

## **Scheduler Installation Instructions**

1. Click the Download button. Once downloaded, open the Scheduler.zip file and double-click Scheduler.exe to begin installation. You'll be prompted for the password that was provided to you. Click Run, if prompted, and follow the instructions on the screen. We recommend keeping the installation defaults.

Note: If you are running Windows 7 or higher, it is highly recommended that you start the installation program by right-clicking on it and choosing the Run As Administrator command.

You must be logged on as the actual user when installing the program. If the actual user of the PC does not have install permissions, you can install via an Administrative logon, however, you'll need to call TradeSoft support to manually set up the ODBC data source configuration.

To start the Scheduler, go to **Start | Programs | ShopPAK | Scheduler** or you can use the Desktop shortcut if you created one during installation.

Before anyone can use the Scheduler, the system administrator must set up scheduling authorization in their ShopPAK **Security Profiles**. A security profile defines what a particular user can do in ShopPAK and the Scheduler.

For more information on setting up Scheduler security, refer to "Chapter 3 – Security" in the Scheduler User's Guide. You can access the Scheduler User's Guide either via the ShopPAK Start menu folder or inside Scheduler by going to **Help | User's Guide**.