

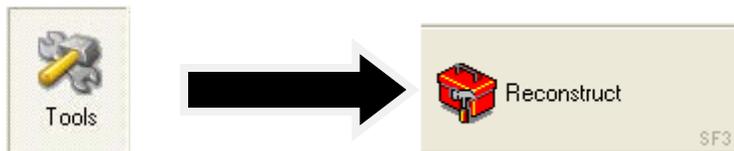


**Feature of the Month**  
**September, 2013**  
**How to Schedule Reconstruct**  
**Retail Pro V8.6**

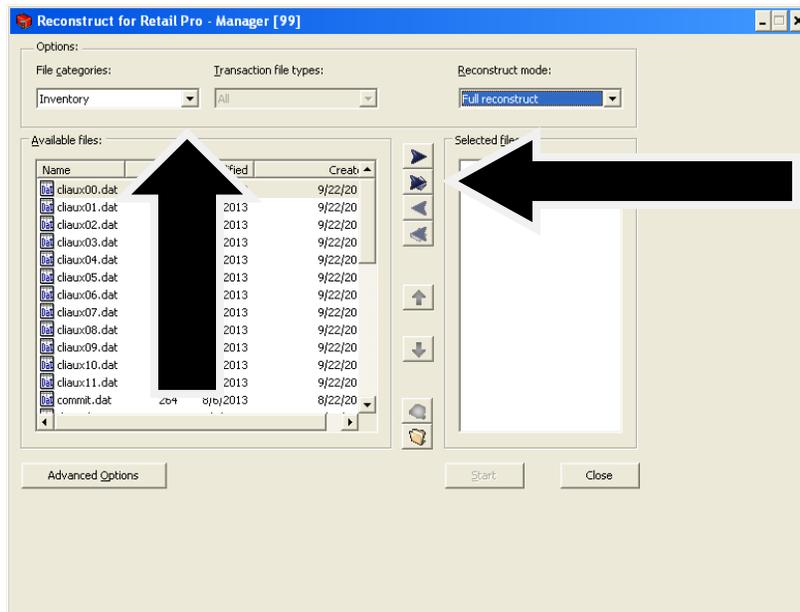
Retail Pro will often need to be reconstructed from time to time. In order to reduce down time often associated with corrupted file or inventory, we can reduce this down time by scheduling a reconstruct of the files that are most often corrupted. If you need any help or have any questions on how to set this up please contact BHD support at 916-368-1070.

Step 1. Accessing the reconstruct manager.

From the Main menu in retail pro select **Tools** and then **Reconstruct**

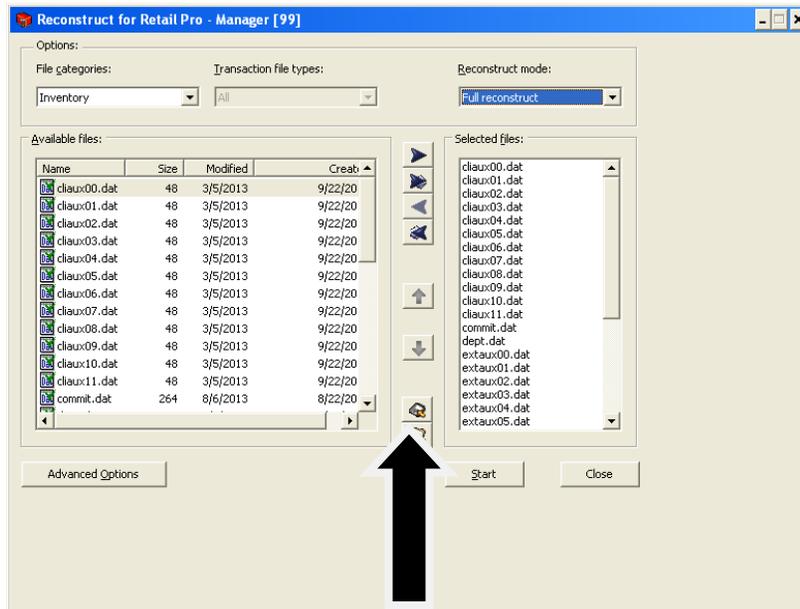


2. from the file categories drop down select “Inventory”, and then select the second arrow down between “Available file” and “Selected files”

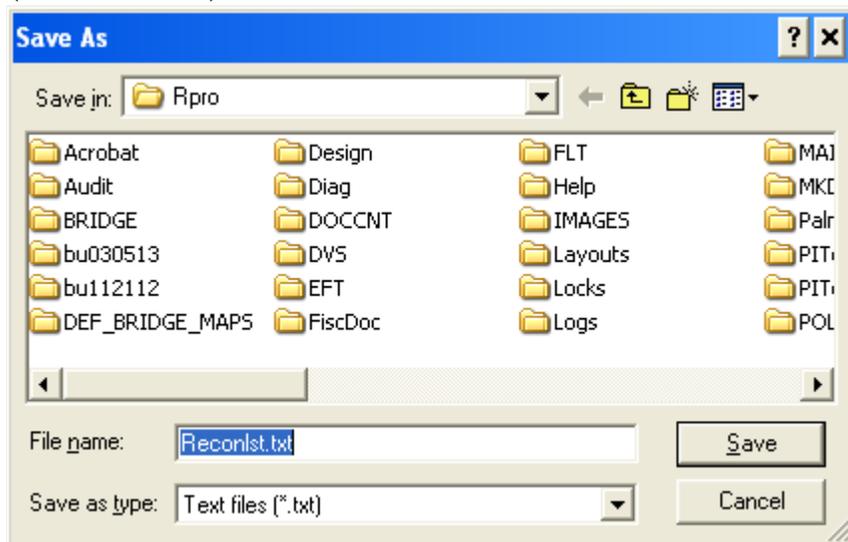


This will add all the inventory files to the “Selected files” window.

