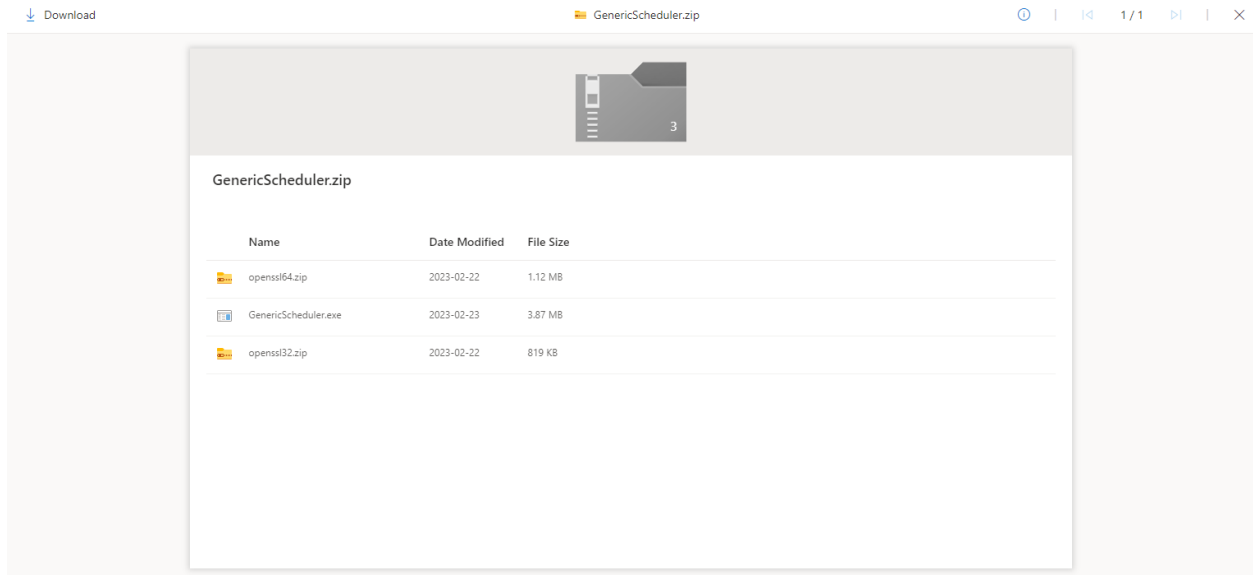




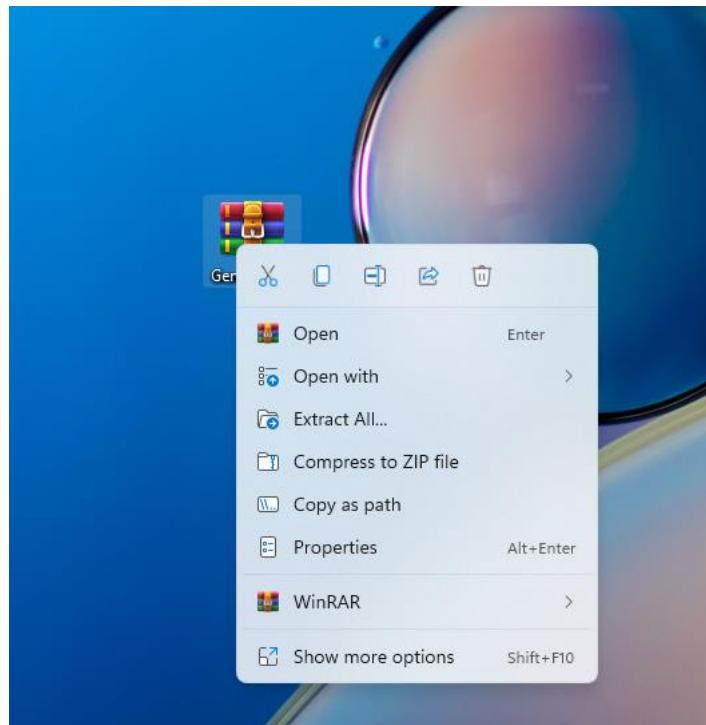
## GENERIC SCHEDULER USER'S MANUAL

### 1<sup>st</sup> Step: Download Generic Scheduler.zip



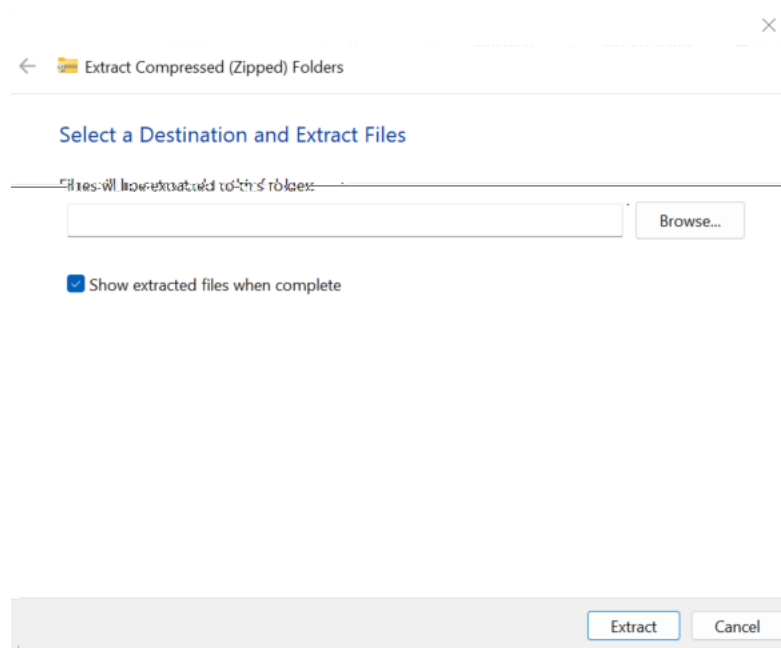
### 2<sup>nd</sup> Step: Right Click Downloaded file.

