

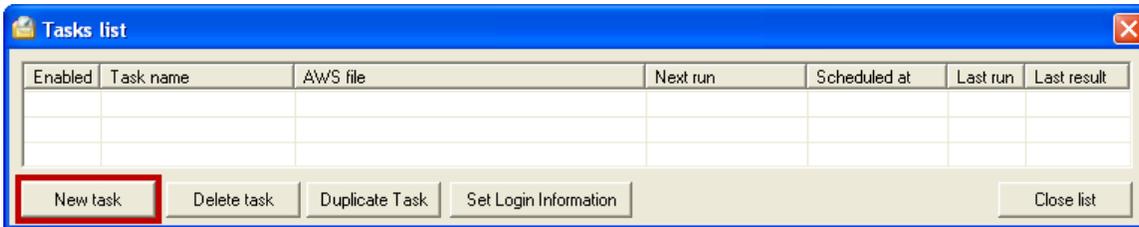
Task Scheduler

With the Arianna Task Scheduler, you can automatically run a previously saved workspace at given dates and times. You can print, export, and e-mail the automatically generated reports.

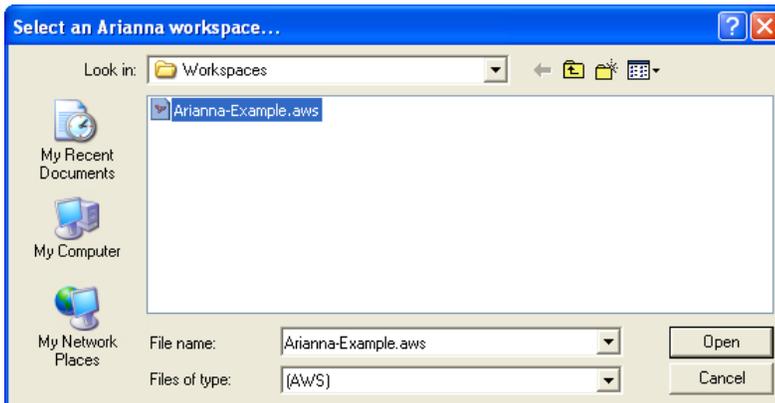
- The Task Scheduler is only available when workspaces are closed.
- Tasks will only run if the PC is on, so Arianna can log in as the user who scheduled the task.
- Tasks will run if the user is logged in but the PC's screen is locked.

To Schedule a Task

- 1.) Click the toolbar icon or use the Tools drop-down menu to access the **Arianna Task Scheduler**.
- 2.) After the **Tasks List** window displays, click the **New Task** button.



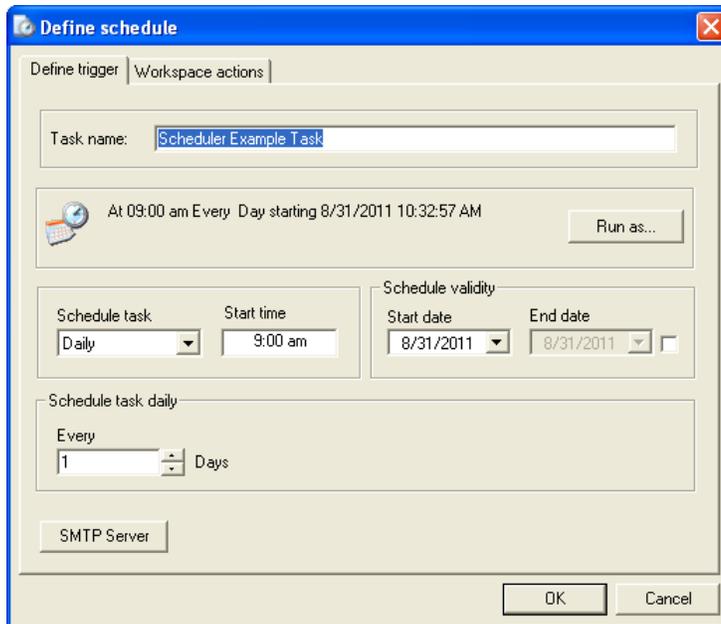
- 3.) Browse to the workspace (.aws) file that contains the analyses you would like to schedule. Select the file and click **Open**.



- 4.) The Login information window displays, complete the required fields.
 - Enter your **Windows account** name and password. If your PC is on but locked, Arianna will use these credentials to unlock your PC and perform the required actions.
 - The **Arianna account** information will be entered automatically.
 - Click **OK**.

For assistance, please call the Nielsen Solutions Center at 1-800-423-4511.