3. Click on the disk in the middle to save the file



4. Save it as a name you can remember or leave it as the default (reconlst.txt)

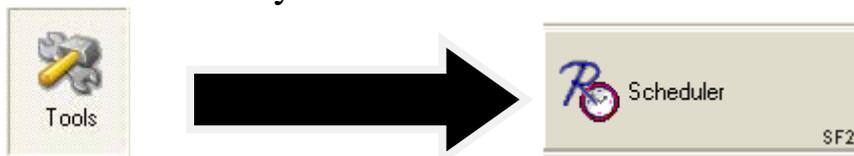


After you save the file close the reconstruct manager

## Step 2 – Starting the Retail Pro Scheduler

If you already see a blue icon  down by the time you may skip this step

From the Tools Menu select Scheduler. You should now see the blue icon  down by the time.

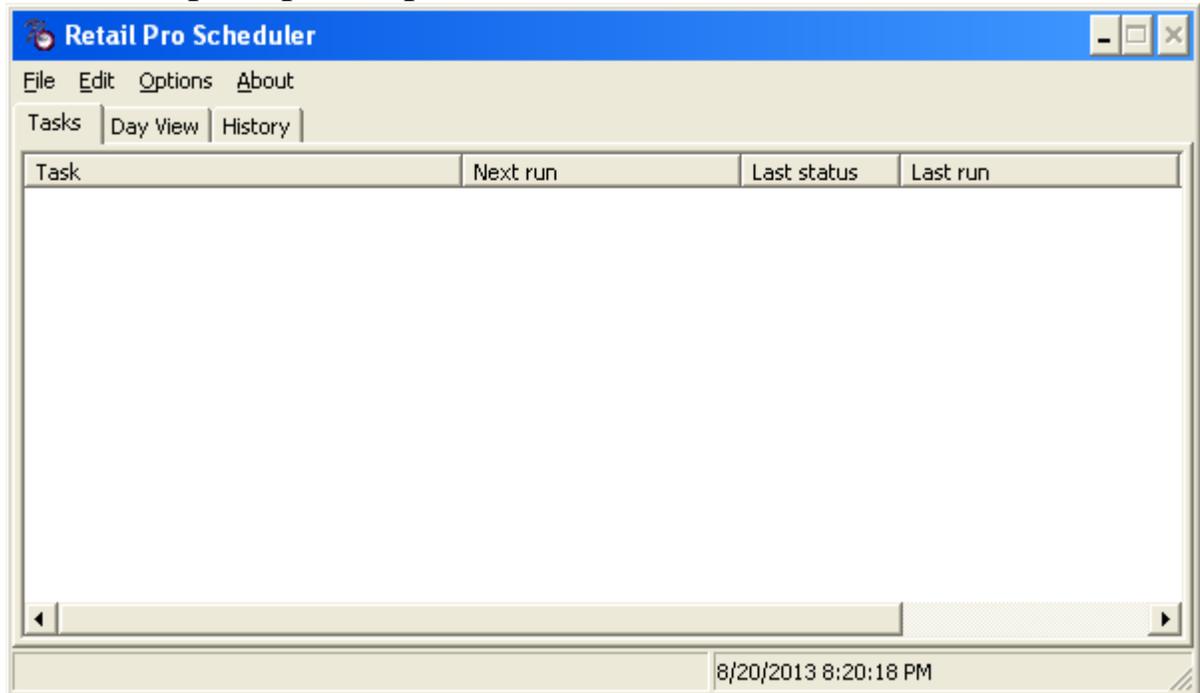


## Step 4 – Setting the Schedule.

1. Double click on the blue icon 
2. Put in your Retail Pro Username and Password



3. This will open up the Rpro Scheduler.



4. Click **Edit** then **Add Task** ,

5. Give the Task a name (ie.**Daily Reconstruct**) or something that make sense

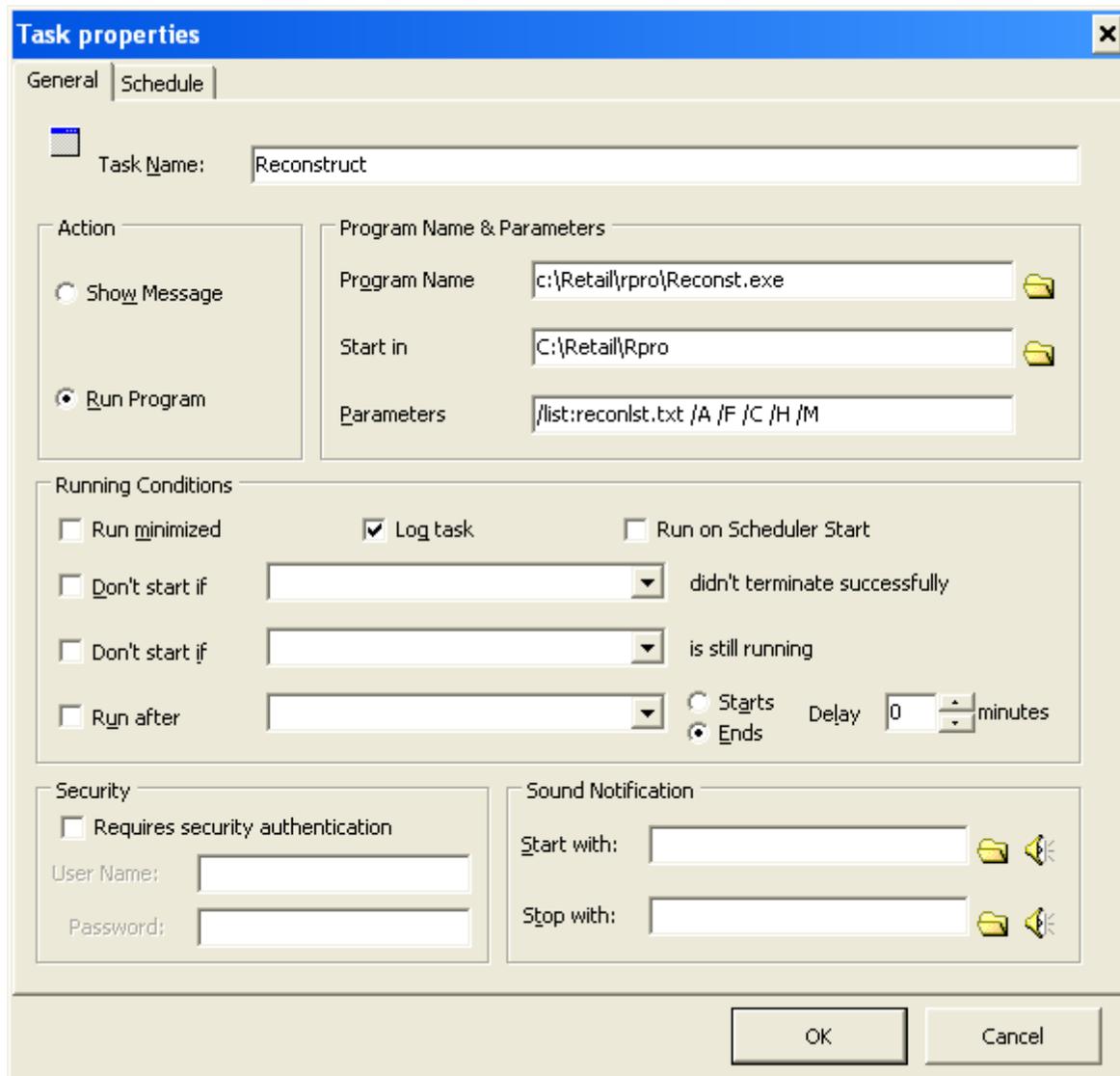
6. On the left side change the **Action** to **Run Program**

7. Set the Program Name, Start in, and Parameters (See Example below in Image)

a. Program label = <path to retail pro>\rpro\reconst.exe

b. Start in = <path to retail pro>\rpro\

c. Parameters = /list:Reconlst.txt /A /F /C /H /M



8. Click on the **Schedule** tab

9. Change the **Occurs** to **Daily**, **Weekly**, or **Monthly**, depending on how often you would like to automatically run.

