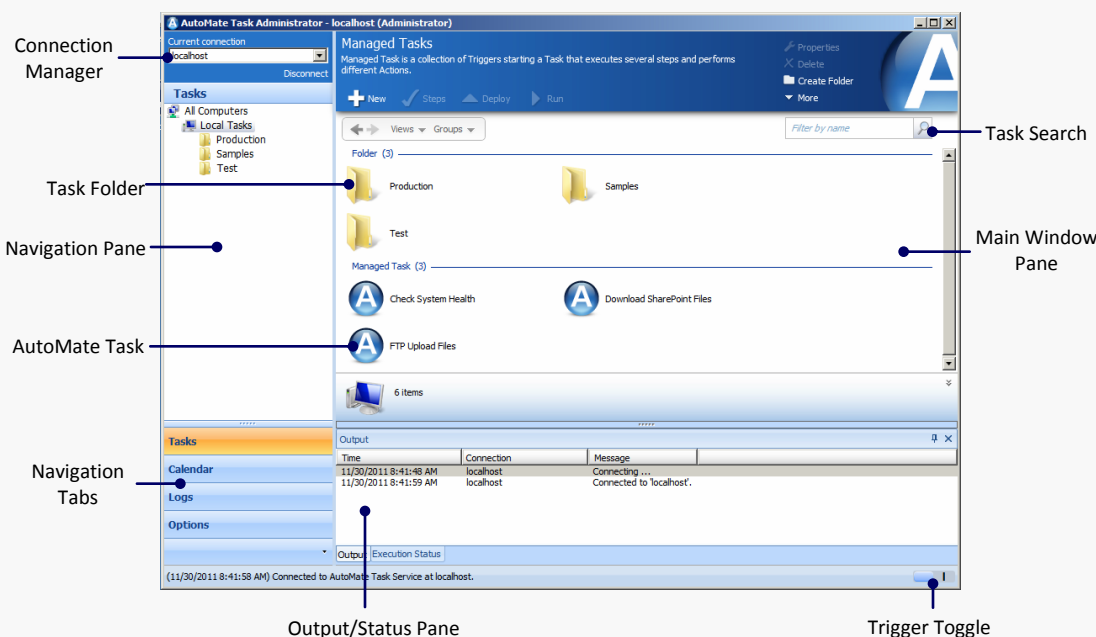


AutoMate 9 Task Administrator



Keyboard Shortcuts

Task Administrator:

Ctrl+N	Create new task
Ctrl+D	Duplicate task
Ctrl+F5	Run managed task
Ctrl+Alt+End	Interrupt task
Insert	Insert new task
F2	Rename task

Administration

To Check Task Status:

1. In the Task Administrator, select Logs tab **Logs** → Task Events.
2. Check for start time and task completion or step the task failed on and the error generated.

OR

1. In the Task Administrator, select Output message pane at the bottom.

OR

3. Right-click task → Task Properties to check status result, last launch date and time, and next launch date and time.

To Backup AutoMate:

1. In the Task Administrator, select Options tab **Options** → System Settings → Backup and Restore.
2. Check the backup option.
3. Enter a backup file name or use the default backup file name and location:
C:\Users\Username\Documents\AutoMate 9 Backup.ama.

To Restore AutoMate:

1. In the Task Administrator, select Options tab **Options** → System Settings → Backup and Restore.
2. Check the restore option.
3. Enter the backup file name or use the default backup file name and location to restore:
C:\Users\Username\Documents\AutoMate 9 Backup.ama.

The Fundamentals

To Open the Task Administrator:

1. Click Windows Start Menu. 🌐 Navigate to Programs → AutoMate 9 folder and select AutoMate 9 Task Administrator (Start Here)

OR

1. Right Click on the Agent Icon **A** & select Open Task Administrator.

To Create/Edit/Review Task Triggers:

1. In the Task Administrator, right click on the task → **Edit Triggers**.

OR

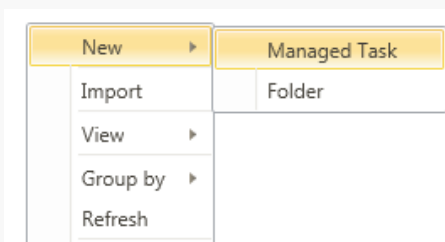
1. In the Task Administrator, select a task in the Main Window Pane.
2. Right click to **Properties**.
3. Select **Edit Triggers** to open the Task Trigger Options.