#### 2.1 Click Extract all

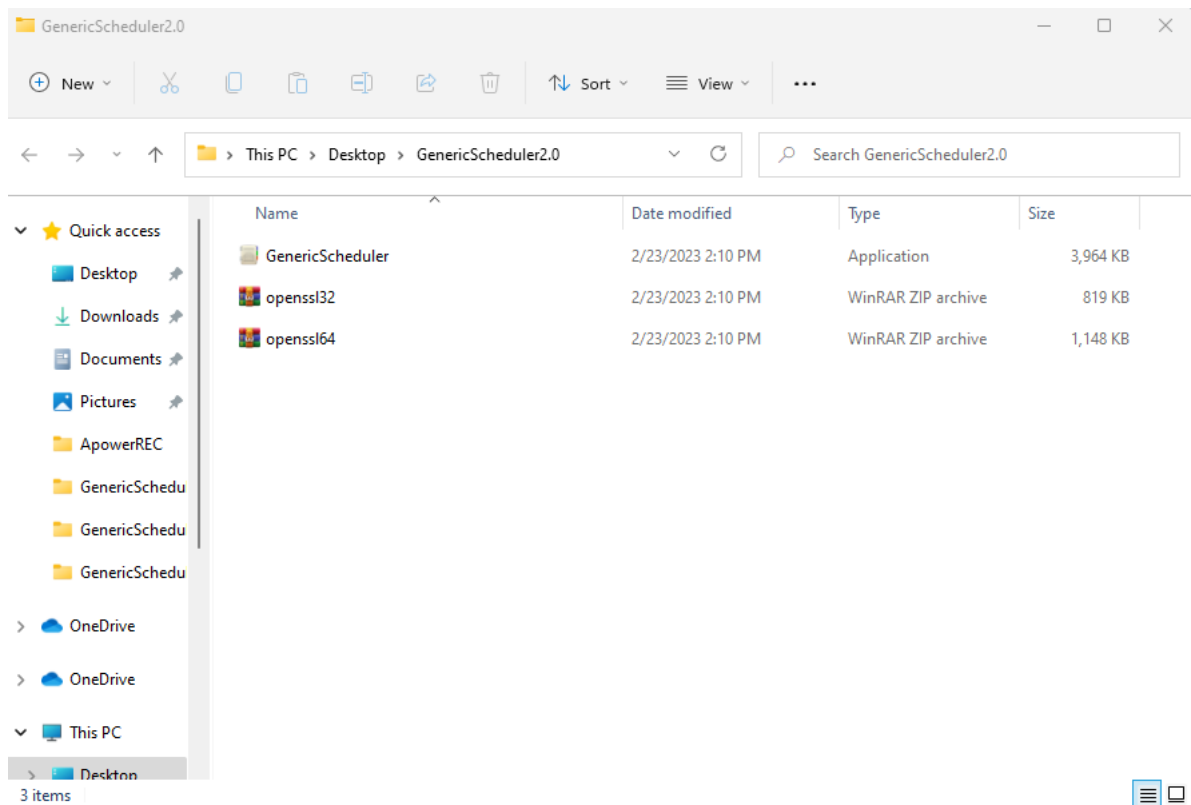




## 2.2 Select Where the Destination of files will be extract.

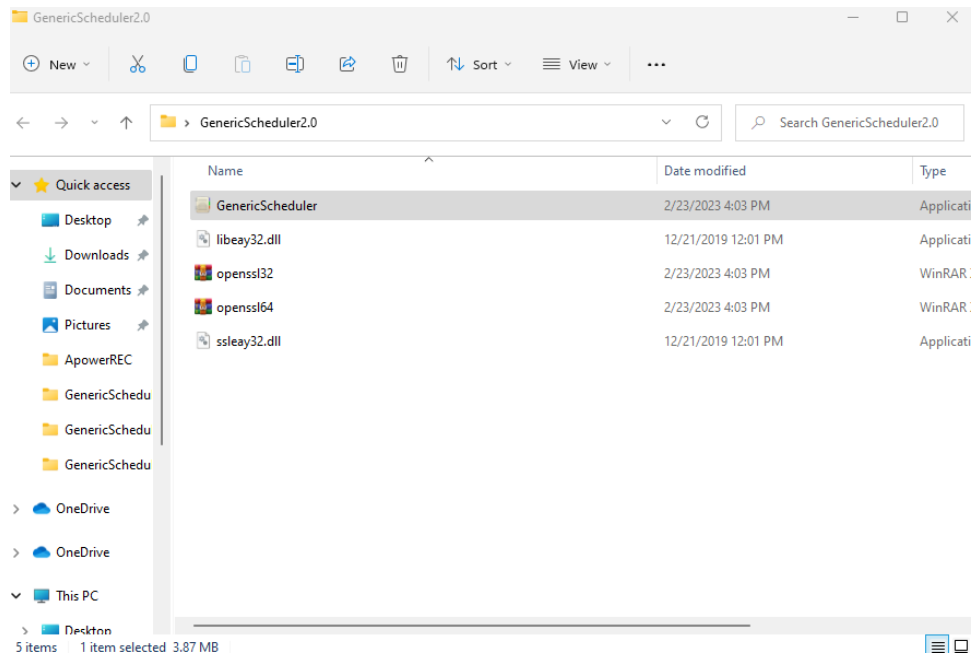


