

Lists scheduled programs and shows when they are scheduled to run, when they last started, when they last ended, and what the results were.

To change the way a program runs at its scheduled time, double-click the program. To change the settings the program uses when it runs, click Settings in the Properties dialog box.

To change the schedule for a program, click it, and then click Change Schedule on the Program menu.

Runs the selected program only once, starting at the time specified in the Start At area.

Runs the selected program hourly, as specified in the Start At area.

Runs the selected program on the days you specify in the Which Days dialog box, starting at the time specified in the Start At area. Click Which Days to specify the days on which you want to run the program.

Click this to select the days on which you want the program to run. If you do not want the program to run on a certain day, make sure the box for that day is unchecked.

Runs the selected program weekly, starting at the time and day specified in the Start At area.

Runs the selected program monthly, starting at the time and day specified in the Start At area.

Runs the selected program after you have not used your keyboard or mouse for the amount of time specified in the Start After area.



Runs the selected program each time you start your computer.

Specifies the time you want the selected program to start. To set a new time, select the current time, and then type the new time.

Specifies the month you want the selected program to start. Click a month from the list.

Specifies the day you want the selected program to start. Type a number or click the arrows to set a new day.

If you specify a day between 29 and 31, the program will run on the last day of the month, if the selected month does not have that many days.

Specifies the number of minutes after each hour before the selected program starts. To set the hourly start time, type a number or click the arrows.

Specifies the day of the week you want the program to start. Click the day of the week from the list.

Specifies the year you want the selected program to start. Type a number or click the arrows to set the year.

Prevents the program from starting until you have not used your keyboard or mouse for the specified number of minutes. You can type a number or click the arrows to set the number of minutes.

Use this option if you are scheduling a program, such as Compression Agent, that runs less efficiently while you are using your computer.



Prevents the program from starting while your computer is running on batteries.

Some programs, such as Compression Agent, frequently access your disk, which drains the batteries faster. Checking this option can extend the life of your batteries.

Closes the program if it is running when you begin using your keyboard or mouse.

Restarts the program after you have not used your keyboard or mouse for the number of minutes you specified for the option Wait Until I Haven't Used My Computer.

Continues running the program even if you begin using your keyboard or mouse.

Click to set additional scheduling options for the selected program.

Specifies the time of the deadline. To set a new time, type it or click the arrows.

Specifies the month for the deadline. Click the month that you want to set as the deadline.

Specifies the day of the month of the deadline. Type a number or click the arrows to set a new day.



Specifies the number of minutes that should pass after each hour before the deadline for the selected program is reached. Type a number or click the arrows to set the number of minutes.

Specifies the day of the week for the deadline. Click the day of the week you want for the deadline.

Specifies the year as part of the deadline date. Type a number or click the arrows to set the year.

Closes the program if it is still running at the deadline. This option is useful if your programs don't quit automatically.

If you leave this option unchecked, the program will continue running, even after the deadline. This is useful if, for example, your program takes one hour to run but starts 15 minutes before the deadline. However, if the program does not automatically close when it is finished running, you may need to close it.

Specifies that System Agent should notify you if the program did not start.

The program might not start if you are using your computer, your computer is turned off, or it is running on batteries. To set conditions for when the program should not start, click OK or Cancel, and then change settings in the Start At area.

Restarts the selected program after the specified number of minutes have passed since the program was last started. The program will run repeatedly up until the deadline. To specify the number of minutes, type a number or click the arrows.

If the program runs longer than the number of minutes you specify, and the Stop The Program option is unchecked, the program will start again on the next interval. For example, if you want to run the program every 30 minutes, and the program takes 45 minutes to run, it will start again 15 minutes after it is finished running.

Runs the program no longer than the specified number of minutes each time it starts. To specify the number of minutes, type a number or click the arrows.

Some programs do not automatically close when they finish a task. To run this type of program repeatedly, check this box so that System Agent can quit the program.

Lists some of the programs that you can schedule. If the program that you want to schedule isn't listed, type its location and name, or click Browse.



