

Setting Up Task Scheduler for Database Backup Utility

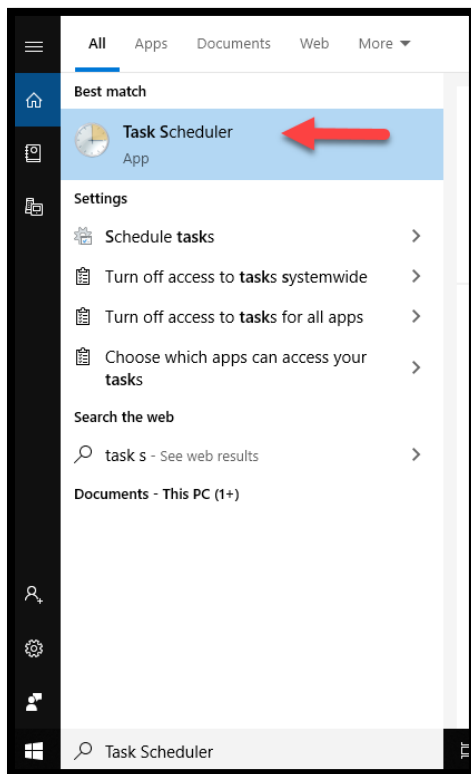
IMPORTANT INFORMATION ABOUT YOUR POWER PRACTICE BACKUP

This document contains important information on backup procedures for the Power Practice software program. Please forward this document to your hardware support technician and have them confirm that your backups are functioning.

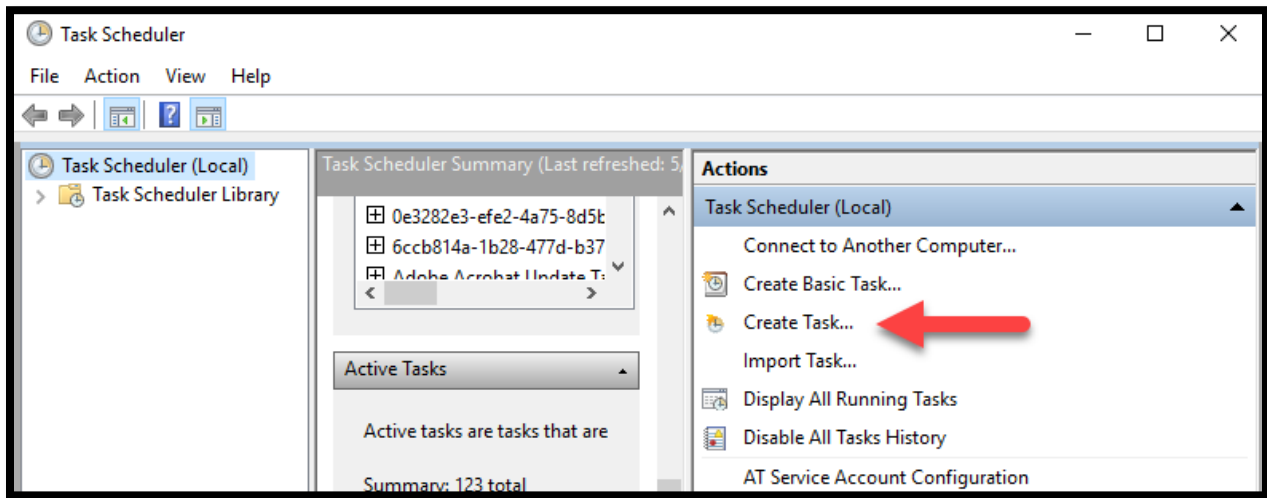
NOTE: Exan Group takes no responsibility for the setup, verification or testing of your backup and/or restore procedures.

Please follow steps below to setup a scheduled task in Windows 10:

