

Guide to create an automatic task (scheduled) to automatically execute CPMonitor - Microsoft Windows XP version.

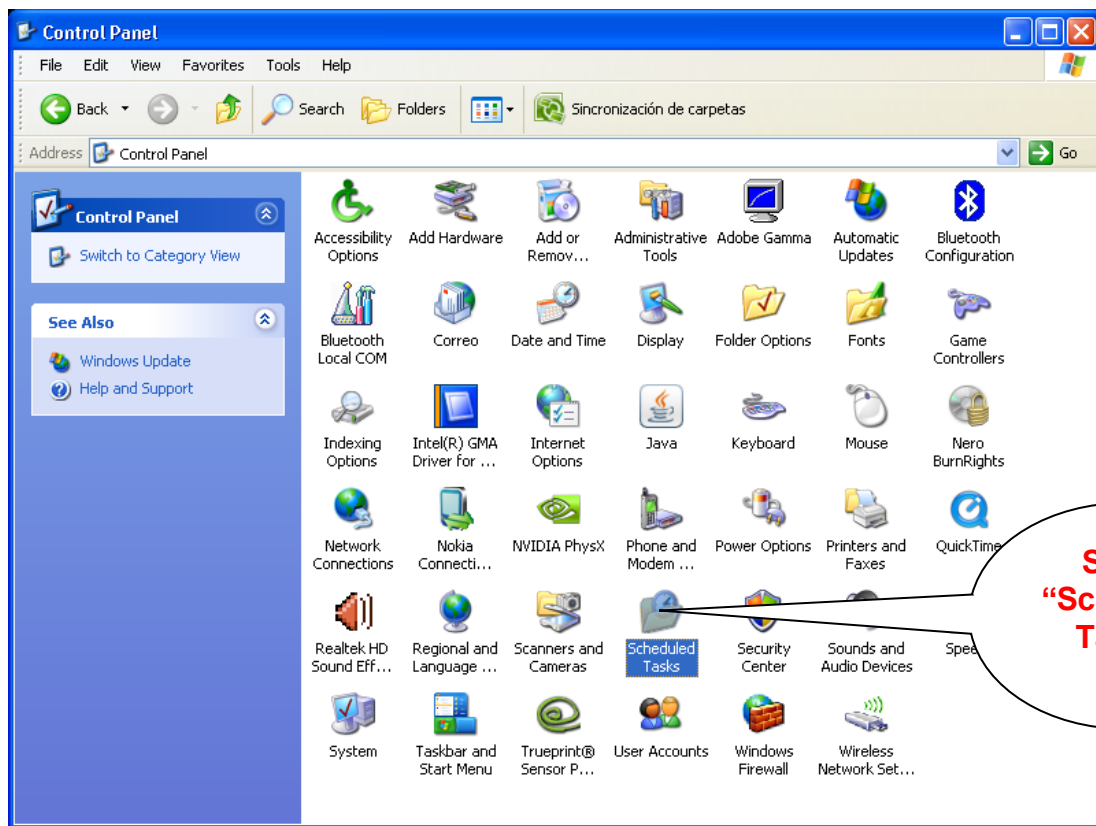
CPM (Cloud Printing Monitor) is a software program designed by NubePrint to help monitoring all type of printing devices plugged in a LAN.

It is convenient to schedule an automatic execution of CPM, so that the recurrent tasks are executed with no manual intervention from the user.

Following are a set of instructions on how to schedule the execution of CPM.

