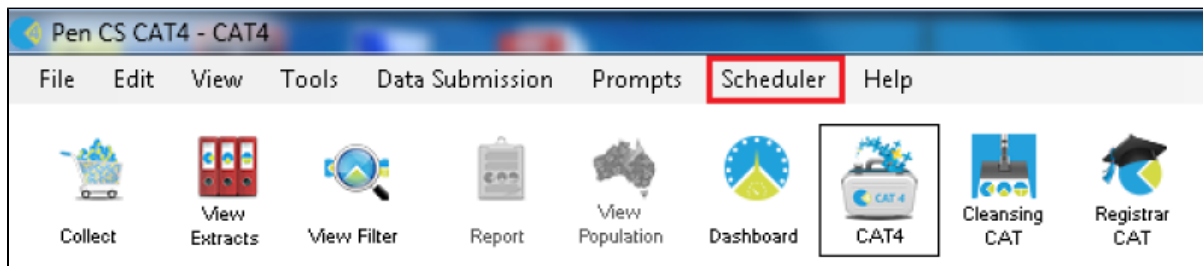


# Setting up CAT4 for Scheduler

The CAT4 scheduler preferences allow users to set the working folder. This folder is where CAT4 can update scheduled tasks and retrieve the scheduler history. It is monitored by the 'PEN CS Scheduler Service' so that scheduled tasks are run when required.

- CAT4 will automatically look for the default folder '**C:\Program Files\Pen Computer Systems\PEN CS Scheduler Service**'. If this folder is found and the preferences working folder is empty CAT4 will pre-populate the preference. If you are working on a 64bit system the folder will be called C:\Program Files (x86)\Pen Computer Systems\PEN CS Scheduler Service

If you do not have Scheduler as a CAT4 menu option as shown below, you will need to configure the CAT4 Scheduler Preferences screen.



Follow the steps below to set up CAT4 for Scheduler

1. Open CAT4
2. Click the **Edit > Preferences** menu
3. From the **Clinical Audit Preferences** dialog choose the **Scheduler** tab
4. Note: If the Scheduler tab is not visible (due to your window size) a right arrow key will be available to scroll across. Alternatively, you can widen the window.

Scheduler Working Folder Directory should be automatically populated as C:\Program files(x86)\Pen Computer Systems\PCS Scheduler.  
The specific **User Name** and **Password** for a practice is to be obtained from Pen CS Support for installation purpose only.

Clinical Audit Preferences

Clinical Audit | Best Practice | Communicare | Ferret | Genie | Medical Director 3 | Medinet | MedTech32 | MMEX | practiX | Zedmed  
Mediflex | Sidebar/Prompts | Scheduler | Data Submission | Topbar

Scheduler Working Folder Directory C:\Program Files (x86)\Pen Computer Systems\PCS Schedu ...

Scheduler Dedicated CAT Account Note This is the account credentials that the Scheduled CAT collections will run under.

