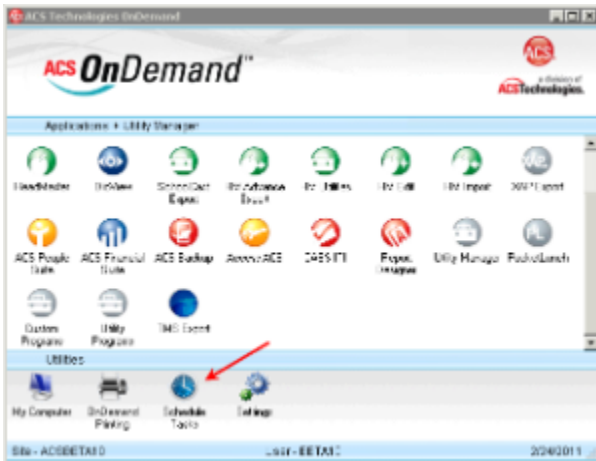



Schedule HeadMaster Online Uploads in OnDemand

You can use OnDemand to schedule tasks in HeadMaster Online to run when you're busy working on other projects, or when your staff is the least likely to be working in the system. This can be particularly helpful for uploading assignments and homework to HeadMaster Online. However, only one task may be added per hour. For example, if you schedule an assignment upload at 3 p.m., the next task cannot be scheduled to begin until 4 p.m.



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.

1. In HeadMaster, select **Tools > Options > Scheduled Tasks**.
2. Select the data set you want to schedule for uploading.
3. On the OnDemand overlay, select **Schedule Tasks** .
4. Click **Add** to begin adding a task for a specific time.
5. Select the task you want to run, followed by the time and dates you want the task to run.
6. **Optional:** Click **Adjust** to set your local time. Click **Close**.
7. Click **OK**.
8. Click **Close**.



Note

To add more than one scheduled task per day, you must create a separate task using the new time.

1. Highlight the task you want to edit.
 2. Click **Edit**.
 3. Make changes to the time and dates, as needed.
 4. Click **OK**.
-
1. Highlight the task you want to delete.
 2. Click **Delete**.
 3. Click **Yes**.



Tip

Click the **Task Log** tab to view previously scheduled tasks.