## 2.3 Once you select Extract the folder will be automatically open.

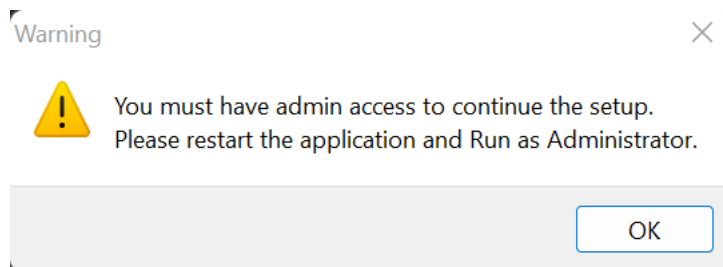
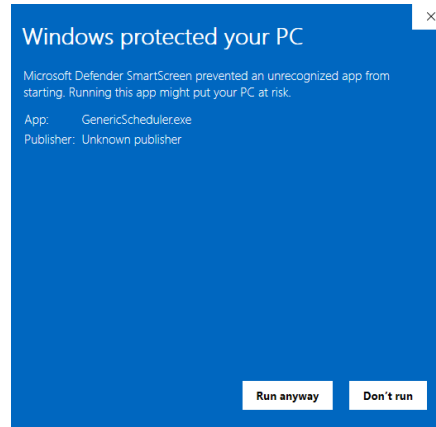
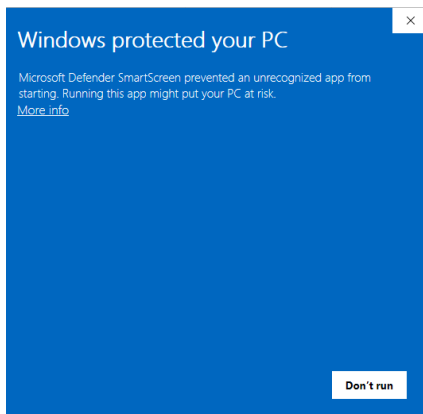


