

Step 1: Go into TE to set-up the scheduler. You will select FTP location. You will need the public key, unique username and password that CommunityPro sent to you.
Step 2: Go into Windows to set up the task scheduler. This allows your computer to continue to “grab” data from TE and send it to CommunityPro regularly.

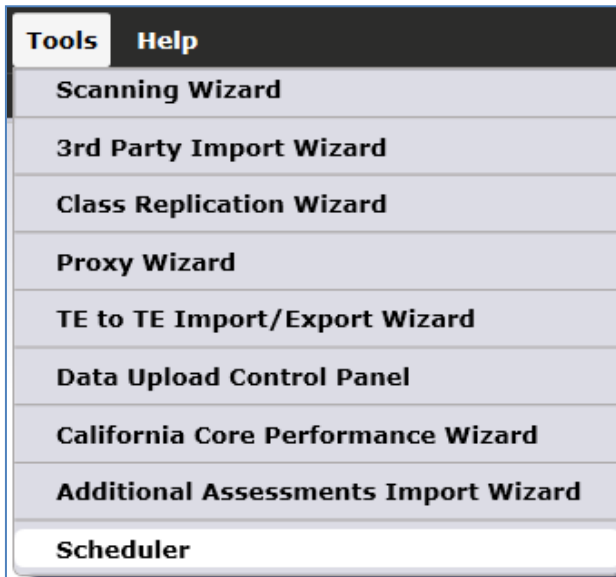
Step 1: Setting up the TE Scheduler

Login to your agency by double-clicking the agency name. (One agency at a time)

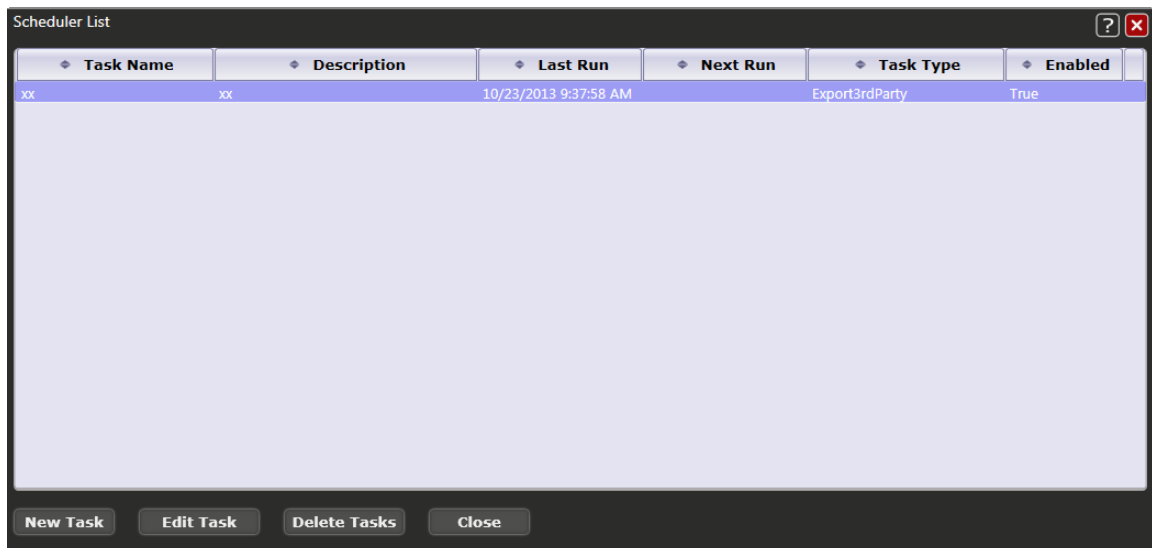
The TE Scheduler enables you to automatically send your TE data or specific components of your database to a 3rd Party system on a specifically scheduled interval.

This exercise details how to send tests to a 3rd Party system.

