER LINE button to save the task to the grid and then F10 to save.
- 12) Continue with steps 8-11 adding in the next tasks, linking to the previous task. The sequence we recommend are as follows:

**Quickbackup Database**

**Reindex Rebuild Keywords**

**Calculate Turns**

**Above the Treeline Daily Export**

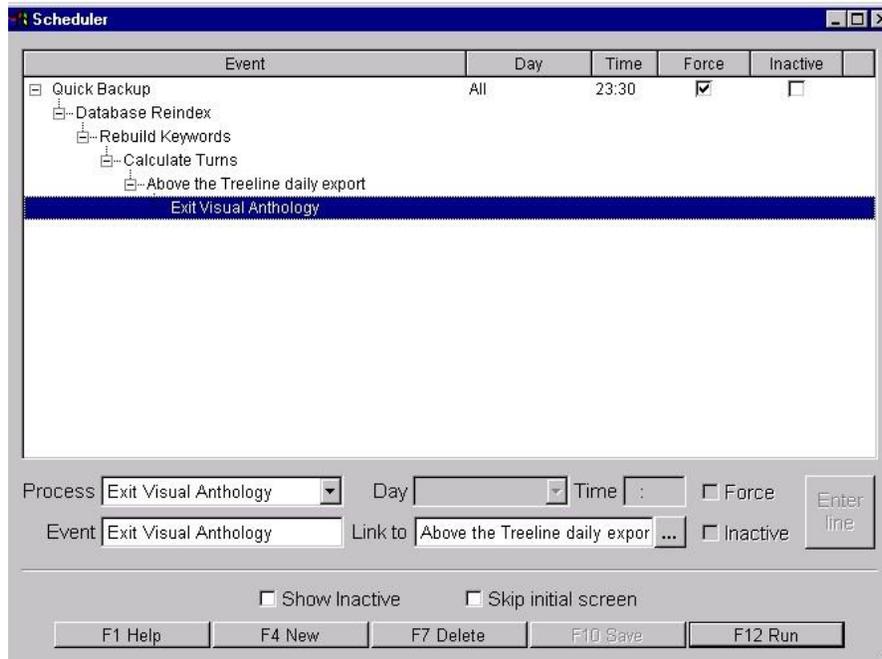
**Exit**

- 13) Finally, if you would like to have the system start the scheduler immediately after you finish the ztape go to Tools | Options | General tab | Check the "Run Scheduler After Ztape"

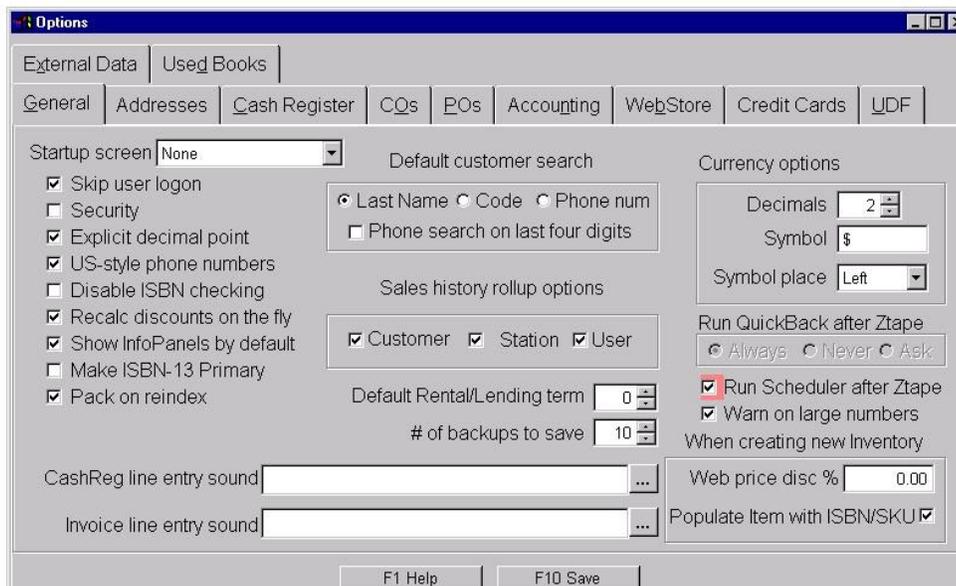
The time a task is set to should be in military time (0200 = 2:00 am or 23:30 = 11:30 pm). Bear in mind that this task should not overlap any Tape/CD Backups, anti-virus scans, system maint, etc. Instead of a fixed time, you can also choose the FORCE option if you simply want the tasks to start as soon as the

scheduler is selected in the evening. Typically we recommend the nightly backup run around 10 or 11pm, the anti-virus programs may scan around 8pm or 1am, and other scheduled tasks around 3am.

## Recommended Scheduler Setup



The image above shows a scheduler with all recommended tasks selected. Note that the Force box is checked. This particular scheduler is intended to run as soon as the Ztape process is completed. The image below shows the setting in Tools | Options | General tab for "Run Scheduler After Ztape" and the "# of Backups to Save".



**Note:** The Scheduler image above shows the “Above the Treeline Daily Export” task. This is not necessary if your store does not subscribe to the ATT system (Edelweiss is a separate function not needing uploads). However, if you do use the ATT system and export daily files to the C:\Treeline\Temp directory that the ATT Ftp Pickup tool has been installed you will need to have the the scheduler be run on that same machine. IE, the export tool in the scheduler will only write to a local C:\Treeline\Temp directory, it cannot be programmed to automatically copy the daily treeline across your network to a different machine. If you opt to run the Scheduler immediately after the Ztape then be sure to run the Ztape on the same machine where you have the ATT Ftp Pickup tool installed.

### **To queue up the scheduler:**

- If you have opted to use the “Force” option in your scheduler as well as “Run Scheduler after Ztape” from Tools | Options then the only step needed is to run the nightly Ztape. Once you choose to “Clear These Sales?” the system will immediately close the Ztape dialogue window for you and immediately start the scheduler tasks. At this point all other workstations should be out of Visual Anthology. **HINT:** If the tasks have already begun to run, it is important to not try to disrupt or escape out of the tasks. Simply let the tasks finish to completion before attempting to get back into the program. Disrupting the Reindexing process can lead to damaged files for the staff opening the next day.
- If you have opted to not use the “Force” option but have opted to use the “Run Scheduler after Ztape” setting from Tools | Options then the only step needed is to run the nightly Ztape. Once you choose to “Clear These Sales?” the system will close the Ztape dialogue window for you and then it will queue up the scheduled tasks to run at their appointed time. At this point all other workstations should be out of Visual Anthology for the night. You do have the option to F9 Cancel out of the queued scheduler in case you need to get back into the program for last minute work.
- If you have opted not to use the “Run Scheduler after Ztape” setting from Tools | Options then you will need to queue up scheduler manually after you finish the nightly Ztape. Click on Tools | Scheduler | Run | Start.