## 3. Installing Generic Scheduler

### 3.1 Click “Generic Scheduler”

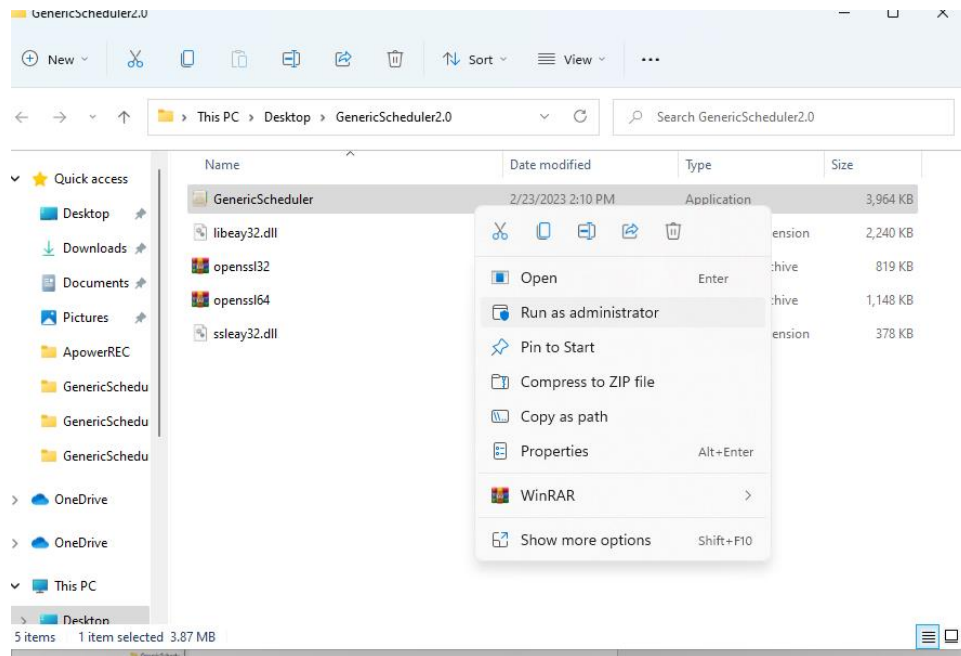


### 3.2. Click “More Info”, Click Run Anyway and there’s Pop out message click ok.





### 3.3 Click “Generic Scheduler” and Run as Administrator



### 4. Login In “Input Credentials” and click Next

SIA Scheduler v 2.0.0.1



**SIA SCHEDULER** v 2.0.0.1 - 2023-02-08

User

User Name

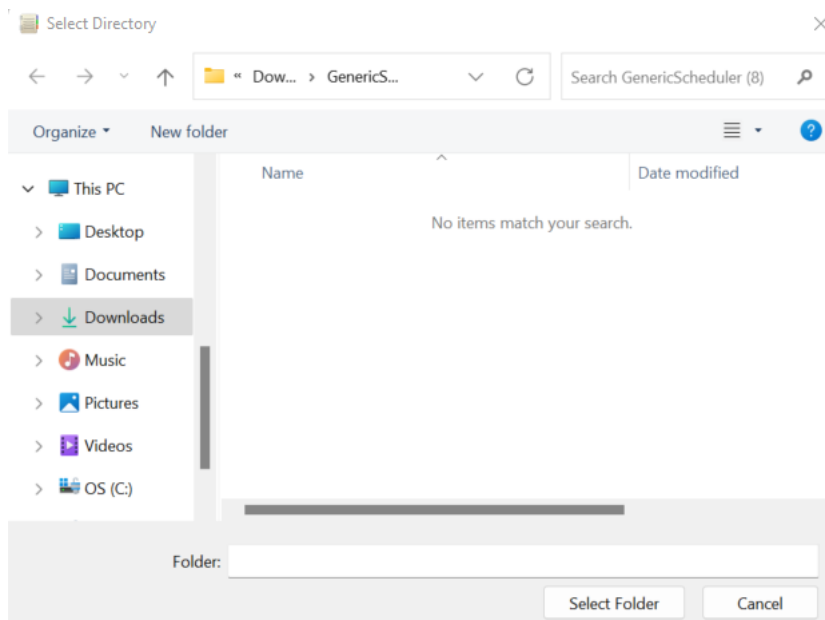
Password

Next

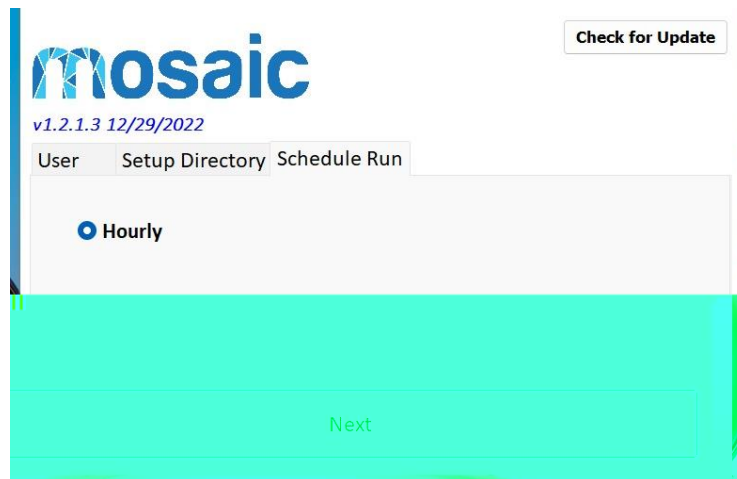




