Overview

When you run this application, it will do two main things:

1. Opens shortcuts for you
2. Sets up your monitor for you (positioning, resolution, main monitor designation)

Settings Configuration

You can choose which features to enable when you run the application for the first time.

If *every* feature is enabled, it will create **5 folders** for you to place certain shortcuts into.

If *no* features are enabled, it will only create the **main shortcuts folder** (you cannot disable this feature, you might as well delete the application)

Features

1. **Main Shortcuts**
   - *Cannot be disabled*
   - The main shortcut directory
   - Shortcuts in here will open every shift
2. Dashboard Shortcuts
   - A secondary shortcut directory, mainly just let you organise shortcuts into a second folder
   - Is functionally the same as the main shortcuts folder
   - Shortcuts in here will also open every shift
3. SAP Shortcuts (PAS role ONLY)
   - PAS has work orders on night shifts and weekend shifts
   - Shortcuts in here will open only on night shifts and weekend shifts
4. MOP Shortcuts
   - Our L1 MOP meeting is run every second day shift of our swing
   - Shortcuts in here will open only on Tuesday, Thursday and Saturday day shifts
5. Monitor Configs
   - Some files will need to go in here, but don't worry about it for now, we'll mention it further down below
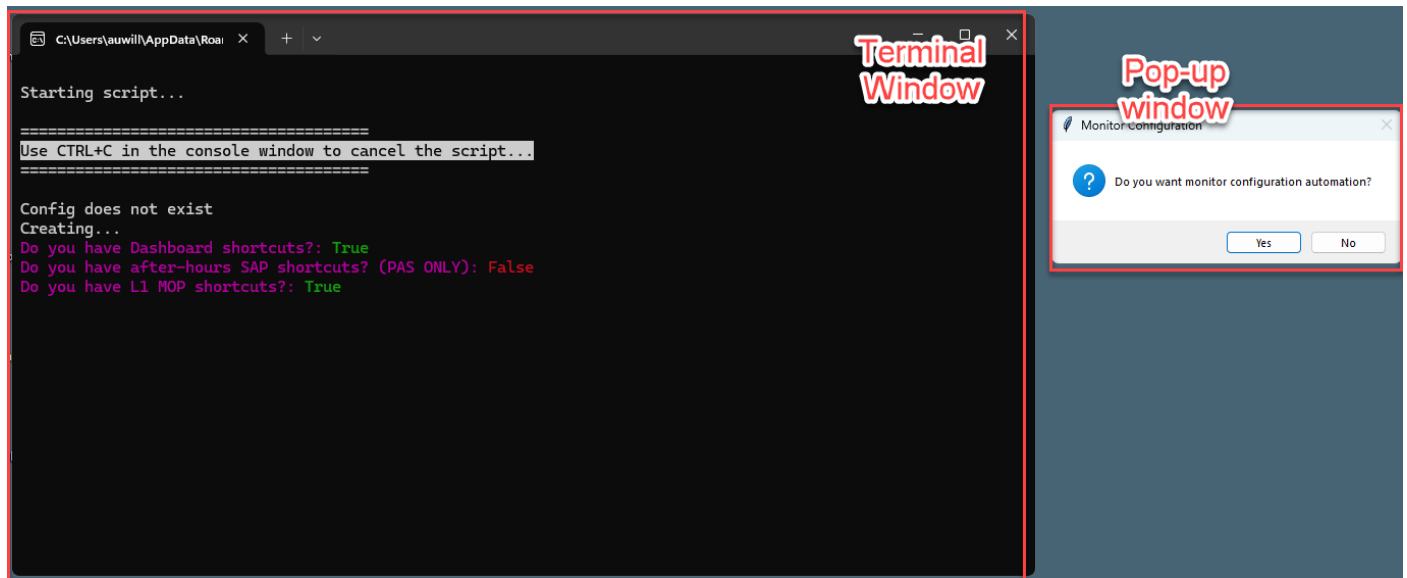
If you ever need to reset your settings, you can delete the settings file from your home directory

Running the Script

There are two main windows for this application.

