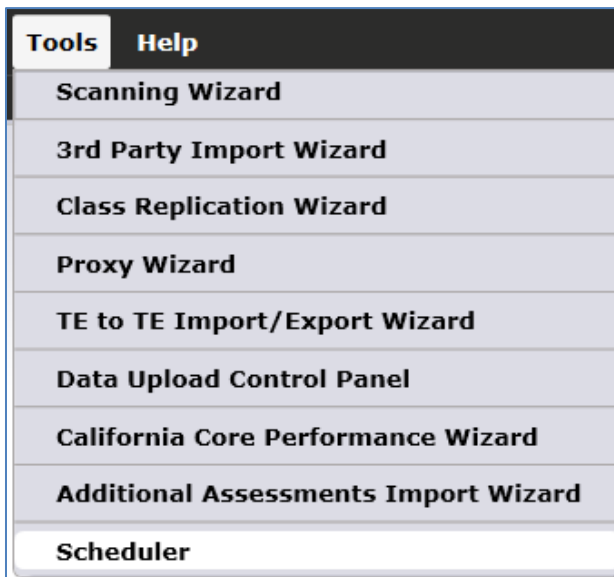


Using the TE Scheduler

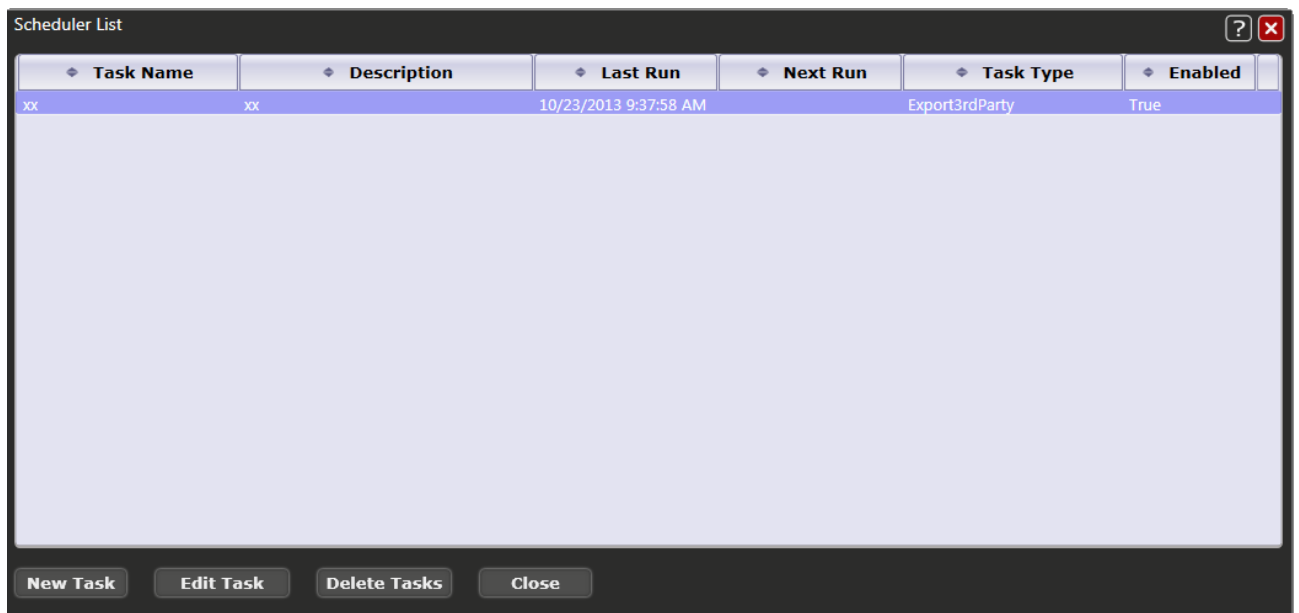
The TE Scheduler enables you to automatically send your TE data or specific components of your database to a 3rd Party system on a specifically scheduled interval.

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

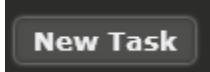
1. On the **Tools** menu, select Scheduler.