5. If the login is successful, the setup will ask for the POS file directory. Select the directory where the extracted POS csv files stored.

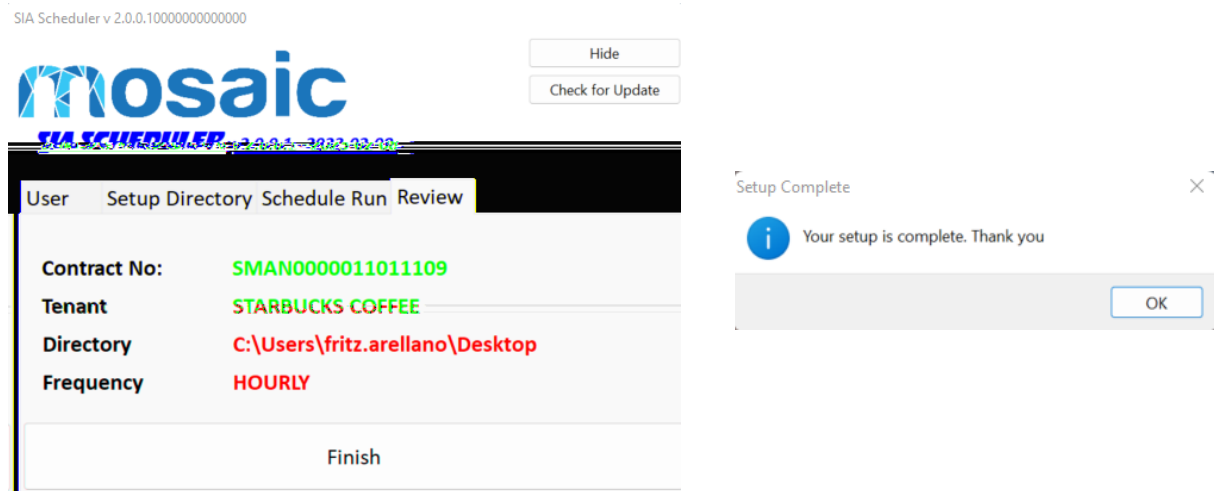


6. Next is to schedule the execution. By Default, it is Hourly.



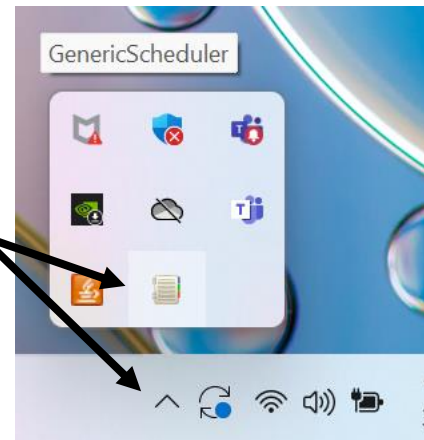


7. Review the details. Make Sure that the contract Number and tenant name is correct. If all are correct click finish. The message box will appear, confirming the completion of setup. The Application will close and run based on the set up.



