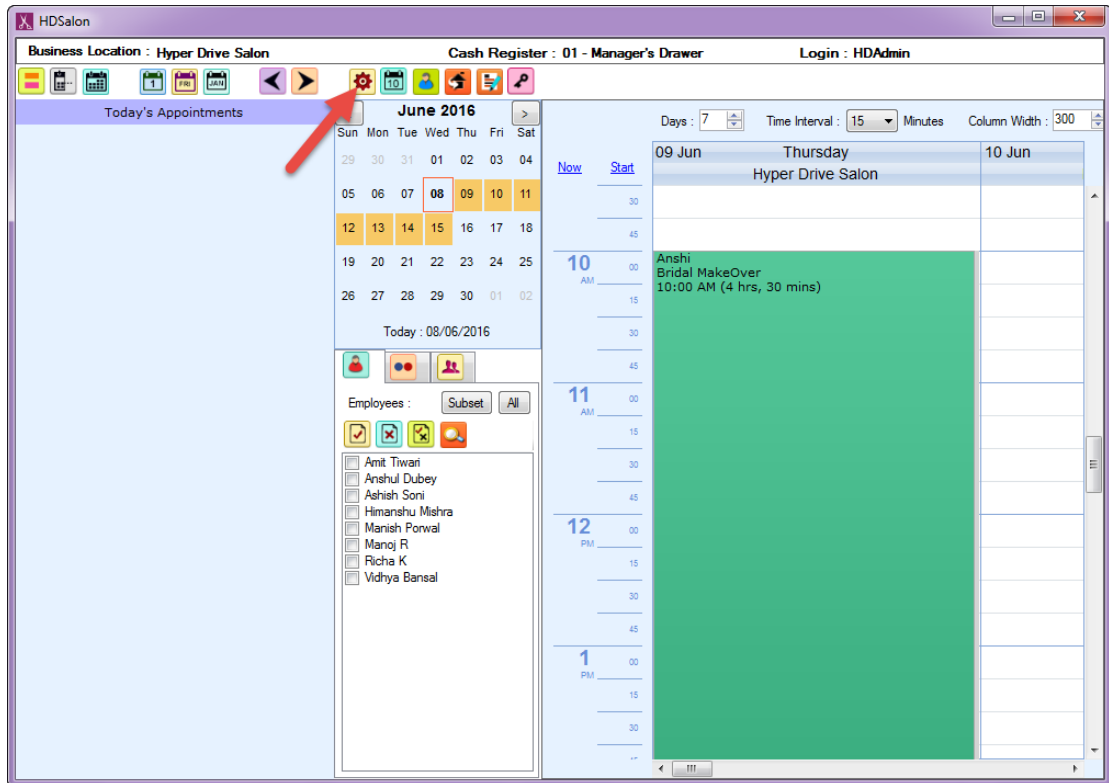


# How to set up scheduler in HDSalon?

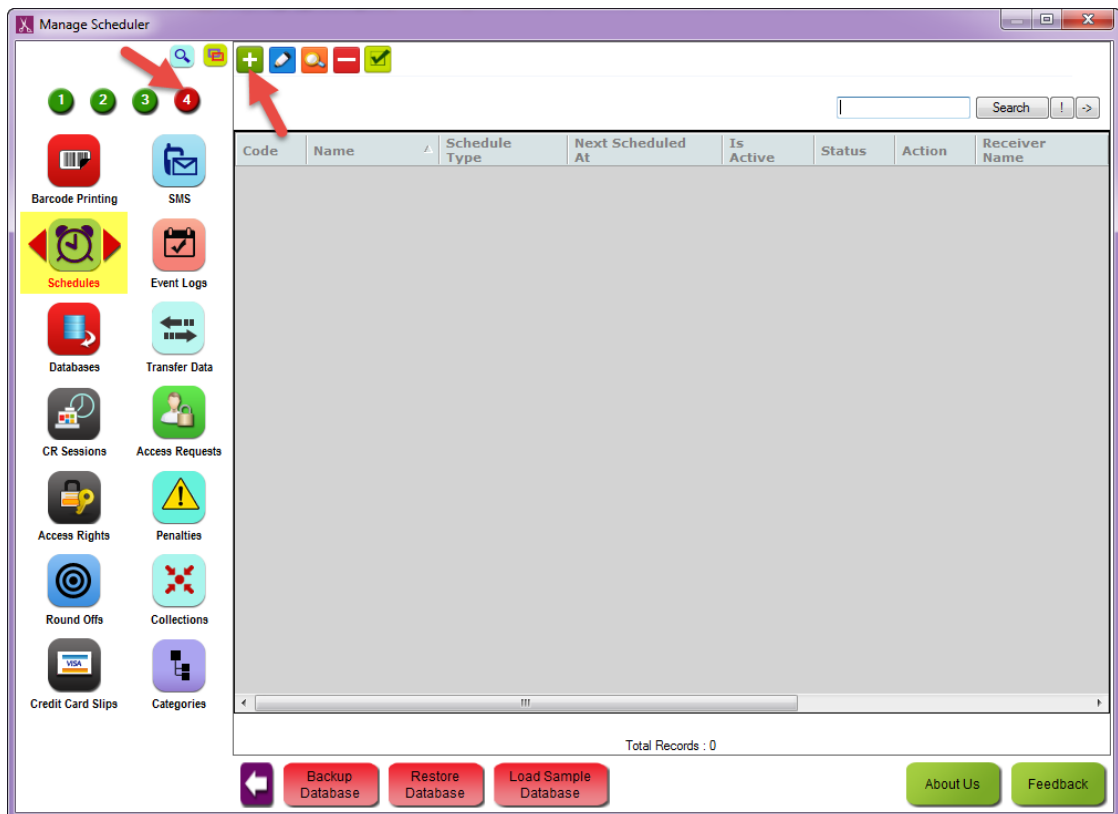


To set scheduler, follow the steps below:

1. Run **HDSalon**. Click on **Set-up** button from **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. Schedule 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 an SMS is sent (OR) when the user wants to manually run it by selecting the schedule and click on **Run Task Now** button.
  - **Login:** Runs the scheduled task every time a user logs in.
  - **Logout:** Runs the scheduled task every time a user logs out.
  - **At time:** Runs the scheduled task at the specific time set.
    - i. **One Time:** Runs the scheduled task at a particular time and date.

The screenshot shows a 'Select Dates' dialog box. At the top, there are 'From' and 'To' date pickers set to 08/06/2016 and 09/06/2016 respectively, and a checkbox for 'Delete When Expired'. Below this, there are four radio button options: 'One Time', 'Daily', 'Weekly', and 'Monthly'. The 'One Time' option is selected and highlighted with a red box. To the right of these options, there is a yellow highlighted area containing a date picker set to 08/06/2016 and a time picker set to 03:00 PM.

- ii. **Daily:** Runs the schedule task daily. You can specify the date for which you want to run schedule. Run scheduled task for a **Fixed Time** in a day. If you want to repeat scheduled task then specify the days you want to repeat.





From : 08/06/2016 To : 08/09/2016  Delete When Expired

Select Dates

Fixed Time 06:00 PM

Repeat In Days Start Time 03:45 PM End Time 03:45 PM Hrs Min

Repeat every : 1 days

One Time

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 and duration.

From : 08/06/2016 To : 08/09/2016  Delete When Expired

Select Dates

Fixed Time 06:00 PM

Repeat In Days Start Time 04:00 PM End Time 10:00 PM 6 Hrs Min

Repeat every : 2 days

One Time

Daily

Weekly

Monthly

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





From : 08/06/2016 To : 08/09/2016  Delete When Expired

Select Dates

Fixed Time 06:00 PM

Repeat In Days Start Time 04:00 PM End Time 10:00 PM Hrs Min

Repeat every : 1 weeks

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

One Time  
 Daily  
 Weekly  
 Monthly

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

From : 08/06/2016 To : 08/09/2016  Delete When Expired

Select Dates