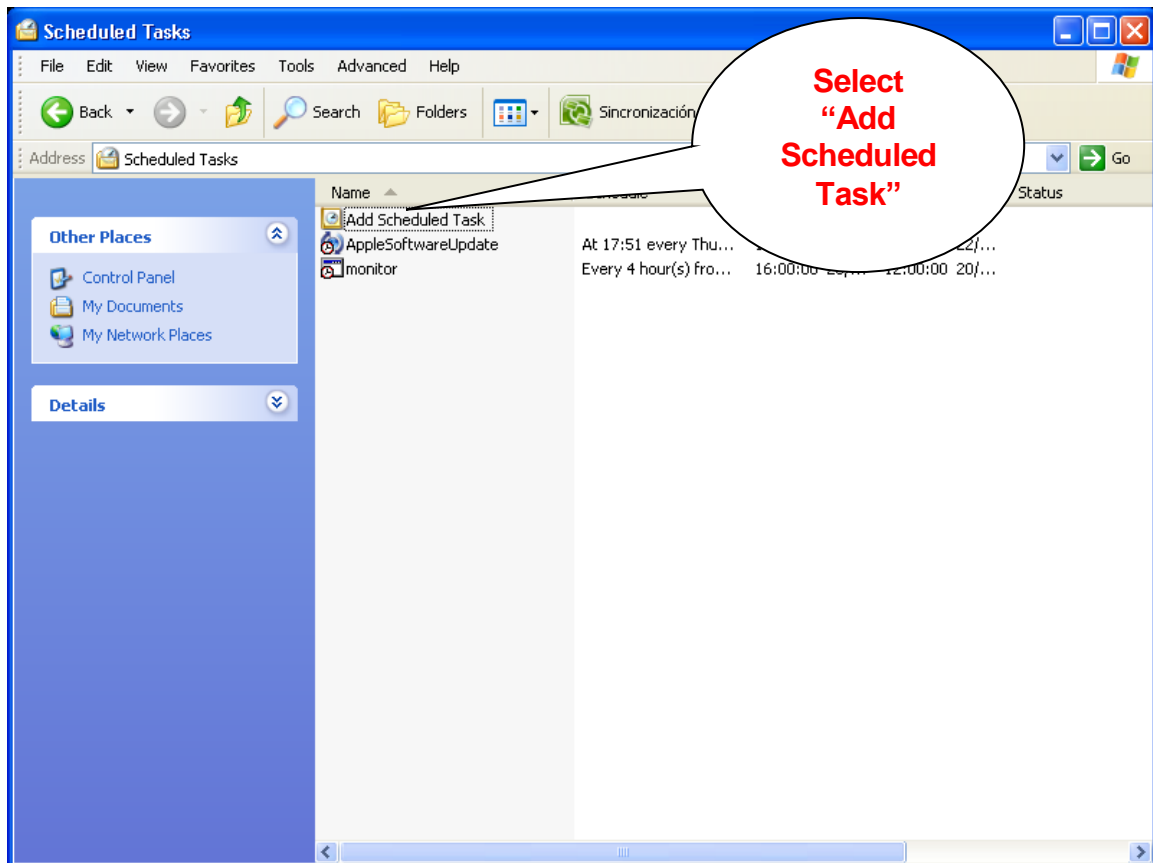
1. Control Panel

Access «Control Panel» and select «Scheduled Tasks».



2. Program tasks

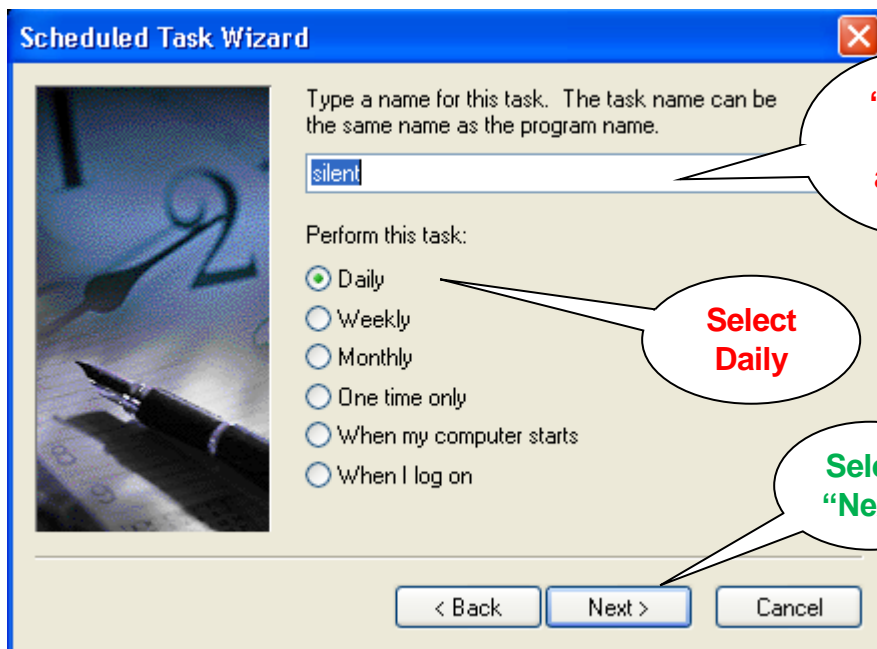
Once you are in «Program Tasks» please select «Add Scheduled Task», and then follow the instructions on the «Scheduled Task Wizard»



