

# A RETAILER'S BEST FRIEND.



## Scheduling a report in V8

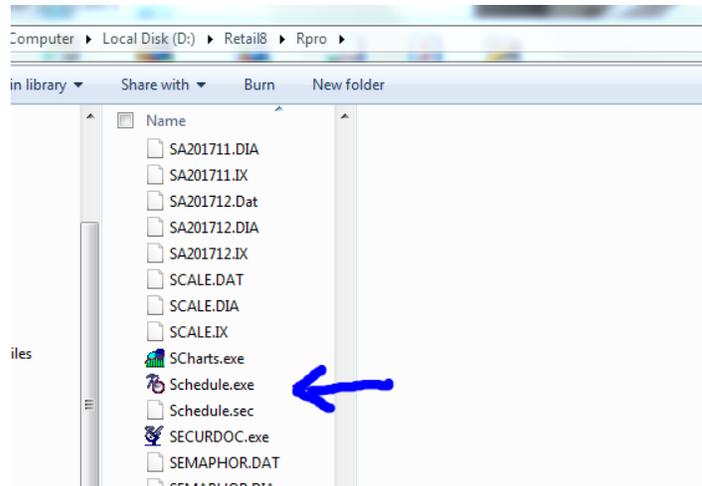
[https://youtu.be/h1k2N\\_eWQMc](https://youtu.be/h1k2N_eWQMc)

This document will show you how to schedule a report in your Retail Pro Version 8. For this example, we will be using the Report “Sales: Cashier Performance”

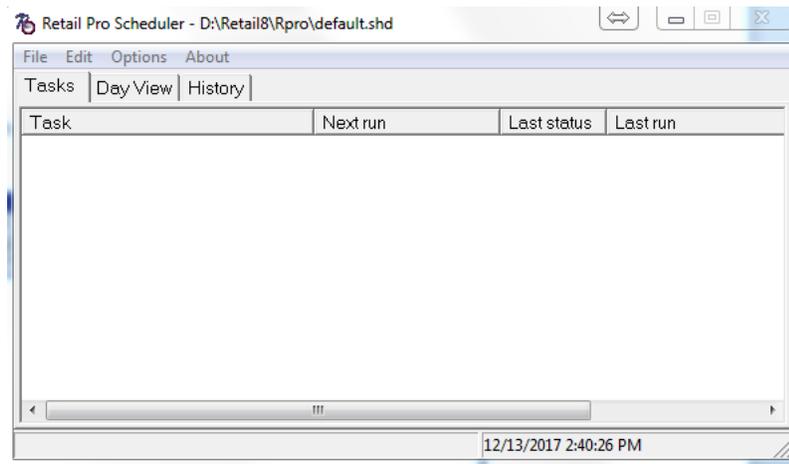
1. Open up the Retail Pro Scheduler. You may need to click on this icon on the system tray.



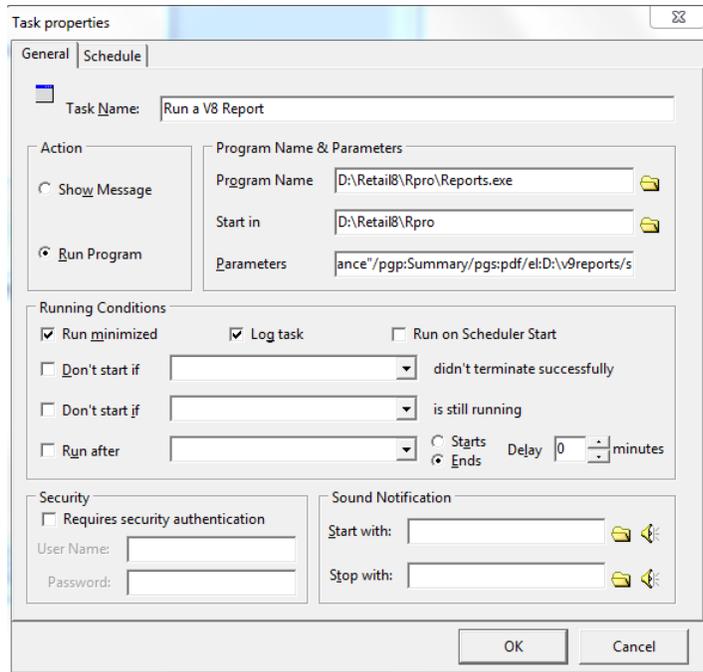
If prompted to login, use **sysadmin** for both user and password. If the icon is not on your Desktop, you can find the executable (program) in your Retail Pro 8 folder. Open “Schedule.exe”



2. You will see a pop up that looks similar to the one below. Yours may or may not already have tasks scheduled. If the scheduler does not pop up automatically, look at the taskbar icons (look for the Icon as shown in #1 above)



3. You can click the “**edit button**” or right click anywhere in the blank area in the scheduler window to add a task. Then, enter the information that defines the task in the **Task Properties** window.



4. Check the **Run Minimized** box.

Click on the **Run Program** button.

**Task Name:** Run a V8 Report

**Program Name:** <pathname to RPRO9Reports.exe> (for example, my reports program is located in *D:\Retail8\Rpro\Reports.exe*)

Click on the folder icon to navigate to the location for this program

**Start in:** <pathname to the directory of RPRO9Reports.exe>

Click on the folder icon and it will automatically fill in this directory

**Parameters:**

/u:<username>	username
/p:<password>	password
/rpt:"SALES: Cashier Performance"	name of report (must match report list exactly)
/pgp:Summary	report type
/pgs:pdf	save as pdf
/el:D:\v8reports	save in this directory
/s	run silently

So, in this example, the Parameters would read:

**/u:<sysadmin>/p:<sysadmin>/rpt:"SALES: Cashier Performance"/pgp:Summary/pgs:pdf/el:D:\v8reports/s**

5. Next, click on the Schedule tab to set the time for the report to run.

Task properties

General Schedule

Occurs

Instance

Daily

Weekly

Monthly

Daily

Every 1 Day(s)

Daily Frequency

Occurs Once at: 10:00:00 PM Starting at: 12:00:00 AM

Occurs Every: 1 Hour(s) Ending at: 11:59:59 PM

On Event: Do not check for event outside of time range

Duration

Task Start Date: 12/13/2017 Task End Date: 12/13/2017

No End Date

Close Program

Close  After 1 minutes  Force termination

At 12:00:00 AM

OK Cancel

6. Set the time for this task to run. For this example, click the **Daily** button and change the Daily Frequency, **Occurs Once at** to 10:00PM.
7. Click the OK button to save the task. You have just scheduled a V8 Report!