

Guide to create an automatic task (scheduled) to automatically execute CPMonitor - Microsoft Windows 7 version.

CPM (Cloud Printing Monitor) is a software program designed by NubePrint to help monitoring all type of printing devices plugged in a LAN. It is convenient to schedule an automatic execution of CPM, so that the recurrent tasks are executed with no manual intervention from the user.

Following are a set of instructions on how to schedule the execution of CPM.

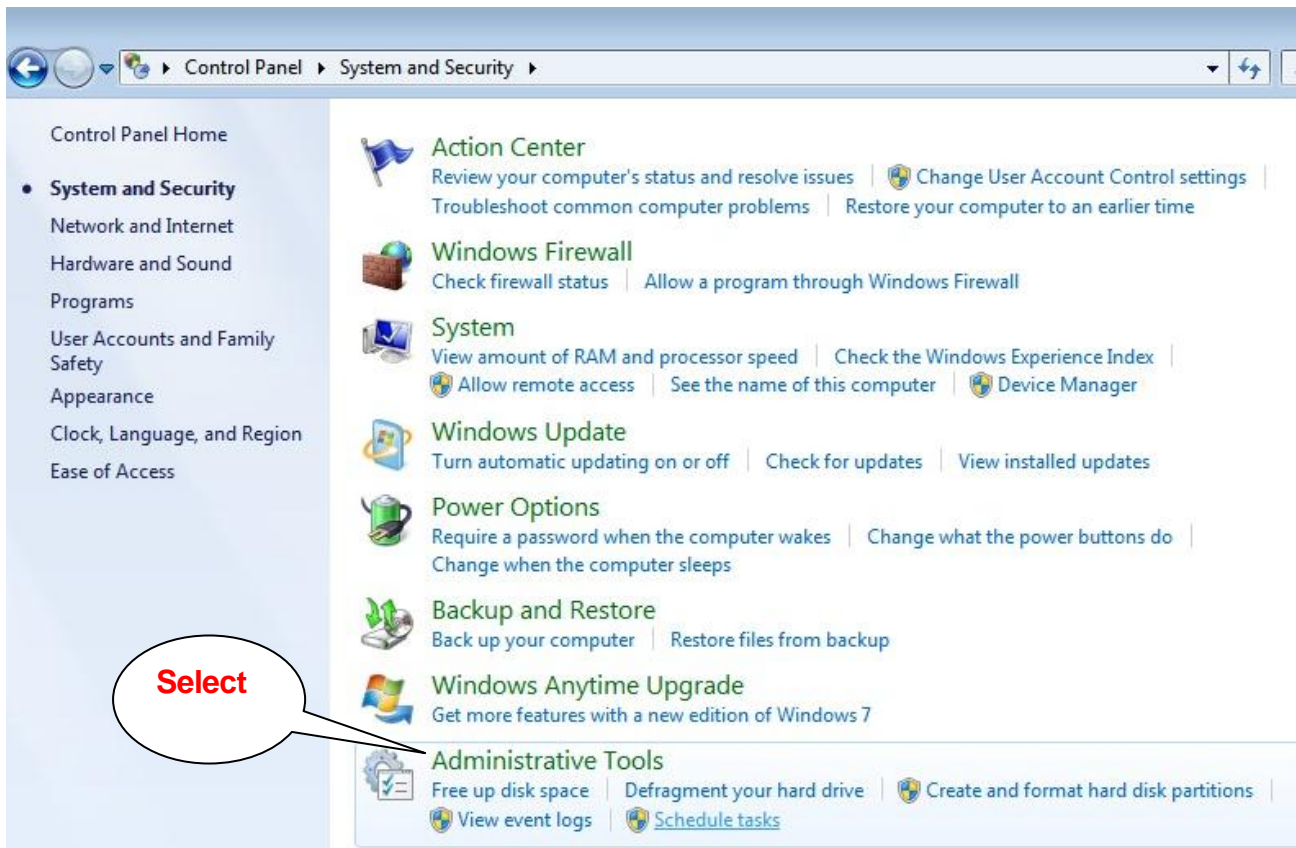
1. Control Panel

Access «Control Panel» and select «System and Security».