The *Pop-up window* will **ask you for your input**.
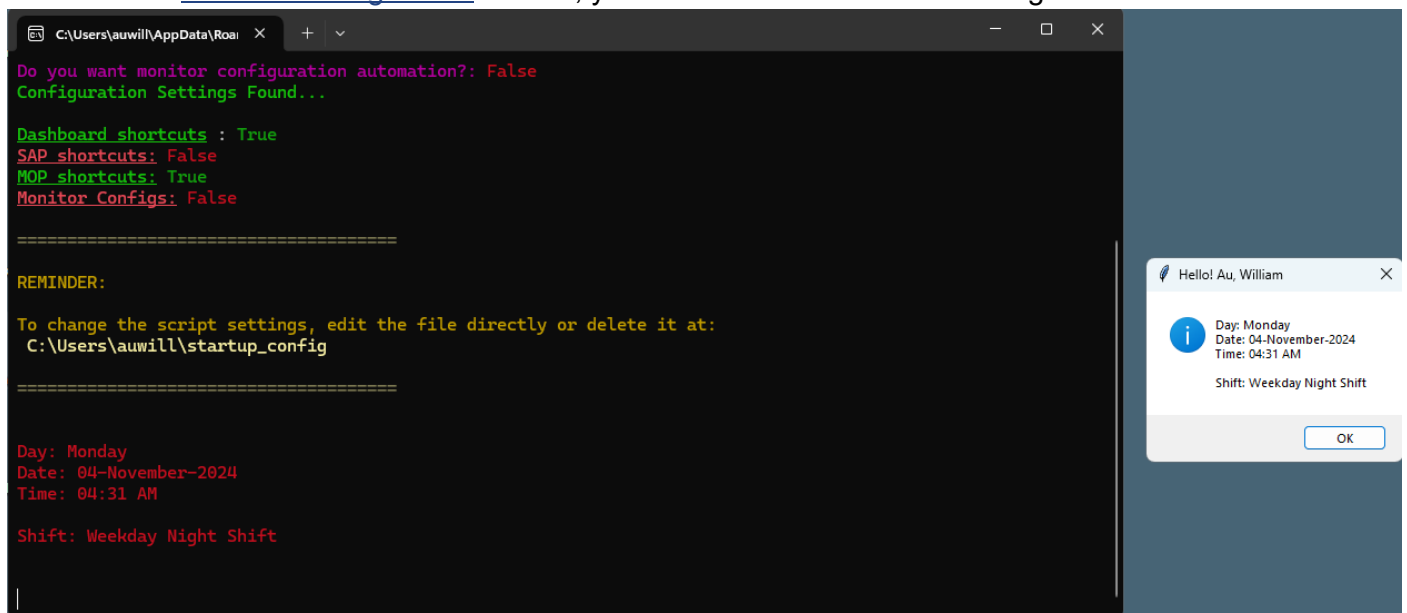
The *Terminal window* will show you what is happening in the background.

When you run the application for the first time, <u>choose which features to enable (from 2 – 4 above)</u> by following the pop-up windows as they appear.

