METZ SCHEDULER HELP TABLE OF CONTENTS

Overview

Use METZ Scheduler to perform routine tasks when you're not at your computer.   You can use METZ Scheduler to do long tasks during hours when you're not around--such as downloads of files by modem from remote computers, long print jobs, or hard disk backups. You can use METZ Scheduler to perform single, one-time-only events or to schedule recurring procedures at the intervals you choose.

To launch METZ Scheduler, run it from the Windows Program Manager or from the METZ Task Manager Program Group in the METZ Task Manager Task List window.   If you use METZ Scheduler often, you may find it convenient to add the METZ Scheduler icon to the METZ Task Manager Launch Pad or use METZ Launch to add it to the items on your Launch menu. You can also load METZ Scheduler every time you use Windows by adding it to the "load=" box in the Windows Preferences dialog box or by adding it to the Windows Program Manager Startup group.

Related Topics:

Commands
Using METZ Scheduler

Commands

The following topics describe each of the METZ Scheduler menus, commands, and dialog boxes.

Related Topics:

The METZ Scheduler Application Window
Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box
File Menu
Print
Printer Setup...
Exit METZ Scheduler
Schedule Menu
Add Item...
Modify...
Delete
Hold
Release
Run Now
Duplicate...
Launch Menu
Customize...

The METZ Scheduler Application Window

The METZ Scheduler application window displays the list of currently scheduled items and lets you add, modify, and delete new schedule items.   At the bottom of the application window, you can see the current date and time.

Schedule Item List Box

This list box contains all the items you currently have scheduled.   In the Description column, you will see the description of the item.   The Previous column displays the last scheduled occurrence of the item.   The Status column indicates whether the item is "ready" or on "hold."   If the item is ready, it will be executed at the next scheduled time.   If it is on hold, the item will not be executed at the next scheduled time, unless you use the Release button or Release command to change its status to "ready."

Date and Time

To help you schedule, the current date and time are displayed at the bottom of the METZ Scheduler application window.

> **Add.../Modify Buttons.**   Choose the Add button to add an item to your schedule. When you choose the Add button, the Add Item dialog box appears.
>
> **Edit One-Time Schedule...**   When you choose the Edit One-Time Schedule... button, the Schedule One Time Event dialog box appears.   It contains a calendar and clock to help you select a schedule.   When you first display this dialog box, the calendar and clock display the current date and time.
>
> **Edit Recurring Schedule...**   Choose the Edit Recurring Schedule button to set up a schedule for a recurring event.   For example, you might want to schedule a hard disk backup for every Thursday.
>
> **Delete Button.** Choose the Delete button to delete the currently selected schedule item.   When you choose the Delete button, the selected item will disappear.
>
> **Hold Button.**   Choose the Hold button to "put a hold" on the selected schedule item.   This schedule item will not execute according to the schedule you defined, until you use the Release button to change its status to ready.   When you choose the Hold button, the word "hold" will appear in the Status column of the list box.
>
> **Release Button.** Choose the Release button to remove the hold from the selected schedule item.   This schedule item will execute according to the schedule you defined, unless you use the Hold button to hold it.   When you choose the Release button, the word "ready" will appear in the Status column of the list box.
>
> **Run Now Button.**   Choose the Run Now button to run the scheduled event immediately.   You may want to run an event which you asked to "hold" or you may want to use the Run Now button to test a scheduled operation.

Related Topics:

Commands
Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box
File Menu
Print
Printer Setup...
Exit METZ Scheduler
Schedule Menu

Add Item...
Modify...
Delete
Hold
Release
Run Now
Duplicate...
Launch Menu
Customize...

Add Item/Modify Item Dialog Boxes

Use the Add Item and Modify Item dialog boxes to add and change items on your schedule. You can add and change items that are scheduled as one-time-only occurrences or as recurring events.

> **Description.**   Enter the description that you want to appear in the list of scheduled items in the METZ Scheduler application window.

