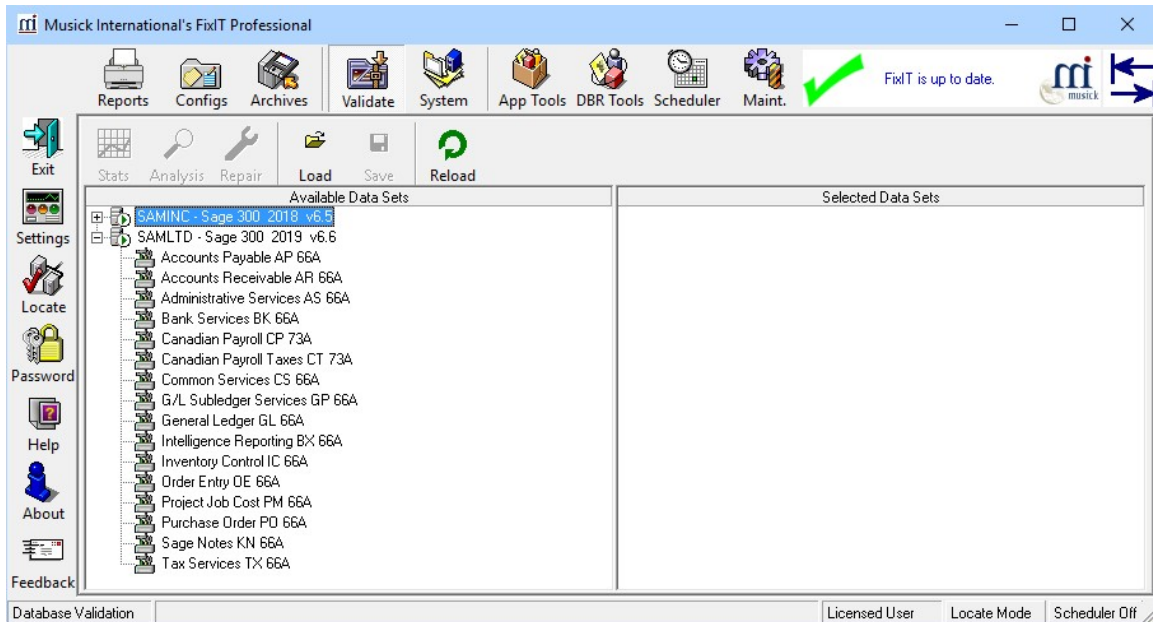# FixIT Professional Scheduler

The purpose of this document is to clarify creation of a schedule to run FixIT/DataCHECK during off hours.
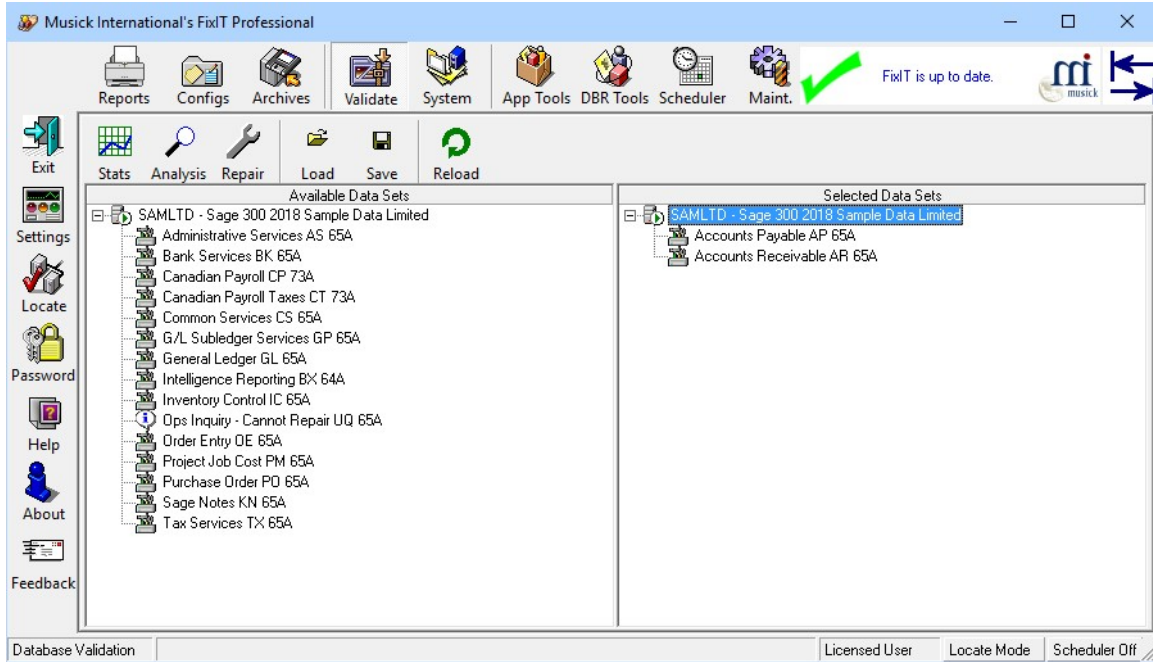
1) Start FixIT

2) Verify that the company database is listed in the "Available Data Sets" window. If the company and modules are not displayed, add the company using "Locate" icon on the left toolbar.

