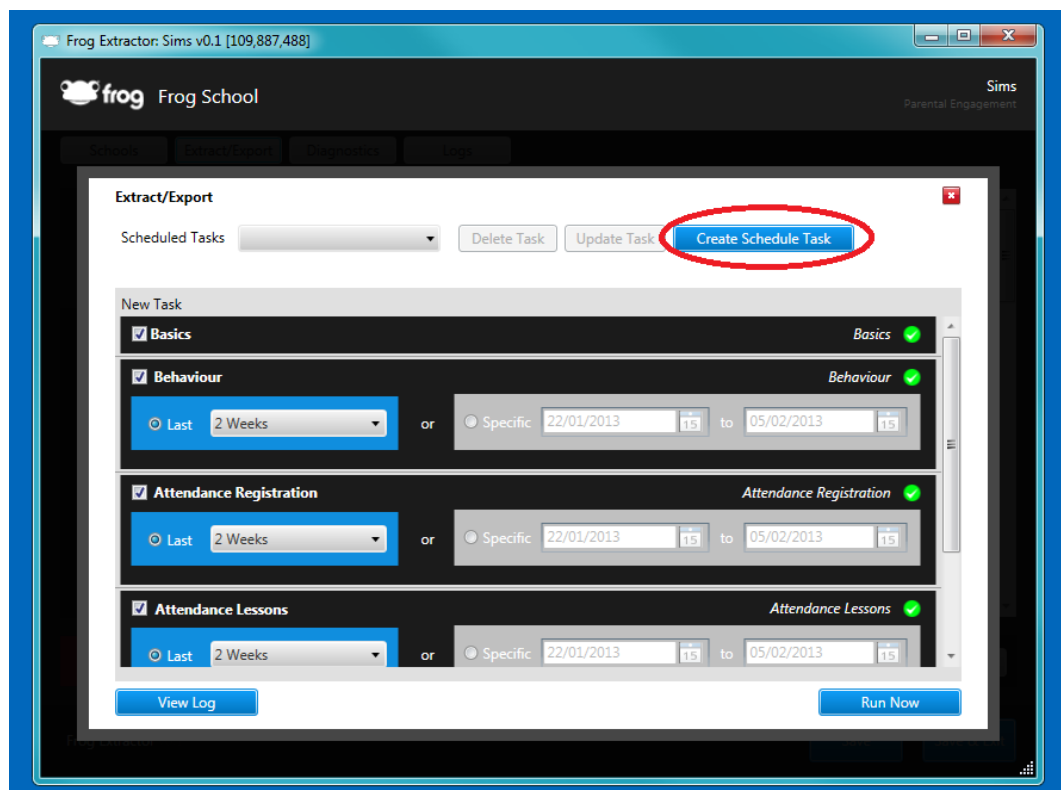


Create a scheduled task

Finally, we need to set up the scheduled extractions that will keep your platform updated whenever a change takes place in SIMS (new students / staff etc).

At the top right of the 'Extract/Export' page in the extractor, click on the blue button 'Create Schedule Task'.



Then give the task a name, something along the line of 'Daily Extract'. Make sure the 'Daily' button is selected, and then before clicking 'Create', make sure to choose a time of the day for the extractor to run. It is important that you select a time of the day where the PC / Server you have installed this will be turned on. If it isn't turned on, then the extractor will not be able to run, and your platform will not be kept up to date with changes made in SIMS.

The reason for choosing 'Daily' rather than weekly, is because if for some reason the PC / Server is turned off when it tries to run, you've only got to wait another day for it to be updated, rather than a whole week.

A screenshot of a configuration dialog box for creating a scheduled task. It has a light gray background and a dark border. The 'Name' field contains 'Daily Extract'. There are two radio buttons: 'Daily' (selected) and 'Weekly'. To the right of the radio buttons is a date field showing '09/04/2015' and a time field showing '12:00'. At the bottom right are two buttons: 'Create' and 'Cancel'.

Once you have clicked 'Create', this will take you back to the previous 'Extract/Export' screen. Where it says 'Scheduled Tasks' click on the box with the drop down arrow next to it, and you should now see the scheduled extractor that you just created somewhere on that list. **If you don't see it appear**

on this list, then close the extractor, open it again and try creating the extractor again. Let the Service Desk know if you have any trouble with this.

