Module: m/01/103

'Configuring the Event Handler...'

*The event handler service performs **five** main tasks:*
- *Updating the terminals with new personnel information.*
- *Updating the terminals with the server time and date **(optional).***
- *Performing timeware® system maintenance.*
- *Running a timeware® SQL database backup **(optional).***
- *Automatic event rebuild **(compulsary).***

Configuring this service is completed through the Event Handler application. To run the application you can either <double-click> on the Event Handler icon (on the Window's desktop):

or select the Event Handler application for the Program Files menu:

You will then be prompted to enter the Event Handler Password:

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1. Click File and select Event Handler Configuration...

2. The Automatic Event Rebuild cannot be removed as it is responsible for planning the day's events. The rebuild runs at 00:00 each day.

3. Next, create a 'Hardware Update When Changes are Made' event. This will send new and amended personnel & system stetting data to the terminals when change are made by a User.
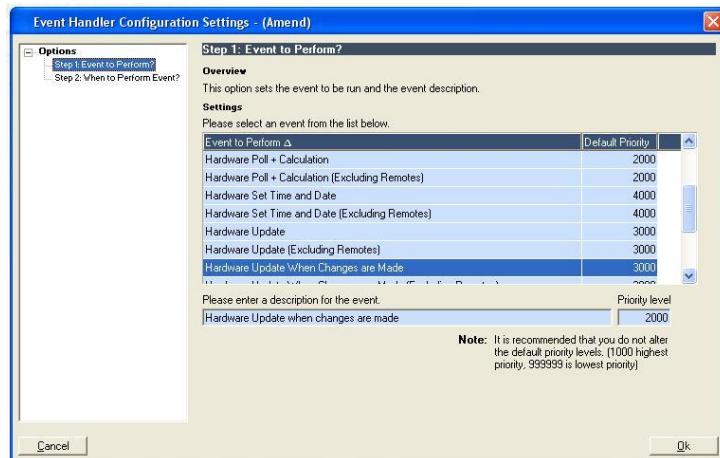
4. Next, select when the event should occur: In this case daily, every minute.
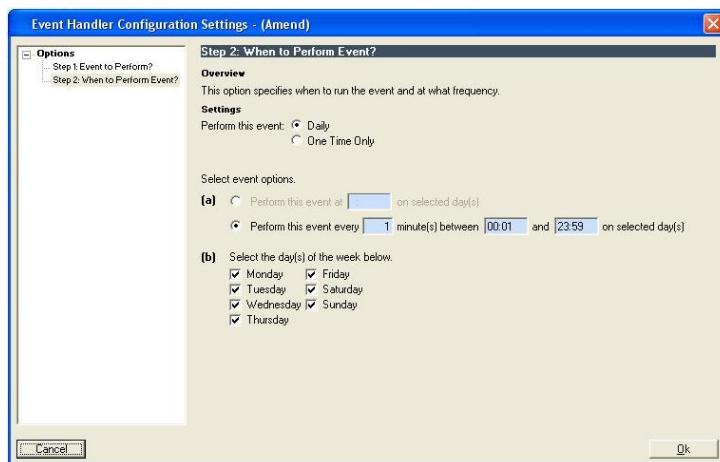
5. Click <Ok>.

*Only create a set time and date event if your server clock is **always** accurate!*

6. Now create a Set Time & Date event.
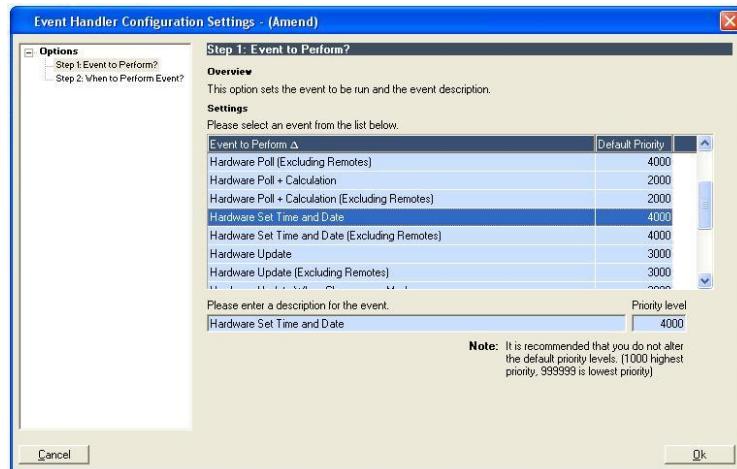
7. Set the time and date every day at 00:20.
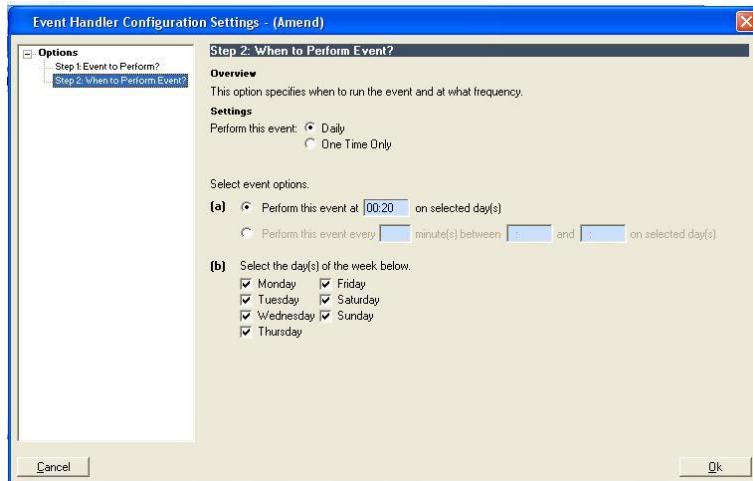
8. Click <Ok>.