Shows the filename for the selected program and any command-line options that it uses when it runs at its scheduled time. You can change the options as needed.

Specifies the folder that contains the scheduled program or related files. If the program needs to use files in another location, you may need to specify the folder containing these files so that the program can find them.

Click this to find the program you want to add.

Provides a space for you to type a brief description of the scheduled program. This name will appear in the System Agent window.

Lists the options for how the program is displayed when it runs (for example, in a window or as a button on the taskbar).

System Agent maintains a log of program information. When a program runs at the scheduled time, information about the time at which the program ran and whether or not it ran successfully is added to the log.

You can prevent information about the program from being added to the log by making sure this box is unchecked.

Click this to schedule the program.

Click this to set options for the program you are scheduling. If this button is not available, you may be able to specify program options by typing parameters after the program name in the Program box. For more information about the parameters your program uses, see the documentation that comes with it.



Defragments a drive only if it is fragmented more than the percentage you specify. You can type a number in the box or click the arrows to set the percentage.

Lists the available drives that can be defragmented.

Rearranges the files and free space on your disk so that each file is stored in one contiguous unit, and free space is consolidated in one place on your disk.

Rearranges all your fragmented files so each file is stored in one contiguous unit. This method may be faster than fully defragmenting your disk because it does not consolidate free space. However, files you save in the future are more likely to be fragmented.

Consolidates the free space on your disk, which helps ensure that files you save in the future won't be fragmented. However, the files that are already on your disk may become more fragmented as a result.

Checks the files and folders on the selected drive(s) for errors. To change the settings that ScanDisk uses to check files and folders, click Advanced.

Checks files and folders for errors and also checks the physical integrity of the disk surface.

To change the settings that ScanDisk uses to check files and folders, click Advanced. To change the settings used to check the surface of your disk(s), click Options.

If this box is not checked, ScanDisk prompts you to specify how to repair errors. If this box is checked, ScanDisk repairs most errors automatically using predetermined settings. To change the settings, click Advanced.



Click this to change the settings that ScanDisk uses to check the disk surface for physical errors. The settings you change apply only when ScanDisk runs at the scheduled time. They are not saved permanently as ScanDisk program settings.

Click this to set additional options for checking your drive. The settings you change apply only when ScanDisk runs at the scheduled time. They are not saved permanently as ScanDisk program settings.

Lists the available drives on which ScanDisk can run. To select more than one drive, hold down CTRL, and then click the drives you want.

Uses the settings you specify for all the hard drives on your computer. If you want to specify settings on a drive-per-drive basis, leave this option unchecked.

Lists the available drives that Compression Agent can recompress files on.

Click this to set options for recompressing files on the selected drive.


Lists the drives for which you can set up a low-disk-space notification. If the free space on the drive falls below the amount shown to the right, System Agent displays a reminder to free up some disk space.


When checked, displays a notification when the free space on the selected drive drops below the number of megabytes (MB) you specify here. You can type a number or click the arrows to set a different number of megabytes.



## Understanding System Agent

System Agent starts each time you start Windows. It runs in the background, checking your computer for low disk space and starting programs at their scheduled times. You can schedule a new program or change the schedule for a program that is already scheduled.

When System Agent is running, this icon appears next to the clock on the taskbar: .

If a scheduled program is running, an hourglass appears on the icon: .

Double-click the System Agent icon to:

- Add and remove scheduled programs.
- Change the schedule for an existing program.
- Temporarily disable the schedule for a program.
- Set options to determine how the program will run at its scheduled time.

### Tip

- If you don't want System Agent to start when you start Windows, double-click the System Agent icon, click the Advanced menu, and then click Stop Using System Agent.

### To schedule a new program

- 1 On the Program menu, click Schedule A New Program.
- 2 Select the program from the Program list, or click Browse.
- 3 If the program uses files in another folder, type the name of the folder in the Start In box.
- 4 If you want a description of the program to appear in the System Agent window, type it in the Description box. Otherwise, the name you type in the Program box will appear in the window.
- 5 In the Run list, select how you want the program to be displayed.
- 6 To set up the schedule for the program, click When To Run.

