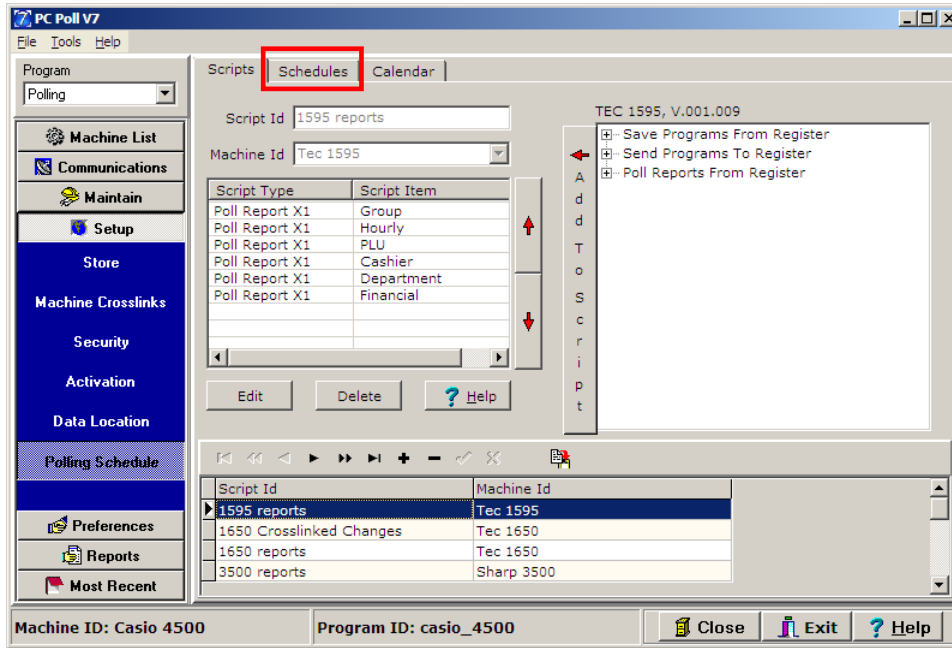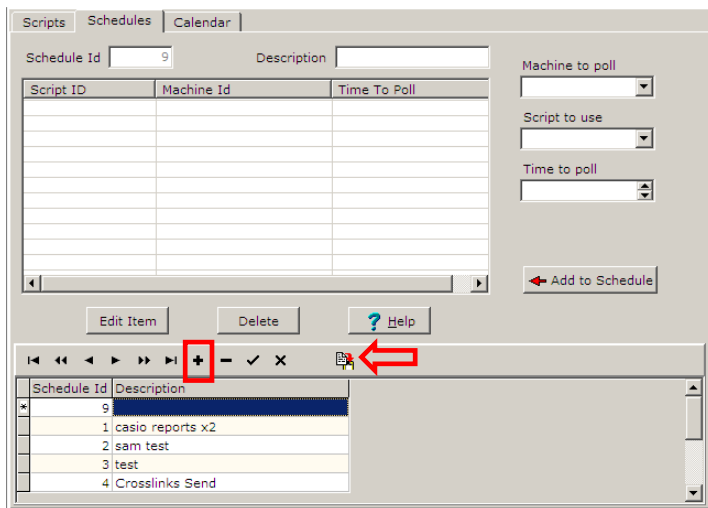# Schedules

In Version 7 Polling a schedule can contain one or multiple events relating to one or multiple machines.
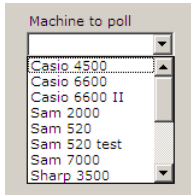

1. Within V7 Polling click on the **Setup** button from the menu on the left, then on **Polling Schedule**.
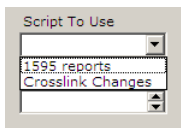2. Click on the **Schedules** tab.