3) Select the modules to include in the FixIT schedule. This can be an individual module or several modules across several companies. To select the modules, either double click the module or drag the module to the "Selected Data Sets" window.

4) Click the "Save" icon on the "Validate" screen.

5) Change the "File Name", "Description", "Repair", "Print Report" and "Validation Options" to reflect the schedule being created.
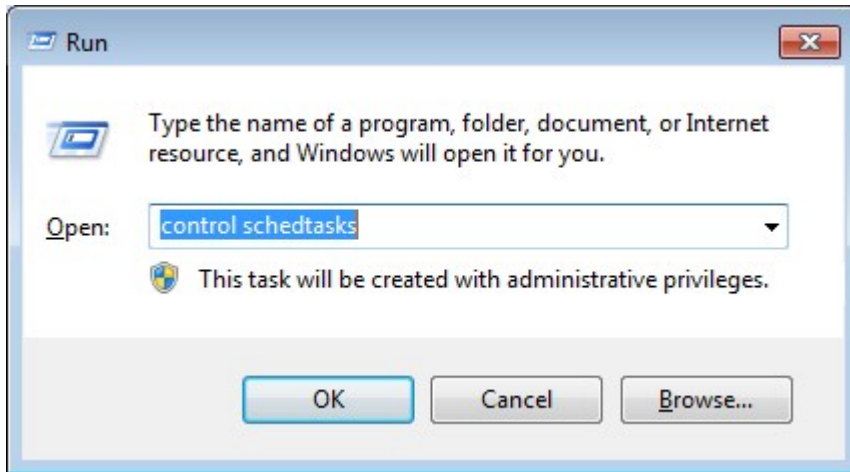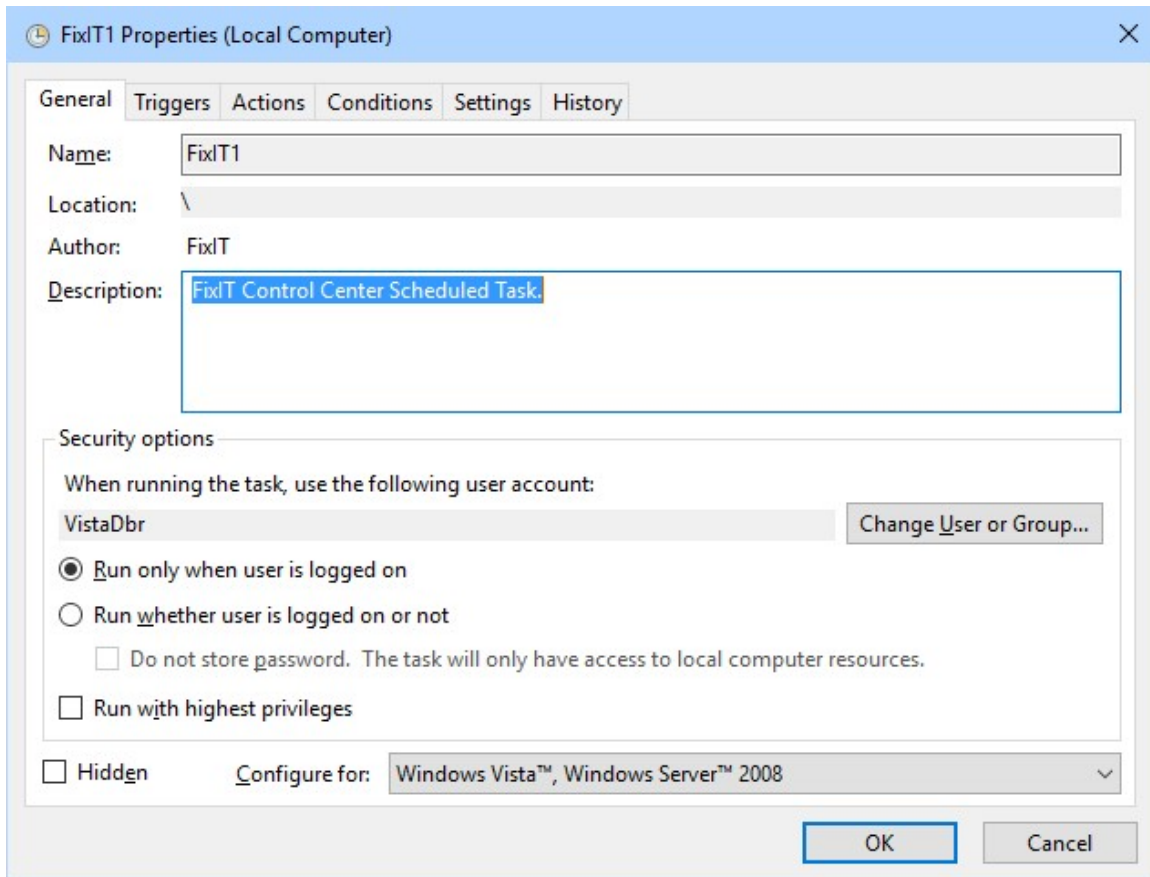