2. Program tasks

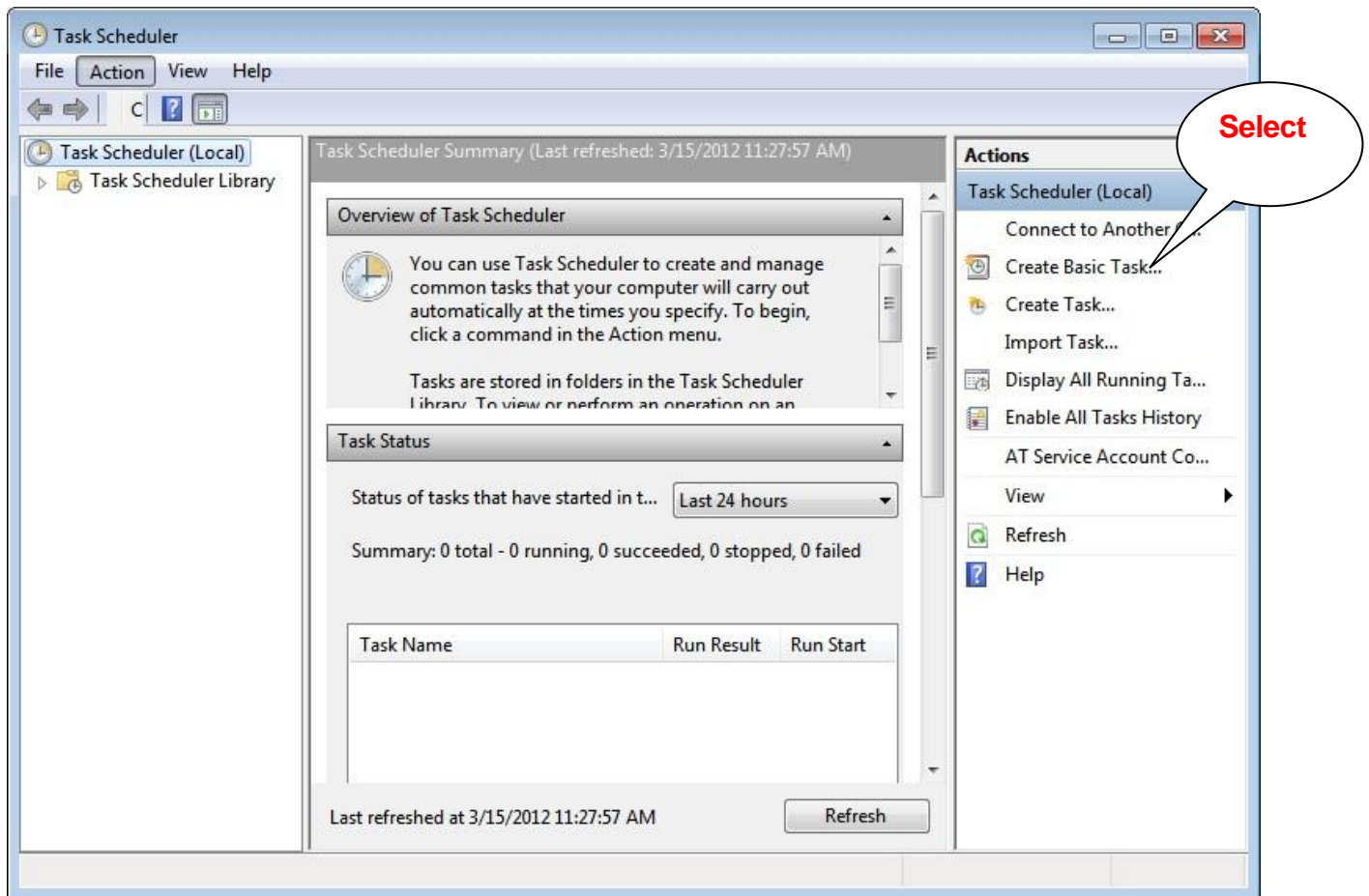
Once you are in «System and Security» please select «Administrative tools», and then the option «Schedule tasks»



3. Create a basic task

In the window called «Task Scheduler», select the option «Task Scheduler (local)». On your right a set of Actions are now shown.

Select Action called «Create basic task...».

