

A RETAILER'S BEST FRIEND.

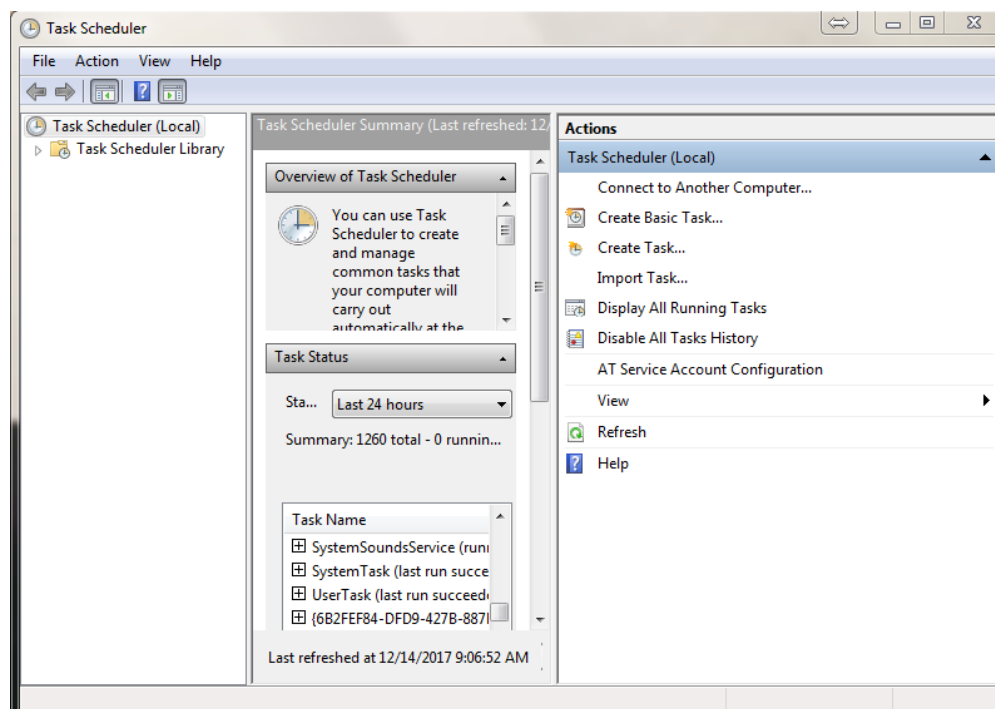


Scheduling a report in V9

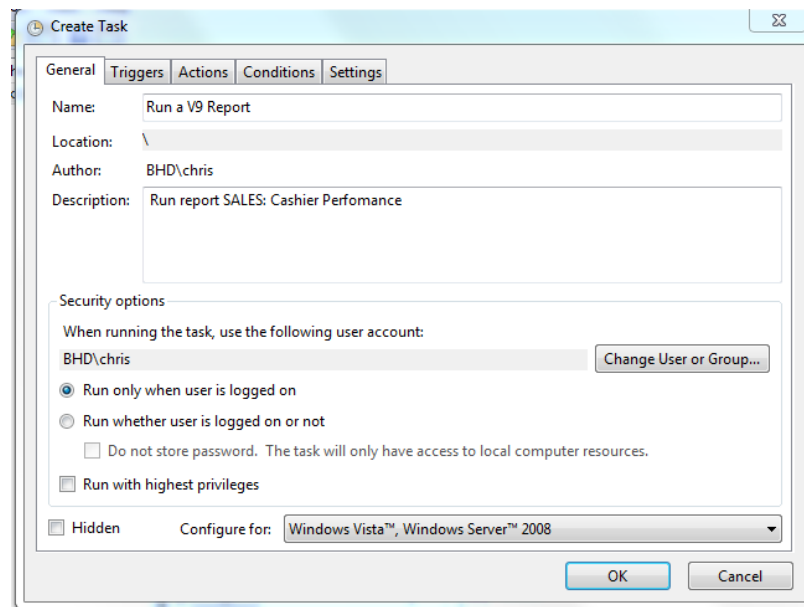
https://youtu.be/Kr_grvViFRc

This document will show you how to schedule a report in your Retail Pro Version 9. For this example, we will be using the Report “Sales: Cashier Performance”

