

DailySummaryDistribution Properties (Local Computer)

General

Triggers

Actions

Conditions

Settings

History

Name:

DailySummaryDistribution

Location:

\

Author:

BBC\

Description:

Send Daily Summary Pivot table to distribution

Security options

When running the task, use the following user account:

ssk

Change User...

☒ Run only when user is logged on

☐ Run whether user is logged on or not

☐ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☒ Hidden

Configure for:

Windows Vista™, Windows Server™ 2008

OK

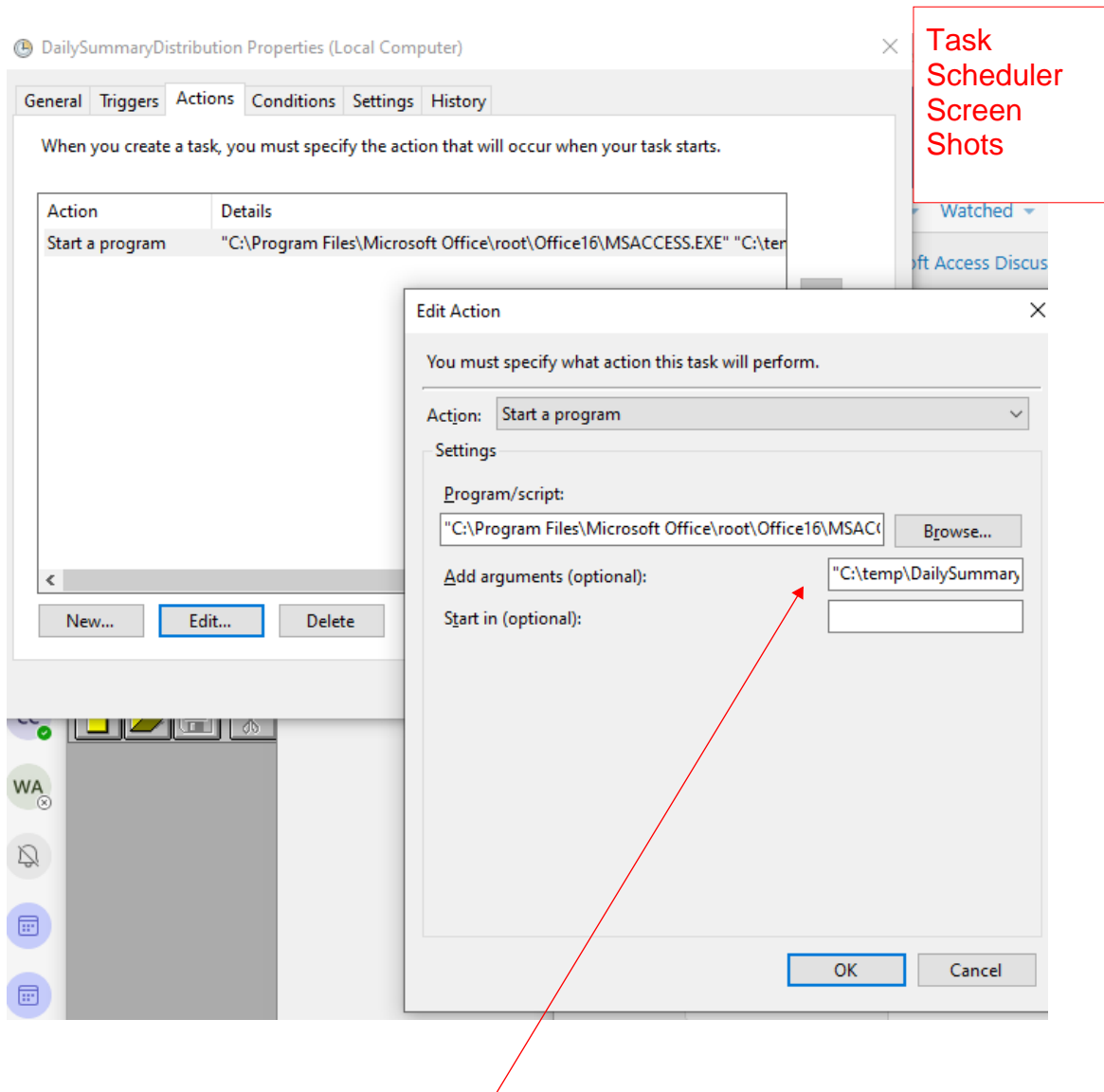
Cancel

Task Scheduler Screen Shots

Create and edit the Task, give it a name

Determine when and how often to run it

General	Triggers	Actions	Conditions	Settings	History
When you create a task, you can specify the conditions that will trigger the task. To change these triggers, open the task property pages using the Properties command.					
Trigger	Details			Status	
Weekly	At 3:30 PM every Monday, Wednesday, Thursday, Friday of every...			Enabled	