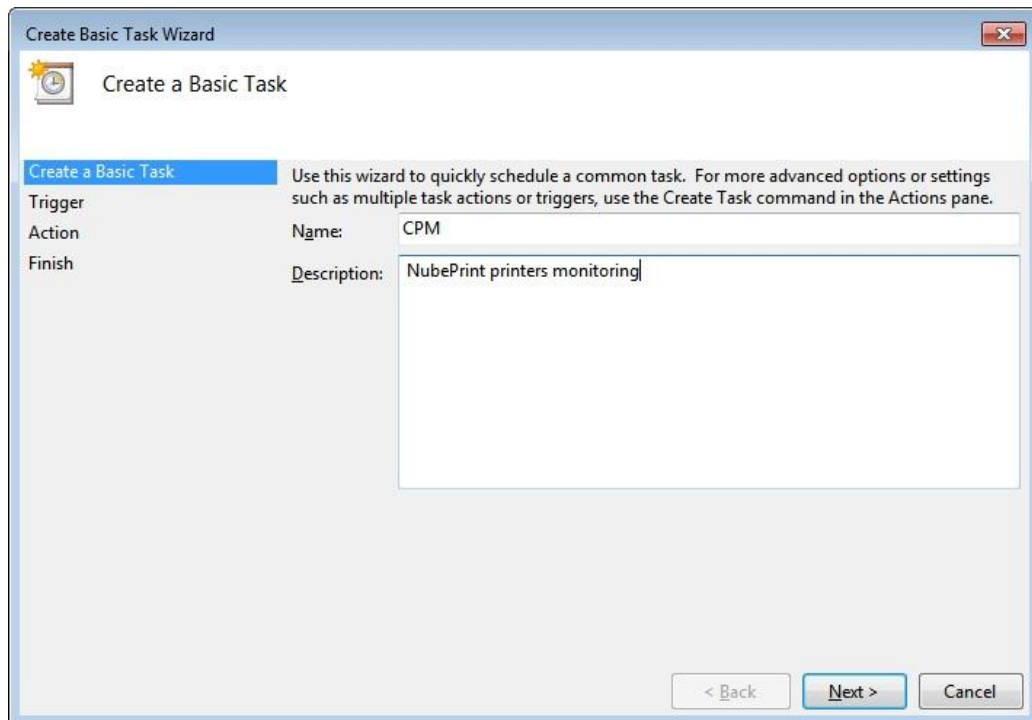


4. Creating a Basic task:

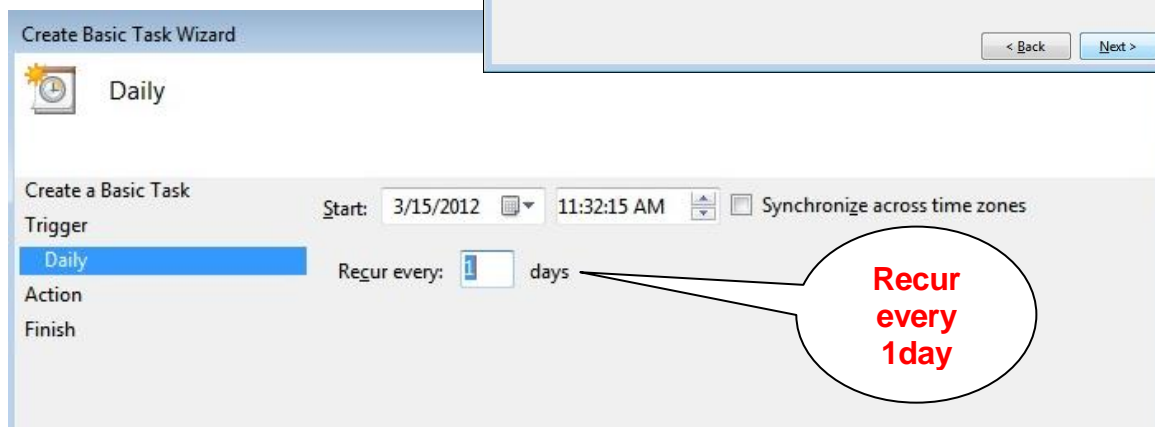
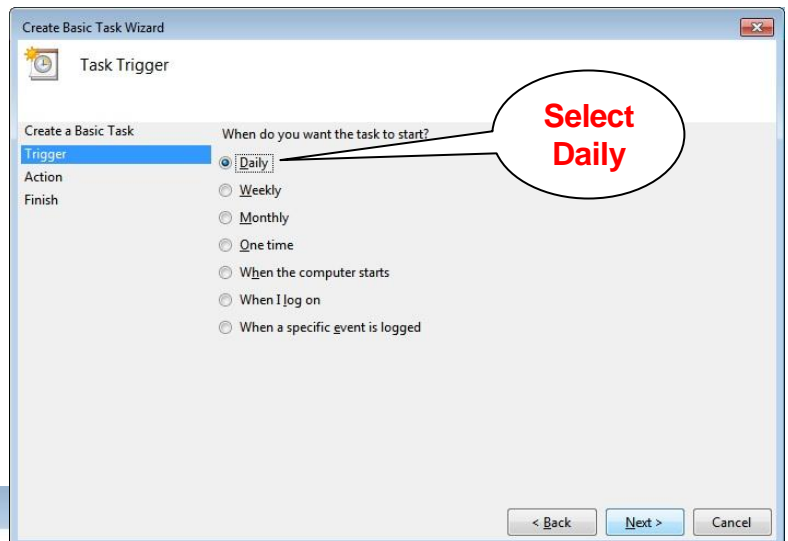
The «Assistant to create basic tasks» will now show a series of screens where data is requested. Please fulfill the different details requested till you reach the last screen. Before you press the «Finish» button, mark the box «Open advanced settings». Then click «Finish» and the task will now be created.