7.1 After the setup is done you can click the button.

7.2 Once you see this icon the Generic Scheduler is running.





## 8. Generic Scheduler Icon

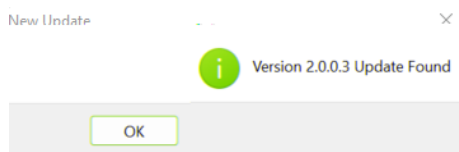
8.1 Right Click the icon and you will see 4 options.

- \*Send File – the User Manually Send the reports
- \*Reset Setup – It will Reset the Setup and will back to Login Menu
- \*Display Contract – The Contract will Display
- \*Exit Application – The Generic Scheduler will Exit

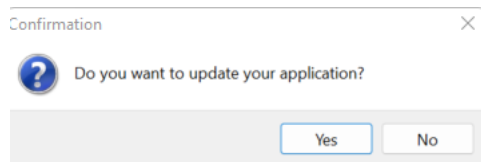


## 9. Check for Update

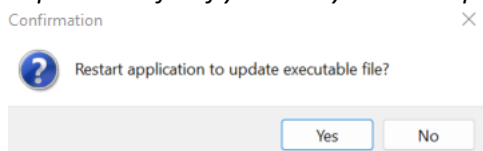
9.1 Click update and if there's a new patch the "New Update" Prompt Message will appear.



9.2 After clicking ok there's a confirmation message it will ask you if you want to "update your application" if you click yes, it will download the update but if you click no it will not download



9.3 Once the downloading of update is done there's a confirmation message it will ask you if you want to update the file if you click yes it will update the application but if you click no it will not update.



SIA Scheduler v 2.0.0.1



User

User Name

Password

Next





9.4 Once the update is done the system will restart and it will go back to the login page.

SIA Scheduler v 2.0.0.3



Hide

Check for Update

**SIA SCHEDULER v 2.0.0.3 - 2023-02-08**

User

User Name

Password

Next

## 10 Checking Logs

10.1 To check upload logs, open the directory where the your application install. This will write the upload status of the file.

```
GenericScheduler
File Edit View
2/22/2023 16:47:24: Pulling pre-signed url & filename
2/22/2023 16:47:24: Transactiondetails filename 02_2023_transactiondetails.csv
2/22/2023 16:47:24: Transactions filename 02_2023_transactions.csv
2/22/2023 16:47:25: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactiondetails.csv is
uploaded.
2/22/2023 16:47:25: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactions.csv is uploaded.
2/22/2023 16:47:56: Pulling pre-signed url & filename
2/22/2023 16:47:56: Transactiondetails filename 02_2023_transactiondetails.csv
2/22/2023 16:47:56: Transactions filename 02_2023_transactions.csv
2/22/2023 16:47:57: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactiondetails.csv is
uploaded.
2/22/2023 16:47:57: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactions.csv is uploaded.
2/22/2023 17:00:50: Pulling pre-signed url & filename
2/22/2023 17:00:50: Transactiondetails filename 02_2023_transactiondetails.csv
2/22/2023 17:00:50: Transactions filename 02_2023_transactions.csv
2/22/2023 17:00:53: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactiondetails.csv is
uploaded.
2/22/2023 17:00:56: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactions.csv is uploaded.
2/22/2023 19:00:11: Pulling pre-signed url & filename
2/22/2023 19:00:11: Transactiondetails filename 02_2023_transactiondetails.csv
2/22/2023 19:00:11: Transactions filename 02_2023_transactions.csv
2/22/2023 19:00:12: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactiondetails.csv is
uploaded.
2/22/2023 19:00:12: C:\Users\fritz.arellano\Downloads\GenericScheduler (8)\02_2023_transactions.csv is uploaded.
2/22/2023 20:00:11: Pulling pre-signed url & filename
2/22/2023 20:00:11: Transactiondetails filename 02_2023_transactiondetails.csv
Ln 7, Col 52 | 100% | Windows (CRLF) | UTF-8
```