6) Click "Schedule" to launch Windows Task Scheduler. This will create a new windows task to run the FixIT Schedule. Or start windows task scheduler from "Run" window.

7) To view the windows task, expand "Task Scheduler Library" and find the entry FixIT1. If more than one task exists for FixIT Scheduler, the last digit will be incremented.
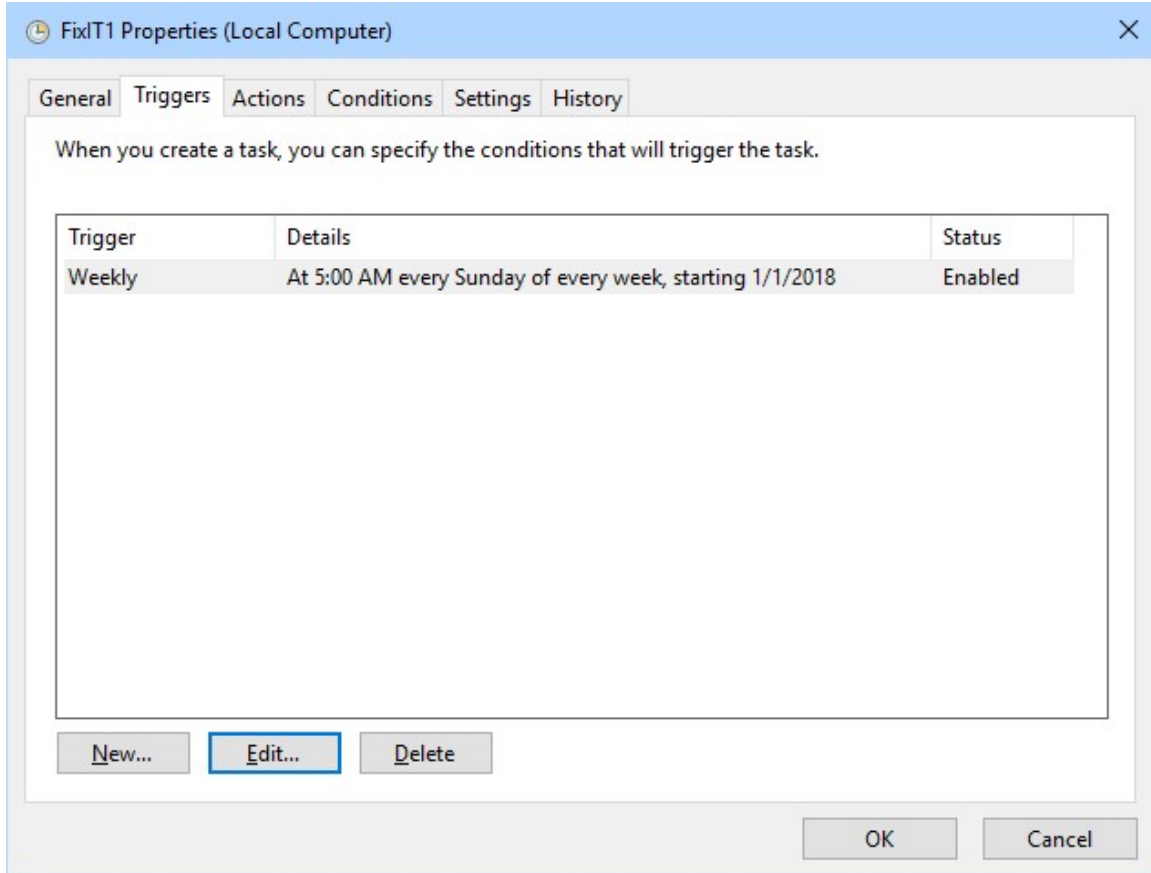
8) To change the FixIT schedule, right click the FixIT1 entry and click "Properties".

