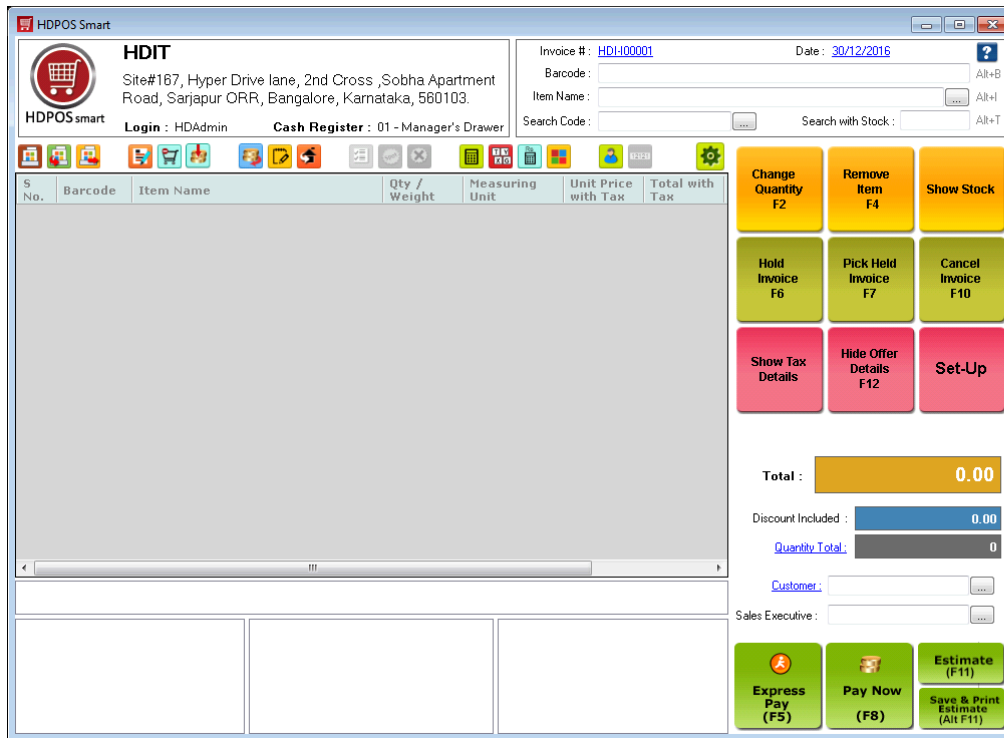




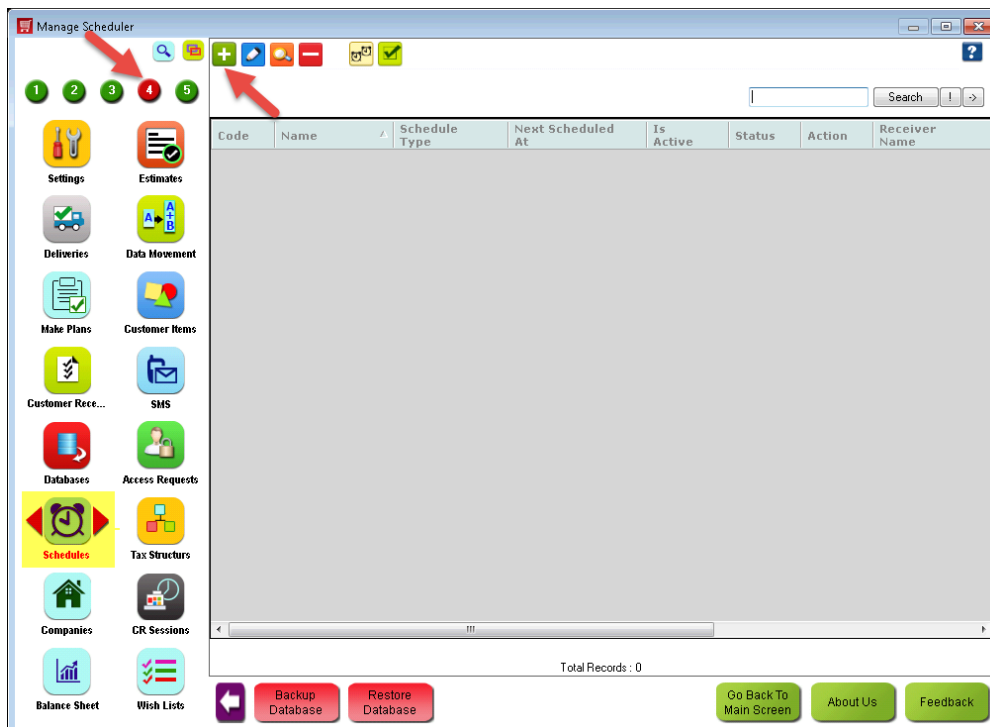
## How to set up scheduler in HDPos?