3. Click the **Insert New Record** button (in red box) on the toolbar to add a new schedule. A new blank schedule will be added with the next Schedule Id number that in this case is 9.
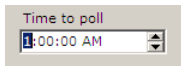
4. To copy a previously created schedule to a new one, highlight the record to copy, and click the **Copy the current schedule** button (left of the red arrow) on the lower toolbar.
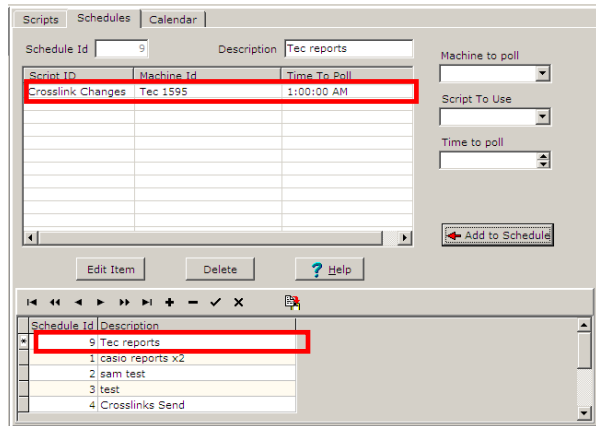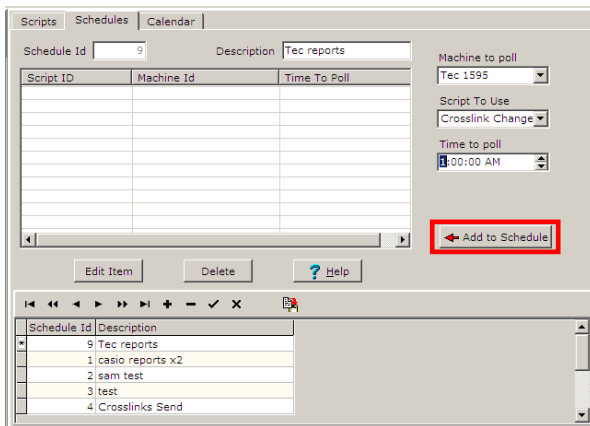5. At the top of the screen, not within the lower grid, enter a **Description.**

6. From the **Machine to poll** dropdown menu, select the machine.

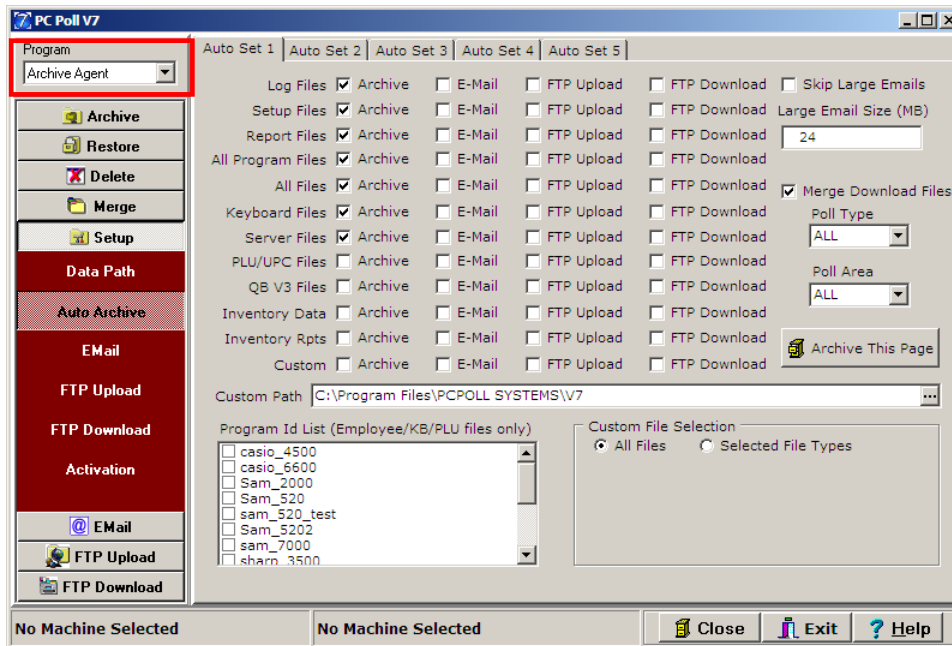7. From the **Script to Use** menu, select the script.

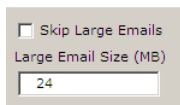8. From the **Time to poll** enter a time to start the poll.