The data requested is the following:

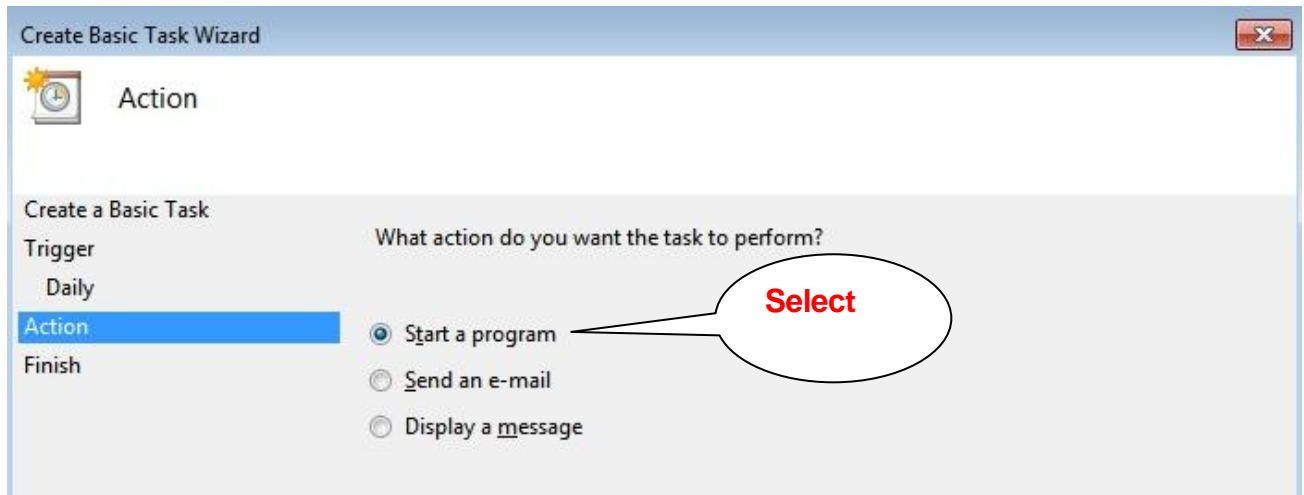
- **Name and Description:** free content; for example, «CPM» and «Printer Monitoring by NubePrint» respectively.
- **Scheduler:** the recommended value is «**Daily**». You'll have the option in Advanced Settings to set up the scheduler so that CPM is executed every 3 hours (recommended) from 8:00 till 21:00. Depending on your needs you may want to change the schedule. Please note that CPService will accept up to 10 readings per day per printer.



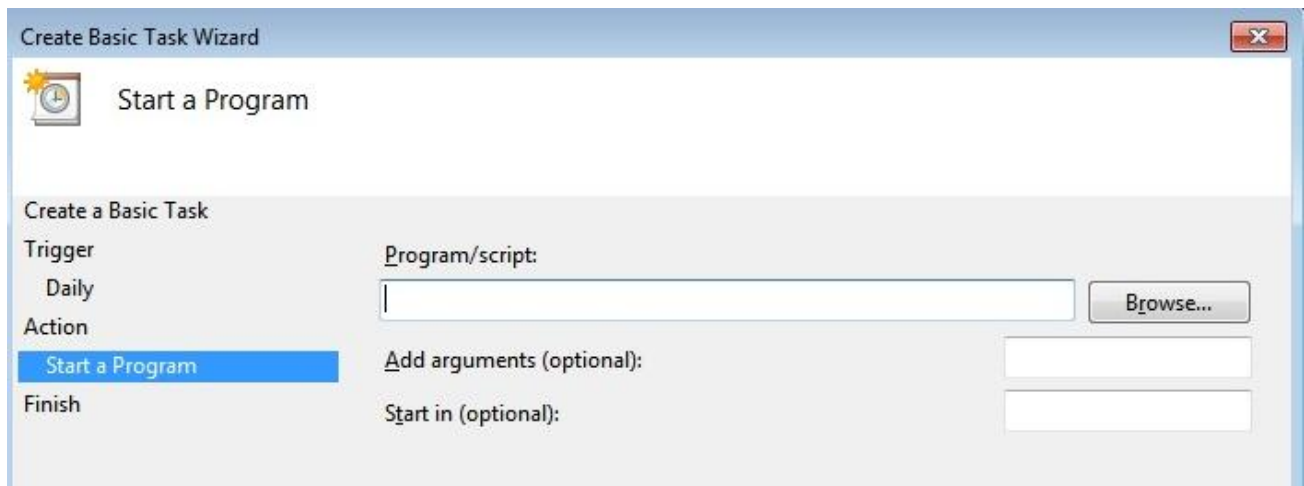
- **Start Date, Time and Frequency:** select the initial start date (i.e. today) and the time starting from which the task will be executed. Select the frequency called «Daily».