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 has a title bar with a question mark and a close button. It contains several sections: a "Task Type" dropdown set to "Export3rdParty"; "Task Name" and "Description" text boxes both containing "yy"; a frequency selection group with radio buttons for "Run Once", "Run Weekly", "Run Quarterly", "Run Daily" (selected), "Run Monthly", and "Run Yearly"; a checkbox for "Run without user confirmation"; "Next Run" and "Last Run" text boxes with a "Reset Last Run" button; a "Task Configuration" section with an "Agency/Site" dropdown set to "4908 - Rolling Hills Adult School", "Aggregated" and "Subsites" buttons, and a list of "Export Files" with checkboxes for "Assessment" (checked), "Student Program Year", "Class Enrollment", "Class Instance", and "Personnel Program Year"; an "Output File Format" group with radio buttons for "csv" (selected) and "sdf"; an "Output to" section with checkboxes for "Disk" (checked) and "FTP", and a "Select file path..." button; and a checkbox for "Encrypt with public key:". At the bottom are "Save" and "Cancel" buttons.

Scheduler Task Detail

Enabled

Task Type:

Task Name:

Description:

Run Once Run Weekly Run Quarterly
 Run Daily Run Monthly Run Yearly

Run without user confirmation

Next Run:

Last Run:

Task Configuration

Agency/Site:

Export Files

Assessment Student Program Year
 Class Enrollment
 Class Instance
 Personnel Program Year

Output File Format: csv sdf

Output to

Disk
 FTP

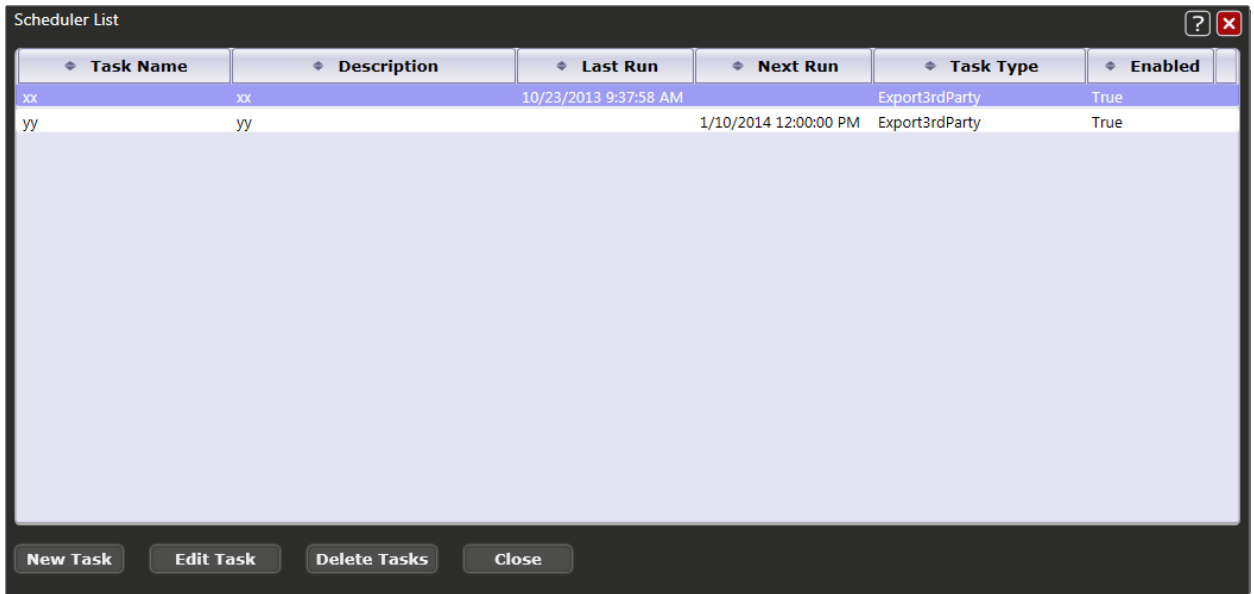
Encrypt with public key:

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.



The screenshot shows a window titled "Scheduler List" with a table containing two rows of task information. The table has columns for Task Name, Description, Last Run, Next Run, Task Type, and Enabled. Below the table are buttons for "New Task", "Edit Task", "Delete Tasks", and "Close".

Task Name	Description	Last Run	Next Run	Task Type	Enabled
xx	xx	10/23/2013 9:37:58 AM		Export3rdParty	True
yy	yy		1/10/2014 12:00:00 PM	Export3rdParty	True

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