> **Event Type.**   Choose the Run Application radio button to execute an application at the scheduled time(s) or choose the Display Message radio button to display your own choice of message at the scheduled time(s).

> **Application.** Type the pathname of the application you want to schedule or choose the Application button to display the Select File dialog box so you can choose the application.

> **Directory.**   Type the directory you want to use as the current directory for the application you are scheduling or choose the Directory button to display the Select Directory dialog box.

> **Run.** Choose the Normal radio button to run the application in its normally sized window.   Choose the Minimized radio button to run the application as an icon. Choose the Maximized radio button to run the application full-screen.   Choose the Hidden radio button to run the application without displaying the window or icon.

> **Display Message.**   If you chose the Display message radio button, type in the message you want to display here.   At the scheduled time(s), the message will appear in a Windows message box on your screen.

> **Recurring.**   Check the Recurring checkbox if you want to schedule a recurring event--that is an event that will occur repeatedly at scheduled intervals, such as once an hour or once a week.

> If you check the Recurring checkbox, choose the Edit Recurring Schedule... button to set up the times for your event.   If you do not choose the Recurring checkbox, choose the Edit One-Time Schedule... button to set up a single time for your event.

> **Run Missed Events.**   Check the Run Missed Events box to run events at the first possible opportunity that for some reason did not get performed at the scheduled time.   For example, if your system was turned off at the scheduled time, METZ Scheduler will run the event as soon as you turn on your computer and run Windows again.

Related Topics:

Commands
The METZ Scheduler Application Window
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box

Select File Dialog Box

The Select File dialog box lets you choose the application that you want to schedule.   Use the mouse or DIRECTION keys to scroll through the list of files and directories and select the filename of the application you want to add to your schedule.

Related Topics:

Commands
Add Item/Modify Item Dialog Boxes

Select Directory Dialog Box

The Select Directory dialog box lets you choose the working directory for the application that you want to schedule.   Use the mouse or DIRECTION keys to scroll through the list of directories and select the directory that you want to use as the working directory for the application you are adding to your schedule.

Related Topics:

Commands
Add Item/Modify Item Dialog Boxes
Select File Dialog Box

Schedule One-Time Event Dialog Box

Use the Schedule One-Time Event dialog box to schedule an event.

Calendar Forward/Back Buttons.   Use these buttons to move forward and backward through the calendar.   The button marked "<" moves you back in time one month at a time.   The button marked"<<" moves you back one year at a time.   The button marked ">" moves you forward in time one month at time.   The button marked ">>" moves you forward in time one year at a time.   Once you have located the month and year you want, click on the date to choose the day the scheduled event will occur.

Hour Forward/Back Buttons.   Use these buttons to set the hour forward and back.   The button marked "<" moves the clock back one hour at a time.   The button marked ">" moves the clock forward one hour at a time.

Minute Forward/Back Buttons. Use these buttons to set the minutes forward and back.   The button marked "<" moves the clock back one minute at a time.   The button marked ">" moves the clock forward one minute at a time.

AM/PM Buttons. Choose either the "AM" or "PM" radio button to indicate whether the time you are scheduling is AM or PM.

OK Button.   Choose the OK button to confirm your choices and close the Schedule One-Time Event dialog box.

Cancel Button.   Choose the Cancel button to close the Schedule One-Time Event dialog box without saving your choices.

Reset Button.   Choose the Reset button to set the calendar and clock back to the current date and time.

Related Topics:

Commands
Add Item/Modify Item Dialog Boxes
Edit Recurring Schedule Dialog Box
File Menu

Edit Recurring Schedule Dialog Box

Use the Edit Recurring Schedule dialog box to schedule recurring computer events.

Frequency.   Choose the "Minutely," "Hourly," "Daily," "Weekly," "Monthly," or "Annually" radio buttons to indicate the frequency of the event.

