

Abacus for Smarties

For people smart enough to use Abacus Law

SCHEDULE ABACUS TO AUTOMATICALLY SYNC WITH OUTLOOK

BY

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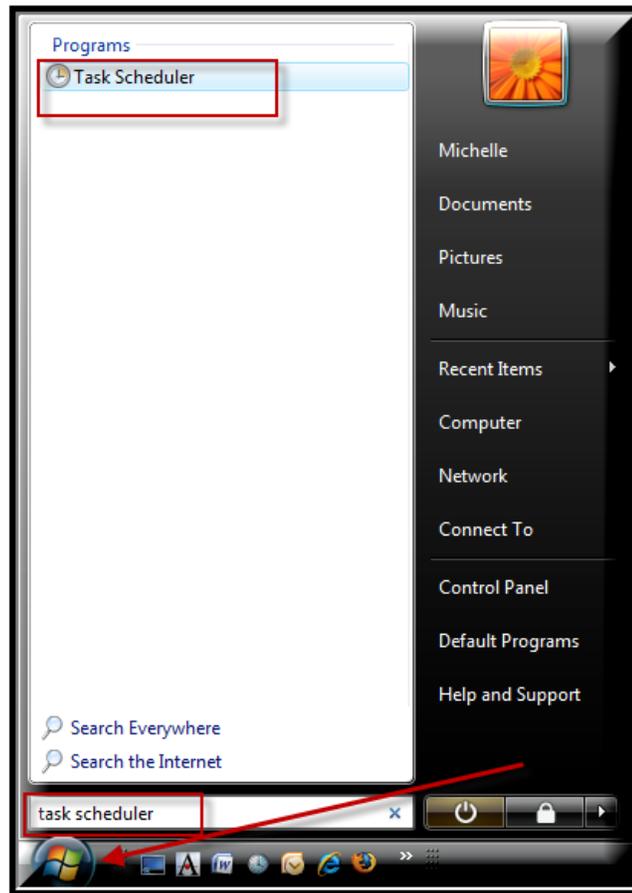
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I. VISTA USERS

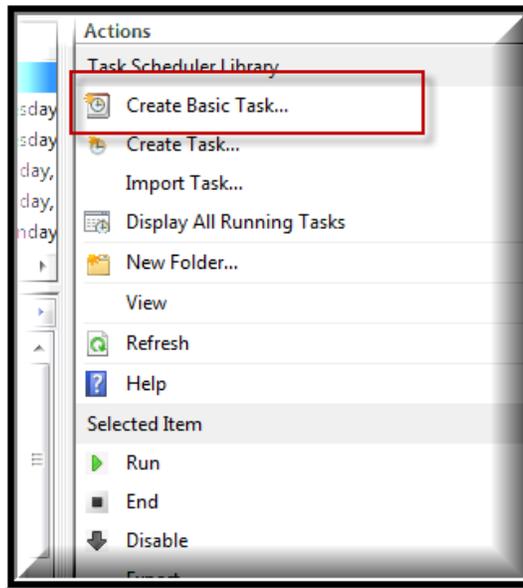
IMPORTANT NOTE: you must already have set up the sync between Abacus and Outlook – these instructions are only for SCHEDULING the sync.

This is a ONE time setup. However, if you want to schedule multiple syncs per day, you will have to repeat the steps for each time of the day