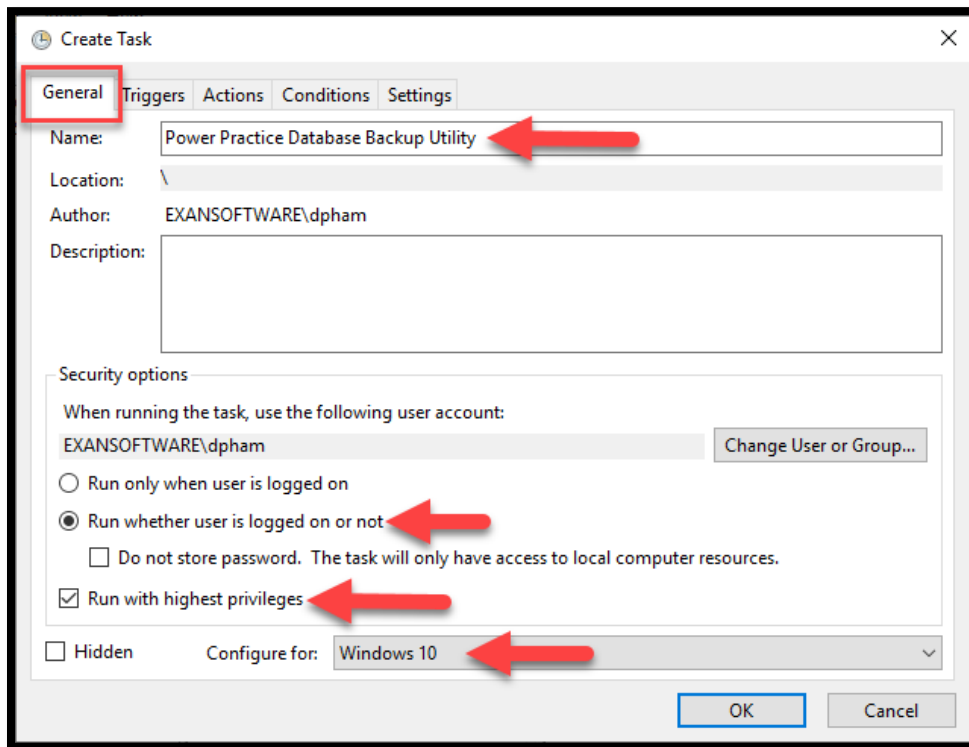
1. Click on Windows **Start** button and **search for Task Scheduler**.



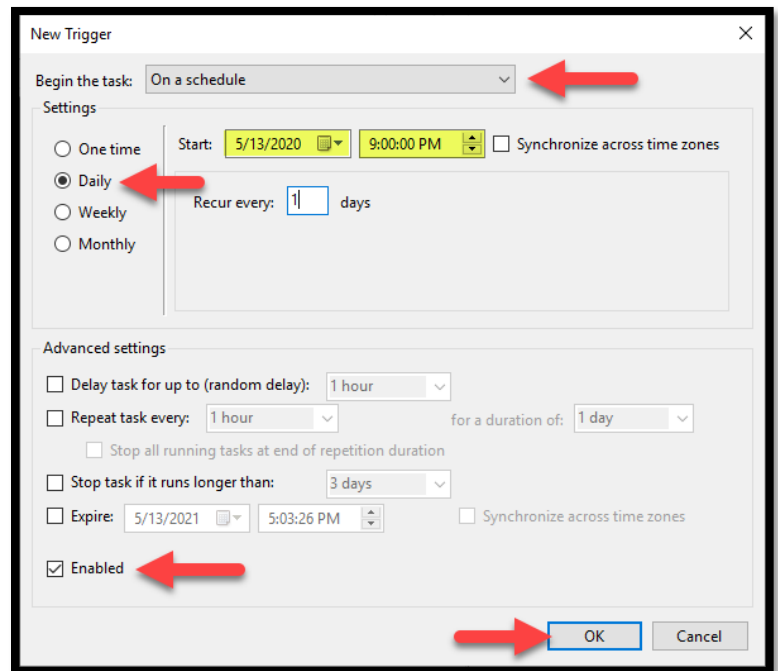
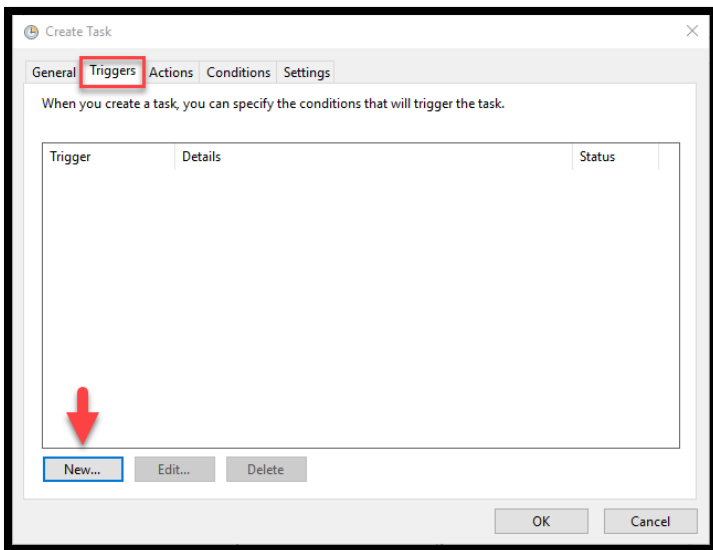
2. Click on **Create Task**.