Anything you select "**No**" to will be **skipped** every time you run the application.
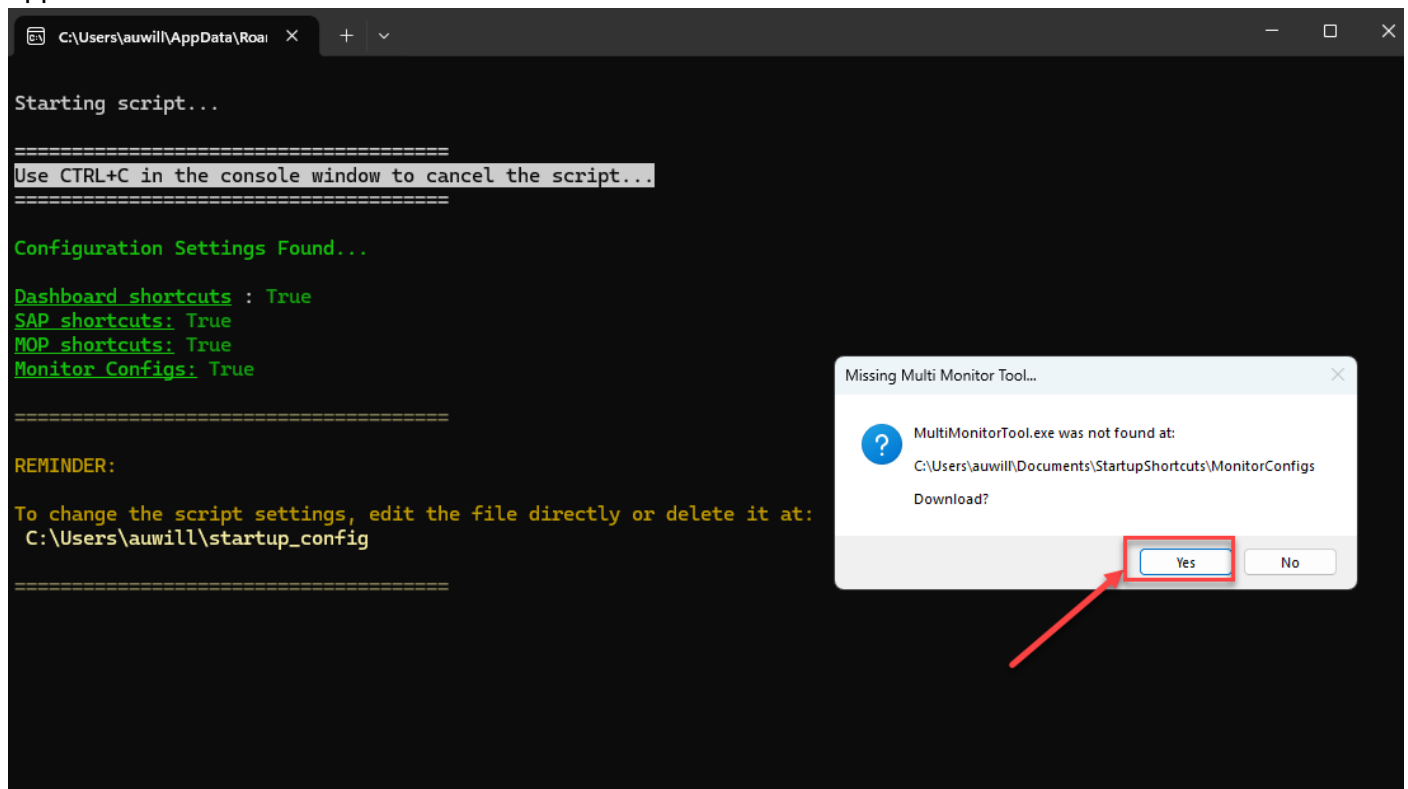
Once set-up is completed, *if you select "No" to using the Monitor Configuration*, then you can **skip ahead** to the <u>Shortcut Configuration</u> section, your screen should look something like this:

If you select "Yes" to using the monitor configuration, then you can continue to follow the instructions in the <u>next section (Monitor Configuration)</u>.