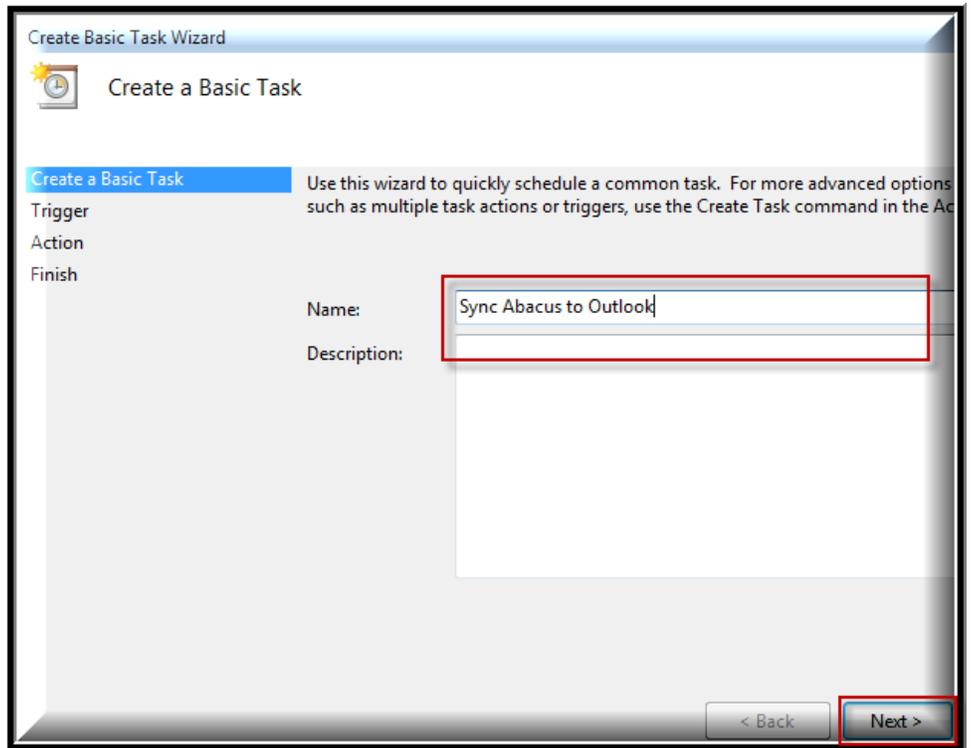
1. Search for the program to set up the schedule by clicking on the Windows button, and type TASK SCHEDULER in the search box. Once you see it, click to open the Task Scheduler (tip: this is a great way to search for any program or document in Vista).