9. When the **Description**, **Machine to poll**, **Script To Use** and **Time to poll** are set, click the **Add to Schedule** button. The new schedule will be added to the upper grid while the new Schedule Id and Description will be added in the lower grid.
10. To edit the new schedule, highlight the item in the upper grid and click on the **Edit Item** button just below the upper grid.
11. To delete a schedule, click on the **Delete** button just below the upper grid.
12. To view the Help Files click on the **Help** button just below the upper grid.
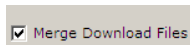
Archive Agent events can be added to a Schedule in V7 Polling to automate the Archive Agent event.
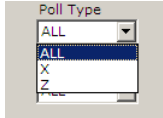

1. From the drop down Program menu in the upper left, scroll down to **Archive Agent**. Click on **Setup** from the menu on the left, then **Auto Archive**.
2. From the 5 **Auto Set** tabs, choose up to 5 sets of Archive Agent events to happen. The user can pick which files to archive, whether to e-mail the archive, FTP Upload it, or FTP Download it.
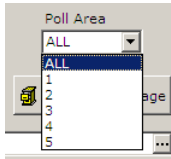

3. The file size can be set so the software will skip large emails.
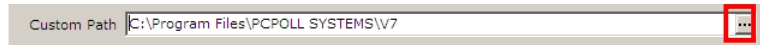

4. When using the FTP Download option, files can be merged when the Merge Download Files is checked off.
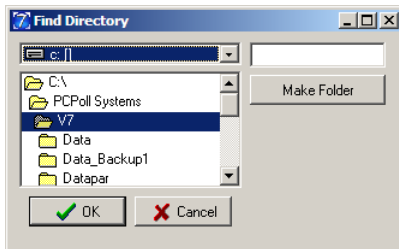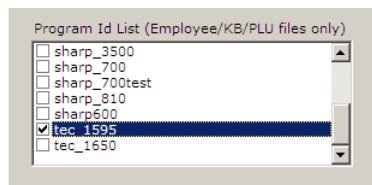
5. The Poll Type can be set All, X, or Z.

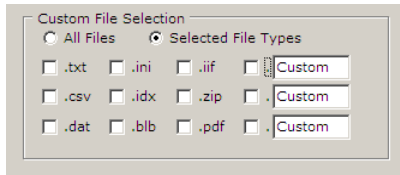6. The Poll Area can be set from the drop down menu.

7. Choose a **Custom Path**. Click on the **Browse** button (in the red box above) to pick a path.
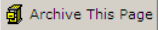

8. The **Browse** button will open a Find Directory screen to pick a custom path. Click **OK** when done.
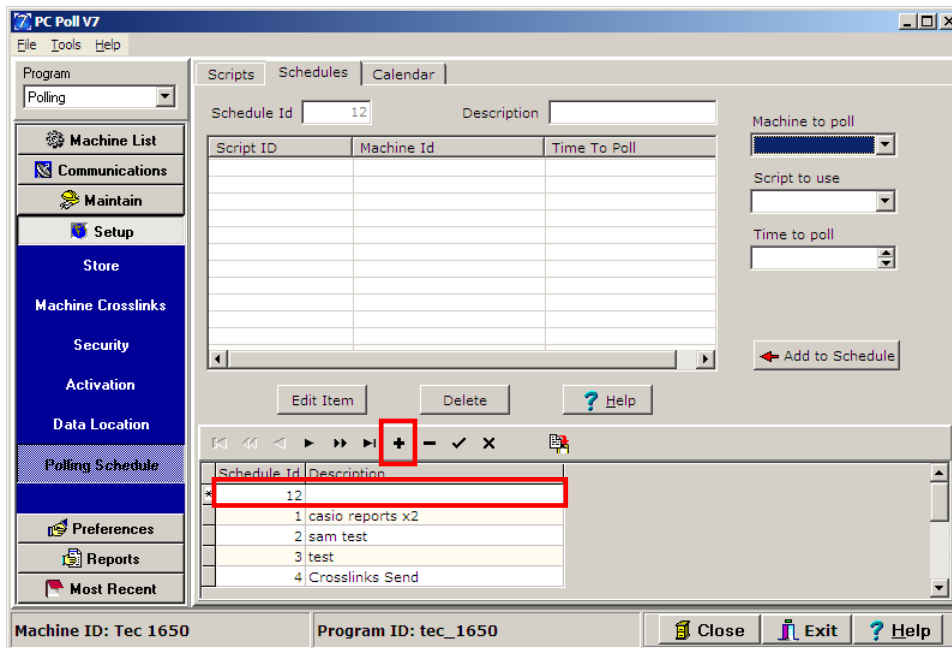

