wellington IT

How to kick off your End of Year Routines

To kick off the program, from your main menu, hit F12 or click the left spy glass icon and enter AUTOBAT.

Make sure no one else is logged in before you start! The system will warn you if there are other users online. You can manually ask them to log out, or have the system do it for you.

To kick off your automatic routines earlier than usual, make sure you've checked the "Manual" box

This will bring up the "days to process" menu - confirm your new date, which will default to the next day. Choose OK.

The system will then ask if you only want to run the required programs. Select no, then click Accept - and you're done!