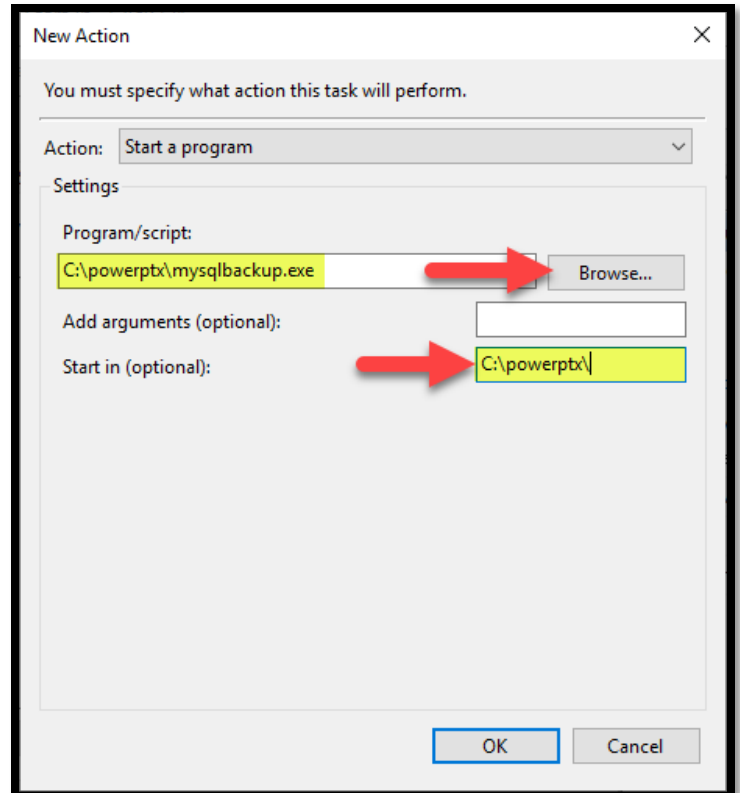
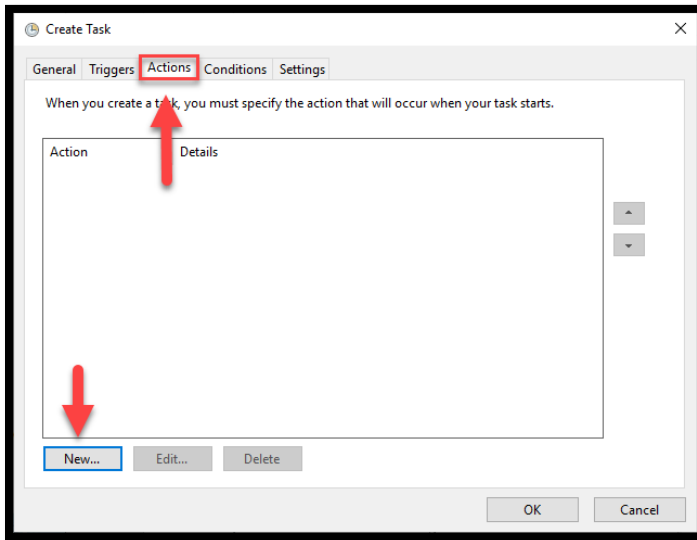
3. Under **General Tab**, please select following:
- **Name:** Please name this task for easy future reference.
 - Select **Run whether user is logged on or not**.
 - Tick box **Run with highest privileges**
 - **Configure For:** (please choose your corresponding server type)



4. Next click on **Triggers Tab**, then select **New**. Please set the following:
- Select Begin the task: **On a schedule**.
 - Under **Settings**, select **Daily**.
 - **Set a Start Date** and **Set a Time**, (please choose a time that is outside business hours, so it will not affect your work.)
 - Then tick the box **Enabled**.
 - Click **OK** to save.



5. Next select on **Actions Tab** and click **New**. Please enter the following:
- Under Program/script, please click on **browse** button and search for **C:\powerptx\mysqlbackup.exe**
 - Please enter Powerptx folder path under **Start In** (for example: **C:\powerptx**)



6. You can now exit out of Task Scheduler. Next step is to **set Mysqlbackup.exe to run as administrator**.

- **Right click** on mysqlbackup.exe and select **Properties**.
- Select **Compatibility** Tab, tick **Run this program as an administrator**.
- Then click OK to exit.