2. Click CREATE BASIC TASK in the ACTIONS box on the right

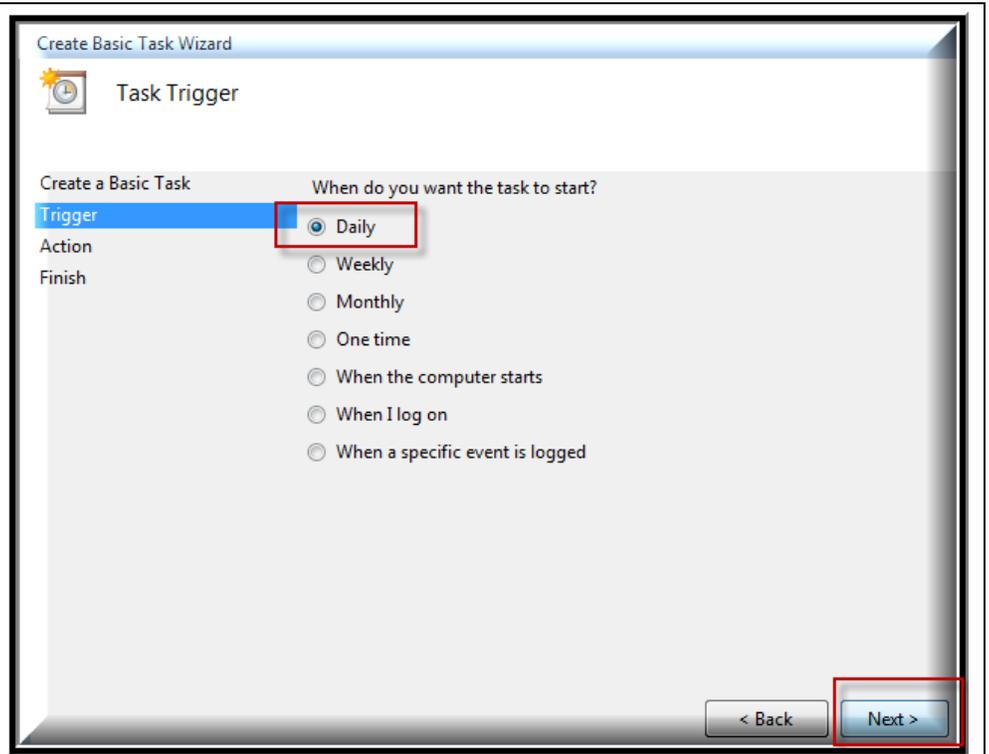


3. Type a name for the task and click on NEXT

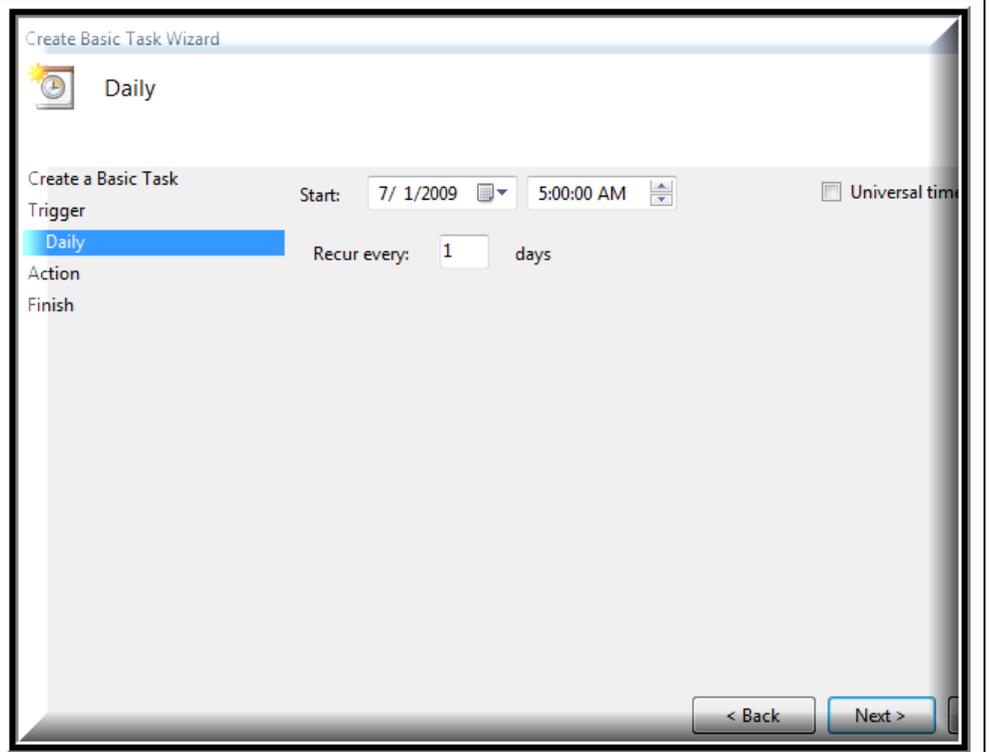


4. Choose when you want the task to start, and click on NEXT