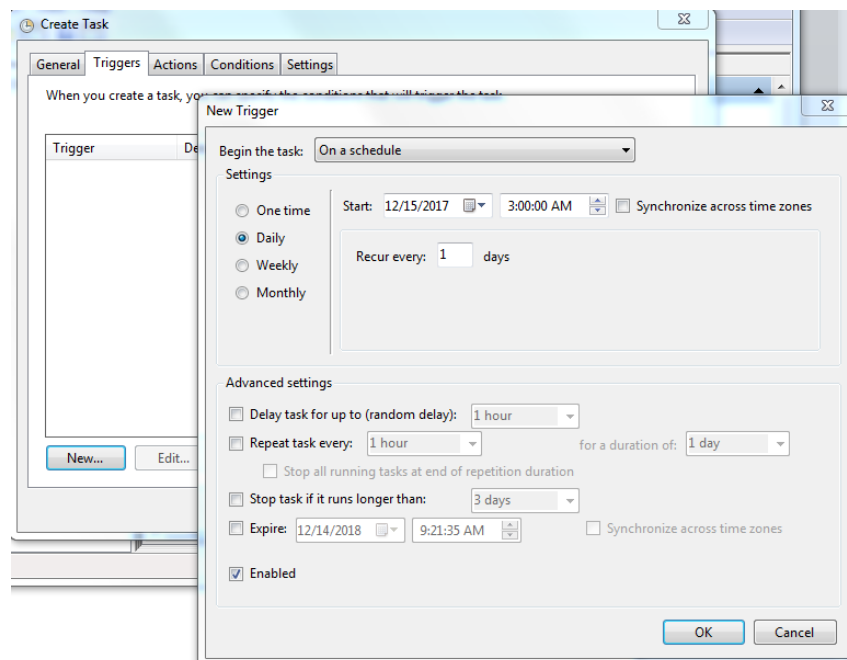
1. Open up the Windows Task Scheduler. To get to this program, press the Windows icon and type “Task Scheduler” and click on the program when it comes up in the search field.



