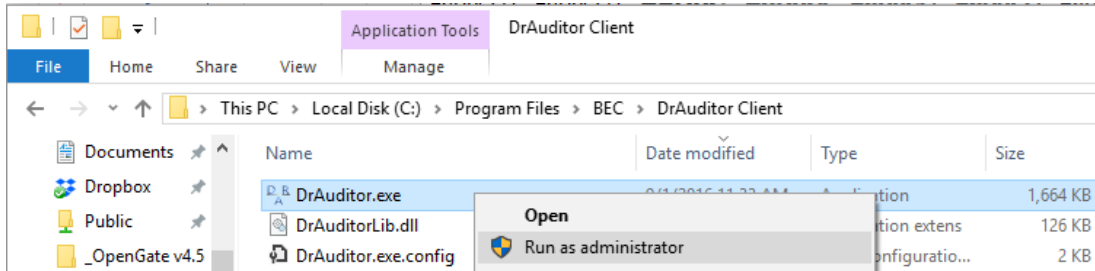


## Scheduling an audit from within the DrAuditor Client.

### Step 1.

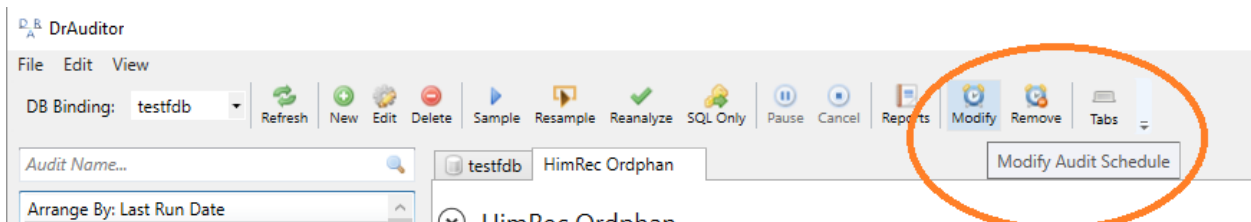
Launch the DrAuditor Client as an administrator. If you try to edit an audit schedule and receive a



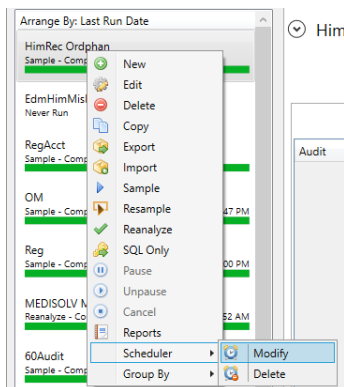
If you try to edit an audit schedule and receive an error message “Failed to create schedule. Check user permissions for creating Scheduled Tasks in Windows on the DrAuditor Server computer” you will need to relaunch the DrAuditor client as an administrator. If you still receive this message it could indicate that your user doesn’t not have enough permission on the machine to edit tasks in the Windows task scheduler.

### Step 2.

Either from the DrAuditor machine or a machine that has the DrAuditor client installed: highlight an audit and select Modify from the tools in the top tool tray. If you are not on the DrAuditor machine you will need to navigate to the task scheduler on the DrAuditor machine. The audit is not going to run locally on your machine, audits run on the machine that hosts the DrAuditor service.

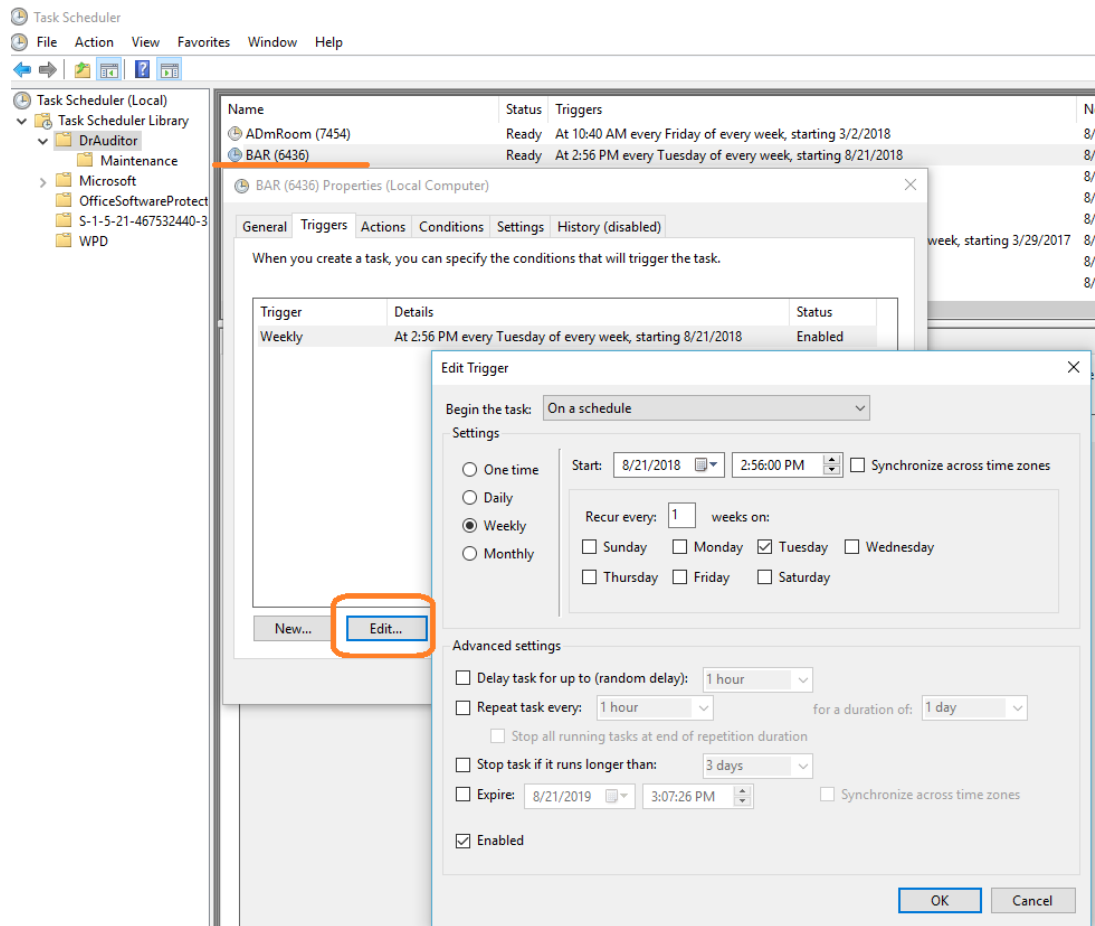


Or right click your audit and select Schedule and then modify.



### Step 3.

The Windows Task scheduler should have opened. By default the audit will be scheduled to run weekly based off the date and time in which the audit was created but this can be changed to a schedule you prefer. In the Windows task scheduler Task Scheduler Library\DrAuditor you will see you audit listed and trigger date and time is associated to it already. If you would like to change that schedule you can double left click or right click the task and edit the properties. From there you will edit the trigger. A window will pop up with scheduling options. \*\*See image.



If a schedule is no longer desired for an audit you can right click the audit from within DrAuditor, go to scheduler and then delete. You can also delete or disable the schedule right from within the Window Task scheduler.

Please consult Microsoft Technet for further information on setting a scheduled task using Windows Task Scheduler (<http://technet.microsoft.com/en-us/library/cc721871.aspx>).