1. On the **Tools** menu, select **Scheduler** at the bottom.



2. This opens the list of **Scheduled Tasks**.



3. Click New Task to create a new scheduled task.



4. This opens a blank Scheduler Task Detail. An example of a scheduled task appears below.

A screenshot of a "Scheduler Task Detail" dialog box. The dialog is titled "Scheduler Task Detail" and has a question mark and close button in the top right. It contains several sections: "Enabled" (checked), "Task Type" (Export3rdParty), "Task Name" (CPS), "Description" (CommunityPro Suite Scheduler), "Run" options (Run Daily selected), "Next Run" (Select: today's date, a few minutes from now), "Last Run" (empty), "Task Configuration" (Agency/Site: 4908 - Rolling Hills Adult School, Aggregated, Subsites), "Export Files" (Assessment, Student Program Year, Class Enrollment, Class Instance selected; Personnel Program Year not selected), "Output File Format" (csv selected), "Output to" (FTP selected), and "Encrypt with public key" (checked). A red box highlights the filter text "All except Personnel" in the Export Files section. At the bottom are "Save" and "Cancel" buttons.

Notes to keep in mind from CommunityPro:

Task Type: 3rd Party Export

Task Name: CPS

Task Description: Scheduler for CommunityPro

Frequency: Daily or Weekly (determined by customer)

Next Run: Suggest close to the time the scheduler is set up (a few minutes from now).

Last Run: Ignore Last run (check this box – this is not displayed in the image above)

* Run without user confirmation (check this box – this is not displayed in the image above!)

Options to filter: check all *except* personnel data (probably 6 files)

Filter: Default current program year, leave it as is

Output File Format: .csv

Output to: FTP (not disk!)

URL Address: <ftp://cps-ftp.literacypro.com>

Username: Enter Agency Name – as sent from CommunityPro

Password: Enter Password, copy/paste as sent from CommunityPro

Click the import key: TE will give you a navigator to find the key –or—carefully copy and paste both lines into the text box (it may format change automatically)

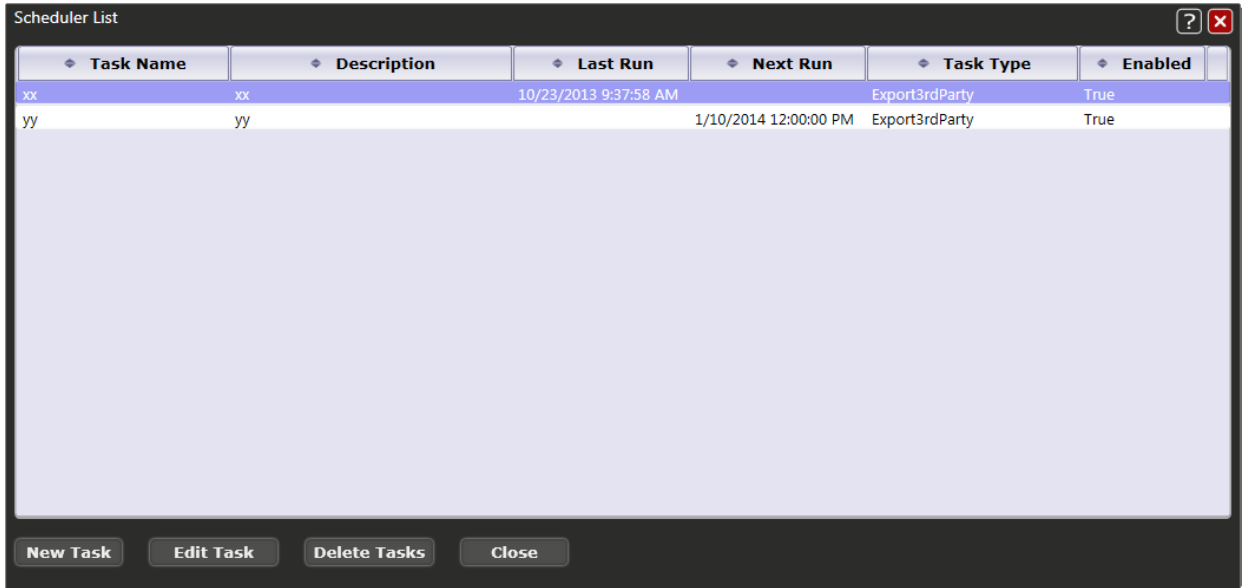
Save scheduled task!

