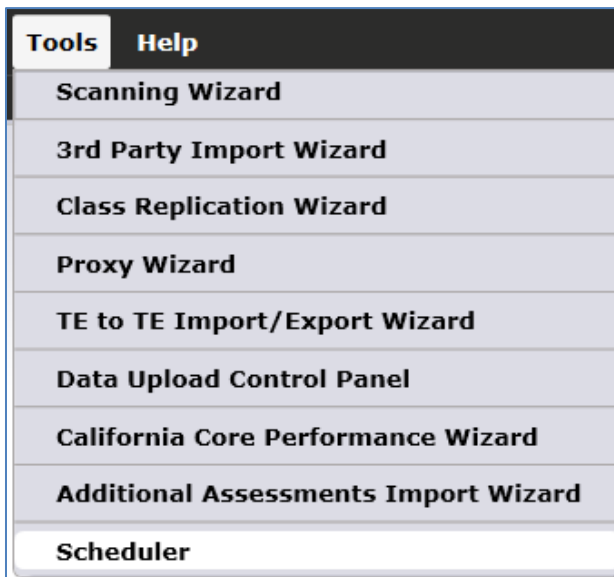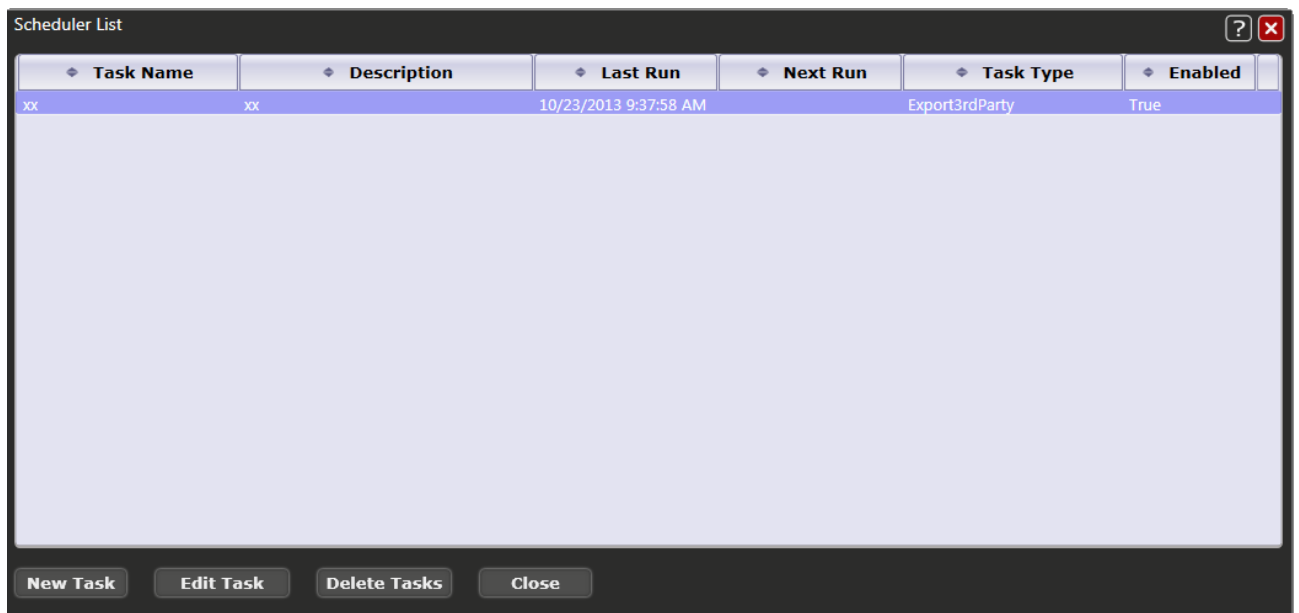# Using the TE Scheduler

The TE Scheduler enables you to automatically send your TE data or specifi c components of your database to a 3<sup>rd</sup> Party system on a specifically scheduled interval.

This exercise details how to send tests to a 3<sup>rd</sup> Party system.
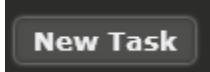
1. On the **Tools** menu, select Scheduler.



2. This opens the list of Scheduled Tasks.

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

**New Task**

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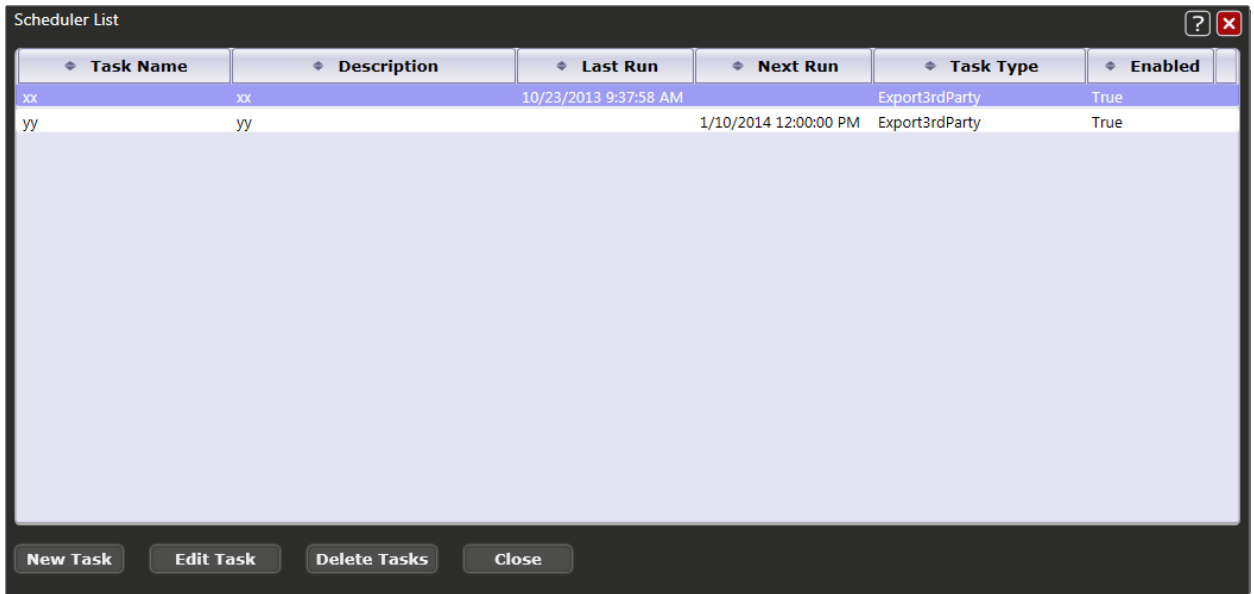
5. TE Scheduler Definitions:

   a. **Task Type**. This defines the specific automated task you would like TE to perform. (As of TE build 259, only one task, 3$^{rd}$ 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 it.