Monitor Configuration

If you chose to use the monitor configuration option, you will see this pop-up window when you run the application
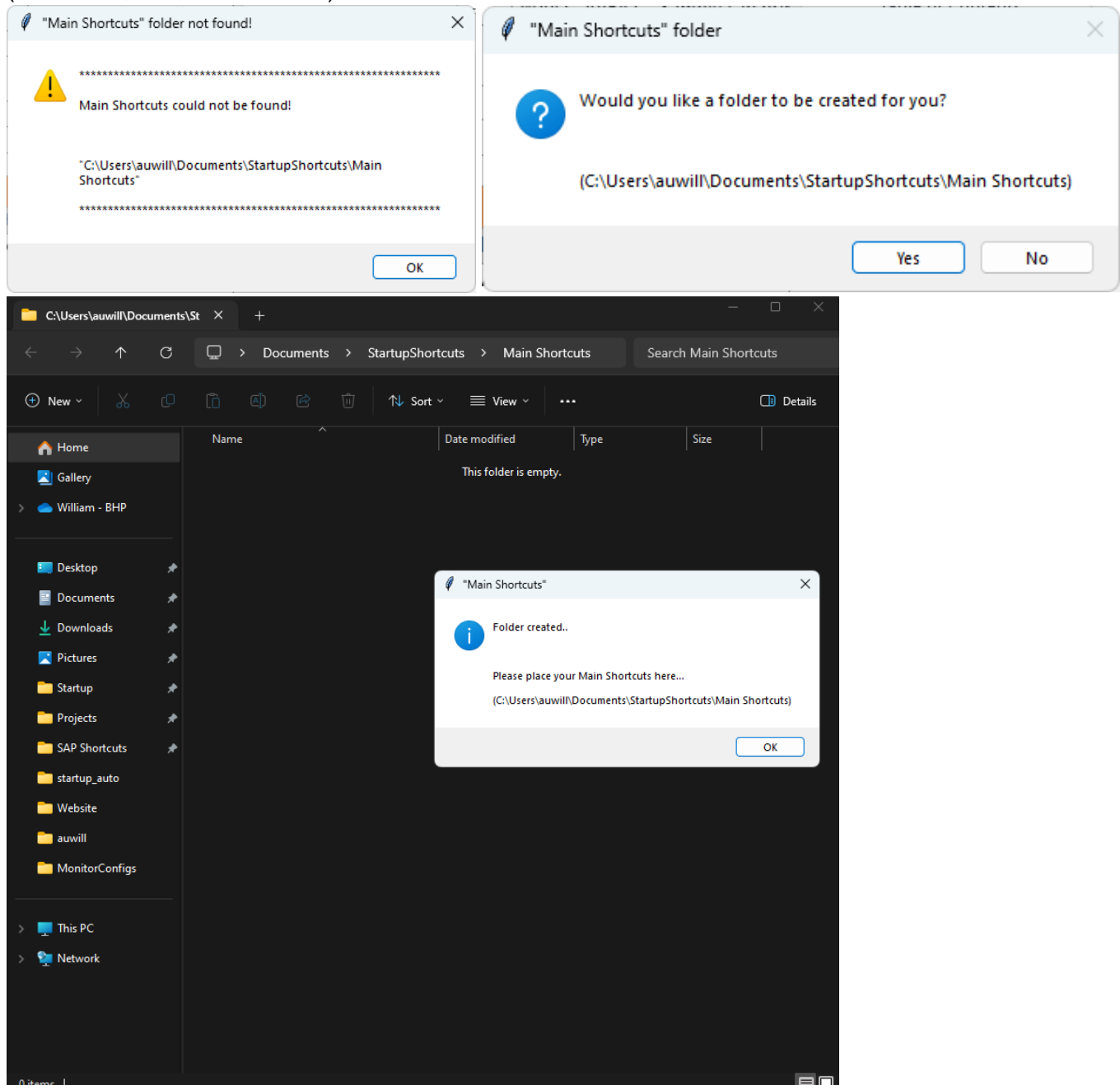

1. Select **Yes** to install the tool

2. After the tool is installed, you will need to configure it to remember your current monitor settings, but we can do that later (Monitor Config Setup)

3. For now, continue to set up your shortcut folders

Shortcut Configuration

If any of the required folders aren't created yet, then you will be prompted to allow the application to create them for you:
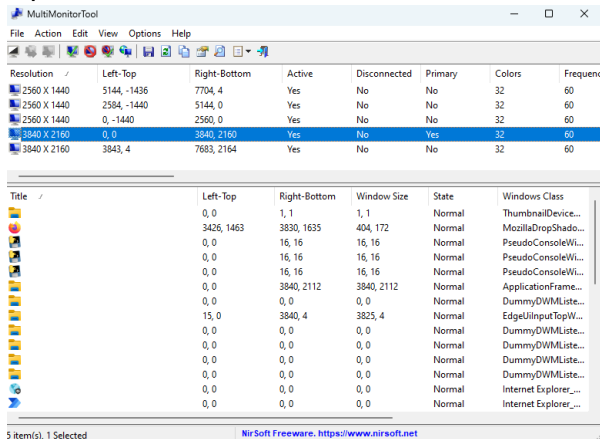
(Select *OK*, *Yes*, and then *OK*)

You need to move whichever shortcuts/applications you want opened into this folder if you want them to be opened, the next time you launch the application, otherwise all this application does is tell you the time :)