9. Next, create a 'System Maintenance' event. This event is responsible for processing absence block bookings and absence holiday renewals.
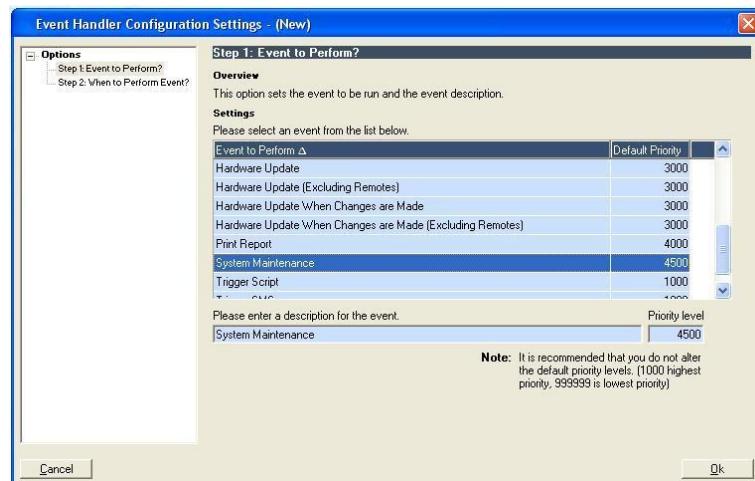
10. It is recommended that the 'System Maintenance' event is set to run every three hours.
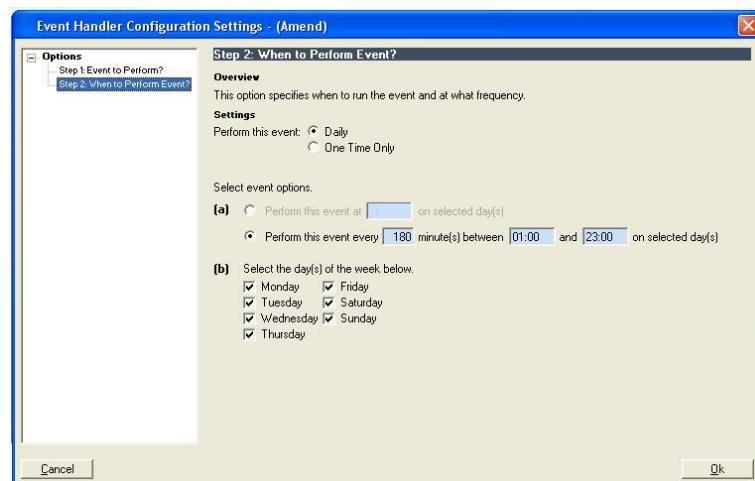
11. Click <Ok>.

