

## Schedule HeadMaster Online Uploads in HeadMaster Desktop

In order to save time through the convenience of automated tasks, you can set up scheduled HeadMaster Online uploads in the HeadMaster desktop.

This must be set up on your server, and HeadMaster must be installed locally on the C: drive of your workstation.



### Note

If you plan to make the automated upload into a scheduled task, we recommend that you set your automated upload settings first. Navigate to **Tools > Options > Scheduled Tasks**. In the drop-down list, select a data set. Then, select if you want to import lunch preorders.

### To set up a scheduled upload to HeadMaster Online in Microsoft Windows

1. Log in to HeadMaster, and click **Tools > Options > Scheduled Tasks**.
2. Select a data set.
3. Click **Close**, and exit HeadMaster.
4. In Microsoft Windows, open the **Control Panel**.
5. In the Control Panel, click **Administrative Tools**. This step is for the "Classic View" in the Control Panel.
6. Double-click **Task Scheduler**.
7. On the main menu, click **Action > Create Task**.
8. On the General tab, enter a name for the task and make the other selections you want.
9. On the Triggers tab, click **New**. Select **On a schedule** in the drop-down list, make the other selections you want, and click **OK**.
10. On the Actions tab, click **New**. Click **Browse**, navigate to your local HMaster directory, select **HMUtils.exe**, and click **Open**.
11. In the **Add arguments** data field, type **UPLOAD** and click **OK**.
12. On the Conditions and Settings tabs, make the other selection you want.
13. Click **OK**.



### Useful Information

HeadMaster OnDemand users can also [schedule uploads](#).