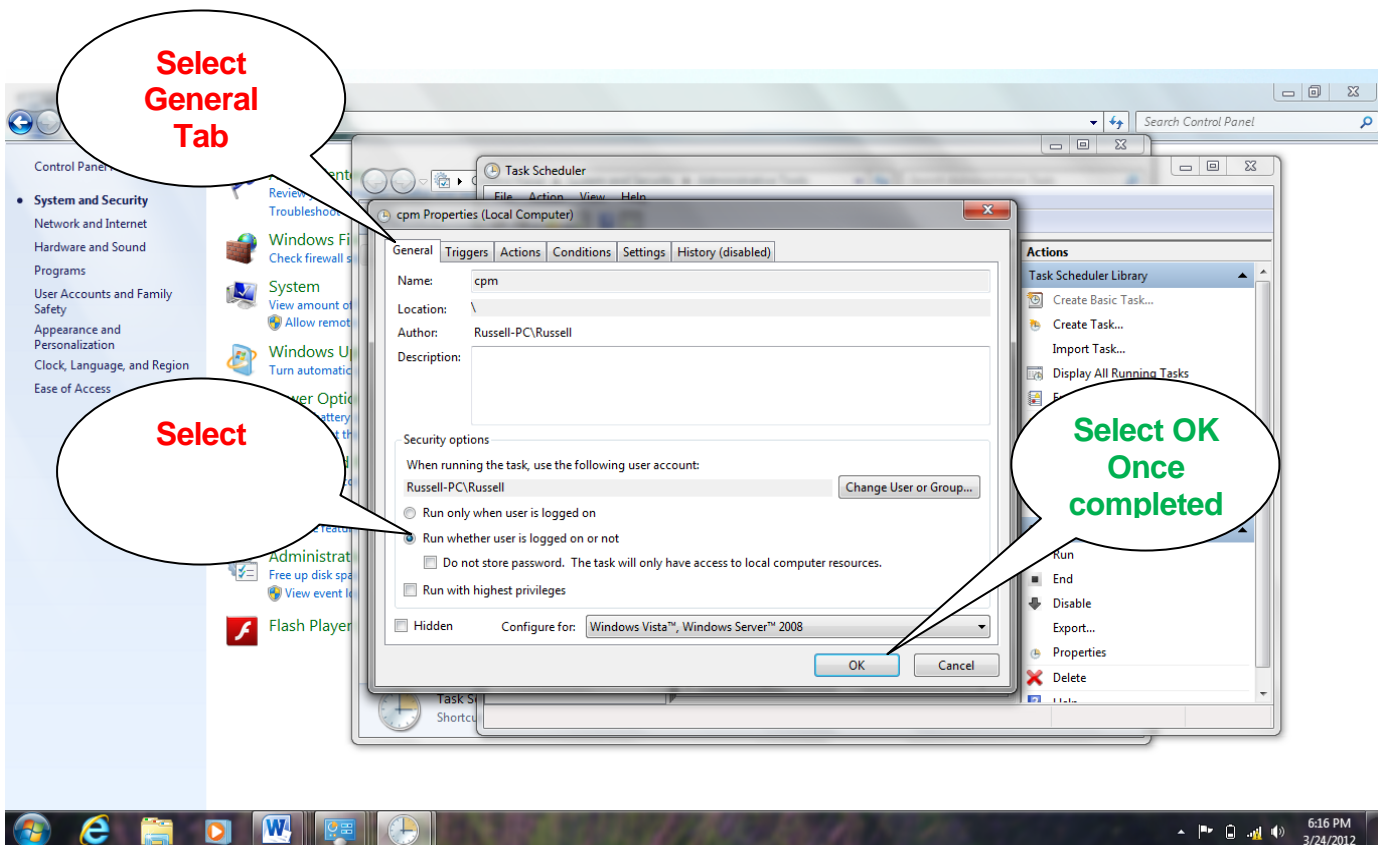