12. Next, create a 'Backup SQL database' event. This event is responsible for creating a backup of the timeware SQL database!
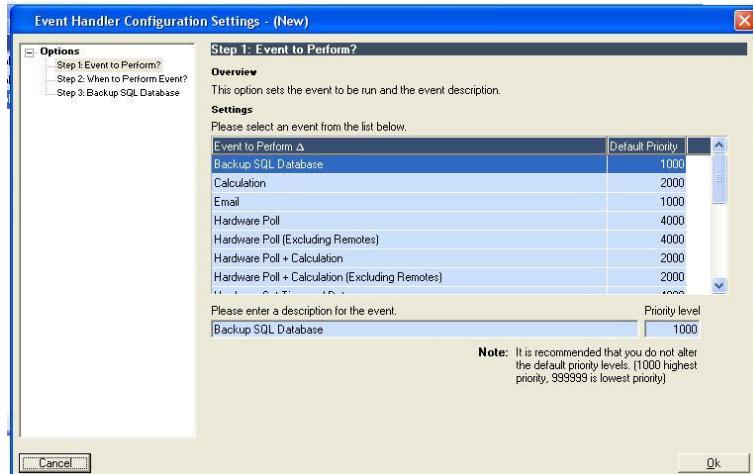
13. It is recommended that the backup is run on a daily basis at 20:00.
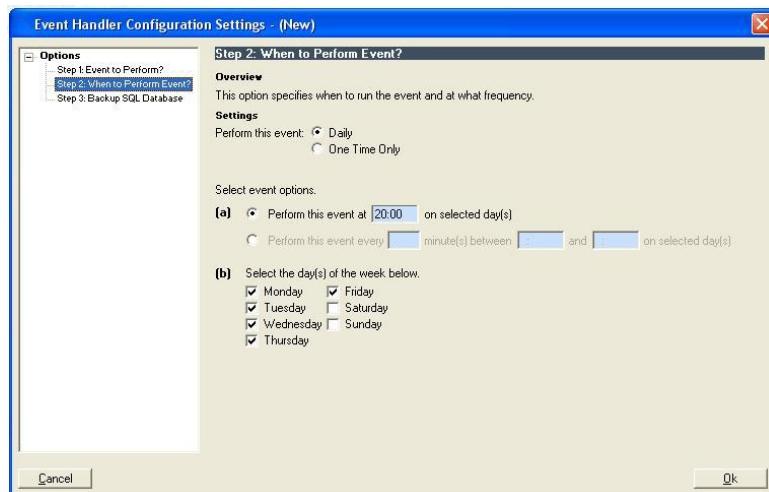
14. Next, specify a backup location.
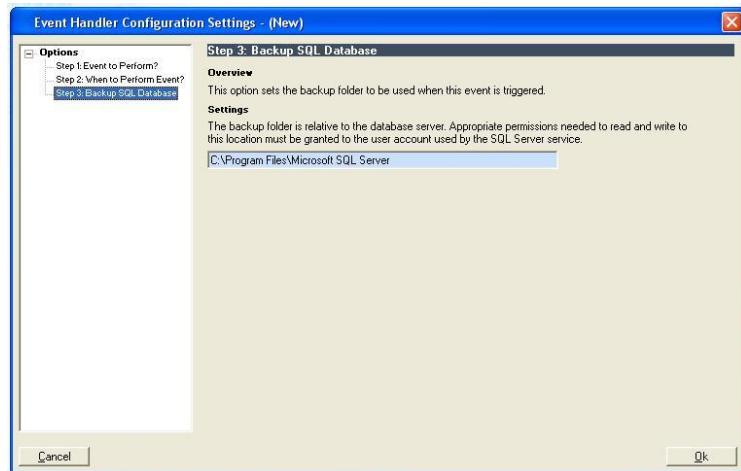
Remember two very important points:
- *The backup folder specified must exist on the SQL server, **not** your PC!*
- *If the folder does not exist, the backup will fail and your data may be at risk!*

15. Press <Ok>.

16. The configuration is now complete.
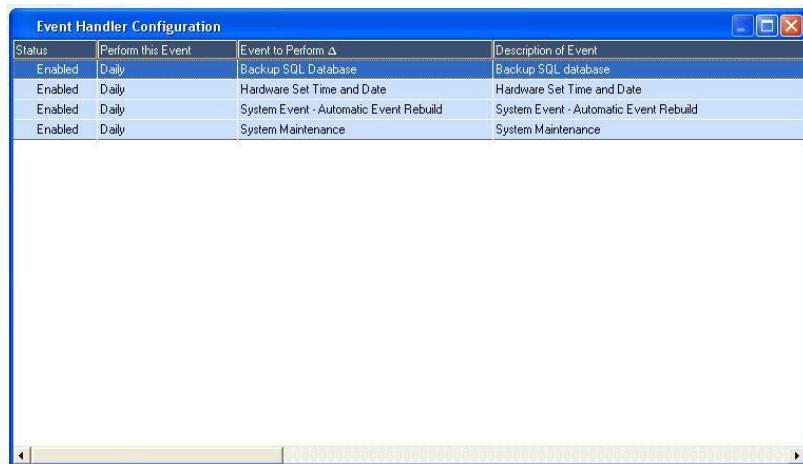
17. Finally, select File and Exit the Event Handler application.

The Event Handler will not work until you start this service, (see module m/01/008).