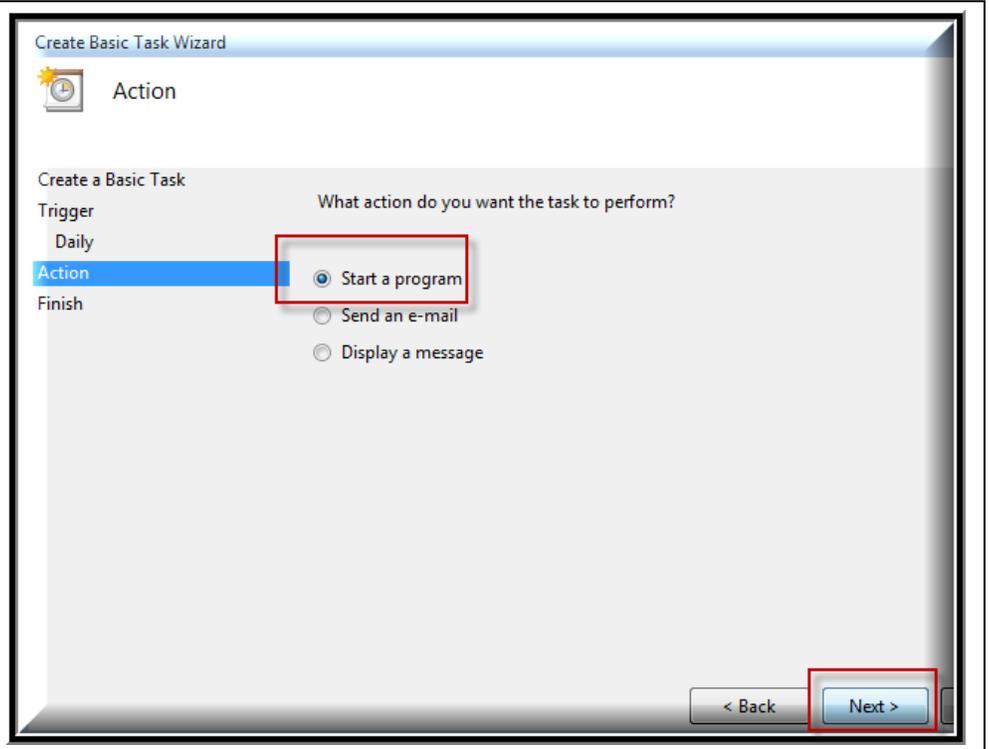
Note: if you don't want to sync on the weekends, choose WEEKLY and that will allow you to check which days you want



5. Choose Start Date, time and recurrence and click on NEXT (if you didn't choose DAILY, you will see a different screen)