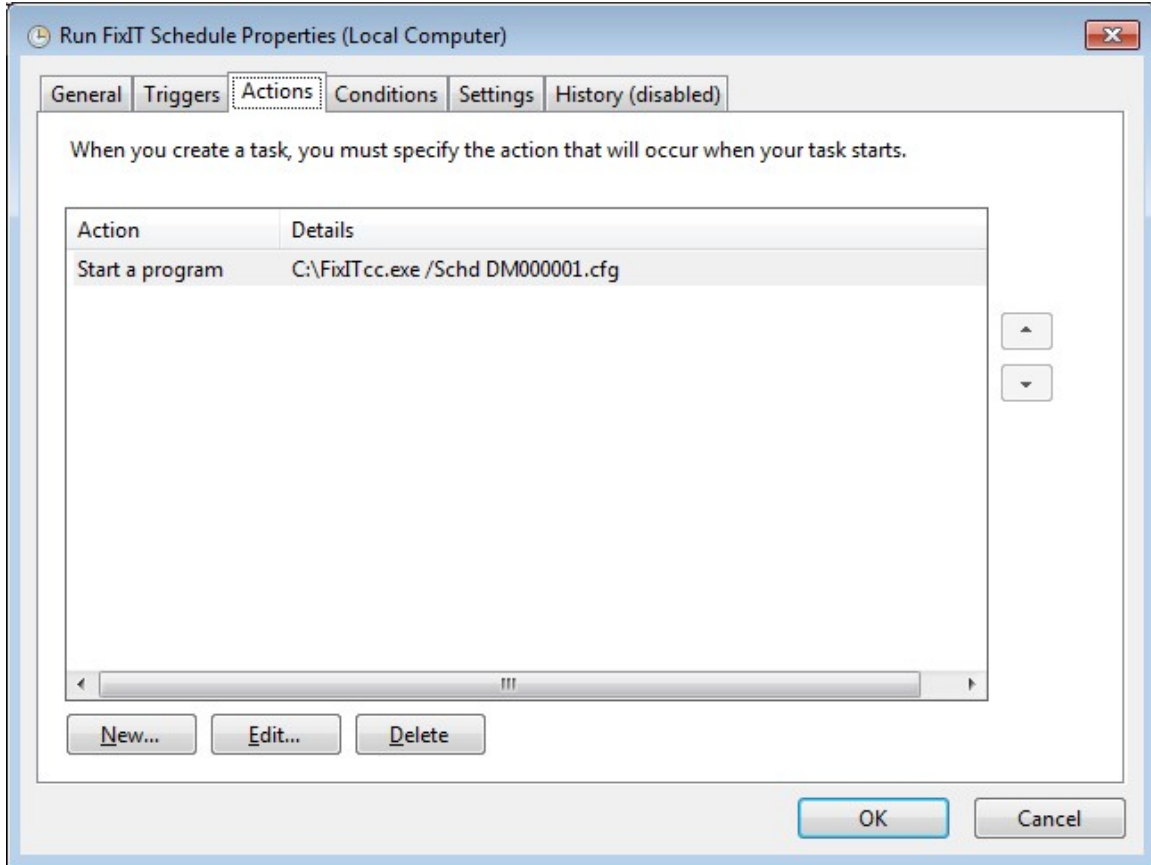9) The General tab allows you to change the description.