The screenshot shows the 'Task properties' dialog box with the 'Schedule' tab selected. The 'Occurs' section has 'Daily' selected. The 'Daily Frequency' section has 'Occurs Once at:' selected with a time of 12:00:00 AM. The 'Duration' section has 'Task Start Date' set to 8/21/2013 and 'No End Date' selected. The 'Close Program' section has 'Close' selected with 'After' set to 1 minute.

10. Set the daily schedule, for every day of the week it would be set to Every 1 Days
11. Under **Daily Frequency** set the time you want it to run in the middle of the night under Occurs Once at: Make sure that the timing doesn't conflict with any other scheduled jobs you have running on any other computer, (i.e. Polling, Report or PI)
12. Click on **OK**

13. If this is a blank schedule you will need to give the schedule file a name. If you already had a schedule defined, you can just click on **File** then **Save**.
14. IF this is not the first schedule job for this computer you can skip to Step15, if not follow the next few steps
  - a. Left Click on **Options**
  - b. Left Click on **Run on Startup**
  - c. Left Click on **Options** again
  - d. Then left click on **Make Current Schedule Default**, this will not put a check like the Run on Startup did, but if you click on it, it will save the current schedule to automatically run when the scheduler starts the next time.
15. Click on File the Minimize Scheduler.

You have now made your scheduler to automatically run an automatic reconstruct.