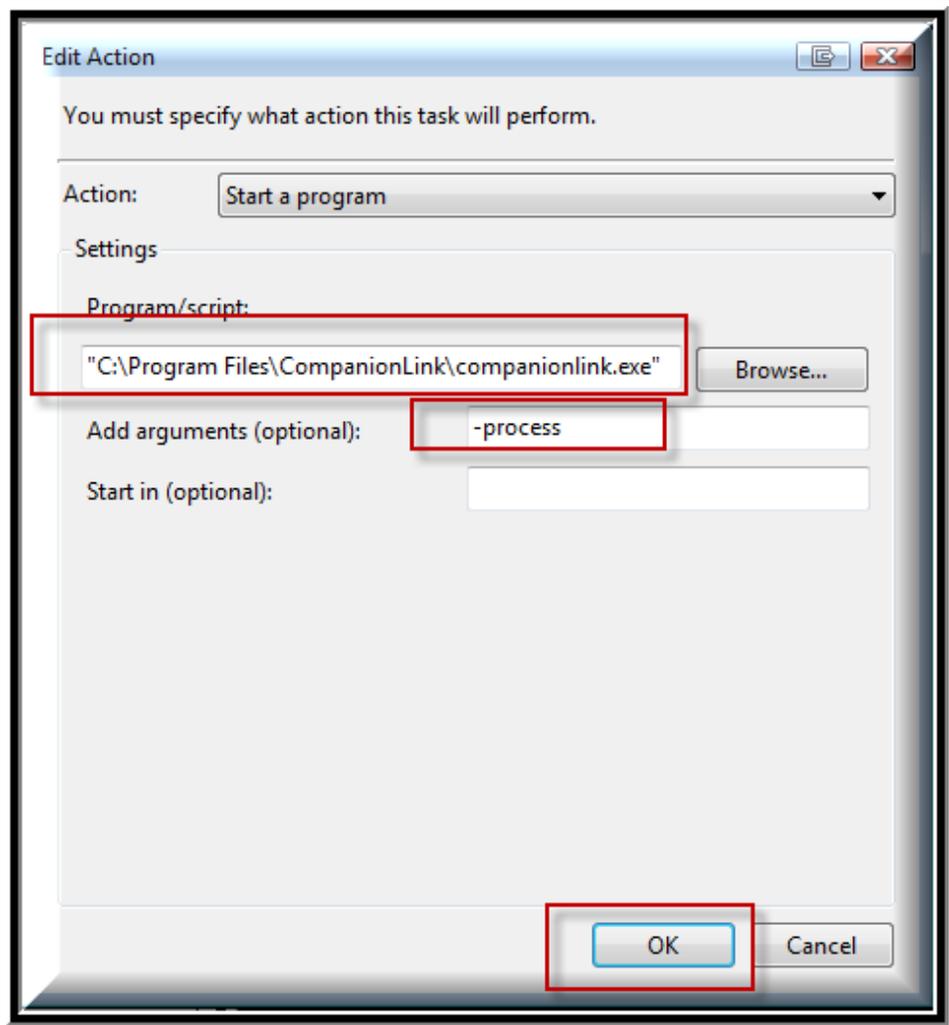
6. Click on START A PROGRAM, then NEXT



7. Type or BROWSE to CompanionLink Synchronize (in the Programs folder). If you do type it yourself, be sure to put the quotation marks.

You MUST type -process in the arguments box

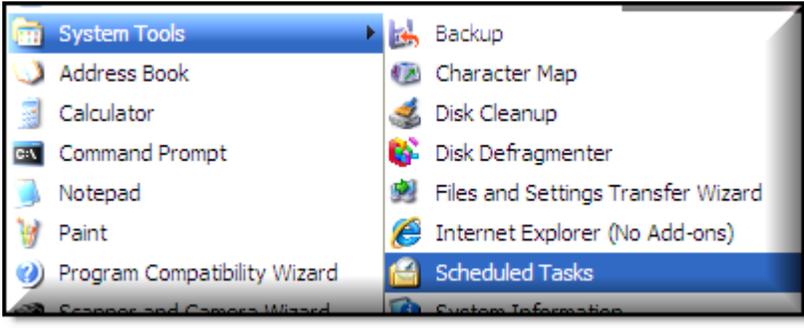
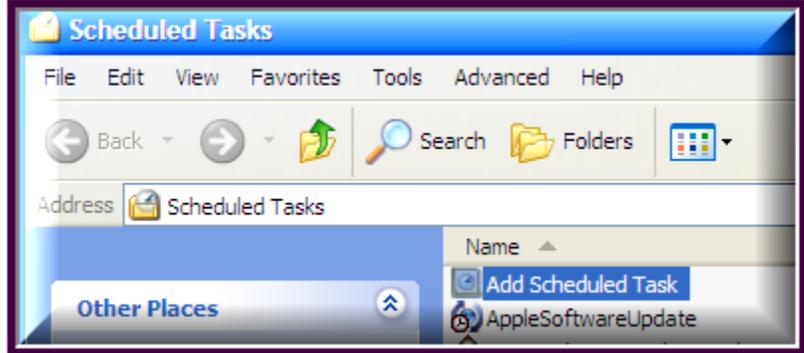
Then click on OK, then FINISH