...Continued directions from TE:

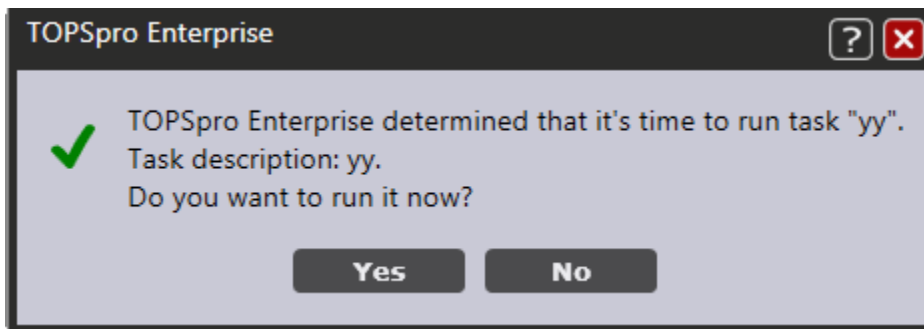
5. TE Scheduler Definitions:

- a. Task Type.** This defines the specific automated task you would like TE to perform. (As of TE build 259, only one task, 3rd Party Export, is available.)
- b. Task Name and Description.** Type in the name of the task with a brief description. This is for agency use; you can label these fields any way you want.
- c. Indicate how often you want TE to run this task** (once a day, once a week, and so on.)
- d. Run without User Confirmation.** By default, the TE scheduler will prompt you when it is time to run the task, and will only run it once you confirm. Check this box to have TE run the task without prompting you.
- e. Next Run.** Specify exactly what time you want TE to begin running the task.
- f. Last Run.** This is a new task, so it is blank. When opening existing tasks, however, this field will show when TE last ran this task.
- g. Task Configuration.** Select the appropriate Agency and/or Site.
- h. Export Files.** Select one of five different files for automatic export. In this example, we selected Assessment in order to export tests.
- i. Output File Format.** Indicate whether you want to export the file as a .csv or .sdf file.
- j. Output to.** Select Disk if you want to automatically export this file to your computer hard drive, or FTP if you want to send it to an IT server.

- k. Check **Encrypt with public key** if you want to enforce the users to enter a security code to run the application. Checking this will prompt you to select a Notepad file that contains the specific access code.
6. Once you finish indicating the instructions for the scheduled task, click **Save**.
 7. The new task now appears in the Scheduler List.



8. When it is time to run the application, a prompt will appear similar to the graphic below. Click **Yes** to run i



Step 2: Setting up the Task Scheduler

1. Click the Windows Start and type “**task scheduler**” – it is a desktop app. Select it.
2. Depending on Windows version:
 - a. In the Task Manager: File → **Run New Task**
 - b. Left side of screen under Actions panel → **Create Task** options
3. Identify the task:
 - a. Name: TE Export
 - b. Location
 - c. Author: (your name appears)Description: This task will automatically run TE Client and export data based on specific export tasks set up in TE Scheduler.
4. Security options: Up to you
 - a. Suggested: **Run whether user is logged on or not**
 - b. **Hidden**: if selected, the task will run without prompting anything on the screen
5. Set schedule
 - a. Click **Triggers** tab → **New**
 - b. **On a schedule** → select the recurrence preference
 - i. Recur every **1** weeks on: **MTWThF** (this will send files every 5 days/week each week)
 - ii. The settings in Windows Task are taken into account, not the settings set in TE Scheduler
 - c. Advance Settings → **Enabled** should be selected by default (leave it selected)
 - d. Click **OK** to close trigger
6. Find and copy the TEClient.exe file location
 - a. **Action** window → New → Program Script
 - b. **Browse** search for “**TEClient.exe**”
 - c. Select the **most recent version of TEClient.exe** file from the list to place into the “program/script” address bar
 - d. If that isn’t working, go to File finder → Browse Search field be entering “**TEClient.exe**” (most recent version)
 - e. Copy the location to your clipboard and paste to the “program/script” bar
7. Add parameters to run the application in “**Actions**”
 - a. Add the following to the arguments field:
/s /a <server address> /c <agency code> /u <username> /p <password>
and add your actual values for the agency code and login credentials (do not use <>)
 - b. Click **Ok**

8. **Conditions:** Additional conditions and settings may appear, but those are optional and can be left with default settings. (see image below)
9. The new TE Export Task will be displayed in the list of tasks and will run based on the settings! (see sample image below)

Sample Conditions:

TE Export Properties (Local Computer) [X]

General Triggers Actions **Conditions** Settings History

Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true.