You can also choose the "Every" radio button. Then, specify a number in the number box and choose "days," "weeks," or "months," etc.   For example, you could type "4" in the number box and choose "months" to schedule an event to occur every four months.

If you prefer, you can schedule an event to occur after your system has been idle for a specified interval.   Type a number in the number box and choose "days," "weeks," or "months," etc.   For example, you could type "2" in the number box and choose "minutes" from the list box to indicate that you want the event to occur whenever your system has been idle for two minutes.

Day to Start.   The availability of these options depends on the frequency of events you chose.   For example, if you chose a "weekly" frequency, then you will be able to choose the day of the week on which you want the even to occur.   If you choose the Day of Week radio button, you can choose a day of the week from the corresponding list box.

Day of Week.   The Day of Week radio button, when available, lets you select a day of the week from a list box which contains a list of the days of the week from Sunday to Saturday.

Day of Month.   The Day of Month radio button, when available, lets you choose a day of the month from 1 to 31 in the list box.

Week of Month. The Week of Month radio button, when available, lets you choose a week of the month from 1 to 4 in the list box.

Day of the Year.   The Day of the Year radio button, when available, lets you choose a day of the month from 1 to 365, or last, in the list box.

Week of the Year.   The Week of the Year radio button, when available, lets you choose a week of the year from 1 to 52 in the list box.

Month of the Year.   The Month of the Year radio button, when available, lets you choose a month of the year from January to December.

Related Topics:

Commands
Add Item/Modify Item Dialog Boxes
Schedule One-Time Event Dialog Box

File Menu

Use the commands on the METZ Scheduler File menu to print a schedule, set up your printer, or exit from METZ Scheduler.

Related Topics:

Commands
The METZ Scheduler Application Window
Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box
Print
Printer Setup...
Exit METZ Scheduler

Print

Choose the Print command to print a copy of your schedule.

Related Topics:

Commands
The METZ Scheduler Application Window
Printer Setup...

Printer Setup...

Choose the Printer Setup... command to set up your printer.   When you choose the Printer Setup... command, the Printer Setup dialog box appears.

Related Topics:

Commands
The METZ Scheduler Application Window
File Menu
Print

Exit METZ Scheduler

Choose Exit METZ Scheduler to leave METZ Scheduler and close the METZ Scheduler application window.

Related Topics:

Commands
The METZ Scheduler Application Window
File Menu

Schedule Menu

Use the Schedule Menu to create and modify schedules.

Related Topics:

Commands
The METZ Scheduler Application Window
Add Item...
Modify...
Delete
Hold
Release
Run Now
Duplicate...

Add item...

Choose the Add Item... command to add an item to your schedule.   When you choose the Add Item... command, the Add Item dialog box appears.

Related Topics:

[Commands](#)
[The METZ Scheduler Application Window](#)
[Add Item/Modify Item Dialog Boxes](#)
[Select File Dialog Box](#)
[Select Directory Dialog Box](#)
[Schedule One-Time Event Dialog Box](#)
[Edit Recurring Schedule Dialog Box](#)

Modify...

Choose the Modify... command to modify the selected item in your schedule.   When you choose the Modify... command, the Modify Item dialog box appears, filled in with the current information about the item you selected.

Related Topics:

Commands
The METZ Scheduler Application Window
Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box

Delete

Choose the Delete command to delete the currently selected schedule item.   When you choose the Delete command, the selected item will disappear.

Related Topics:

Commands
The METZ Scheduler Application Window
Schedule Menu

Hold

Choose the Hold command to "put a hold" on the selected schedule item.   This schedule item will not execute according to the schedule you defined, until you use the Release command to change its status to ready.   When you choose the Hold command, the word "hold" will appear in the Status column of the list box.

Related Topics:

Commands
The METZ Scheduler Application Window
Schedule Menu

Release

Choose the Release command to remove the hold from the selected schedule item.   This schedule item will execute according to the schedule you defined, unless you use the Hold command to hold it.   When you choose the Release command, the word "ready" will appear in the Status column of the list box.