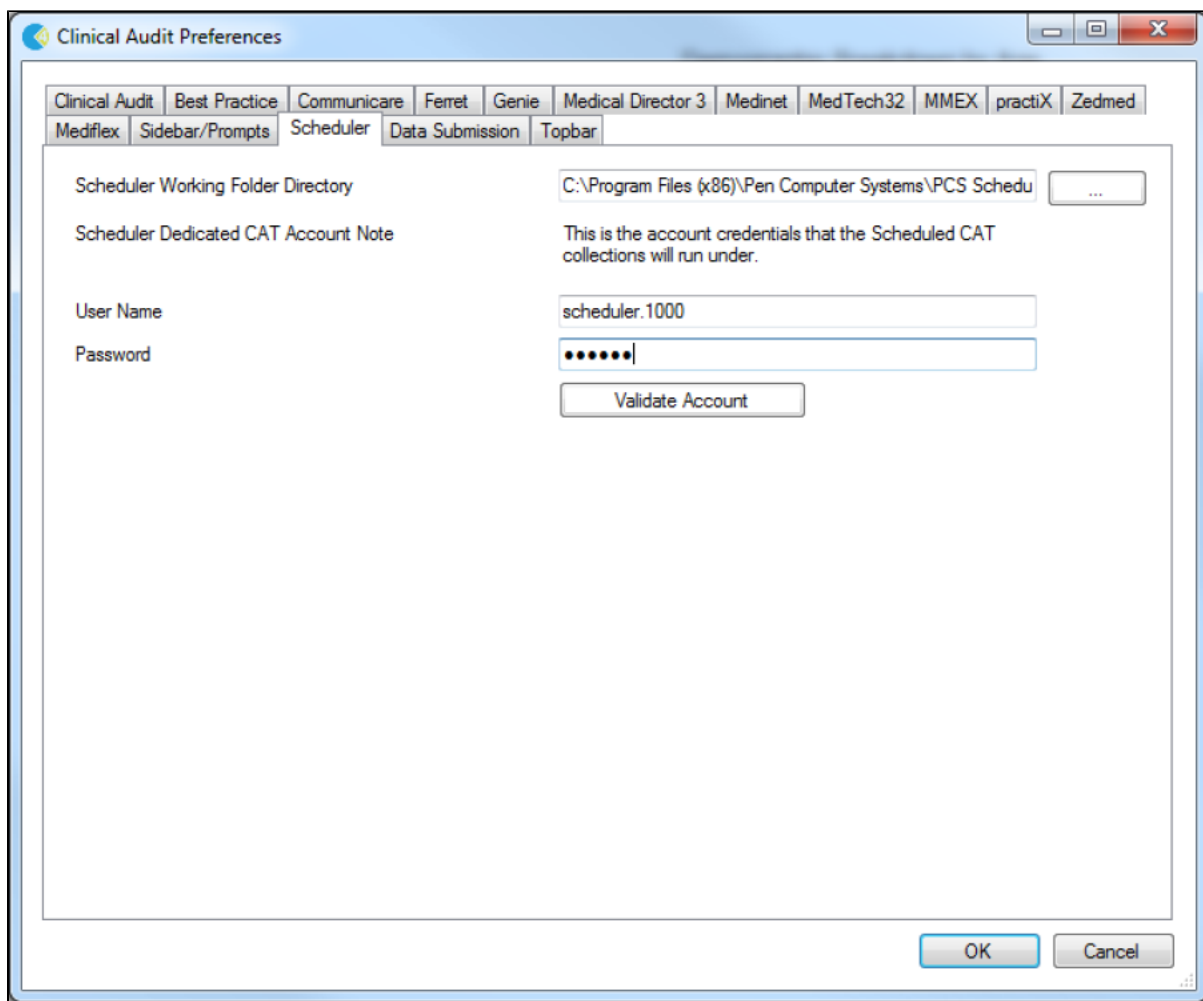
User Name

Password

Validate Account

OK Cancel

Once User Name and Password are filled in here, click the **Validate Account** button.