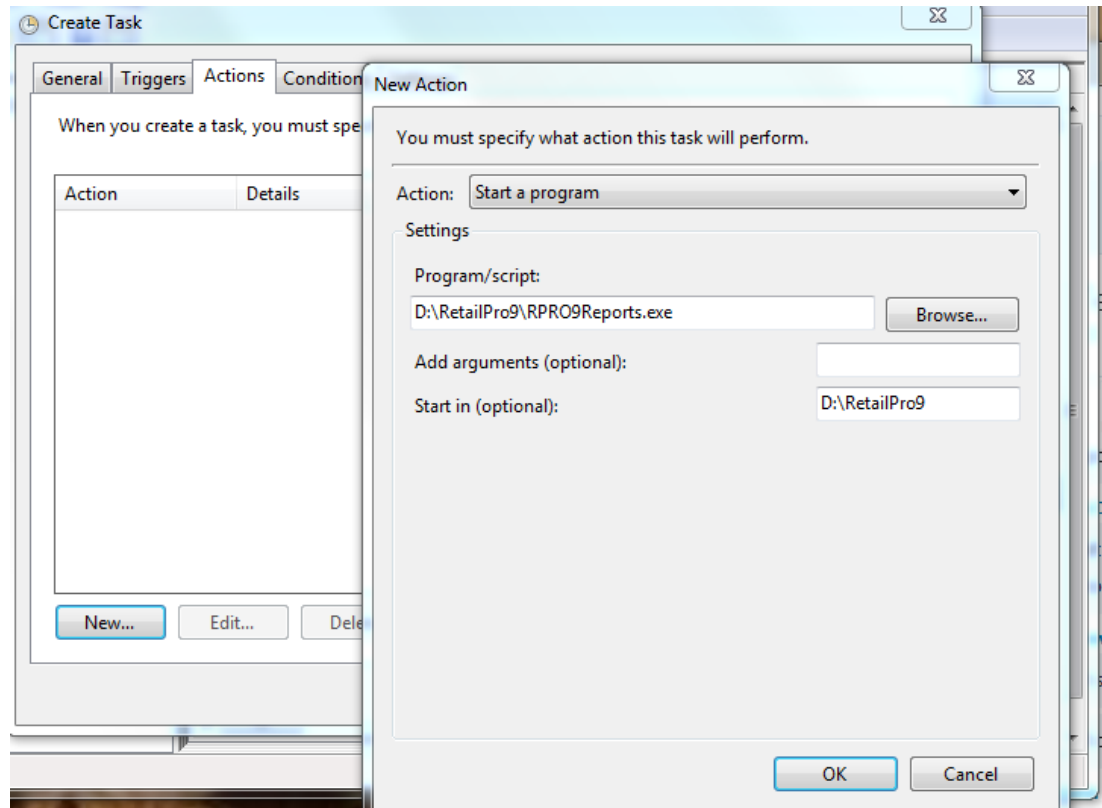
2. Click on “Create Task”, and enter a name for your Task. You also have the option to add a description of the task you are scheduling, as well.



3. Click on the “Triggers” tab and add a new Trigger. In this case, we will put the report on a schedule to be run daily at 3:00am. Press Save.



4. Next, we will click the Action tab and create a new Action.



Program/Script: <pathname to RPRO9Reports.exe> (for example, my reports program is located in *D:\RetailPro9\RPRO9Reports.exe*)

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

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

The “Add Arguments” field is where we designate the task to open a specific report. The necessary syntax is below:

Arguments:

/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:\RetailPro9\Reports

save in this directory

/s

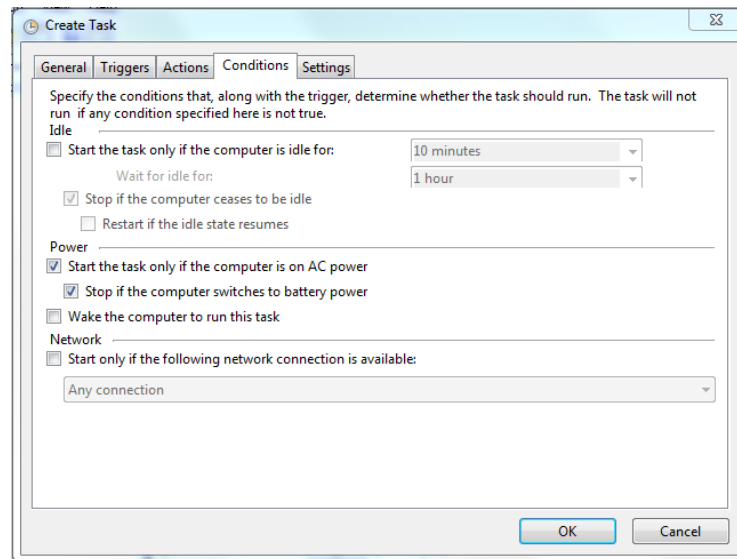
run silently

So, in this example, the Arguments would read:

/u:<sysadmin>/p:<sysadmin>/rpt:"SALES: Cashier Performance"/pgp:Summary/pgs:pdf/el: D:\RetailPro9\Reports/s

Click "OK"

5. The "conditions" and "settings" Tabs give the user more options as to how the task should be run. For this example, we will keep all the default settings.



6. Click "Ok" in the main Task Scheduler Tab. You have now scheduled a V9 Report!