

# Scheduling

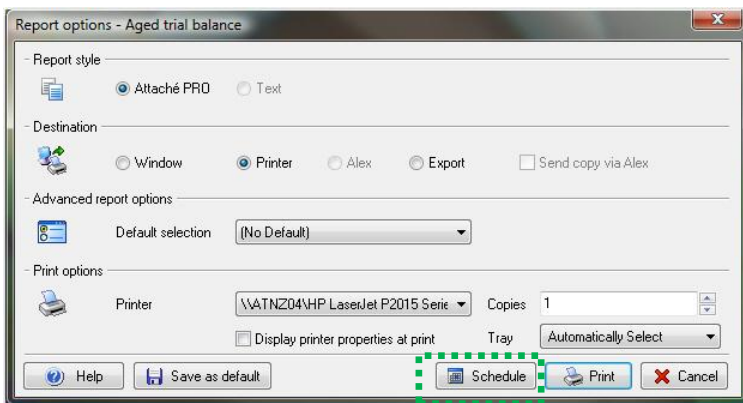
Time is possibly the most valuable asset any company can have. The Attaché PRO Scheduling module allows you to win some time back by doing some of the work for you.

There are several things that can be done with the Attaché PRO Scheduling module:

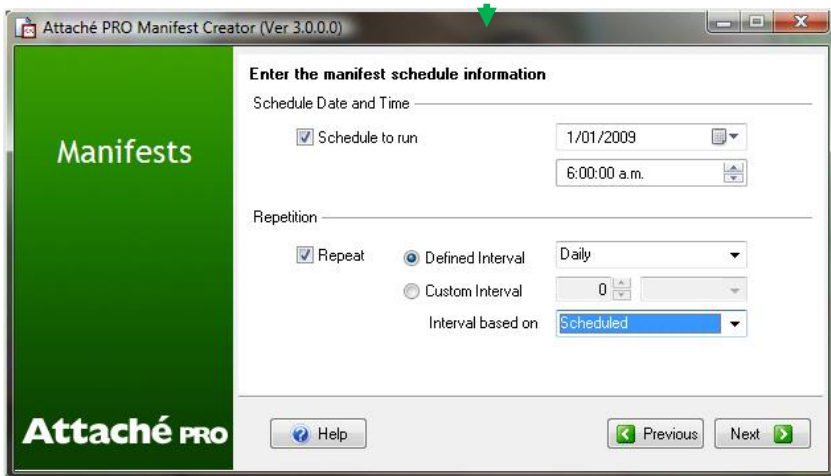
- Import and Export Attaché PRO Data <sup>1</sup>
- Backup Attaché PRO Data <sup>2</sup>
- Print Attaché PRO Style reports <sup>3</sup>
- Export Attaché PRO Style reports <sup>3</sup>
- Send Attaché PRO Style Reports via Attaché Alex <sup>4</sup>
- File Recovery
- Post Invoices <sup>3</sup>

## Print reports after you leave

The scheduling system allows you to schedule a report to print at a time that suits you. It also lets you set a repeat interval so that you can have a report everyday, week or hour. There are many intervals to choose from, just set and forget.



Print dialogue with Schedule option



Confirm a schedule date and time, and then optionally set a repeat value.

<sup>1</sup> requires Data Transfer Module

<sup>2</sup> requires Attaché PRO Archiver Module

<sup>3</sup> requires Attaché PRO Scheduled Reporting Module

<sup>4</sup> requires Attaché PRO Scheduled Reporting Module and the Attaché Alex software – costs apply

## Off load your work

You can also schedule a report to print immediately and let the schedule manager do the work, letting you get back to what you should be doing – focussing on your business. The report will build on the scheduling manager machine and can be printed to any networked printer (if you have a local printer that the schedule manager can access, it could even print to your local printer, so you don't have to go and fetch your report).

## Schedule backups and protect your data

We all understand the value of regular backups. The problem is that sometimes this is just too difficult, we need to speak to the network guy who can't come this week etc. Now you can schedule your own backups, either as a one off or with an auto repeat interval, so that you can always have a daily backup. A special keyword [DATE] can be inserted into the backup file name which tells Attaché PRO to date-stamp the backup, no more backing up over the vital last backup!

## Export your reports and save paper

With a selection of report export formats (PDF<sup>5</sup>, CSV, HTML, XLS, RTF, WMF and ASCII) you can save reports to a file overnight, eliminating paper waste and allowing you to keep a history of your reports. The export function supports the [DATE] keyword allowing you to date-stamp your reports. This means that you can save weekly reports for example, without over writing the previous reports.

## Scheduled Alex support

Schedule a report to send by Attaché Alex and your boss will love you. Reports can be run automatically and emailed or faxed to someone else. You can even password protect them!

## Strong security and password protection

Not just anyone can schedule tasks though; the system is fully integrated with the Attaché PRO security system.

## Importing and exporting

Export data to a variety of formats including CSV and XML. Import data such as invoices, safe in the knowledge that it will be validated thoroughly using the same business logic applied during online entry. All of this can be done out of hours and on a repeating schedule.

## Schedule Invoice Posting

There is no need to wait while the invoices post, now you can post them after hours. With the integrated support for Attaché PRO Archiver<sup>6</sup> you can always be sure that you have a backup before you post!

## Get more time

Scheduling work means that you get more done. Just set it and forget it, no more forgetting to run the weekly reports and no more late nights waiting for month end reports. Contact us today or speak to one of our Accredited Consultants.

### Module Integration

The Scheduling module integrates to Data Transfer, File Recovery, Attaché PRO Archiver and Scheduled Reporting.

General Ledger  
Cashbook  
Accounts Receivable  
Accounts Payable  
Inventory Control  
Special Pricing  
Fixed Assets  
Bill of Materials  
Sales Order Entry  
Sales Analysis  
Purchase Ordering  
Purchase Analysis  
Foreign Currency  
Payroll  
Alex  
Report Designer  
Data Transfer  
FlexiData  
ODBC  
OLE DB  
Archiver  
Scheduling



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<sup>5</sup> Requires the PDF export sub-module

<sup>6</sup> Requires Attaché Archiver for Attaché PRO