Related Topics:

Commands
The METZ Scheduler Application Window
Schedule Menu

Run Now

Choose the Run Now command to run the scheduled event immediately.   You may want to run an event which you asked to "hold" or you may want to use the Run Now command to test a scheduled operation.

Related Topics:

Commands
The METZ Scheduler Application Window
Schedule Menu

Duplicate...

Choose the Duplicate... command to quickly copy the selected item so you can modify it or create a copy of it in a new position.

Related Topics:

Commands
The METZ Scheduler Application Window
Schedule Menu

Launch Menu

The METZ Launch menu will contain whatever commands you have added to it with METZ Launch.   The Customize... command displays the METZ Launch application window so you can make modifications to your Launch menu.

Related Topics:

Commands
The METZ Scheduler Application Window

Customize...

Choose the Customize... command to display the METZ Launch application window.   Use METZ Launch to add, modify, or delete items on the METZ Launch menu.

Related Topics:

Commands
The METZ Scheduler Application Window
Launch Menu

Using METZ Scheduler

METZ Scheduler ensures that important computer tasks get done--even when you don't remember to do them or even if you're away from your computer.   METZ Scheduler lets you create a schedule of one or more events.   The events you schedule can be one-time only actions or they can be recurring events that happen at regular intervals.   METZ Scheduler gives you exceptional flexibility for scheduling events.   For example, you can use it to schedule tedious tasks like a long print jobs for a time when you'll be away from your computer, or to make sure that recurring tasks like hard disk backups get done on a regular basis.   You can even use METZ Scheduler to display a message on your computer at a scheduled time.   Once you start experimenting with METZ Scheduler, you'll continue to find more uses for it.

The METZ Scheduler application window displays the list of currently scheduled events. You'll see a description of the scheduled event, the last time and date when it previously, the next time when it is scheduled to run, and its current status.   You can use commands or buttons to add, modify, delete, hold, or run scheduled events.   You can schedule one-time only events or events which occur at recurring intervals.

Related Topics:

The METZ Scheduler Application Window
Adding Schedule Items
Scheduling One-Time Events
Scheduling Recurring Events

Adding Schedule Items

To schedule an item you will need to add it to the Schedule List.

To add a schedule item:

1. Choose the Add... command from the METZ Scheduler Schedule menu or choose the Add... button.   The Add Item dialog box appears.

2. Type in a description for the scheduled event.   This description will appear in the Schedule List.

3. Choose the Event type.   Choose the Run Application radio button if you are scheduling when an application will run or choose the Display message radio button if you want to display a message at the scheduled time.

4. If you are running an application, type the application name in the application box or choose the Application... button to display the Select File dialog box so you can choose an application.

5. Type in the name of any files you want to run with the application in the Parameters box, or choose the Parameters... button to display the Select File dialog box to choose the files you want to run.

6. Type in the name of the working directory for the application in the Directory box, or choose the Directory... button to display the Select Directory dialog box to choose a working directory.

7. Choose the normal, minimized, maximized, or hidden radio button to specify how you want the application to run.

8. If you are displaying a message, type the message in the message box.   This message will appear in a message box on the screen at the scheduled time(s).

9. If the event is a one-time only event, choose the Edit One-Time Schedule... button to display the Schedule One-Time Event dialog box so you can schedule the event.   If the event is a recurring event, check the Recurring Event box and choose the Edit Recurring Schedule... button to display the Schedule Recurring Event dialog box.

10. If you want METZ Scheduler to run events which cannot be performed at their scheduled times at the first available opportunity, check the Run Missed Events box.

11. When you have completed scheduling the item, choose the OK button to confirm your choices and close the Add Item dialog box.

Related Topics:

Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box
Scheduling One-Time Events
Scheduling Recurring Events

Scheduling One-Time Events

Some of the events you schedule are one-time only event.   You want to perform a task once at a specific time.