To set scheduler, follow the steps below:-

1. Run HDPOS smart. Click on **Set-Up** button from the Main Screen.



2. Go to 4<sup>th</sup> Page, select **Schedules** icon. From **Manage Scheduler** screen, click on **Add Schedule**.



3. You will see **Add Schedule Details** Screen. Fill all the required details:

- **Name:** Enter the name of the Schedule.





- **Code:** Enter any code for the schedule.
- **Status:** This can be either active or inactive. Scheduler will only run if it is in Active mode. By default it is active.
- **Schedule:** Here you can select when the scheduled task needs to run. You can choose any one of the options given below to run the scheduled task.
  - **Do not Schedule:** Runs the scheduled task when the user wants to manually run it by selecting the scheduler and click on **Run Task Now** button.
  - **When I Login:** Runs the scheduled task every time a user log in.
  - **When I Logout:** Runs the scheduled task every time a user log out.
  - **On A Schedule:** Runs the scheduled task at the specific time set.
    - i. **One Time:** Runs the scheduled task at a particular time and date But It will run only once.

Start : 30/12/2016

Expire : 31/12/2016   Delete When Expired

Select Dates

One Time Date : 30/12/2016  Time : 10:00 PM

Daily

Weekly

Monthly

- ii. **Daily:** Runs the schedule task daily. You can specify the date range for which you want to run scheduler. Daily scheduler will run every day on specific time.

Start : 30/12/2016

Expire : 31/12/2019   Delete When Expired

Select Dates

Fixed Time 06:00 PM

Repeat in a Day Start Time 12:50 PM  End Time 12:50 PM  Hrs  Min

One Time Repeat every : 1 days

Daily

Weekly

Monthly





If you want to run scheduled task more than once in a day then you can select **Repeat In Days** radio button and select the Start time ,End time with duration.

if you want to run the scheduler on alternate days then you have to set Repeat Every as 2 days.

The screenshot shows a scheduler configuration window. At the top, there are fields for 'Start' (30/12/2016) and 'Expire' (31/12/2019), with a 'Delete When Expired' checkbox. Below this is a 'Select Dates' section with radio buttons for 'Fixed Time' (06:00 PM) and 'Repeat in a Day'. The 'Repeat in a Day' option is selected, showing 'Start Time' (04:00 PM), 'End Time' (10:00 PM), and a duration of '3 Hrs'. On the left, there are radio buttons for 'One Time', 'Daily', 'Weekly', and 'Monthly'. The 'Repeat every' field is set to '2 days'.

- iii. **Weekly:** Run the scheduled task on weekly basis. Check the checkbox to send schedule in that particular day of week.

The screenshot shows the same scheduler configuration window. The 'Fixed Time' option is selected, showing '06:00 PM'. The 'Repeat in a Day' option is unselected. On the left, the 'Weekly' radio button is selected. The 'Repeat every' field is set to '1 weeks'. Below this, a list of days is shown with checkboxes: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked).

Weekly scheduler will run on specific day and specific time of Every week. But If you want to run the scheduler on alternate weeks then you have to set Repeat every as 2 weeks.

- iv. **Monthly:** Runs the scheduled task on monthly basis.





