



Time Guardian Pro

Setting up the Auto Process:

1. Go to the **Output Module**
2. Go to **Auto Process**
3. Go to the **General** Tab: Fill in the name and description.
4. Go to the **Setting** Tab: Process Type - Fill in either **Report** or **Communications**
5. **Operation** - Drop the arrow down for **Poll**, **Set Time** or **Download**.
6. **Locations** Setting: Highlight your Location and check the active checkbox.
7. Leave **Terminal Selection** at **All**.
8. Go to **Recurrence**:
9. Fill in the radio button for either **Daily** – **Weekly** – **Monthly** – **Yearly**
10. Fill in how often in **Days**.
11. Fill in the **Starting** Date.
12. Fill in the **Start Time**.