To schedule the time for a one-time only event:

1. Choose the Edit One-Time Schedule... button on the Add Item dialog box.   The Schedule One-Time Event dialog box appears.

2. Choose a date for the event.   Use the button marked "<<" to move the Calendar back one year at a time or use the button marked "<" to move back one month at a time.   Use the button marked ">>" to move the Calendar forward one year at a time or use the button marked ">" to move forward one month at a time.   Click on the calendar day when you want the scheduled event to occur.

3. Choose a time for the event.   The left arrow button under the hour display moves the time displayed on the clock back one hour at a time;   the right arrow button under the hour display moves the time displayed forward one hour at a time.   The left arrow button under the minute display moves the time displayed on the clock back one minute at a time;   the right arrow button under the minute display moves the time displayed forward one minute at a time.

4. Choose the AM or PM radio button to choose an AM or PM hour.

5. When you have set the date and time for the scheduled event, choose the OK button. If you have made a mistake, you can choose the reset button to reset the date and time to the current date and time.

6. Once a one-time only event has occurred, the scheduled item remains in the Schedule List box, marked with the "ran" status.   If you decide you want to run the event again, select the item and then choose the Modify... button or the Modify... command to reschedule the event for another time.   If you'll never need to repeat the event, you can delete it from the Schedule list.

Related Topics:

Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Adding Schedule Items
Scheduling Recurring Events

Scheduling Recurring Events

Some events need to be scheduled at recurring intervals.   METZ Scheduler offers you a flexible range of options for choosing the intervals between scheduled events.

To schedule recurring events:

1. Check the Recurring event box and choose the Edit Recurring Schedule... button on the Add Item dialog box.   The Schedule Recurring Event dialog box appears.

2. Choose the Frequency for the event.   You can choose the minutely, hourly, daily, weekly, monthly, or annually radio buttons--or you can choose to schedule an event that will occur at specified intervals.   Type in a number and choose minutes, hours, days, weeks, or years from the list box.   For example, to schedule an event to occur every three days, type in the number "3" and choose "days" from the list box.

3. You can also choose to schedule an event to occur after a specified amount of inactivity.   Type in a number and choose minutes, hours, days, weeks, or years from the list box.   For example, to schedule an event to occur after two hours of inactivity, type in the number "2" and choose "hours" from the list box.

4. Choose the day to start for the event.   The options available for day to start depend on the frequency you've chosen.   For example, if you've chosen a monthly frequency, you can choose which day of the week to start, which day of the month, or which week of the month to start.   To choose a day to start, first choose the appropriate radio button.   Then, make your choice from the corresponding list box.

5. Choose a time to start for the event.   The left arrow button under the hour display moves the time displayed on the clock back one hour at a time;   the right arrow button under the hour display moves the time displayed forward one hour at a time. The left arrow button under the minute display moves the time displayed on the clock back one minute at a time;   the right arrow button under the minute display moves the time displayed forward one minute at a time.

6. Choose the AM or PM radio button to choose an AM or PM hour.

7. Choose the OK button to confirm your scheduling choices and close the Schedule Recurring Event dialog box.

Related Topics:

Add Item/Modify Item Dialog Boxes
Edit Recurring Schedule Dialog Box
Adding Schedule Items
Scheduling One-Time Events

Displaying Messages

You can also use METZ Scheduler to display messages on your screen.   You may want to use a message display to remind yourself of something you want to do--or you may want to leave a message on your screen while you're out to lunch.

To display a message:

1. Choose the Display Message radio button on the Add or Modify Items dialog boxes.

2. Type the message you want to display in the Message box.

At the scheduled time, the message will appear on your screen in a message box.   Choose the OK button to close the message box.

Related Topics:

Add Item/Modify Item Dialog Boxes
Using METZ Scheduler
Adding Schedule Items

Running Missed Events

Occasionally an event may not get performed as scheduled.   For example, you planned to back up your hard disk to a network drive, but your machine was accidentally turned off.