Start : 30/12/2016    
  Expire : 31/12/2019  Delete When Expired

Select Dates

Fixed Time 06:00 PM    
  Repeat in a Day Start Time 04:00 PM End Time 10:00 PM Hrs Min

One Time   
  Daily   
  Weekly   
  Monthly

January  February  March  April  May  June  July  August  September  October  November  December   
  Select All

On Date(s) 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Last

On Week Days 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

 Select All days

Select the months for which you want the run the scheduled task by checking the respective checkboxes. If you want to select all months check the checkbox **Select All**.

<input checked="" type="checkbox"/> January
<input type="checkbox"/> February
<input checked="" type="checkbox"/> March
<input type="checkbox"/> April
<input checked="" type="checkbox"/> May
<input type="checkbox"/> June
<input checked="" type="checkbox"/> July
<input type="checkbox"/> August
<input checked="" type="checkbox"/> September
<input checked="" type="checkbox"/> October
<input checked="" type="checkbox"/> November
<input type="checkbox"/> December

Select All

**On Dates:** Select the dates of a month by checking the checkboxes of dates. If you are not sure of the last date of a month, then you can check the **Last** checkbox.

On Date(s)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**On Week Days:** Select the weeks. If you are not sure of the last week of a month, you can check Last checkbox. You can also select the days of a week by checking the respective checkboxes. You can select all weeks and all dates by **Select All** and **Select All Days** checkboxes.

On Week Days

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Select All

<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Select All days





- v. **Delete When Expired:** If you want to delete schedule task when it get expired then check the checkbox.
- **Action:** Here you will need to enter details of what action needs to take place.
    - Action: If SMS is selected 'Receiver Phone' field will be enabled.
    - Action: If Email is selected 'Receiver e-mail' field will be enabled.
  - **Receiver Name:** Here you can enter the name of the receiver to send an Email or SMS .
  - **Receiver Phone:** This field will be enabled if Action selected is SMS. Here you will need to enter the receiver's mobile number. You can enter comma separated mobile numbers when you want to send the same SMS to multiple users.
  - **Receiver Email:** Enter the email of receiver. You can also enter multiple email IDs separated by comma when you want to send the same Email to multiple users.
  - **Report Name:** If action selected is email, you will be able to select both text and laser reports. Select the report (Note: Select a report which doesn't have any input parameters). If Action selected is SMS, you will only be able to select a text report.
  - Click on **Create**.



**Add Schedule Details**

Name : Sales Report Code : 01

Status :  Is Active

Schedule

Do not Schedule  When I Login  When I Logout  On a Schedule

Start : 30/12/2016

Expire : 31/12/2019  Delete When Expired

Select Dates

Fixed Time 06:00 PM

Repeat in a Day Start Time 04:00 PM End Time 10:00 PM Hrs Min

One Time

Daily

Weekly

Monthly

Select All

On Date(s)

<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 15	<input type="checkbox"/> 22	<input type="checkbox"/> 29
<input type="checkbox"/> 2	<input type="checkbox"/> 9	<input type="checkbox"/> 16	<input type="checkbox"/> 23	<input type="checkbox"/> 30
<input type="checkbox"/> 3	<input type="checkbox"/> 10	<input type="checkbox"/> 17	<input type="checkbox"/> 24	<input type="checkbox"/> 31
<input type="checkbox"/> 4	<input type="checkbox"/> 11	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 25	<input type="checkbox"/> Last
<input type="checkbox"/> 5	<input type="checkbox"/> 12	<input type="checkbox"/> 19	<input type="checkbox"/> 26	
<input type="checkbox"/> 6	<input type="checkbox"/> 13	<input type="checkbox"/> 20	<input type="checkbox"/> 27	
<input type="checkbox"/> 7	<input type="checkbox"/> 14	<input type="checkbox"/> 21	<input type="checkbox"/> 28	

On Week Days

First

Second

Third

Fourth

Fifth

Last

Select All

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Select All days

Action

Action : SMS

Receiver Name : Ajay

Receiver Phone : 10000001

Receiver Email :

Report Name : Daily Sales\_Text

Create Cancel

4. This way you can set schedule.