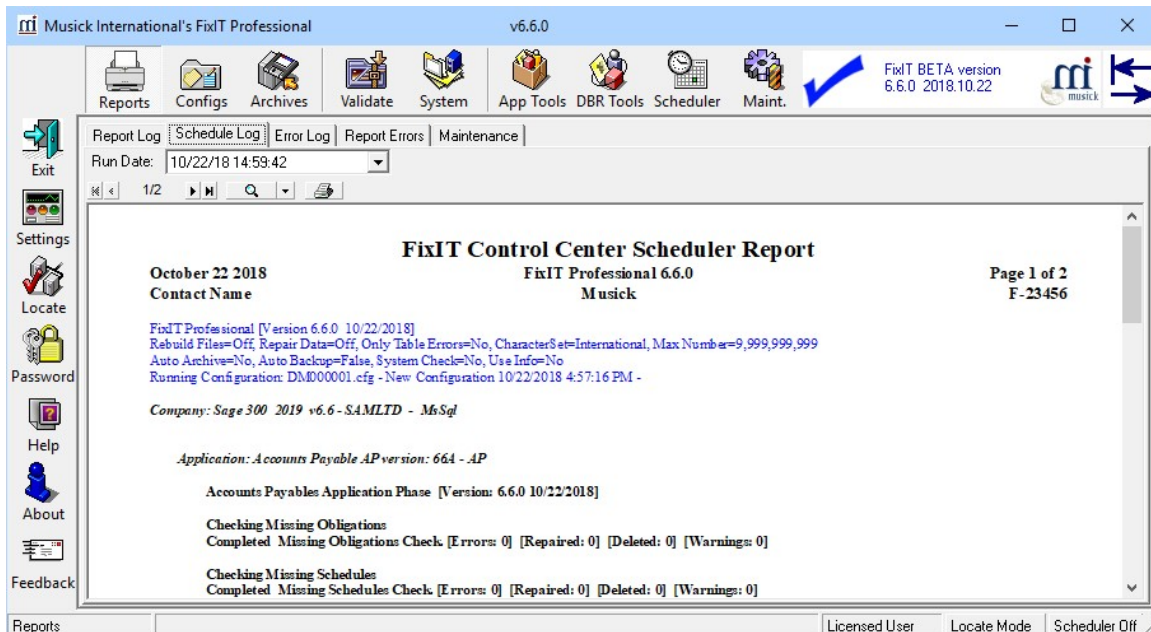Note: Check the box "Run with highest privileges".

10) The "Triggers" tab allows you to set the time of day to run the FixIT Schedule.

FixIT1 Properties (Local Computer)   ✕

General | Triggers | Actions | Conditions | Settings | History

When you create a task, you can specify the conditions that will trigger the task.

Trigger	Details	Status
Weekly	At 5:00 AM every Sunday of every week, starting 1/1/2018	Enabled

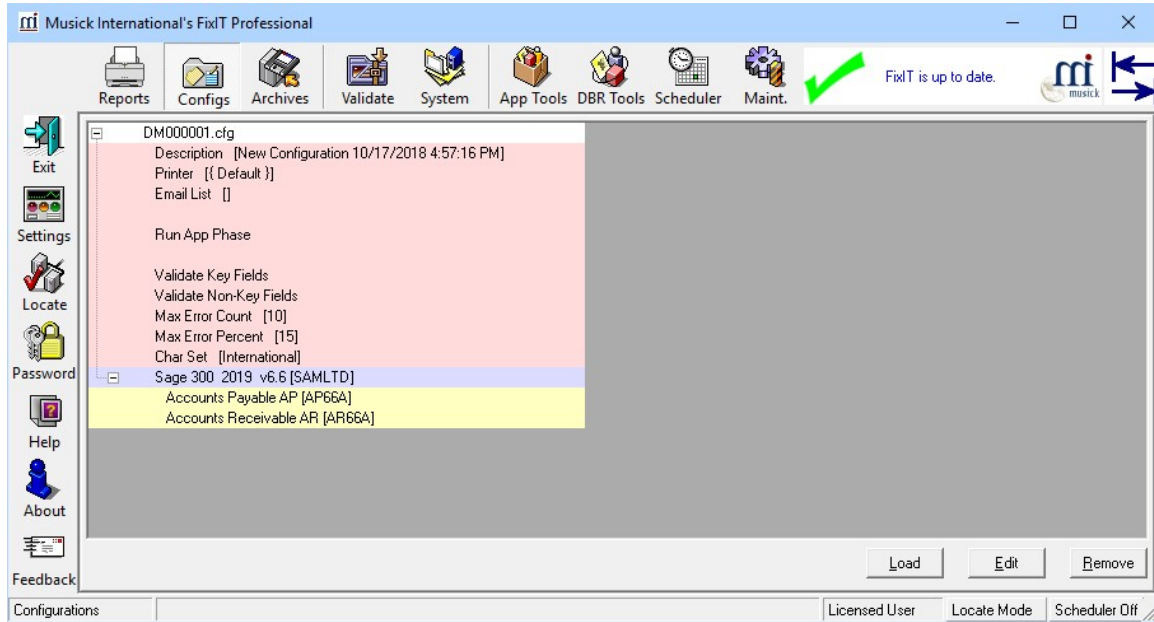New...   Edit...   Delete

OK   Cancel

11) The "Actions" tab allows you to change the specific FixIT configuration to run.

12) The FixIT "Schedule Log" can be viewed by starting FixIT, selecting the "Reports" icon and then the "Schedule Log" tab.

13) To modify a configuration, select the "Configs" icon on the top toolbar.

14) Highlight the configuration and click "Edit".

15) To delete a configuration, click "Remove".

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