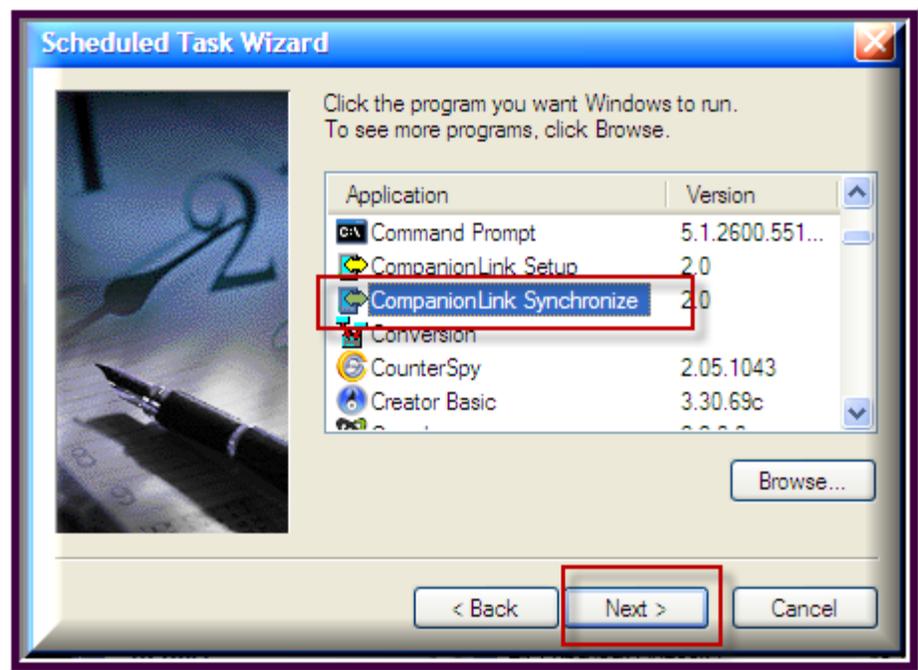
II. XP USERS

IMPORTANT NOTE: you must already have set up the sync between Abacus and Outlook – these instructions are only for **SCHEDULING** the sync.

This is a **ONE** time setup. However, if you want to schedule multiple syncs per day, you will have to repeat the steps for each time of the day

<p>1. Click on START, PROGRAMS, ACCESSORIES, SYSTEM TOOLS, SCHEDULED TASKS</p>	 A screenshot of the Windows XP Start menu. The 'System Tools' folder is expanded, showing a list of utilities. 'Scheduled Tasks' is highlighted at the bottom of the list. Other visible items include Backup, Character Map, Disk Cleanup, Disk Defragmenter, Files and Settings Transfer Wizard, Internet Explorer (No Add-ons), and System Information.
<p>2. Double-click ADD SCHEDULED TASK, then NEXT (wait while Windows gathers a list of your programs – this may take a while)</p>	 A screenshot of the 'Scheduled Tasks' window in Windows XP. The window title is 'Scheduled Tasks'. The address bar shows 'Scheduled Tasks'. In the 'Other Places' section, the 'Add Scheduled Task' icon is highlighted. Below it, 'AppleSoftwareUpdate' is also visible.

3. Highlight COMPANIONLINK SYNCHRONIZE and click NEXT



4. Choose desired settings and click on NEXT

Note: if you don't want to sync on the weekends, choose WEEKLY and that will allow you to check which days you want



5. Choose Start Date, time and recurrence and click on NEXT (if you didn't choose DAILY, you will see a different screen)

The screenshot shows the 'Scheduled Task Wizard' dialog box. The title bar reads 'Scheduled Task Wizard'. The main text says 'Select the time and day you want this task to start.' There are three red boxes highlighting specific fields: 'Start time:' with a dropdown menu set to '5:00 AM'; 'Perform this task:' with radio buttons, where 'Every Day' is selected; and 'Start date:' with a dropdown menu set to '7/ 1/2009'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

6.. The USER NAME should appear automatically. Both the USER NAME and PASSWORD are the ones you use to log into your computer in the morning. Click NEXT, then FINISH

The screenshot shows the 'Scheduled Task Wizard' dialog box. The title bar reads 'Scheduled Task Wizard'. The main text says 'Enter the name and password of a user. The task will run as if it were started by that user.' There are three red boxes highlighting the input fields: 'Enter the user name:' with a text box containing 'HPXP\Administrator'; 'Enter the password:' with an empty text box; and 'Confirm password:' with an empty text box. Below these fields, there is a note: 'If a password is not entered, scheduled tasks might not run.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.