Idle

Start the task only if the computer is idle for: 10 minutes

Wait for idle for: 1 hour

Stop if the computer ceases to be idle

Restart if the idle state resumes

Power

Start the task only if the computer is on AC power

Stop if the computer switches to battery power

Wake the computer to run this task

Network

Start only if the following network connection is available:

Any connection

OK Cancel

Sample Settings:

TE Export Properties (Local Computer) [X]

General Triggers Actions Conditions **Settings** History

Specify additional settings that affect the behavior of the task.

Allow task to be run on demand

Run task as soon as possible after a scheduled start is missed

If the task fails, restart every: 1 minute

Attempt to restart up to: 3 times

Stop the task if it runs longer than: 3 days

If the running task does not end when requested, force it to stop

If the task is not scheduled to run again, delete it after: 30 days

If the task is already running, then the following rule applies:

Do not start a new instance

OK Cancel

Directions from the TE Silent Export User Manual

(more details of step 2 described above)

Using Windows Task Scheduler

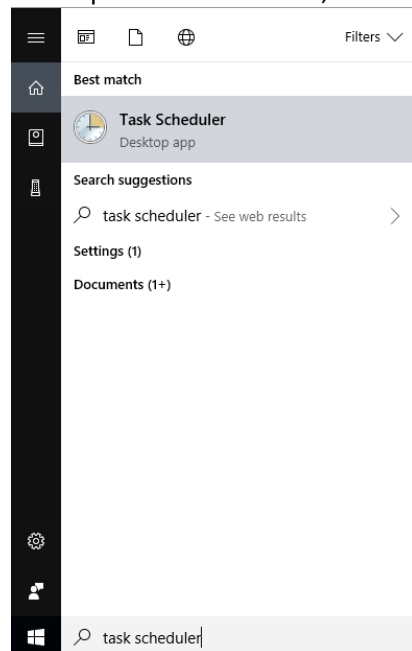
This section details how users can create and configure a windows task that will automatically run at a specific date and time, and which will run TE Client in silent mode to save the export data at the location specified when the export was created in TE Scheduler.

This time, instead of using a single command line that will execute at that moment and export the required data, users will set up a scheduled task in Windows OS that will perform the same command. The task can have multiple parameters and triggers, as explained below.

Note: Please remember that Windows Task Scheduler actually runs a command prompt and appears as described in the previous chapter. The main difference is that, while using the command prompt directly users must enter all parameters and values manually, in Windows Task Scheduler all parameters and options are selectable through a user interface. This also means that all the rules and behaviors described in the previous chapter will still apply here.