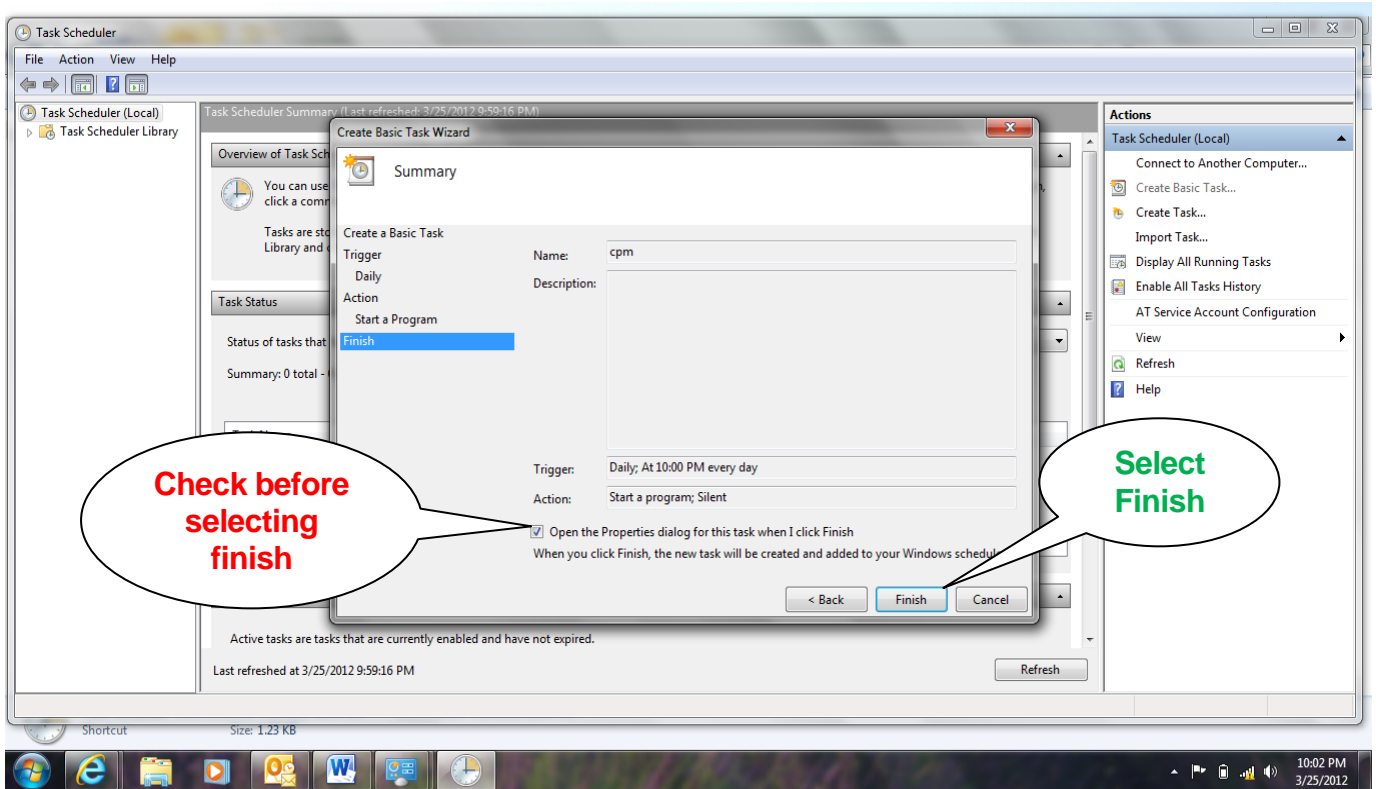