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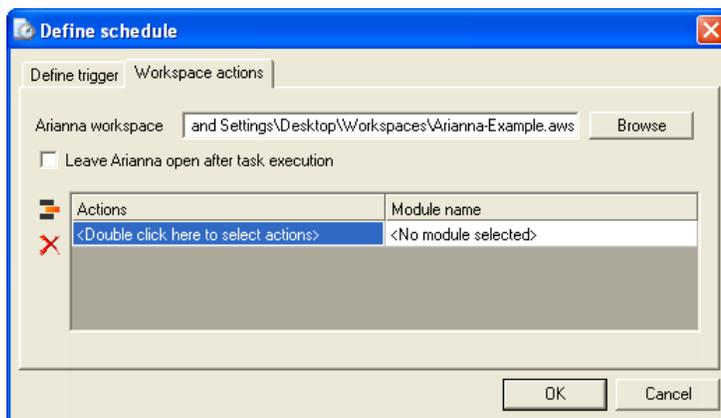
5.) The **Define schedule** window displays with two tabs.

In the **Define trigger** tab:

- Name your task in the **Task name** field.
- in the **Schedule task** drop-down, define the recurrence of the task as **Daily**, **Weekly**, **Monthly** or **Once**.
- Define a Start time for the task
- In **Schedule validity**, define the schedule Start date, and, if needed, an End date.
- Adjust the **Schedule task daily** field box, if needed.
- If you plan to have Arianna perform email functions, click the **SMTP Server** button to confirm all server settings are accurate. You may need to confirm settings with your IT professional.

Note

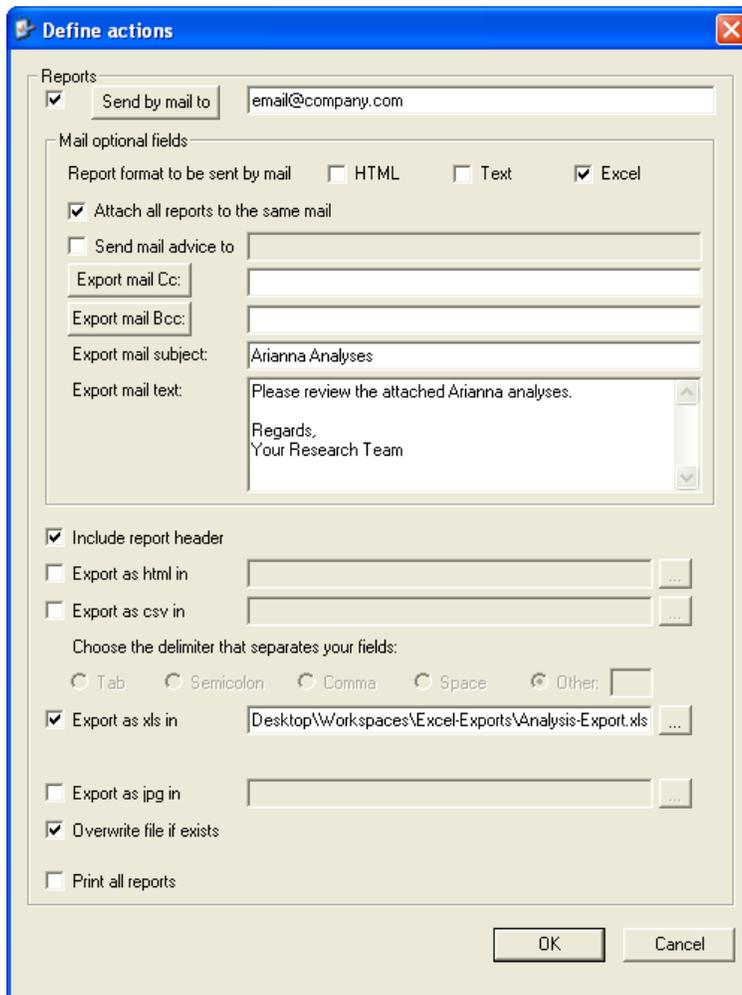
For advice on when to schedule analyses considering factors like time-shifted viewing, refer to the [Scheduling Reports Based on Standard Data Availability](#) software tip.



6.) Click the **Workspace Actions** tab.

The path to the selected workspace is displayed.

Double-click the **<Double click here to select actions>** cell in the Actions column to open the **Define Actions** window where you will specify the actions to be performed.



7.) From the **Define Actions** window, specify the actions to be performed.

Send by email to

Enter the recipient email addresses using either a comma (,) or semi-colon (;) as an address separator.

Mail optional fields

Select the report attachment format to be used by checking the box HTML, Text, or Excel.

Attach all reports to the same mail option will attach all analyses generated by the task to a single email.

Send mail advice to allows the email recipients entered in this field to receive a notice of the email sent by this task.

Export mail CC enter the email address of the people to whom the exported report will be sent as a copy.

Export mail Bcc: enter the email address of the people to whom the exported report will be sent as a blind copy.

Export mail subject

Enter the text that will be used as the email subject.

Export mail text

Enter the text that will be used in the email body.

Include report header check this box if you wish the analyses to display a tab with the specifications.

Export as HTML in

Select the desired export location for HTML exports.

Export to CSV in

Select the desired export location for the CSV exports and define the field separator that will be used for the exported reports among the available options.

Export as Excel in

Select the desired export location for the Excel exports.

Export as jpg in

Select the desired export location for graphs.

Overwrite file if exists

Select to overwrite an existing workspace by the same name.