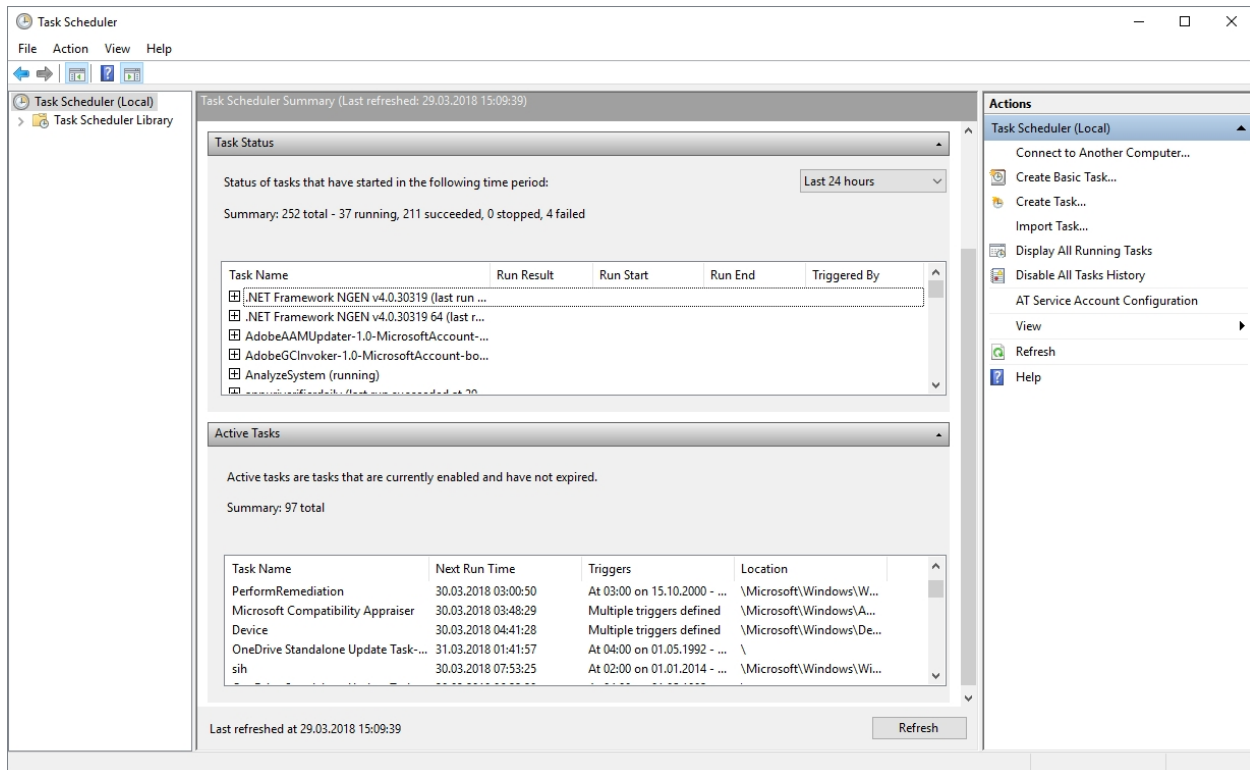
First, let's open the Windows Task Scheduler. Depending on your Windows OS version, the start menu may look differently than how it looks in this document (Windows 10 OS has been used in the screenshots) but the descriptions will apply to all Windows OS versions.

Click on the Windows Start button to open the Start menu, then start typing "task scheduler".



When the result looks like the screenshot above, press the Enter/Return key – the OS should open the Task Scheduler app.

The Task Scheduler window will open and the current list of tasks and their status will be displayed.



A new task will have to be created and set up.

In the left side of the screen, under the Actions panel, click on **Create Task** option.

A new popup window is opened, and we can start setting up the new task.

A name will be required to identify the task and a description can also be added to explain the task in detail.

Name:

Location:

Author:

Description:

Under the security options, users can choose to change the user account under which the task will be run (in case the user setting up the task will not be the one that will run the task).

The task can be run whether user is logged on or not, allowing the task to run when there's no user logged on the system.

Users can also click the "Hidden" checkbox. If marked, the task will run without prompting anything on the screen.

Security options

When running the task, use the following user account:

BOGDAN\Bogdan Change User or Group...

Run only when user is logged on

Run whether user is logged on or not

Do not store password. The task will only have access to local computer resources.

Run with highest privileges

Hidden Configure for: Windows 10

Click on the Triggers tab, then click on the “New...” button to define a new trigger for this task. A new popup window will be opened where the trigger can be defined. The first option will specify when the task will be triggered. Each option in the dropdown box will have its own settings. For this example, leave the “On a schedule” option selected.

Begin the task: On a schedule

Settings

One time

Daily

Weekly

Monthly

On a schedule

At log on

At startup

On idle

On an event

At task creation/modification

On connection to user session

On disconnect from user session

On workstation lock

On workstation unlock

After specifying the moment when the task is triggered, users can select the recurrence type. For this example, let’s assume the user wants the task to run each day of the week, except the weekend.

