

TRAINING NOTES

Scheduling *youGROW* to synchronise automatically

Issue:

As your MYOB file grows, *youGROW* synchronisation can take longer. You may find it more convenient for this to happen before you arrive at work, so that it is already done by the time you arrive.

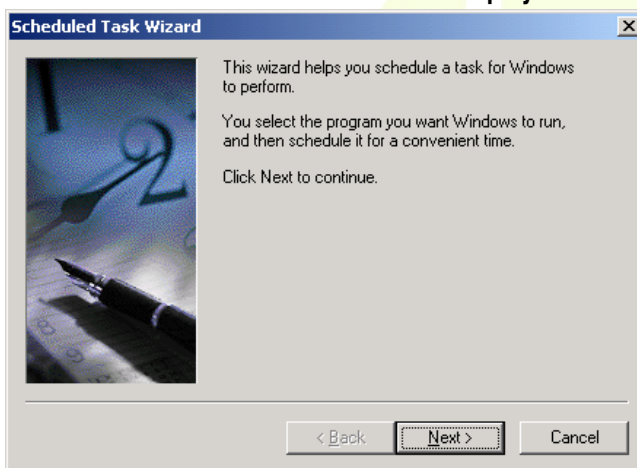
Resolution:

You can follow these instructions to have synchronisation occur automatically – at a particular time, daily or weekly. NB: For scheduled tasks to run, your computer must be turned on at the time you set the synchronisation to occur. If you intend this task to run before you arrive, ensure your computer is left on the night before.

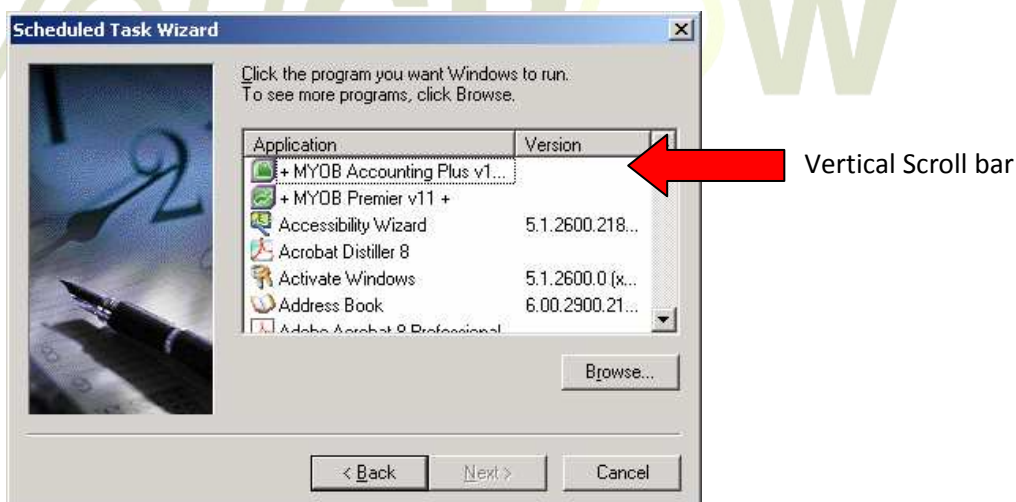
Instructions:

1. From the desktop click on Start | Control Panel | Scheduled Tasks.
2. Double Click on “Add Scheduled Task”.

The Scheduled Task Wizard window is displayed.



3. Click [Next>].



4. Drag the vertical scroll bar on the right of the dialogue box down to the end, to see “youGROW”

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- Highlight the YouGrow command, and click [Next>]



The Scheduled Task Wizard window is displayed.



- Give the task a name – eg youGROW Synch.
- Select the frequency of the task – eg daily, or weekly. Click [Next]
- Select the time for the task. (You may then want to schedule this to happen only on weekdays, if you have selected daily synchronisation.)

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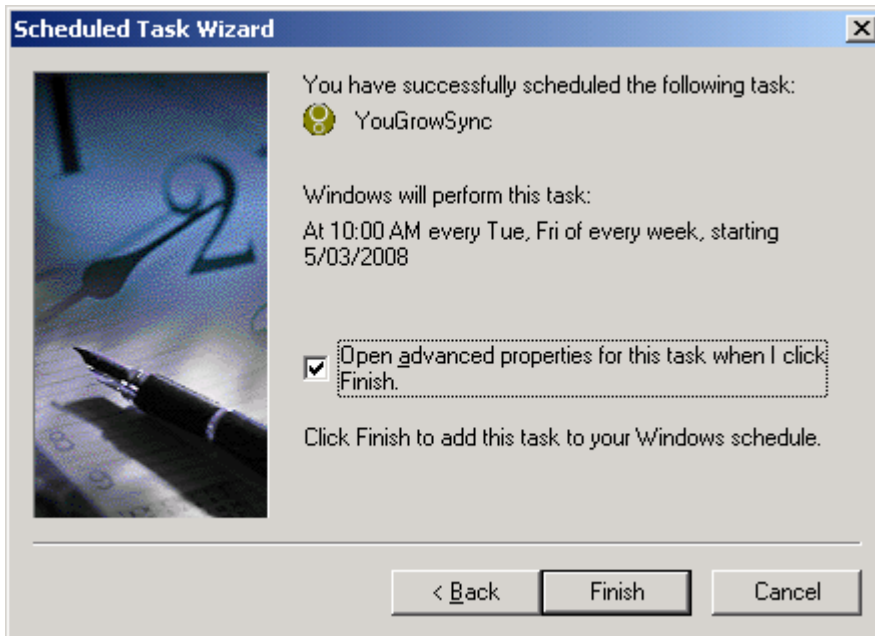
9. Click [Next>]. The password screen appears. To run scheduled tasks, you need a password set for the PC on which youGROW is installed.