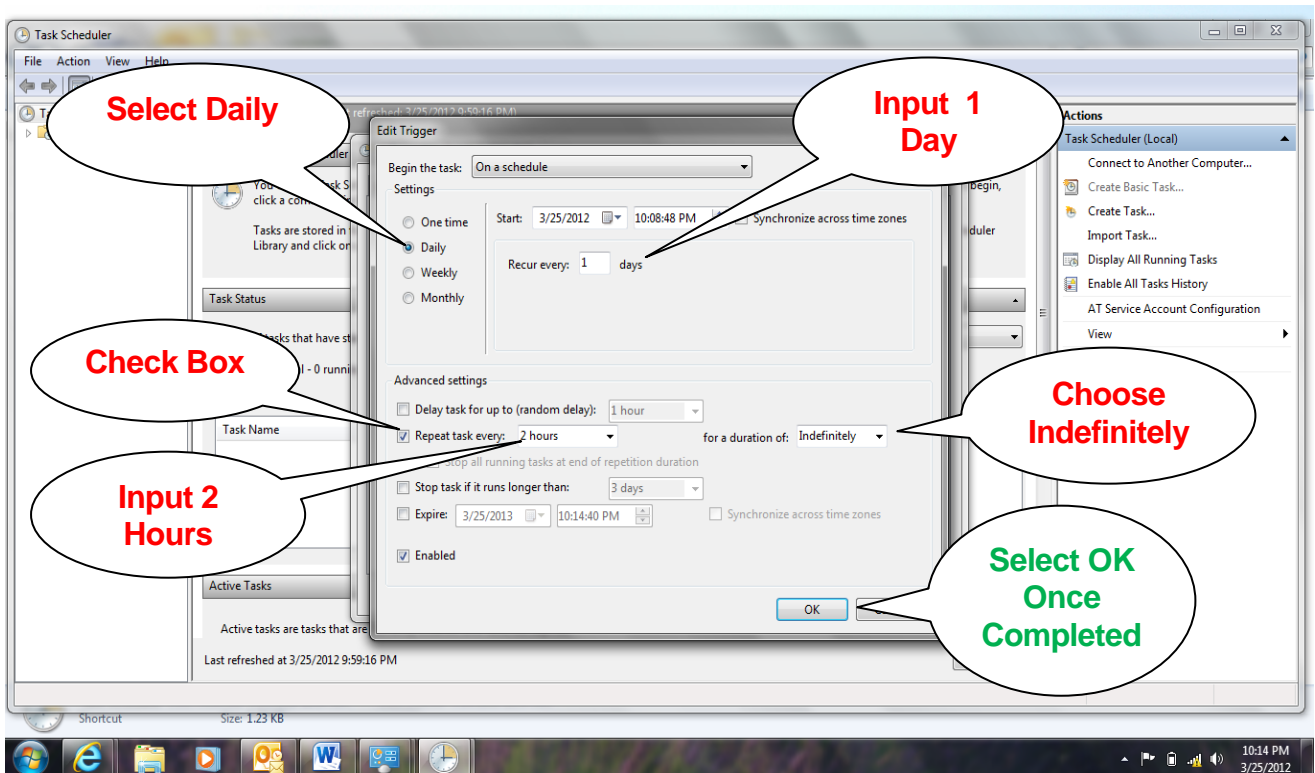
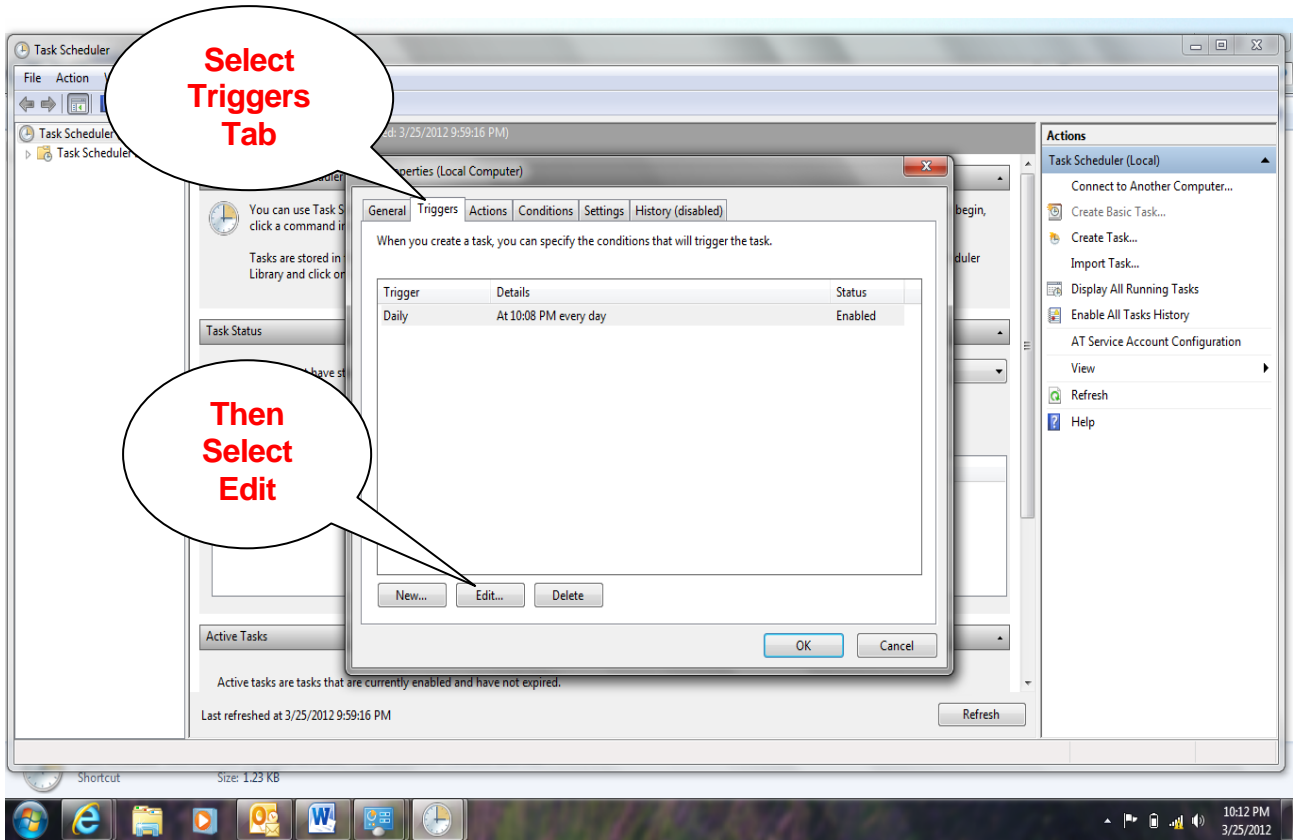
- **Action:** select «**Start a program**».