Begin the task: On a schedule

Settings

One time

Daily

Weekly

Monthly

Start: 29.03.2018 15:39:13 Synchronize across time zones

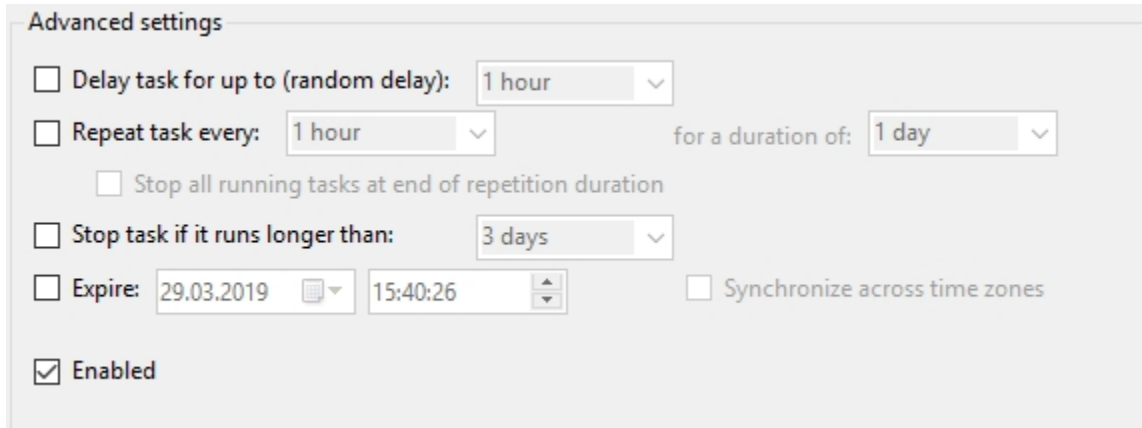
Recur every: 1 weeks on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Under the Advanced settings section, users can select various options that will stop the task or specify even more details related to recurrence. These are all optional, but we recommend leaving “Enabled”

check (as it is by default) which will mark the task as active after it is created. Click the **OK** button to close the trigger popup window and return to the task popup window.



Advanced settings

Delay task for up to (random delay): 1 hour

Repeat task every: 1 hour for a duration of: 1 day

Stop all running tasks at end of repetition duration

Stop task if it runs longer than: 3 days

Expire: 29.03.2019 15:40:26 Synchronize across time zones

Enabled

Note: Please remember that, since Windows Task Scheduler has its own run frequency, the settings in TE Scheduler related to when and how often the task should run are disregarded and only the ones set for the Windows Task are taken into account.

Now that at least one trigger has been defined, click on the Actions tab. Here the user will specify what will happen when the trigger that was just set up is activated.

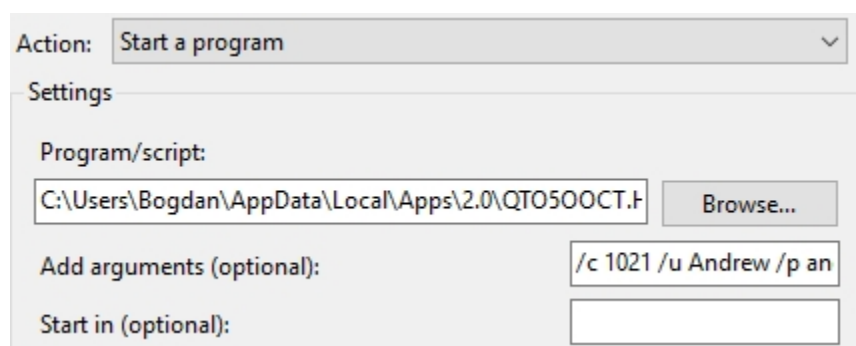
Click on the “New...” button to open a new popup window where the user will define the action. For the Action field, leave the “Start a program” option selected, as this is what we intend to do anyway.

Remember when it was recommended to save the location of TEClient.exe file in a simple text file to be used in the command prompt? Open the file, select the location and copy it to clipboard. In the New Action popup window, click on the Browser button and paste the location in the address bar. Then select the TEClient.exe file from the list.

Now that the application which will be launched has been selected, we need to specify the parameters, just as those used in the command line.

In the “Add arguments” field, type: **/s /a <server address> /c <agency code> /u <username> /p <password>** and add your actual values for the agency code and login credentials.

The screenshot below uses the same fake user account as in the previous chapter, only as example:



Action: Start a program

Settings

Program/script: C:\Users\Bogdan\AppData\Local\Apps\2.0\QTO5OOCT.H Browse...

Add arguments (optional): /c 1021 /u Andrew /p an

Start in (optional):

Click the **OK** button to close the action popup window and return to the task popup window.

The Conditions and Settings tabs will present the user even more options to customize the task, but these are all optional and can be left with their default settings.

After clicking OK to complete setting up the task, it will be displayed in the list of tasks and will run based on its settings.