10. Now enter the password you use to log into the PC. If you don't have a password to login into the PC on which youGROW is installed, then you must go to control panel, users, select the user that logs into that PC and create a password. Then return to the scheduled tasks window and enter that password. The username will default to the user that logged into the PC.

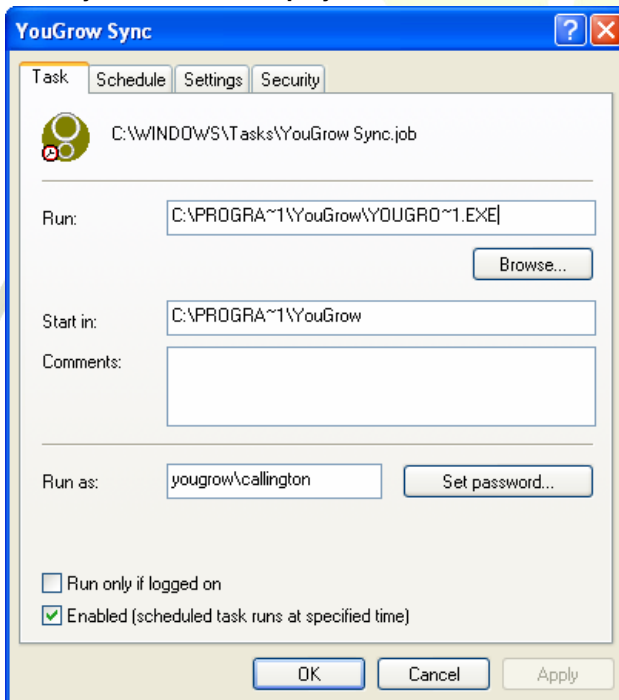
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11. Click [Next>]. The dialogue box should display as per the screen shot below.



12. Tick "Open advanced properties for this task when I click Finish".
13. Click [Finish].

The YouGrowSync window is displayed.

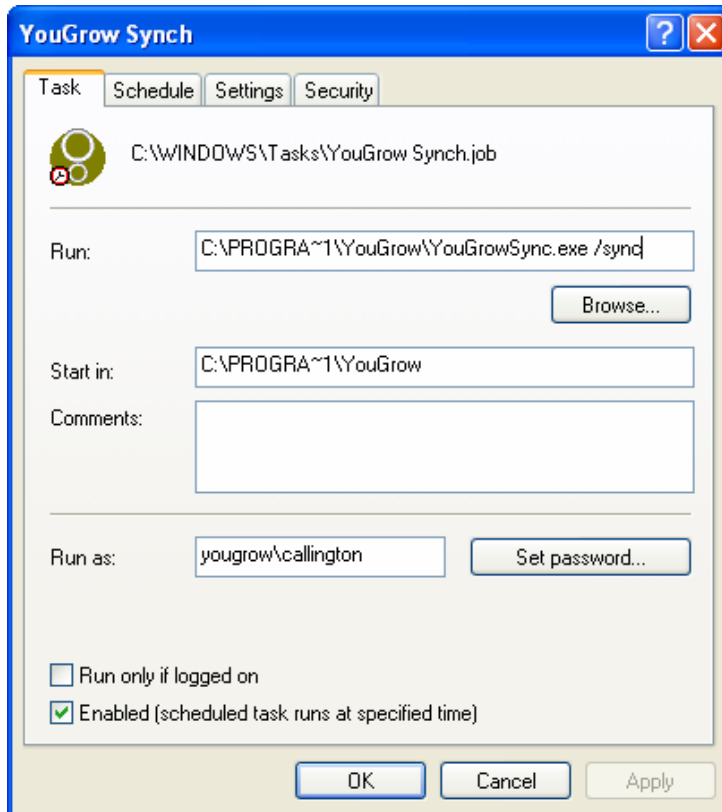


14. We now need to modify the command listed under "Run".

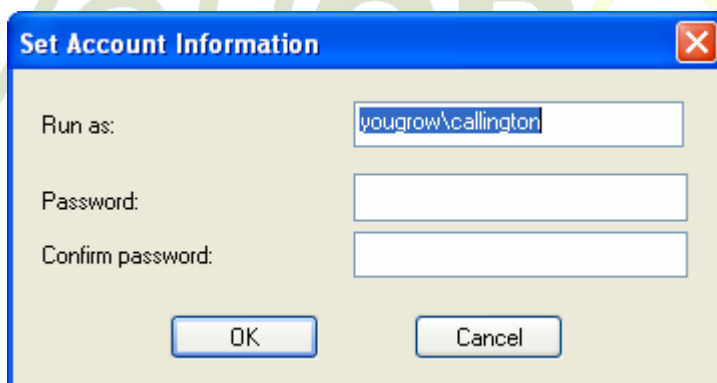
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15. Add the text in red to the end of the first line
 “ **/sync**”) including the space before the /sync - not including the “quotation marks”.



16. Click [OK].
 17. The “Set Account Information” Screen appears. Re-enter and confirm your user password in the dialogue box as below



18. Click OK.
 19. Close out of the scheduled tasks dialogue box. At the designated time **youGROW** will automatically open and start the synchronisation process.