

DOCMAN GP

# Switching off the Docman Scheduler

## Pre-Migration Activity

OneAdvanced Training & Education  
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# Introduction

This document has been created to provide guidance on how to switch off the Docman Scheduler. This task needs to be carried out 1-2 days prior to the scheduled migration from Docman 7 to Docman GP. Failure to switch off the scheduler will result in documents not being migrated. Any documents that are sitting in the Docman Batch Manager are not migrated and must be filed into Docman 7 and processed before the migration day.

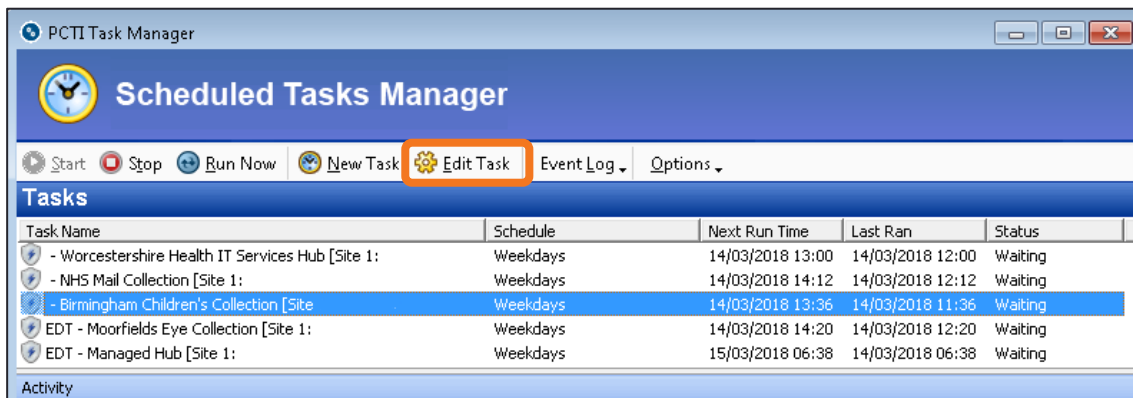
## First Steps

Locate the Docman Scheduler programme. This is running from the Docman server, this is **usually** a dedicated PC in the practice.

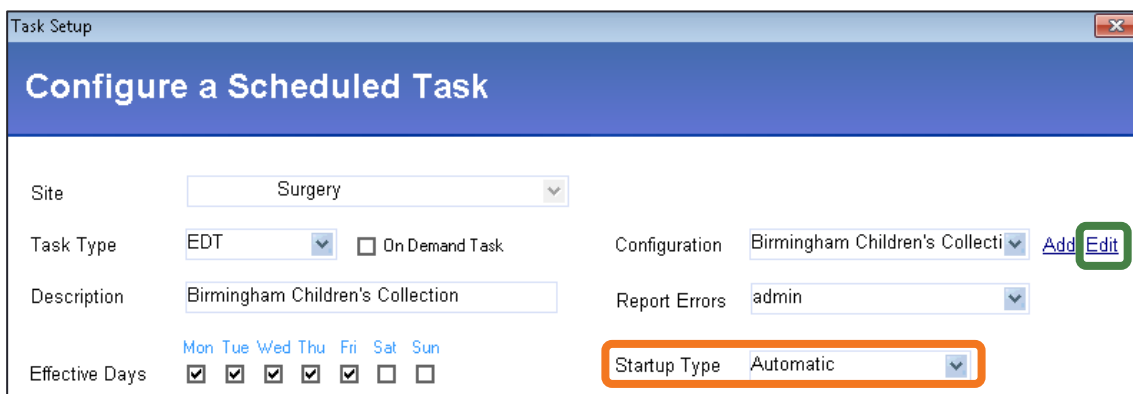
However, for some practices this maybe on a virtual server accessed via a VM (Virtual Machine) or an RDP (Remote Desktop) connection. You will have a process to access this from one, or more, of your practice PCs.