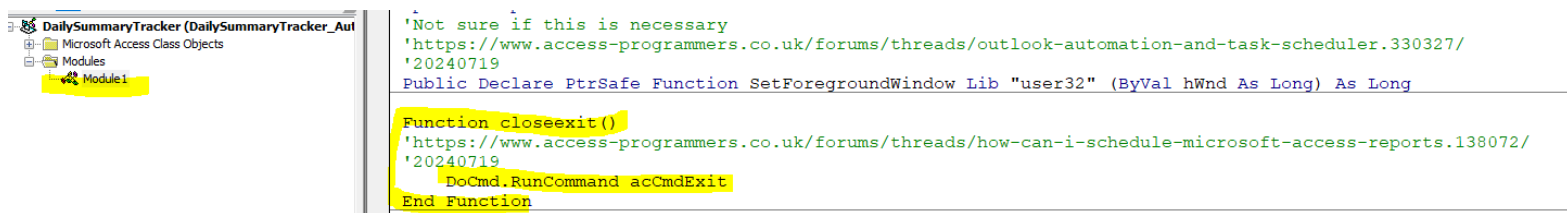
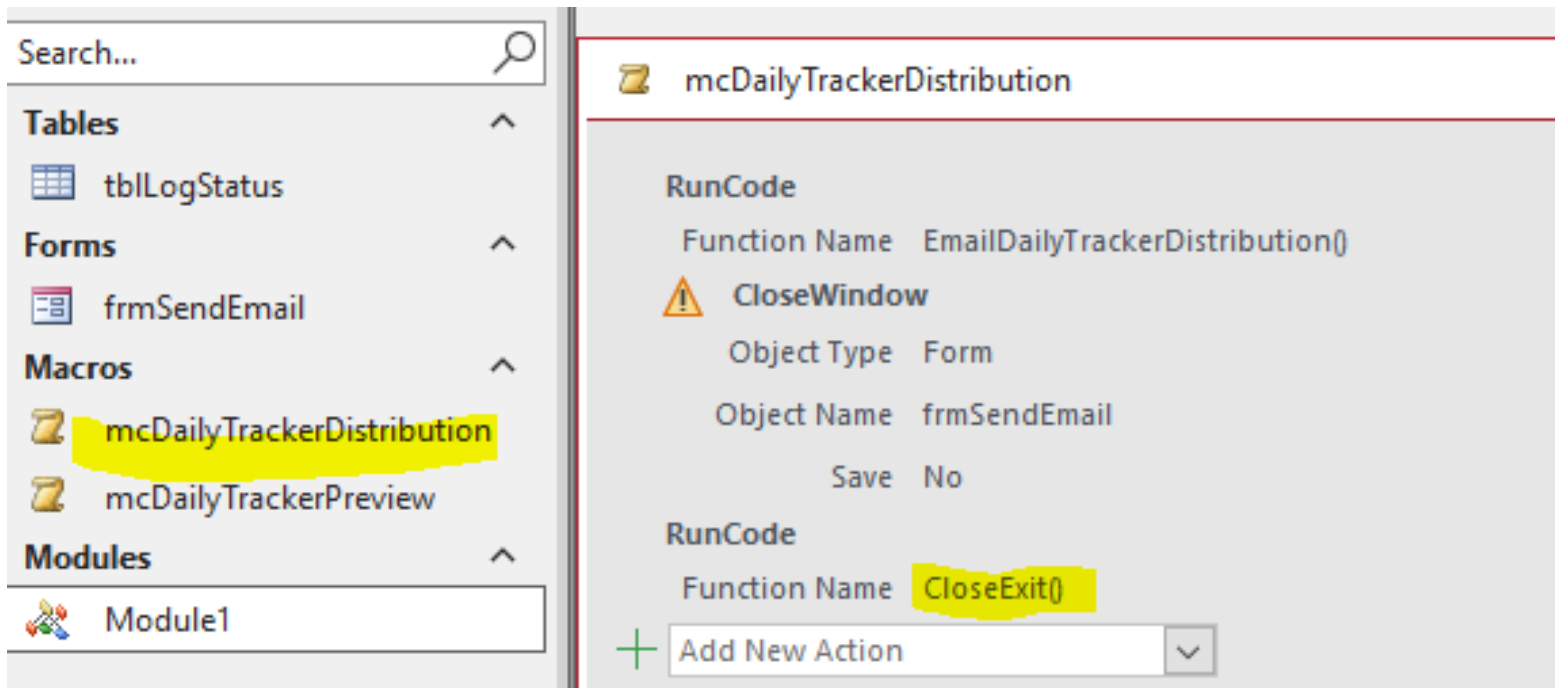


"C:\temp\DailySummaryTracker_Auto_TEST.accdb" /x mcDailyTrackerDistribution

File Name

/x switch

Macro Name



Final part of macro code should call the Close Exit function
after everything else that needs to be done by code or macro

CloseExit function should be placed in a standard module