- **Click the program you want Windows to run:** press «Browse», and Access the path where you're program «silent.vbs» has been saved. Once selected, press «Open»



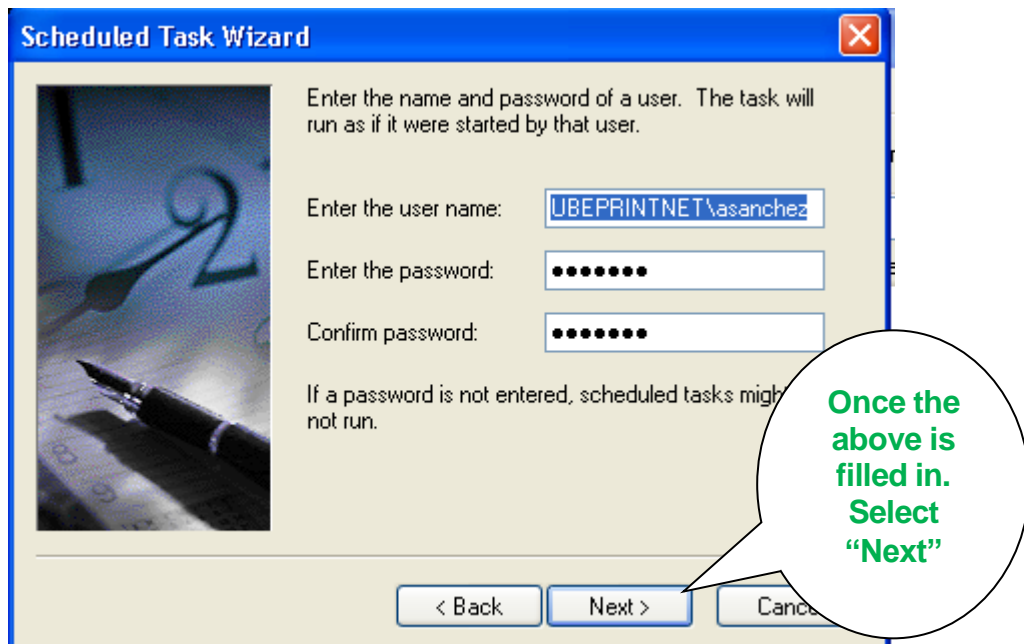
- Select «Daily» and then press «Next»

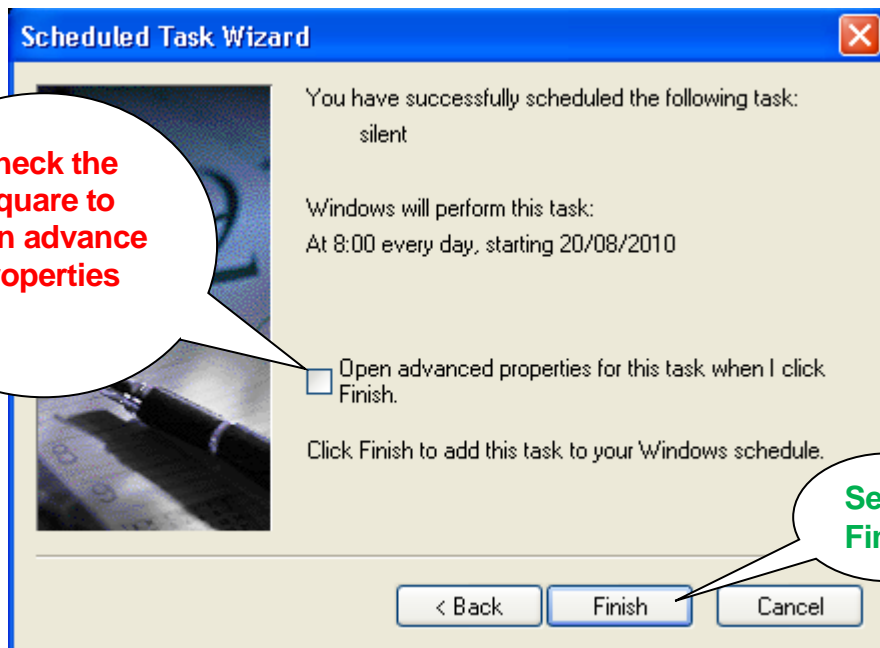


- Select the «Start Time» (for example 8h00) and click on «Every Day». Then click on «Next».

