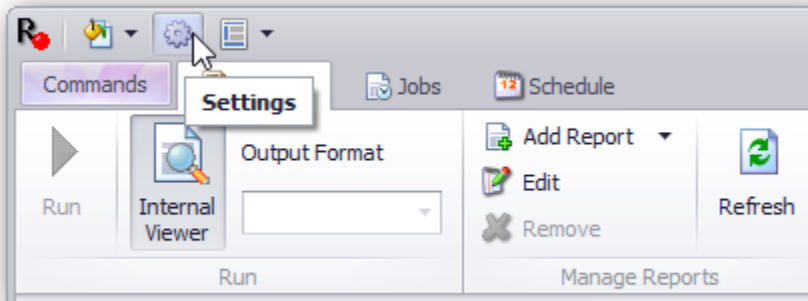


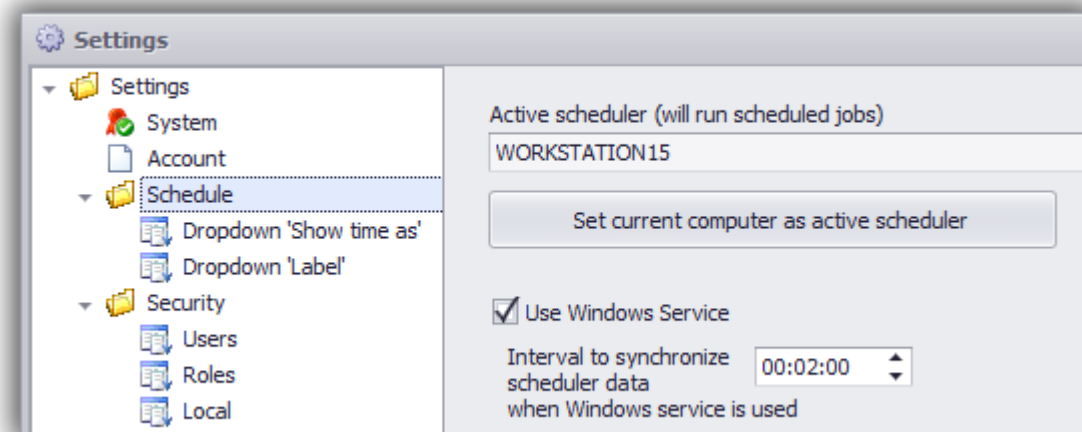
Activate R-Tag Scheduler windows service

Here are the steps to activate R-Tag Scheduler windows service:

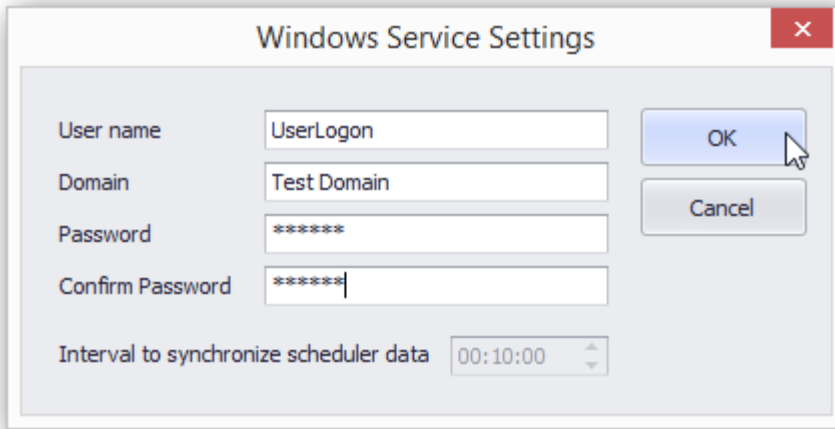
1. Run RTManager.exe as an Administrator. To do that open R-Tag folder, right click on RTManager.exe and select menu "Run as Administrator". The default path to RTManager.exe is: C:\R-Tag\R-Tag Report Manager 32\RTManager.exe
2. Once the program is started click button "Settings" and select item "Schedule"