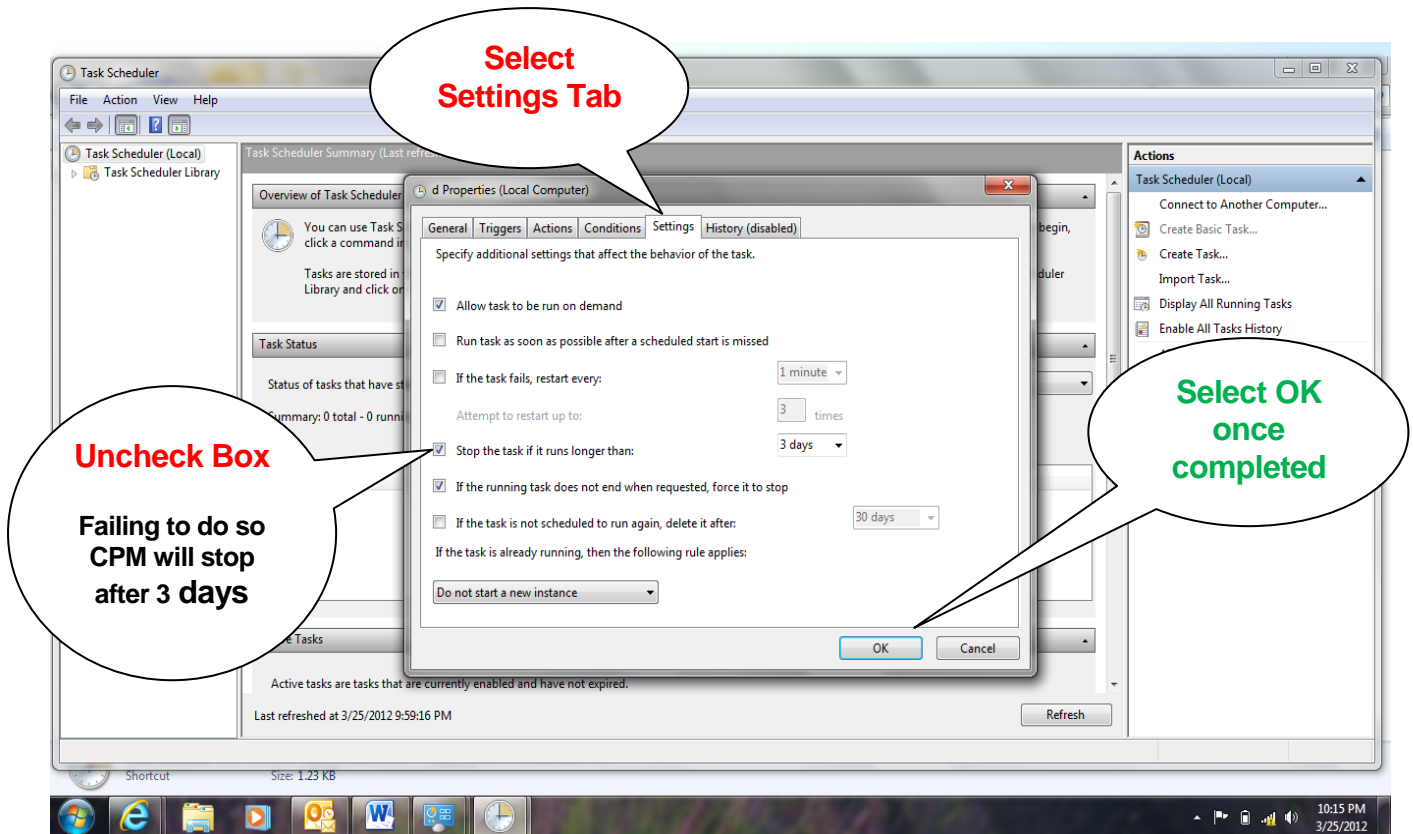
- **Program or script:** press «**Browse**», and Access the path where your program «**silent**» has been saved. Once selected, press «**Open**»







Select OK



5. Verification

Once the process has been completed, you can select from the Task Scheduler window the option «Library» that shows a list of all tasks. Yours should now appear with the name created during the first step (i.e. CPM).

Some versions of Windows do have an option to «Stop Execution After 72h (or 3 days)». Please verify that this option is **turned off** (you'll find it in Advance Settings).

From this moment on, CPM will be executed with the frequency defined. CPM will collect the needed info from the printers and send it to CPSEver. Please note that if at the moment in which CPM is running the printers are turned off, there will be no data collection. This is the reason why we do recommend reading several times a day in order to ensure there is at least 4 data collections per printer per day.