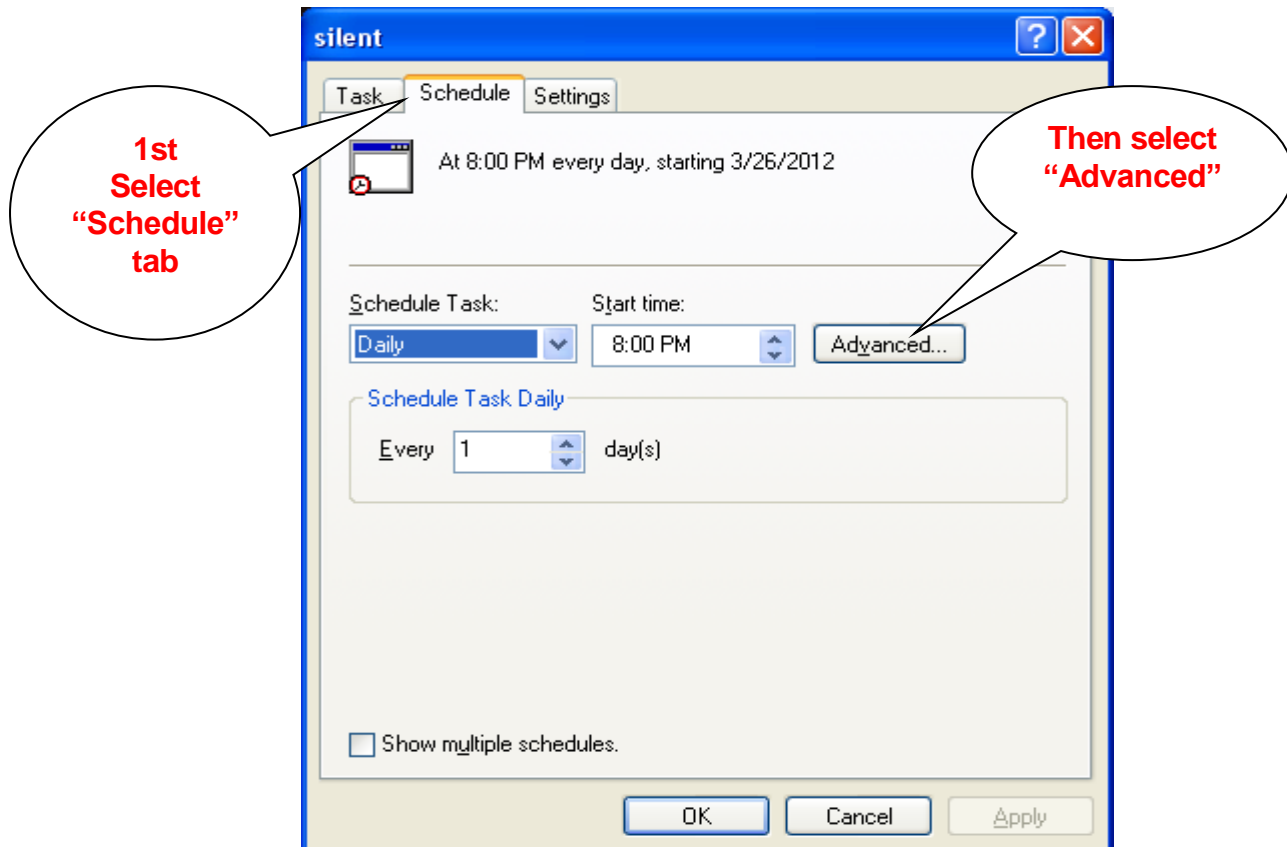


- Enter «**User name**» or leave it as it is and enter your system password (the one you use to log into your PC or server). Then click on «**Next**».





- Click on «**Schedule**» and define the parameters so that the system reads up to 10 times a day (your MPS provider system will accept a maximum of 10 transmissions per day; the optimum figure is found at 6-8 times a day).