Fixed Time 06:00 PM

Repeat In Days Start Time 04:00 PM End Time 10:00 PM Hrs Min

On Date(s)

<input checked="" 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"/>	
<input type="checkbox"/>	6	<input type="checkbox"/>	13	<input type="checkbox"/>	20	<input type="checkbox"/>	27	<input type="checkbox"/>	
<input type="checkbox"/>	7	<input type="checkbox"/>	14	<input type="checkbox"/>	21	<input type="checkbox"/>	28	<input type="checkbox"/>	

On Week Days

First  
 Second  
 Third  
 Fourth  
 Fifth  
 Last

Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

Select All  Select All days

One Time  
 Daily  
 Weekly  
 Monthly

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

Select All

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**.

January  
 February  
 March  
 April  
 May  
 June  
 July  
 August  
 September  
 October  
 November  
 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"/> 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:** 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"/> First	<input type="checkbox"/> Sunday
<input type="checkbox"/> Second	<input checked="" type="checkbox"/> Monday
<input type="checkbox"/> Third	<input type="checkbox"/> Tuesday
<input checked="" type="checkbox"/> Fourth	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Fifth	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Last	<input type="checkbox"/> Friday
<input type="checkbox"/> Select All	<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: Select SMS. If SMS is selected 'Receiver Phone' field will get enabled.
  - Action: Select Email to send an email. 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 to multiple users you can enter multiple names or phone number separated by comma.
- **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.
- **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. Select the 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  At Time

From : 08/06/2016 To : 08/09/2016  Delete When Expired

Select Dates

Fixed Time 06:00 PM  
 Repeat In Days 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)  
 1  8  15  22  29  
 2  9  16  23  30  
 3  10  17  24  31  
 4  11  18  25  Last  
 5  12  19  26  
 6  13  20  27  
 7  14  21  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 : 1100000111  
Receiver Email :  
Report Name : Daily Sales\_Text

4. This way you can set schedule.

