

## Module: m/01/103

### 'Configuring the Event Handler...'



The event handler service performs **five** main tasks:

- Updating the terminals with new personnel information.
- Updating the terminals with the server time and date (**optional**).
- Performing timeware<sup>®</sup> system maintenance.
- Running a timeware<sup>®</sup> SQL database backup (**optional**).
- Automatic event rebuild (**compulsary**).



Configuring this service is completed through the Event Handler application. To run the application you can either <double-click> on the Event Handler icon (on the Window's desktop):



or select the Event Handler application for the Program Files menu:

You will then be prompted to enter the Event Handler Password:



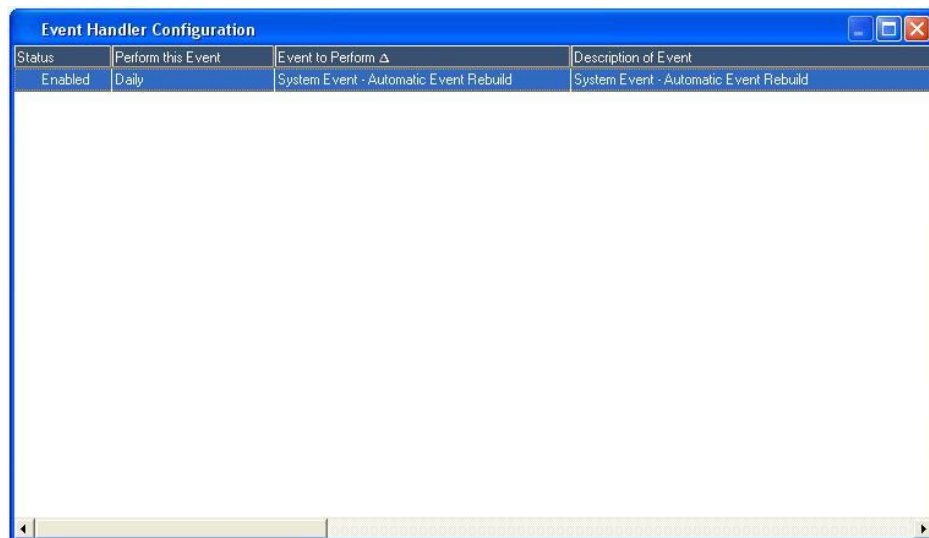
A 'Log In' dialog box with a blue title bar and a close button (X) in the top right corner. It contains two text input fields: 'User name:' with 'Event Handler' entered, and 'Password:' which is empty. At the bottom, there are two buttons: 'Cancel' on the left and 'Ok' on the right.



1. Click File and select Event Handler Configuration...

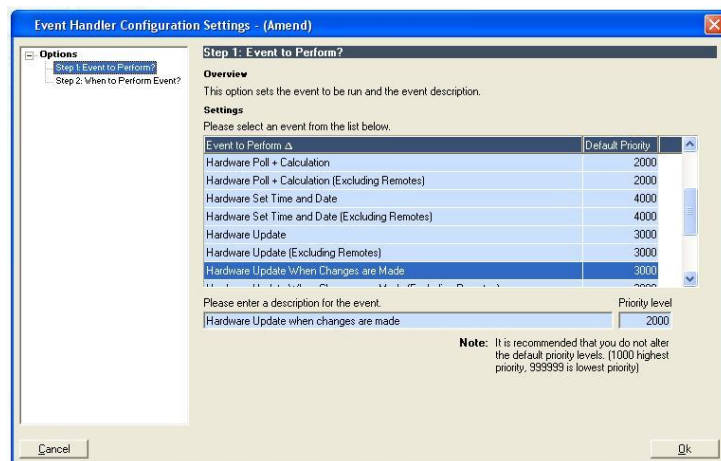


2. The Automatic Event Rebuild cannot be removed as it is responsible for planning the day's events. The rebuild runs at 00:00 each day.

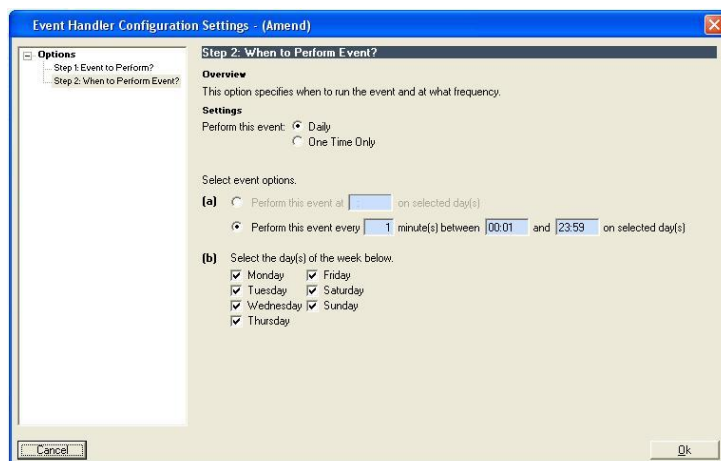




- Next, create a 'Hardware Update When Changes are Made' event. This will send new and amended personnel & system setting data to the terminals when change are made by a User.