Check the box (pointing to the 'Repeat task' checkbox)

Input 2 (pointing to the 'Every: 2' input field)

Mark "duration" (pointing to the 'Duration' radio button)

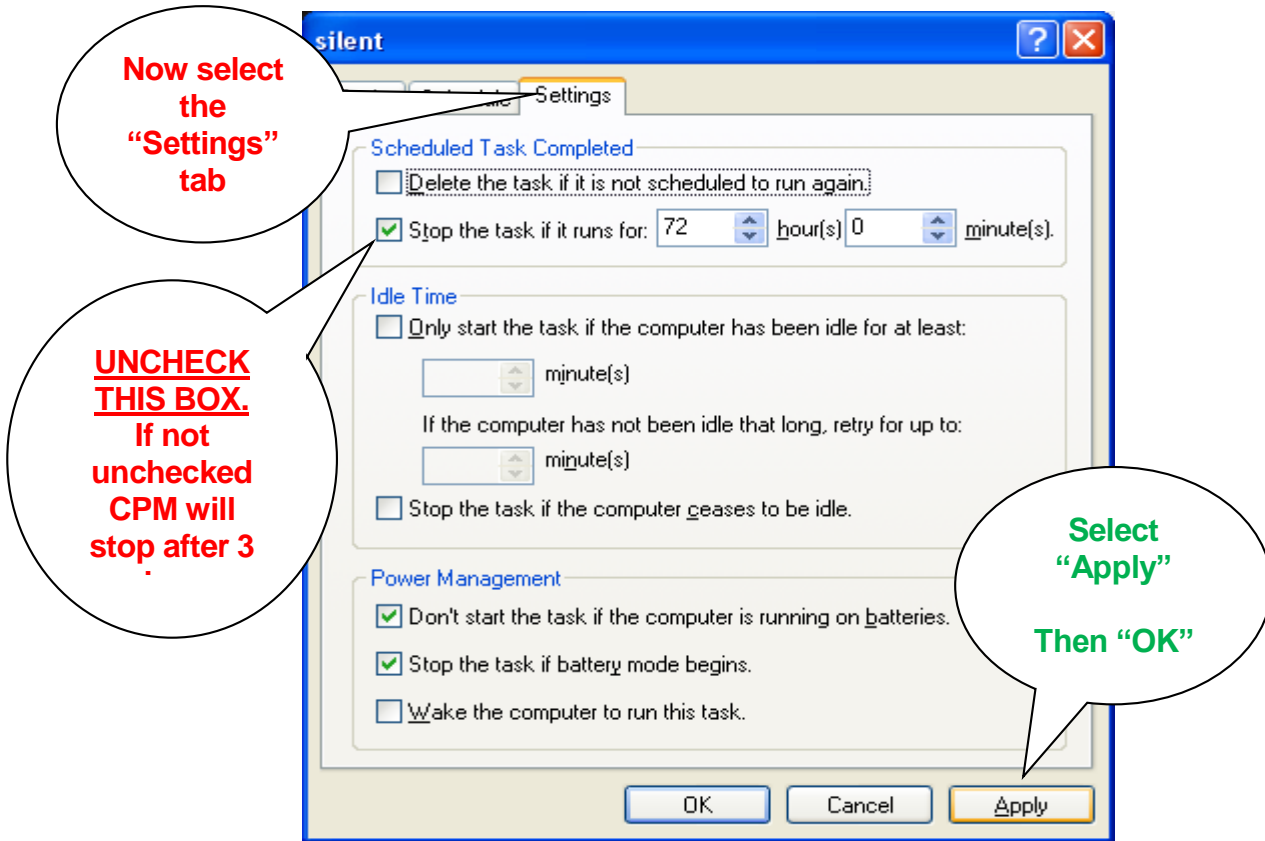
Make sure its in hours (pointing to the 'hours' dropdown menu)

Put in how many hours the business is typically open. (pointing to the '10' input field in the 'Duration' section)

Select "OK" (pointing to the 'OK' button)

Once back in main "Schedule" tab window select "Apply" (pointing to the 'Apply' button)

- Now go to <<Settings>> tab



These settings mean that your system will verify and send the status of each printer every 2 hours starting from 8:00 and finishing at 20:00 (therefore the reading will take place at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00 and 20 hours).

3. Verification

Once the process has been completed, you can verify that your task has been creating by opening again your «**Scheduled Tasks**» from the «**Control Panel**» menu. Your new task should then be listed.