#### Tips

- Programs such as Disk Defragmenter, ScanDisk, and Compression Agent are specially configured for scheduling. In this type of program, you can click Settings to change how it runs.
- Make sure that the system date and time for your computer are accurate. System Agent uses this information to start scheduled programs. You can use the Date/Time option in Control Panel to update your computer's date and time.
- If you want program information to be added to the [System Agent log](#), make sure the Log Results option is checked.

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{button ,AL(`WINDOWS\_DATE\_CHANGE\_DATE;WINDOWS\_DATE\_CHANGE\_TIME;a\_change\_schedule`)} [Related Topics](#)

**To remove the schedule for a program**

- 1 Click the program whose schedule you want to remove.
- 2 On the Program menu, click Remove.


**Tip**

- You can also remove the schedule for the selected program by pressing DEL.

### To change the schedule for a program

- 1 Click the program you want to reschedule.
- 2 On the Program menu, click Change Schedule.
- 3 Click the Run option you want.
- 4 In the Start At area, change the settings as needed.
- 5 To stop the program when you start using your computer, click Stop The Program.  
To resume the program when you stop using your computer, make sure Restart After is checked.
- 6 To set a deadline for the program, click Advanced.

### Tips

- If the program frequently accesses your hard disk, and your computer runs on batteries, you can extend the life of your batteries by making sure Don't Start If My Computer Is Running On Batteries is checked.
- If the program is scheduled to start soon, you can disable it so that it won't run while you are changing its schedule.
- Make sure that the system date and time for your computer are accurate. System Agent relies on this information to know when to run a scheduled program.
- For Help on an item, click  at the top of the dialog box, and then click the item.

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{button ,AL("WINDOWS\_DATE\_CHANGE\_DATE;WINDOWS\_DATE\_CHANGE\_TIME;A\_SCHEDPROG\_REPEAT;A\_SCHEDULE\_DISABLE")} [Related Topics](#)

### **To schedule a program to run repeatedly**

1 Click the program you want to run repeatedly.

If the program is not already scheduled, click Schedule A New Program, and then provide the program information.


2 On the Program menu, click Change Schedule, or if you are scheduling a new program, click When To Run and set up the schedule.

3 Click Advanced.

4 Make sure the deadline is set to the time you want. The program will run repeatedly until this time.

5 In the Run Repeatedly area, change the settings as needed.

#### **Tip**

- For Help on an item, click  at the top of the dialog box, and then click the item.


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{button ,AL("a\_add\_task")} [Related Topics](#)

### **To customize how a scheduled program runs**

- 1 Click the program.
- 2 On the Program menu, click Properties.
- 3 Change the information in the Command and Start In boxes as needed.
- 4 To change the name for the program that appears in the System Agent window, type the new name in the Description box.
- 5 To change the way the program runs, click a new option in the Run list.

#### **Tips**

- Programs such as Disk Defragmenter, ScanDisk, and Compression Agent are specially configured for scheduling. In this type of program, you can click Settings to customize how it runs at its scheduled time.
- If the program is scheduled to start soon, you can disable its schedule so that it won't run while you are changing its settings.
- For Help on an item, click  at the top of the dialog box, and then click the item.


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{button ,AL("A\_SCHEDULE\_DISABLE")} [Related Topics](#)

### **To temporarily disable the schedule for a program**

- 1 Click the program that you do not want to run.
- 2 On the Program menu, click Disable.

#### **Tips**

- To reenble a program's schedule, click the program, and then on the Program menu, click Disable again.
- You can temporarily prevent all scheduled programs from running by clicking the Advanced menu and then clicking Suspend System Agent. This is useful if you are running another program (such as a game) or installing software, and you don't want scheduled programs to run at the same time.
  - When System Agent is temporarily suspended, the System Agent icon on the taskbar looks like this: .
  - To reenble the schedules for all programs, click the Advanced menu, and then click Suspend System Agent again.