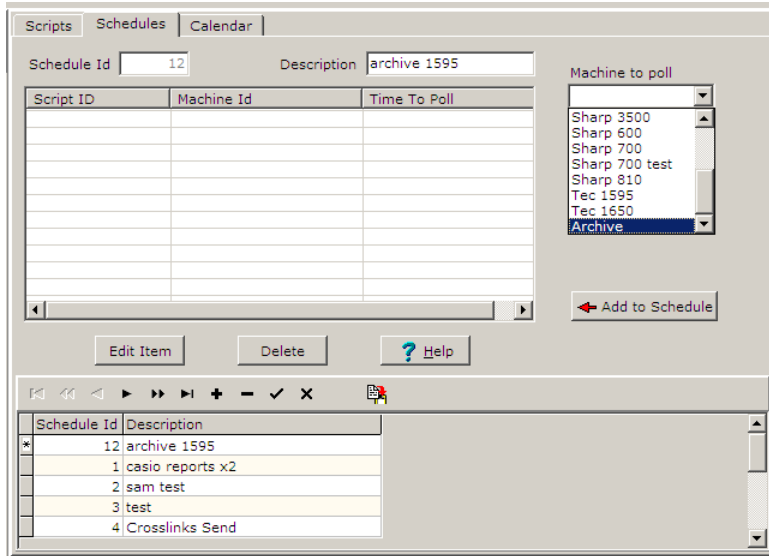9. Pick the **Program ID** to archive.

10. Choose from **All Files** or **Selected File Types**. Checking off **Selected File Types** will open different file types to choose from.

11. When done, click the **Archive This Page** button . This is to test the page setup.
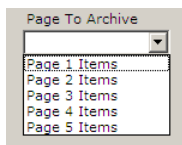

12. From the **Program** drop down menu in the upper left, pick **Polling**. Select **Setup** from the menu on the left, then **Polling Schedule**.
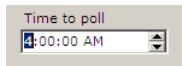
13. Click the **Insert new record** button on the toolbar to add a new schedule.

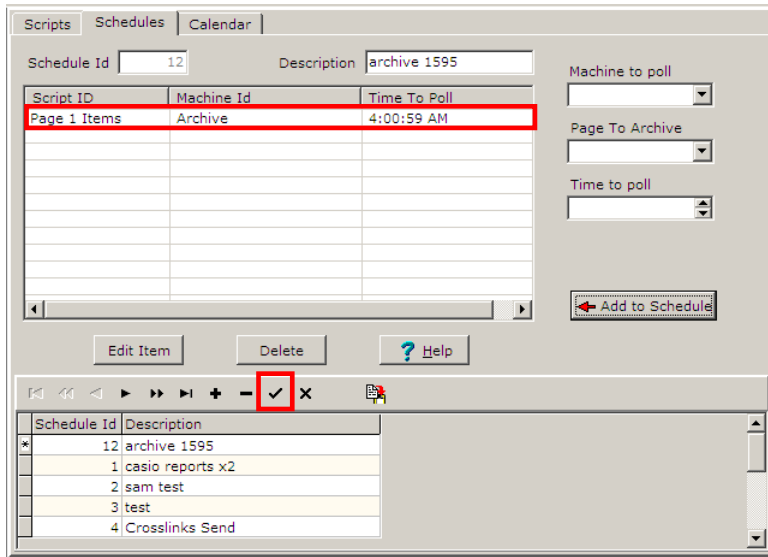14. Add a description and from the **Machine to Poll** menu, scroll down to **Archive** and select it.

15. From the **Page to Archive** menu select the page number that was setup in Archive Agent.

16. Set the time to begin the poll. Avoid times that the registers are normally polled. If the registers are polled nightly at 1:00 am, then pick a time that will allow the polling to finish.
17. Click the **Add to Schedule** button.

18. The new Archive Agent event has been added to the upper grid.

19. Click the **Post changes of current record** ✓ button to add it to the database. This schedule will run at 4:00:59 AM. Click the **Exit** button at the bottom of the screen to close the program