Once set up is complete, you should [move this application to your startup folder](#) so that it will run *automatically* each time you log into your computer
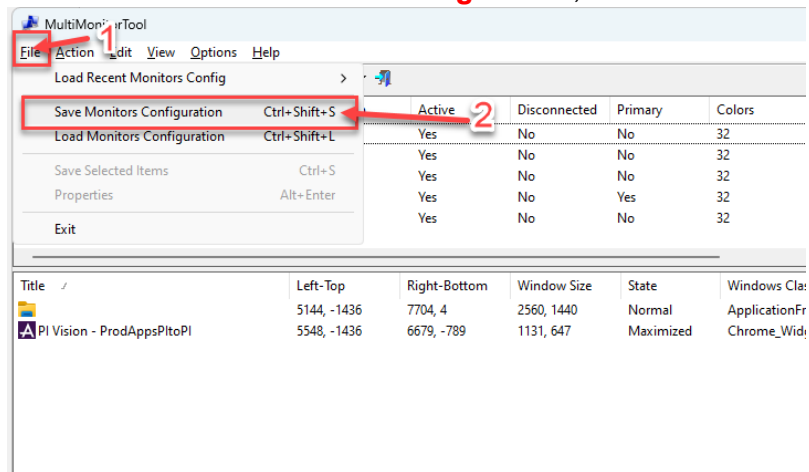
Monitor Config Setup
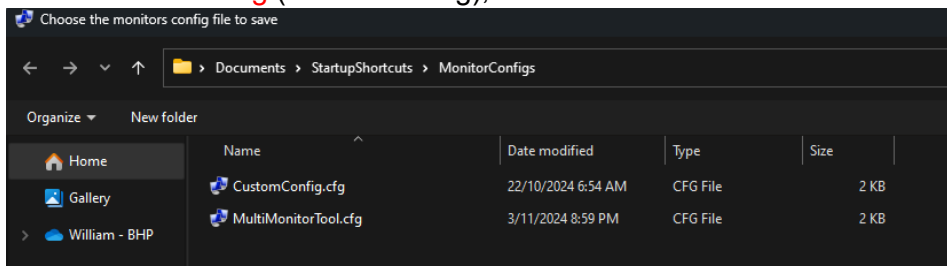
1. Open **MultiMonitorTool.exe**

   This window will show you all the settings on the current monitor(s), as well as which applications/services may be running on it

2. Go to **File** > **Save Monitors Configuration**, or *follow the screenshot below*

3. Save the file as:
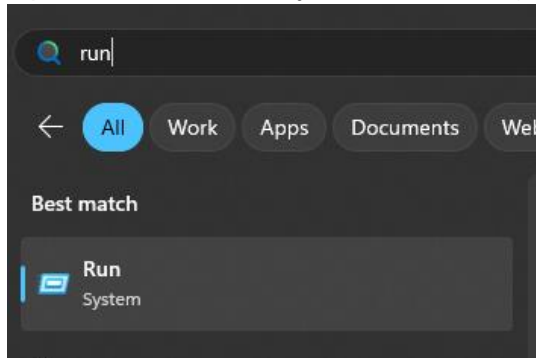   - MultiMonitorTool.cfg (Default Config), or

   (Note: We're naming the default MultiMonitorTool because it saves a config file as MultiMonitorTool.cfg automatically if you just close the application without saving)
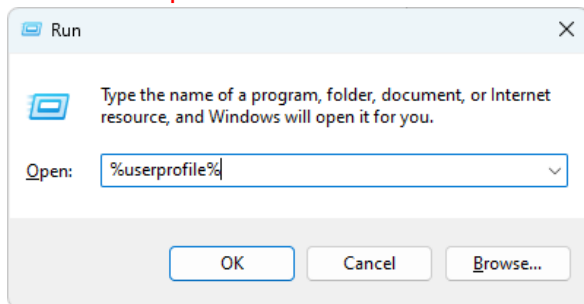
Finding the home directory

You can find your home directory folder by opening "**%userprofile%**" using a Run window.
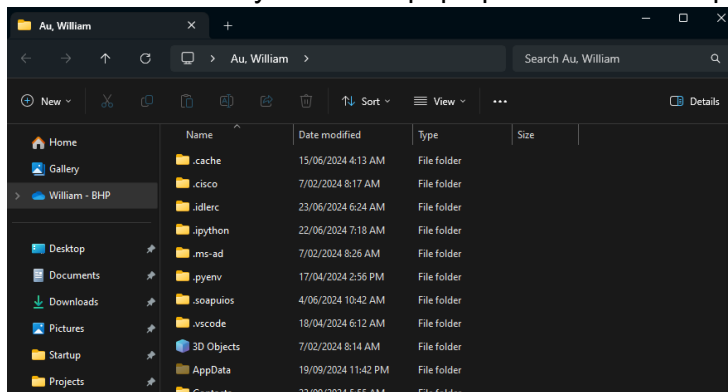Follow the steps below to see it step-by-step:

