

KEYBOARD SHORTCUTS

Insert	Create task
Ctrl+Insert	Create folder
Ctrl+F5	Run task
Ctrl+Alt+End	Suspend task
Ctrl+A	Select all
Ctrl+X	Cut item(s)
Ctrl+C	Copy item(s)
Ctrl+V	Paste item(s)
Delete	Delete
F1	Help topic
F2	Rename item
F5	Refresh UI

ADMINISTRATION

TO VIEW EXECUTION STATUS:

1. Select **Logs > Task Events**.
2. Enter the desired date/task filters, then click **Refresh**.

Option: From Managed Tasks, view execution status of individual tasks by right-clicking a task and selecting **Go to > Execution History**.

TO BACKUP MANUALLY:

1. Select **Options > System Settings > Backup & Restore**.
2. Enable the **Backup** option.
3. Enter an archive (.ama) file path and click **Backup**.

TO BACKUP AUTOMATICALLY:

1. Create a task that uses the Backup AutoMate action.
2. In the properties of this action, enter the archive (.ama) file path and click **OK**.
3. Attach a Schedule trigger to allow the task to start automatically during a specific time period or interval.

TO RESTORE A BACKUP:

1. Select **Options > System Settings > Backup and Restore**.
2. Enable the **Restore** option.
3. Enter the path and filename of the archive (.ama) file and click **Restore**.

Task Administrator

TO CREATE A MANAGED TASK:

1. From Task Administrator's Managed Tasks section, do one of the following:
 - Click the **New** button on the top panel.
 - Press Insert on your keyboard.
 - Right-click anywhere inside the main panel and select **New > Managed Task**.

2. Follow the instructions provided by the Add Managed Task Wizard, which will guide you through the necessary steps required to create a task.

TO ADD, EDIT, OR DELETE TRIGGERS:

1. Right-click the desired task and select **Edit Triggers** from the context menu.
2. The Triggers page of the task appears. Here, you can perform the following:
 - To edit an existing trigger, select it from the list and click **Edit**.
 - To delete an existing trigger, select it from the list and click **Delete**.
 - To add a new trigger, click **Add** and enter the desired settings in the trigger's properties.

TO EDIT TASK STEPS:

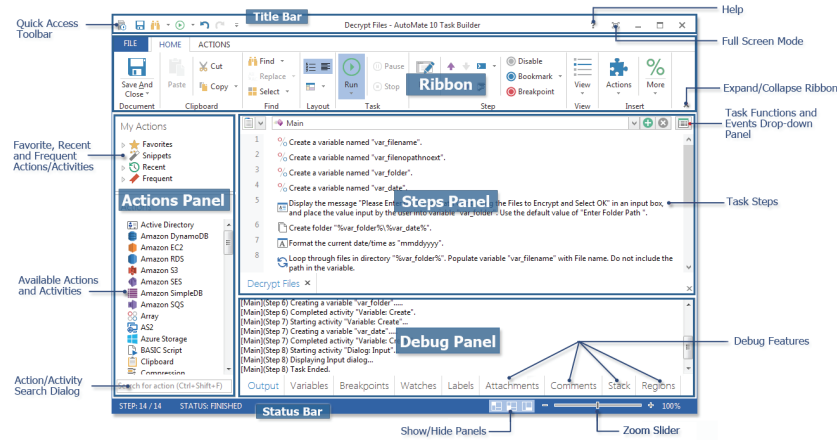
Select the managed task and click **Edit** from the top panel or right-click the task and select **Edit Steps** from the context menu.

TO RUN TASKS MANUALLY:

Select the desired task and click **Run** from the top panel or right-click the task and select **Run** from the context menu.

TO EDIT MANAGED TASK PROPERTIES:

Right-click the task and select **Go to > [Property Name]** from the context menu, where Property Name is the name of the task property you wish to edit.



Task Builder

TO OPEN TASK BUILDER:

In Task Administrator, do one of the following:

- Right-click a task and select **Edit Steps**.
- Select a task and click the **Edit** button on the top panel.

TO FIND AVAILABLE ACTIONS/ACTIVITIES:

1. In Task Builder, click inside the Search dialog or press **Ctrl+Shift+F** on your keyboard.
2. Enter all or part of an action's name. The list is updated as you type each letter.

TO ADD STEPS:

1. Drag an action/activity from the Actions panel onto the Steps panel or simply double-click the action/activity.
2. Enter required action properties and click **OK**. The action then becomes a step in your task.

TO ADD A VARIABLE:

Do one of the following:

- From the Actions panel, drag the Create variable activity onto the Steps panel.
- Click **% More > % Add Variable** on the ribbon.

TO RUN ONE OR MORE STEPS:

To run all steps, click **Run All** on the ribbon or press **F5**.

To run selected steps, select the desired steps (hold down **Ctrl** during selection) and click **Run Selected** or press **Ctrl+F5**.

To run from a specific step, select the step and click **Run From Here** or press **Ctrl+Shift+F5**.

To run each step one by one, click **Step** or press **F9**. Do the same to run the next step and each subsequent step thereafter.

TO SAVE YOUR TASK:

On the Quick Access Toolbar, click **Save** or press **Ctrl+S**.

KEYBOARD SHORTCUTS

F1	Help topic
F3	Next bookmark
F5	Run all steps
F6	Pause
F8	Add breakpoint
F9	Step through
Ctrl+A	Select all
Ctrl+C	Copy
Ctrl+F	Find
Ctrl+G	Select step number
Ctrl+H	Find and replace
Ctrl+L	Select label
Ctrl+N	Create new task
Ctrl+R	Create region
Ctrl+S	Save task
Ctrl+V	Paste
Ctrl+Y	Redo
Ctrl+Z	Undo
Ctrl+F2	Stop/reset
Ctrl+F5	Run selected
Ctrl+Shift+F5	Run from here
Ctrl+Alt+C	Add comment
Ctrl+Alt+V	Add variable
Ctrl+Shift+F	Find action/activity
Ctrl+Up	Move line up
Ctrl+Down	Move line down
Ctrl+Left	Increase indent
Ctrl+Right	Decrease indent
Shift+C	Collapse all regions
Shift+E	Expand all regions