

System Tasks

From **Administration** select **System Tasks**. The system displays the System Tasks window with a list of automated tasks. Your system administrator sets up these tasks from the ECC and determines which tasks run at your store. For more information on each task, refer to **Filecabinet > System Tasks > EPS System Tasks** in the ECC online help.

Use the following table to help you set the fields to run the task. This table lists the basic fields that might be available for a task. Not all tasks have all of these fields.

In this table, [*value*] is used to represent a record identifier such as patient name, drug name, plan name, third party carrier code, store audit number, and so on.

Starting Date Starting date for the range of records you want to include
For example, for the Audit Task Log, this is the **Audit Starting Date** parameter. An entry in this field for the report sets the system to include audit records created on or after this date.
Descriptive = This option lets you select a description of the starting date. For example, to use January 1st of the current year as the starting date, you would select **Beginning of This Year**.
Offset = This option lets you enter a specific number of days, weeks, or months back to use as the starting date. For example, to use a starting date of 10 days ago, you would enter **10** in the first field and set the **Ago** option to **Days**.
Exact = This option lets you enter a specific date and time to use as the starting date.

Ending Date Ending date for the range of records you want to include
For example, for the Audit Task Log, this is the **Audit Ending Date** parameter. An entry in this field for the report sets the system to include audit records created on or prior to this date.
Descriptive = This option lets you select a description of the ending date. For example, to use the end of the current day as the ending date, you would select **Ending of Today**.
Offset = This option lets you enter a specific number of days, weeks, or months back to use as the ending date. For example, to

use an ending date of yesterday, you would enter **1** in the first field and set the **Ago** option to **Days**.

Exact = This option lets you enter a specific date and time to use as the ending date.

Starting [*value*] Starting value for the range of records you want to include (such as patient name, plan name, or store audit record)

Ending [*value*] Ending value for the range of records you want to include

Output File Path Path and filename for the resulting report

Display PHI Only (Y or N) Determines if the system includes only records created as a result of PHI (protected health information) access.

Y = yes, include only PHI audit records

N = no, include all audit records

User Login Login name of the user who performed the task that created the record

Printer Name Name of the printer the system uses to print the report generated by the system task

Print Preview Select to create an on-screen preview of report the system task will generate.

File Path and Name on Server Field where you can enter the directory path on the EPS server and the file name for the report

Add unique file extension Select to add a number to the end of the file name.

If you select this option, the system creates a new report with a different file name each time you run the report.

Create using this Format File format in which the system creates the report
Options include: **CSV, JPG, LPT, PDF, PNG, PS, RTF, XLS,** and **XML**.

Run

Select to run the task immediately.

Undo Changes

Select to undo any changes you made and return to the last saved version.

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