

LapLink Scheduler Help

The help file could not find the TSISCHED.CNT file, and cannot display the table of contents.

Make sure that the TSISCHED.CNT file is in the same folder as the TSISCHED.HLP help file.

If you cannot find the .CNT file on your computer, you may need to reinstall LapLink in order to obtain it.

Overview of LapLink Scheduler

Designed to run LapLink Xchange Agents unattended, LapLink Scheduler can be used to schedule any other Windows NT programs. LapLink Scheduler is easy to use and runs in the background as you work.

Here are some things you can do with LapLink Scheduler:

- Run a backup program
- Run a program regularly
- Run a program, and have it open a file you need to work on regularly
- Run a program when you're not at your computer.

Important note for LapLink users:

You should use LapLink, not LapLink Scheduler, to schedule Xchange Agents. However, if you want to remove a schedule for an Xchange Agent, you need to use this program.

Procedures

To schedule a new event

- 1 On the Schedule menu, click New.
- 2 Type the name of the program you want to run in the Run box, or click the Browse button to search your computer for a program to run. If you type the program name instead of choosing it from the Browse button, be sure to specify the full path to the program.
- 3 Type a descriptive name for the event in the Description box; this name appears in the LapLink Scheduler main window. Examples: **My Time Sheet**, **Start Backup**, **Open Diary**.
You can also specify an optional working folder in the Working Folder box, if desired, and specify which window to run the program in the Window box.
- 4 Click the Date/Time tab, and type the time of day you want to run this event in the Run At box.
- 5 Under Frequency, choose how often you want to run this event:
 - Click **Once On** to run this event just once, and then choose the date you want to run it.
 - Click **Every Day** to run this event at the same time every day. (This will be run every day of the week, including weekends).
 - Click **Weekly On** to run this event every week, and then check the boxes for the days you want to run this event. For example, to run this event only during the week, clear the boxes for Sunday and Saturday.
 - Click **Monthly, On Day** to run this event once a month on the day you specify, and then type the day you want to run the event. For example, typing 25 in this box runs this event on August 25, September 25, October 25, and so on.
- 6 Click OK.

Notes

- You must type a program name. If you want to open a file with LapLink Scheduler, first type the name of the program which should be used to open the file.
- If you need to open a file (not a program) which contains spaces within its path (such as C:\My Documents\readme.txt), use quote marks around the file name in the Run box, as shown in the example below:
C:\Program Files\Accessories\wordpad.exe "C:\My Documents\readme.txt"
- Schedule LapLink Xchange Agents only within LapLink. Do not schedule them in LapLink Scheduler.

	<u>Related Topics</u>
	<u>Tips</u>
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To remove an event

- 1 Click the event in the LapLink Scheduler window.
- 2 Click Remove on the File menu.

	<u>Related Topics</u>
	<u>Tips</u>
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To change information about an event

- 1 Click the event in the LapLink Scheduler window.
- 2 Click Properties on the File menu.
- 3 Change the information you want, and click OK. Any changes you make affect the event immediately.

Note

- You should not change events when they are running or about to run. If you want to change an event that is about to run, disable it first (click the event, and then click Disable on the File menu).

	<u>Related Topics</u>
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To prevent an event from running

- 1 Click the event in the LapLink Scheduler window.
- 2 Click Disable on the Schedule menu so that it is checked.

The Status for the event changes to Disabled, and the event will not run at the scheduled time. To make the event run again, click the event and click Disable again so that it is unchecked.

To prevent all events from running

▶ Click Suspend Scheduler on the Advanced menu so that it is checked.

The Status for all of your pending events changes to Disabled, and they will not run at their scheduled times. To make all events run again, click Suspend Scheduler again so that it is unchecked.

Commands

Schedule menu

New command

Creates a new scheduled event. You specify which program or file you want to run, and when you want to run it.

Properties command

Lets you view or change properties for the selected event, including the program or file name, when to run it, and how to display it.

Disable command

When checked, prevents the selected event from running.

Remove command

Permanently removes the selected event.

Close command

Closes LapLink Scheduler. Events will still run at the scheduled time.

Agent/Advanced menu

Suspend Agent command

When checked, prevents all events from running.

Unload Scheduler command

Removes the LapLink Scheduler from memory.

View menu

Status Bar command

Displays the Status Bar at the bottom of the LapLink Scheduler window:

A horizontal bar with a light green background. The word "Ready" is written in a dark grey, sans-serif font on the left side of the bar.

The Status Bar displays program status information and help for LapLink Scheduler menu commands.

Help menu

Help Topics command

Displays the table of contents for the LapLink Scheduler online help.

About command

Displays version information for LapLink Scheduler.

Dialog boxes

Schedule Properties dialog box (Program tab)

 [Related Topics](#)

 [Tips](#)

Schedules the event you want to run, and specifies how you want to display it.

Option	Description
Run	<p>Specifies the program to run. Be sure to specify the full path to the program.</p> <p>To open a file with the program, type the file name after the program name. For instance, to open a document in Microsoft WordPad, you might type:</p> <p>C:\Program Files\Accessories\wordpad.exe hello.doc</p>
Browse button	<p>Click this to search your computer for the program or file you want to run. The file or program you indicate is put in the Run box.</p>
Description	<p>Specifies the name you want to use to describe the program you're running. For example, you might type "My Time Sheet" if you're running a program that opens a document containing your work hours.</p>
Working Folder	<p>Specifies the folder where files you might want to open can be found. This item is optional. For instance, if you are opening a word processing program, you might specify where your documents are found (C:\Docs, for example)</p>
Window	<p>Specifies how the program window opens.</p> <p>Normal opens the program window as normal; Maximized enlarges the program window to full size; Minimized reduces the program window to an icon on your Windows taskbar.</p>

Schedule Properties dialog box (Date/Time tab)

 [Related Topics](#)

 [Tips](#)

Specifies when you want to run the event specified in the Program tab.

Option	Description
Run at	Specifies the time you want to run the event; the event runs at this time once, daily, weekly, or monthly, as specified in the Frequency options below.
Once on	Runs the event only once.
Every Day	Runs the event every day.
Weekly, on	Runs the event every week on the selected days.
Monthly on day	Runs the event once a month, on the specified day.

About dialog box

Displays program information, such as the version and copyright.

Tips

Tips for Schedule Properties dialog box (Program tab)

- ✓ Use the Browse button if you're not sure of the correct location of the program or file. LapLink Scheduler does not automatically check that the file name you type is valid, so using the Browse button is a good way to ensure the program or file you specify is correct.

Tips for Schedule Properties dialog box (Date/Time tab)

- ✓ If you choose to run the event weekly, you must specify at least one day of the week.

Tips for adding a new event

- √ The only information you must provide to run an event is the file or program name (in the Run box of the Program tab), and the time and the frequency (once, every day, weekly, or monthly) on the Date/Time tab.

Tips for removing an event

- ✓ If you think you might want to run an event later, you might want to disable it instead of removing it.

Tips for changing an event

- ✓ You can add command line options to any program, if desired.
- ✓ Change the Working Folder for a program to make that program open and save documents in that folder.