1. Open a Run window by either *searching* "Run" in your start menu or by pressing **WIN+R**
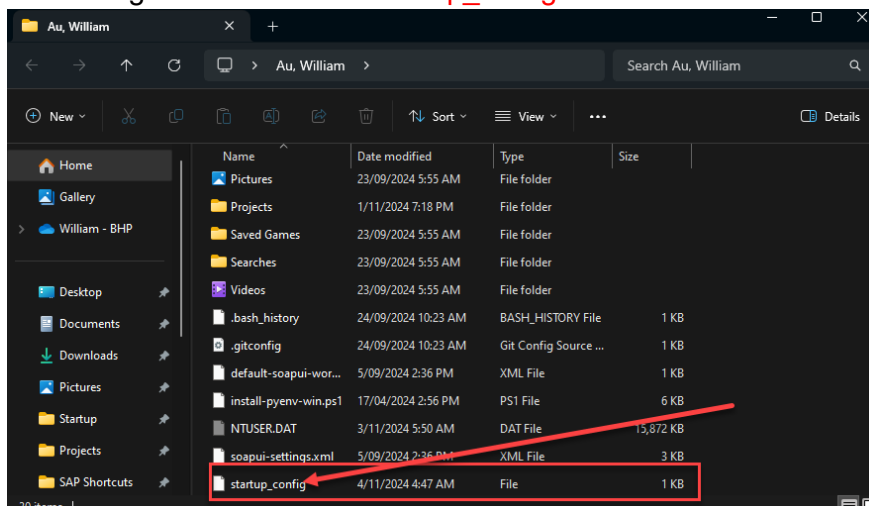

2. Enter %userprofile% in the field and click OK

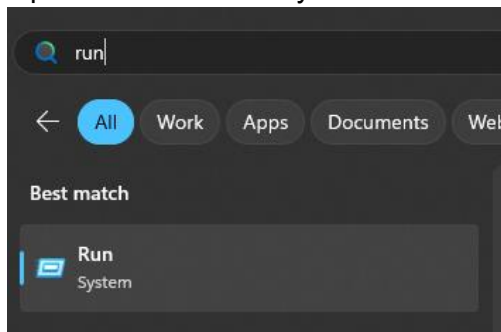3. Your home directory folder will pop up in a new File Explorer window
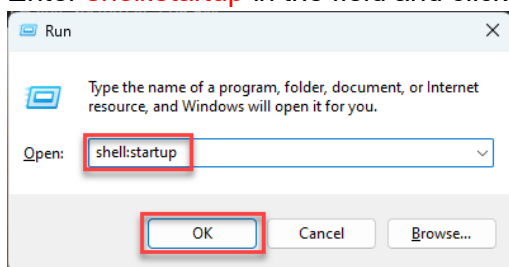

4. The config file will be called startup_config

Finding the startup folder

You can find your startup folder by opening "**shell:startup**" using a Run window.
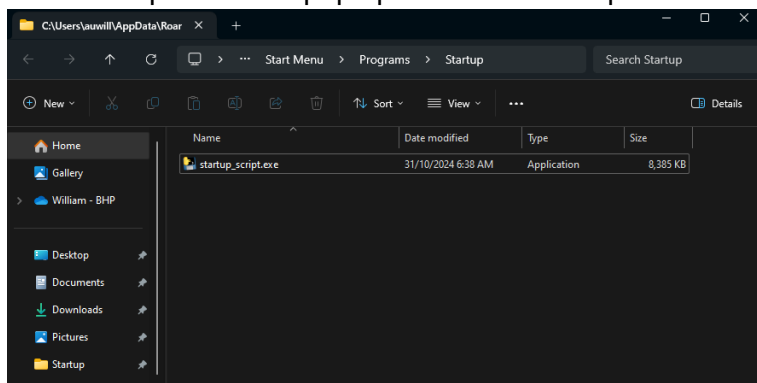Follow the steps below to see it step-by-step:

1. Open a Run window by either *searching* "Run" in your <u>start menu</u> or by pressing **WIN+R**

2. Enter shell:startup in the field and click OK

3. Your startup folder will pop up in a new File Explorer window

4. Move the startup_script.exe file into that folder