To Create a Managed Task:

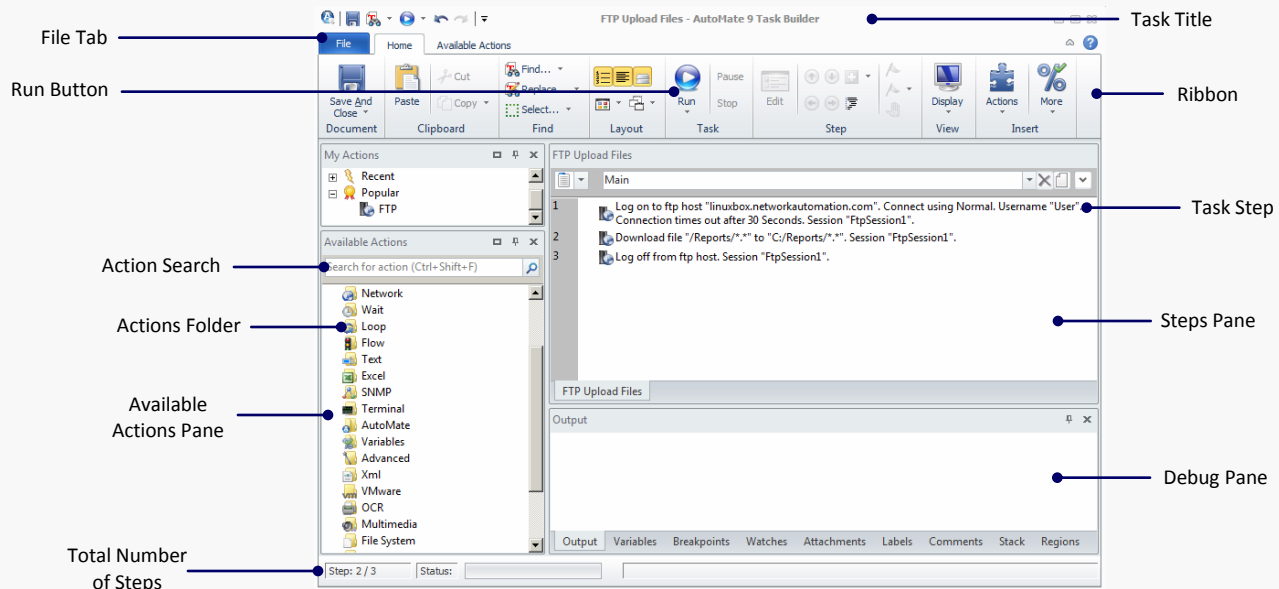
1. Click on the **New** button **+ New** in the Task Administrator to start the Task Wizard.
2. Follow the steps to create a trigger and the task steps in the Task Builder.
3. Save and close the Task Builder.
4. Click on the Finish button to complete the Task Wizard to add the managed task to the Task Administrator.

OR

1. Right click on Main Window Pane → **New** → **Managed Task** to open the Task Builder.




AutoMate 9 Task Builder



To Create/ Edit / Review Task Steps in Task Builder:



1. In the Task Administrator, right click on the task → **Edit Steps** to open the Task Builder.

OR

1. In the Task Administrator, select a task in the Main Window Pane.
2. Click on the **Steps** button  to open the Task Builder.

1. In the Task Administrator, select a task in the Main Window Pane.
2. Right-click to **Properties**.
3. Select **Edit Steps** to open the Task Builder.

OR

1. Click Windows Start Menu.  Navigate to Programs → AutoMate 9 folder and select AutoMate 9 Task Builder.
2. In the Task Builder, Select **File** tab  → Open → browse the .aml file.



Keyboard Short-

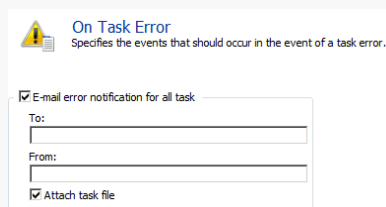
Task Builder:

F5	Run all steps
F6	Pause
F8	Add breakpoint
F9	Step through steps
Ctrl+A	Select All
Ctrl+F	Find
Ctrl+H	Find and Replace
Ctrl+S	Saves Task
Ctrl+V	Paste
Ctrl+Y	Redo
Ctrl+Z	Undo
Ctrl+R	Create Region
Ctrl+F2	Stop/Reset
Ctrl+F5	Run selected
Ctrl+Alt+C	Add Comment
Ctrl+Alt+V	Add Variable
Ctrl+Up	Move line up
Ctrl+Down	Move line down
Ctrl+Left	Indent line left
Ctrl+Right	Indent line right
Shift+C	Collapse all regions
Shift+E	Expand all regions
Shift+Ctrl+F5	Run from here

AutoMate 9 Email Error Notifications

To Email Global Task Error Notification:


1. In the Task Administrator, click on **Options** tab  → **Default Properties** → **Email** to configure the email server.
2. Click on **Options** tab  → **Default Properties** → **On Task Error**.
3. Enter the To & From email addresses. Separate multiple email addresses with a comma (,) or a semi-colon (;).



To Email Task Level Error Notification:

1. In the Task Administrator, right click on task → **Properties**.
2. Select the **On Error** tab.
3. Check E-mail checkbox.
4. Enter the To and From email addresses.

To Email Step Level Error Notification:

1. In the Task Builder, open the action window or the task step.
2. Select the **On Error** tab  and click the **Add** button.
3. Select Send E-mail under the Error Action drop down menu.
4. Enter the To and From email addresses.