- Next, select when the event should occur: In this case daily, every minute.



- Click <Ok>.



*Only create a set time and date event if your server clock is **always** accurate!*

6. Now create a Set Time & Date event.

**Event Handler Configuration Settings - (Amend)**

**Options**

- Step 1: Event to Perform?
- Step 2: When to Perform Event?

**Step 1: Event to Perform?**

**Overview**  
This option sets the event to be run and the event description.

**Settings**  
Please select an event from the list below.

| Event to Perform Δ                              | Default Priority |
|---|------------------|
| Hardware Poll (Excluding Remotes)               | 4000             |
| Hardware Poll + Calculation                     | 2000             |
| Hardware Poll + Calculation (Excluding Remotes) | 2000             |
| Hardware Set Time and Date                      | 4000             |
| Hardware Set Time and Date (Excluding Remotes)  | 4000             |
| Hardware Update                                 | 3000             |
| Hardware Update (Excluding Remotes)             | 3000             |

Please enter a description for the event.

Hardware Set Time and Date

Priority level: 4000

**Note:** It is recommended that you do not alter the default priority levels. (1000 highest priority, 999999 is lowest priority)

Cancel Ok

7. Set the time and date every day at 00:20.

**Event Handler Configuration Settings - (Amend)**

**Options**

- Step 1: Event to Perform?
- Step 2: When to Perform Event?

**Step 2: When to Perform Event?**

**Overview**  
This option specifies when to run the event and at what frequency.

**Settings**  
Perform this event: ☒ Daily ☐ One Time Only

Select event options:

(a) ☒ Perform this event at 00:20 on selected day(s)  
☐ Perform this event every [ ] minute(s) between [ ] and [ ] on selected day(s)

(b) Select the day(s) of the week below.

☒ Monday ☒ Friday  
☒ Tuesday ☒ Saturday  
☒ Wednesday ☒ Sunday  
☒ Thursday

Cancel Ok

8. Click <Ok>.



9. Next, create a 'System Maintenance' event. This event is responsible for processing absence block bookings and absence holiday renewals.

**Event Handler Configuration Settings - (New)**

**Options**

- Step 1: Event to Perform?
- Step 2: When to Perform Event?

**Step 1: Event to Perform?**

**Overview**  
This option sets the event to be run and the event description.

**Settings**  
Please select an event from the list below.

| Event to Perform  | Default Priority |
|---|------------------|
| Hardware Update   | 3000             |
| Hardware Update (Excluding Remotes)                       | 3000             |
| Hardware Update When Changes are Made                     | 3000             |
| Hardware Update When Changes are Made (Excluding Remotes) | 3000             |
| Print Report  | 4000             |
| System Maintenance  | 4500             |
| Trigger Script  | 1000             |

Please enter a description for the event.

System Maintenance

Priority level: 4500

**Note:** It is recommended that you do not alter the default priority levels. (1000 highest priority, 999999 is lowest priority)

Cancel Ok

10. It is recommended that the 'System Maintenance' event is set to run every three hours.

**Event Handler Configuration Settings - (Amend)**

**Options**

- Step 1: Event to Perform?
- Step 2: When to Perform Event?

**Step 2: When to Perform Event?**

**Overview**  
This option specifies when to run the event and at what frequency.

**Settings**  
Perform this event: ☒ Daily ☐ One Time Only

Select event options.

(a) ☐ Perform this event at [ ] on selected day(s)  
☒ Perform this event every [ 180 ] minute(s) between [ 01:00 ] and [ 23:00 ] on selected day(s)

(b) Select the day(s) of the week below.

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Monday    | <input checked="" type="checkbox"/> Friday   |
| <input checked="" type="checkbox"/> Tuesday   | <input checked="" type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> Sunday   |
| <input checked="" type="checkbox"/> Thursday  |  |

Cancel Ok

11. Click <Ok>.



12. Next, create a 'Backup SQL database' event. This event is responsible for creating a backup of the timeware SQL database!