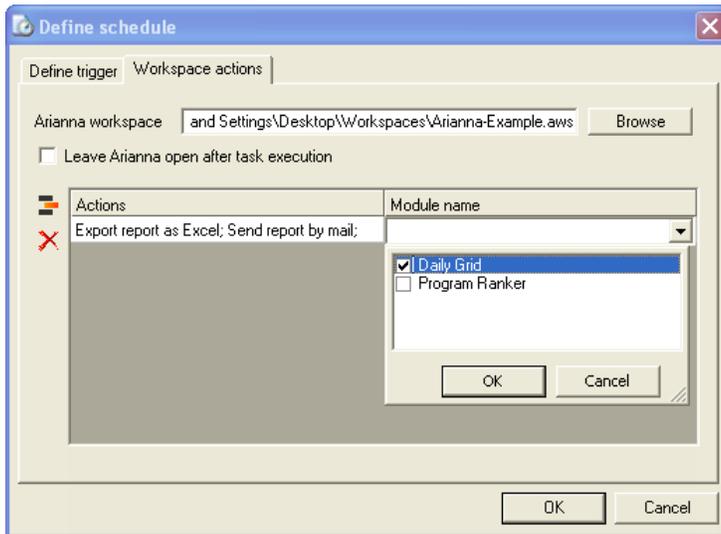
Print all reports

Print all the analyses generated by the task to the default printer of the PC.

Click **OK**

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- 8.) Once the Task Actions are defined, click the **<No Module Selected>** cell in the Module name column and use the drop-down to check the boxes next to the modules for which the task actions will apply. Click **OK** when all modules have been selected that apply to the current task.

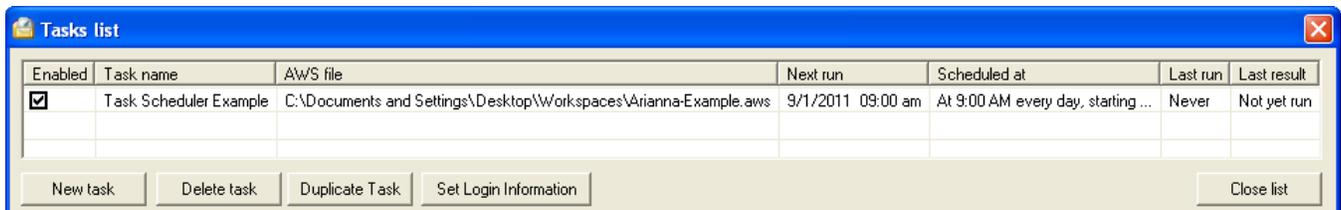


Also, you may use the **Insert Action** icon  to create additional actions which will apply to unscheduled modules in the workspace until all modules have been scheduled.

Repeat steps 6-8, as needed.

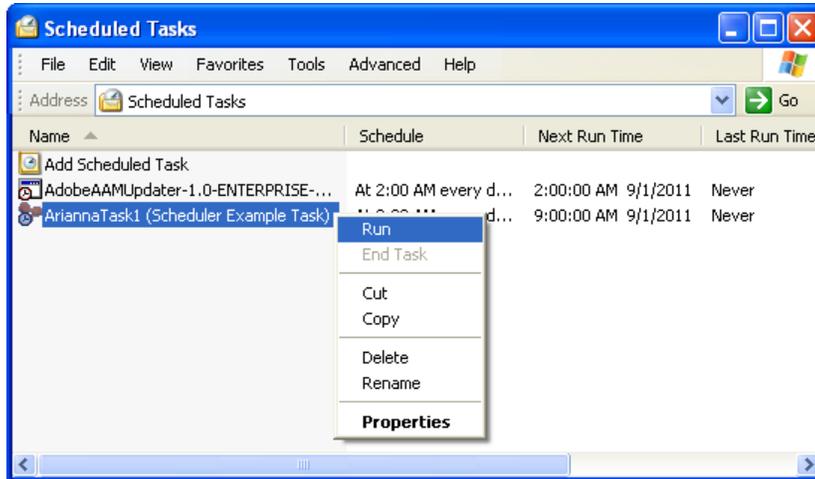
When all actions are assigned, click **OK** to close the Define Schedule window.

- 9.) You will now see your newly created task listed in the Tasks list window. The **Enabled** column indicates if the task is active with a checkmark. Click the **Close list** button to close the Tasks list window.



Task Scheduler

Task Maintenance



Manually run a task

It is possible to run tasks manually. You may need to run a task outside of the normal schedule when data is delayed. Open the Windows **Scheduled Tasks** control panel. Right-click on the desired task and select **Run** to trigger the task to run immediately.



Delete task

Highlight a task you no longer need and click the **Delete task** button to remove it from the list.

Duplicate task

Highlight a task you wish to copy and click the **Duplicate task** button.

Set Login Information

Periodically, usually as a result of security rules, your Windows password changes. When you change the password for the Windows ID you used to run Arianna tasks, you must update it in Arianna's Tasks list. Highlight the tasks using the ID with the new password and then click the **Set Login Information** button. Update the password in the Login Information window and then click OK.