To run a missed event:

Check the Run Missed Events checkbox on the Add or Modify Items dialog boxes.

METZ Scheduler will run the scheduled event at the first possible opportunity.

Related Topics:

Add Item/Modify Item Dialog Boxes
Using METZ Scheduler
Adding Schedule Items

Modifying Scheduled Events

If you decide you want to change a scheduled event, you can make any modifications you need to.

To modify a schedule item:

1. Choose the Modify... command from the METZ Scheduler Schedule menu or choose the Modify... button.   The Modify Item dialog box appears.

2. You can change the description of an event or its event type. If the event is an application, you can change the application name, its parameters, or working directory.   If the event is a message, you can change the text of the message.   You can also change whether the application will run normal, minimized, maximized, or hidden.

3. You can change an event from a recurring event to a one-time only event.   If the event is a one-time only event, choose the Edit One-Time Schedule... button to display the Schedule One-Time Event dialog box so you can schedule the event.

4. You can change an event from a one-time only event to a recurring event.   If the event is a recurring event, check the Recurring Event box and choose the Edit Recurring Schedule... button to display the Schedule Recurring Event dialog box.

5. You can change whether you will run missed events or not.

6. When you have finished modifying the scheduled item,   choose the OK button to confirm your choices and close the Modify Item dialog box.

Related Topics:

Add Item/Modify Item Dialog Boxes
Select File Dialog Box
Select Directory Dialog Box
Schedule One-Time Event Dialog Box
Edit Recurring Schedule Dialog Box
Using METZ Scheduler
Adding Schedule Items
Scheduling One-Time Events
Scheduling Recurring Events
Displaying Messages
Running Missed Events
Deleting Scheduled Events
Holding Scheduled Events
Releasing Scheduled Events
Running Scheduled Events

Deleting Scheduled Events

You may decide you don't need an item that you've scheduled.   You can remove it from your schedule at any time.   The scheduled event will not occur.

   To delete a scheduled item from list of scheduled items:

1.   Use the mouse or DIRECTION keys to select the event you want to delete from the Schedule List box.

2.   Choose the Delete button.   The event disappears from the schedule.

Related Topics:

Delete
Hold
Using METZ Scheduler
Adding Schedule Items
Scheduling One-Time Events
Scheduling Recurring Events

Holding Scheduled Events

Sometimes you may need to postpone an item that is scheduled.   Or you may set up a scheduled event in advance--before you are ready to have METZ Scheduler perform it.

   To place a hold on an item:

1.   Use the mouse or DIRECTION keys to select the event you want to hold from the Schedule List box.

2.   Choose the Hold button or choose the Hold command from the Schedule menu.   The event will be marked "hold" in the Status column.

When you are ready to run the scheduled event, you can release it.

Related Topics:

Hold
Using METZ Scheduler

Releasing Scheduled Events

If you previously placed a scheduled event "on hold" and you are now ready to have METZ Scheduler perform it, you can release the hold.

To release a hold on an item:

1. Use the mouse or DIRECTION keys to select the event you want to release from the Schedule List box.

2. Choose the Release button or choose the Release command from the Schedule menu. The event will be marked "ready" in the Status column.

If you change your mind, you can put a hold back on the event by using the Hold button.

Related Topics:

Release
Using METZ Scheduler

Running Scheduled Events

Occasionally, you may want to run a scheduled event immediately.   For example, you may want to test whether your scheduled item works the way you want it to.   Or, you may decide to go ahead and do something right now.   If a scheduled event was missed and you didn't check the Run Missed Event box, you can run the event whenever you need to.

To run a scheduled item immediately:

1. Use the mouse or DIRECTION keys to select the event you want to run from the Schedule List box.

2. Choose the Run Now button or choose the Run Now command from the Schedule menu.   The scheduled event will be performed and the event will remain on the Schedule list.

Related Topics:

Run Now
Using METZ Scheduler