The dialog box shows the 'Step 1: Event to Perform?' configuration. The 'Options' pane on the left has 'Step 1: Event to Perform?' selected. The 'Overview' section explains that this option sets the event to be run and the event description. The 'Settings' section includes a table of events to choose from.

| Event to Perform                                | Default Priority |
|---|------------------|
| Backup SQL Database                             | 1000             |
| Calculation                                     | 2000             |
| Email   | 1000             |
| Hardware Poll                                   | 4000             |
| Hardware Poll (Excluding Remotes)               | 4000             |
| Hardware Poll + Calculation                     | 2000             |
| Hardware Poll + Calculation (Excluding Remotes) | 2000             |

Below the table, there is a text field for the event description, which contains 'Backup SQL Database', and a 'Priority level' dropdown set to '1000'. A note at the bottom states: 'Note: It is recommended that you do not alter the default priority levels. (1000 highest priority, 999999 is lowest priority)'.

13. It is recommended that the backup is run on a daily basis at 20:00.

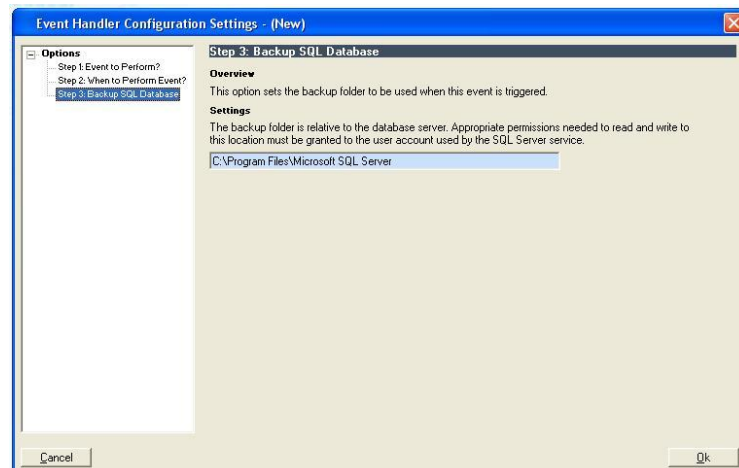
The dialog box shows the 'Step 2: When to Perform Event?' configuration. The 'Options' pane on the left has 'Step 2: When to Perform Event?' selected. The 'Overview' section explains that this option specifies when to run the event and at what frequency. The 'Settings' section includes radio buttons for 'Daily' (selected) and 'One Time Only'. Below, there are options to select the time and days of the week.

(a) Perform this event at 20:00 on selected day(s)

(b) Select the day(s) of the week below.

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Monday    | <input checked="" type="checkbox"/> Friday |
| <input checked="" type="checkbox"/> Tuesday   | <input type="checkbox"/> Saturday          |
| <input checked="" type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday            |
| <input checked="" type="checkbox"/> Thursday  |  |

14. Next, specify a backup location.



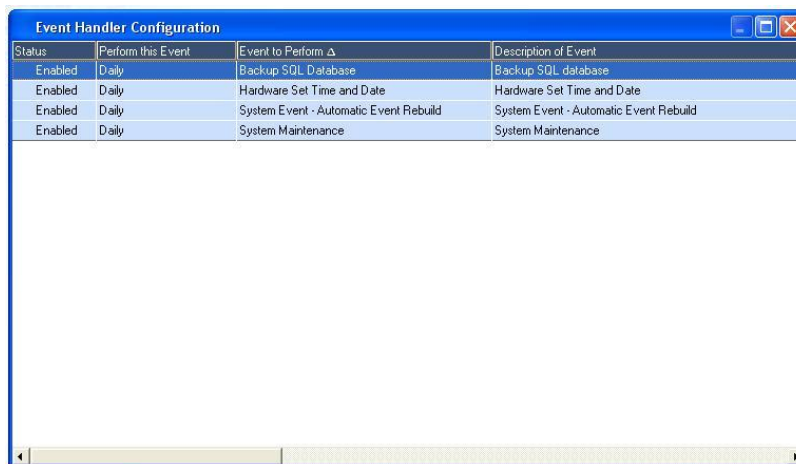
*Remember two very important points:*

- *The backup folder specified must exist on the SQL server, **not** your PC!*
- *If the folder does not exist, the backup will fail and your data may be at risk!*

15. Press <Ok>.



16. The configuration is now complete.



| Status  | Perform this Event | Event to Perform Δ                     | Description of Event                   |
|---------|--------------------|--|--|
| Enabled | Daily              | Backup SQL Database                    | Backup SQL database                    |
| Enabled | Daily              | Hardware Set Time and Date             | Hardware Set Time and Date             |
| Enabled | Daily              | System Event - Automatic Event Rebuild | System Event - Automatic Event Rebuild |
| Enabled | Daily              | System Maintenance                     | System Maintenance                     |

17. Finally, select File and Exit the Event Handler application.



The Event Handler will not work until you start this service, (see module m/01/008).