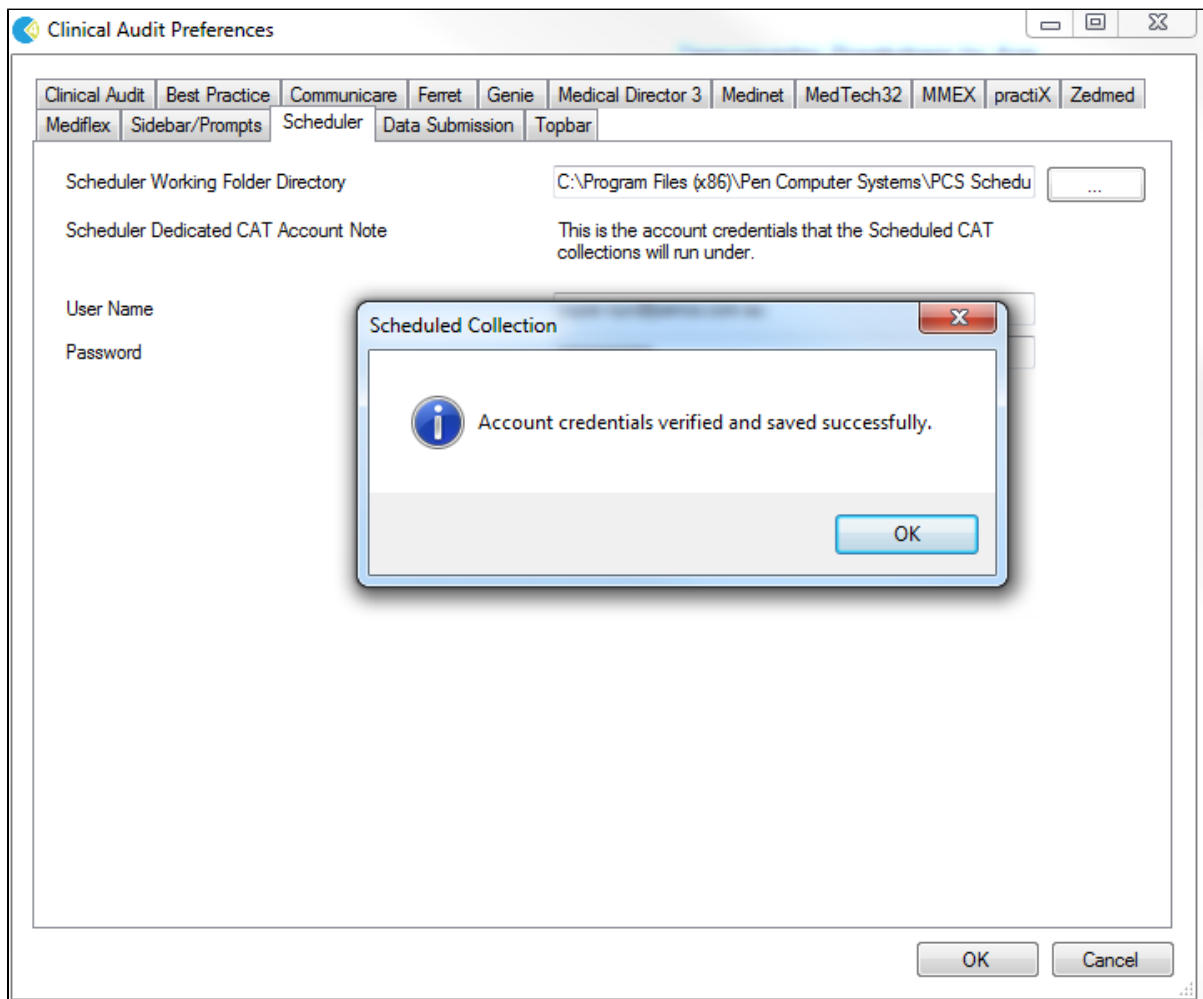
The image shows a Windows-style dialog box titled "Clinical Audit Preferences". It has a tabbed interface with the following tabs: Clinical Audit, Best Practice, Communicare, Ferret, Genie, Medical Director 3, Medinet, MedTech32, MMEX, practiX, Zedmed, Medflex, Sidebar/Prompts, Scheduler (selected), Data Submission, and Topbar. The "Scheduler" tab is active, displaying the following fields and controls:

- Scheduler Working Folder Directory:** A text field containing "C:\Program Files (x86)\Pen Computer Systems\PCS Schedu" with a browse button ("...") to its right.
- Scheduler Dedicated CAT Account Note:** A text area containing the text "This is the account credentials that the Scheduled CAT collections will run under."
- User Name:** A text field containing "scheduler.1000".
- Password:** A text field containing seven dots, indicating a masked password.
- Validate Account:** A button located below the password field.

At the bottom right of the dialog box are "OK" and "Cancel" buttons.

Click **OK** to close the Scheduled Collection message box, which displays that the *Account credentials verified and saved successfully*.

If the account details can't be verified please contact Pen CS support.



Click **OK** for the *Clinical Audit Preferences* dialog box to close.

Clinical Audit Preferences

Clinical Audit | Best Practice | Communicare | Ferret | Genie | Medical Director 3 | Mednet | MedTech32 | MMEX | practiX | Zedmed

Medflex | Sidebar/Prompts | Scheduler | Data Submission | Topbar

Scheduler Working Folder Directory C:\Program Files (x86)\Pen Computer Systems\PCS Schedu ...

Scheduler Dedicated CAT Account Note This is the account credentials that the Scheduled CAT collections will run under.

User Name scheduler.1000

Password .....

Validate Account

OK Cancel