

Retail STAR Scheduler

One of the many tools built into Retail STAR, STAR Scheduler is a program that allows you to execute unattended options at the time of your choosing. There are many different tasks you can have Scheduler perform, including:

- Creating a nightly Backup
- Printing a Report Star report overnight
- Displaying a pop-up message of your choice at a specific time (e.g. a message that reminds your employee to lock the front door at the end of the day)
- Running the SQLbase Performance Utility overnight.
- Performing a Database copy for a Standalone machine or a Report Server
- Scheduling a store communication pass

In addition to these specified tasks, STAR Scheduler can be told to run a specific program of your choosing at a specific time. This option is called “Execute a Program”, and can be used to run STAR programs like Reorganize or Userrecomp.

Also, STAR Scheduler allows you to manually poll a remote store, should you need to. This will only work if the workstation is setup in Communication Setup. If the workstation is setup, you will see a “Polling” button in Scheduler, which will allow you to manually poll.

With all of these great features, there is a strong importance on making sure Scheduler is running on your system. This is important because if scheduler is not running, none of your scheduled items will actually occur! For both polling and backup reasons, it is very important to make sure when you leave your computer for the night, that you see the Scheduler icon in the system tray on your computer.

If Scheduler is not open, you can manually open it by opening OfficeSTAR and going to Remote Operations → StarComm Scheduler, or by navigating to the Retail STAR entry in Programs under your Star Menu.

How to create a new event in Scheduler

1. Open Scheduler by double-clicking the icon in the system tray.
2. Click on Setup. You may need to sign in after this.
3. Click on New
4. Choose the type of Event you want to create.
5. A window will open with the details of the event. You can then give the event a name and adjust the schedule properties.

(Note: The details of the window will be different depending on the type of event you have chosen. The “Backup Database” type will have settings for where the backup will be save, while the “Execute a Program” type will have a section for the file location.)

6. Click Save and Exit when you are done.

When you are finished, you will see the event in your Scheduler window, with the “Next Start Time” showing the time and date the event will occur.

ATTENTION

FINAL NOTICE: Update Required for ALL X-Charge Merchants!!

Failure to upgrade **WILL** prevent you from processing any credit or debit cards. To ensure uninterrupted credit and debit card processing, **YOU MUST upgrade your current X-Charge software TODAY.**

In most cases, you can upgrade your software simply by opening the X-Charge program, then Clicking on Help, and selecting “Check for update...”. Follow the prompts to complete the upgrade. You can also visit www.x-charge.com/upgrade or call (866) 442-1901 to complete this Mandatory upgrade TODAY! Thank You for processing with X-charge!