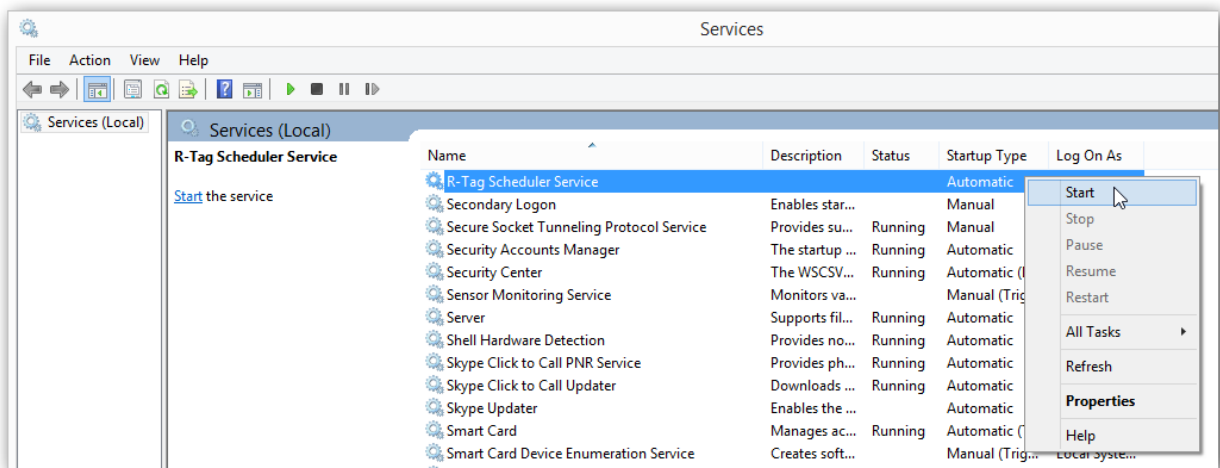
3. Click the button "Set current computer as active scheduler". This will tell R-Tag that the current computer is the scheduler. Even if you have R-Tag installed on other machines they will not run scheduled jobs.



4. In the right panel check the checkbox "Use Windows Service". This will show a dialog box to set Windows service login information.
5. In the Service dialog box set the username and password, which will be used to run the service. This will create the service and configure it. **Keep in mind that the username should exist in R-Tag.** There are no restrictions for the number of users in R-Tag. You can add a new user and use it explicitly for Windows service scheduler.

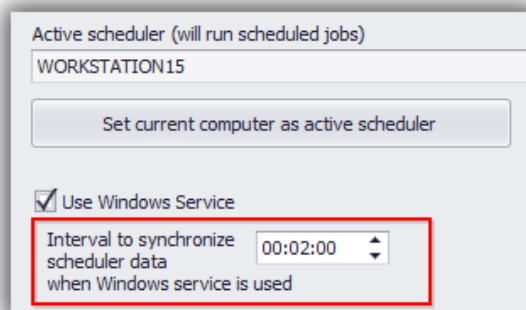


6. Close R-Tag and open Windows Services interface. You can do that by going to Control Panel->Administrative tasks ->Services

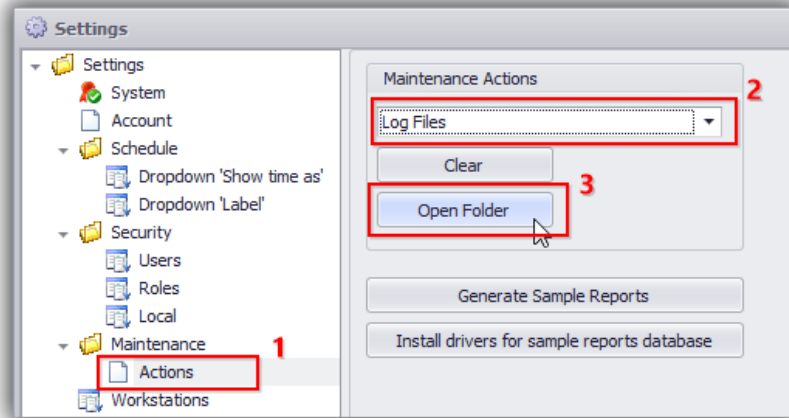


Right click on R-Tag Service and click “Start”. Sometimes, depending on the system and security settings you may see a message that the service was not started correctly because of a login error. To resolve it, right click on R-Tag Service and select “Properties”. Navigate to the second tab “Logon” and set the username and password again. Click “Apply” and you should see a message confirming the change. If this does not happen please contact R-Tag Technical Support

7. Set service synchronization period. Since R-Tag front end and R-Tag scheduler service are separate applications, the service will need to check for scheduling changes made in the front end. In the example bellow service will check for changes every 2 minutes.



- Once the service is started you can open the log file and check schedulers' activity. To do that start R-Tag (Run as administrator is not required), click button "Settings" and select item "Maintenance\Actions". On the right side select "Log files" and click button "Open folder".



Find the subfolder for the current date and open it. Keep in mind that the log files folder depends on the user. If you are using different users to run R-Tag and R-Tag Scheduler Service your log files folder will not show any activity when you open it through R-Tag Settings screen. In this case you need to go manually to: <C:\Users\<username used for the service>\AppData\Roaming\logs>

- If you decide to go back to the non-service scheduler, uncheck the check box "Use Windows Service" and restart R-Tag Windows service so it can load the new settings.