**To run a scheduled program immediately**

- 1 Click the program you want to run.
- 2 On the Program menu, click Run Now.

**Tip**

- You can quit the program by clicking Quit on the Program menu.



**To view a log of programs that have run**

- ▶ On the Advanced menu, click View Log.

**Tip**

- To have System Agent add information about a program to the log, click the program in the System Agent window, and then click Properties on the Program menu. Make sure Log Results is checked.



**To turn off System Agent**

- ▶ On the Advanced menu, click Stop Using System Agent.

**Notes**

- When you turn off System Agent, your scheduled programs will not run and System Agent will not start automatically the next time you start Windows.
- To turn on System Agent, click the Start button, point to Programs, point to Accessories, point to System Tools, and then click System Agent.


### To schedule Backup to back up your files


- 1 Click here  to start Backup.
- 2 Click the files you want to back up.
- 3 Click Drag and Drop on the Settings menu, and then make sure the Confirm Operation Before Beginning box is unchecked and the Quit Backup After Operation Is Finished is checked, and then click OK.
- 4 Click Options on the Settings menu, and then click the Backup tab.
- 5 Click the type of backup you want and make other changes as needed. Then click OK.
- 6 Click Next Step.
- 7 Select a destination, and then on the File menu, click Save As.
- 8 Type a name for the file set, and then click Save.
- 9 Quit Backup.
- 10 Click here  to open System Agent.
- 11 On the Program menu, click Schedule A New Program.
- 12 In the Program box, type the following, including the quotation marks:  
**"C:\Program Files\Accessories\Backup.exe" C:\Program Files\Accessories\setname.set**  
where *setname.set* is the name you assigned to the file set.
- 13 Click When to Run to schedule Backup.


#### Tip

- You can schedule both full and incremental backups. For example, you could schedule a full backup to run once or twice a month and an incremental backup to run daily.  
If you do this, make sure your daily backup does not interfere with your full backup on the days that the full backup is scheduled.

If the program cannot start at the scheduled time (because you were using your computer, it was turned off, or it was running on batteries), System Agent will try to start the program until the deadline. If the program starts late, but you still want it to stop at the deadline, make sure the option to stop the program is checked.

 The System Agent icon as it appears on the taskbar when it is not currently running a program.

 The System Agent icon as it appears on the taskbar when System Agent is temporarily suspended.

 The System Agent icon as it appears on the taskbar while a scheduled program is running.

System Agent maintains a log of program information. When a program runs at the scheduled time, information about the time at which the program ran and whether or not it ran successfully is added to the log.



Displays this reminder again only when the free space on this drive falls below the specified amount. You can type a number in the box or click the arrows to set the amount of free space.

Displays this reminder again after the specified amount of time has passed. You can type a number in the box or click the arrows to set the number. Click the arrow next to the list to specify hours or days.

Turns off this reminder. You will not be reminded again, even if your disk space is low. You can turn this reminder on again by clicking the Notify Me check box in the Settings dialog box for the Low Disk Space Notification in System Agent.

[Click this to read about how you can free up disk space.](#)

Upgrades your compressed drive to DriveSpace 3 format.

Reminds you to upgrade your compressed drive to DriveSpace 3 the next time you start your computer.

Turns off the reminder to upgrade your compressed drive again. Remember, if you do not upgrade your compressed drive, you cannot use the enhanced compression features in Plus! to increase your disk space.

[Click this to read about the advantages of upgrading your drive.](#)




Turns off this reminder so that you will never see it again.

If the program is scheduled to run at regular intervals, the program will start at the next scheduled time. If the program is scheduled to run only once and you click this option, the program won't run at all.

Click this to run System Agent so that you can change the schedule for the program.

[Click Contents to see a list of topics.](#)

Help is available for each setting in this box. Click  at the top of the dialog box, and then click the setting or button you want information about.