## EDT Tasks (Hub Collections)

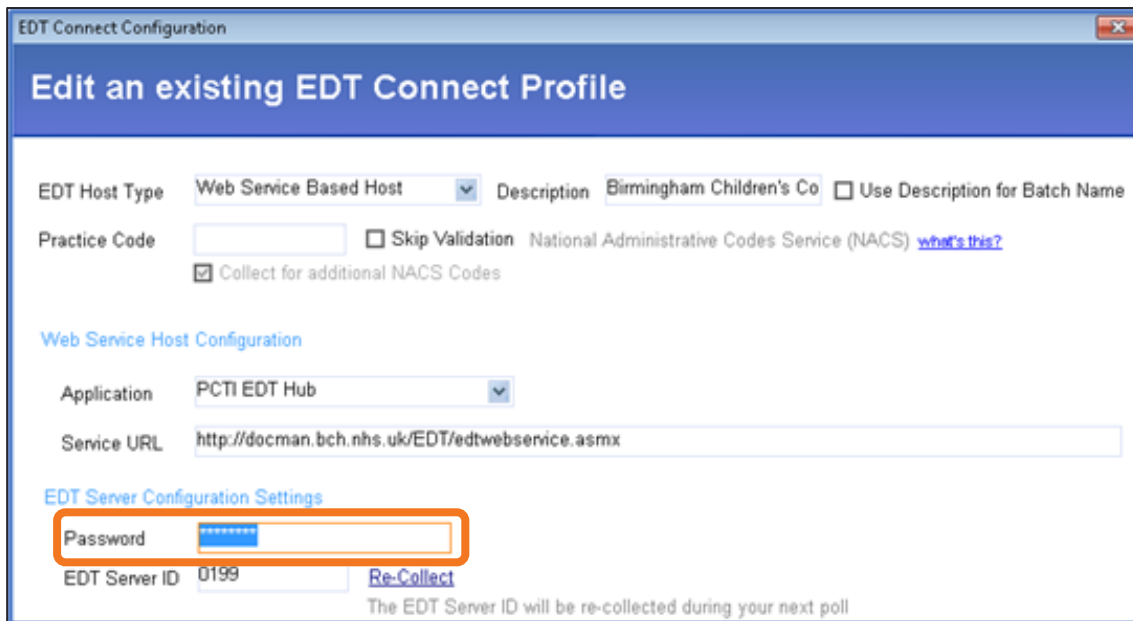
Highlight the task that needs to be stopped then select **Edit Task**



The following screen will be displayed, change the **Startup Type** from Automatic to Manual. Then select **Edit**.

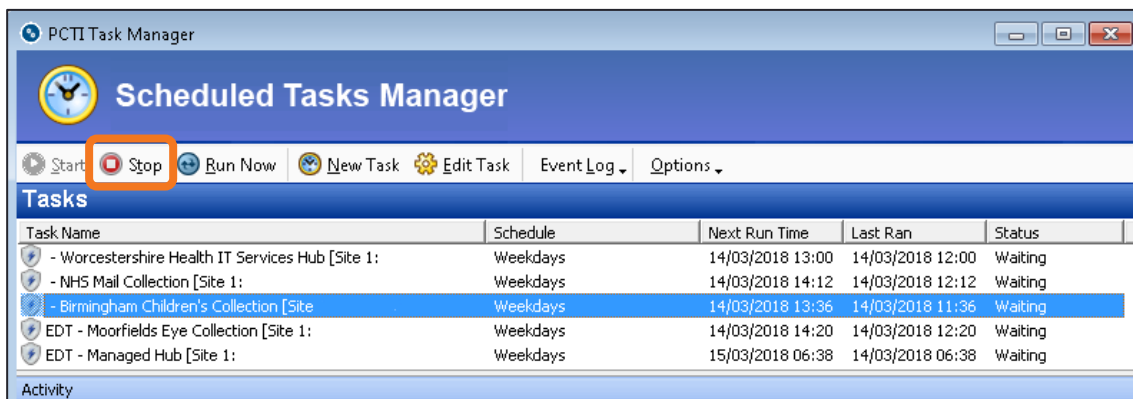


It is advised to change the **Password**, so the collection process cannot be run successfully in error, highlight the **Password** and change it to an incorrect password. There is no minimum character count, special character or security requirements.

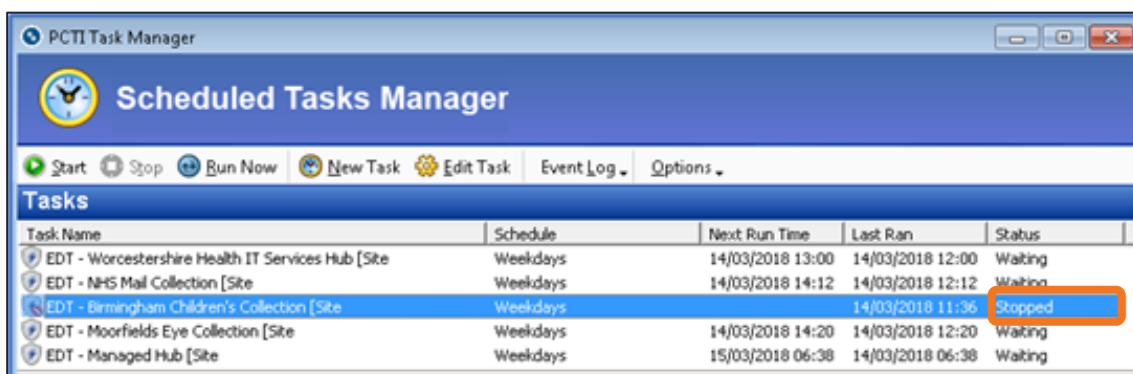


Select **Save** on each of the open Task windows until you are returned to the Scheduler Task screen.

With the correct task highlighted, select **Stop**.



The task will show as **Stopped** in the Status column.



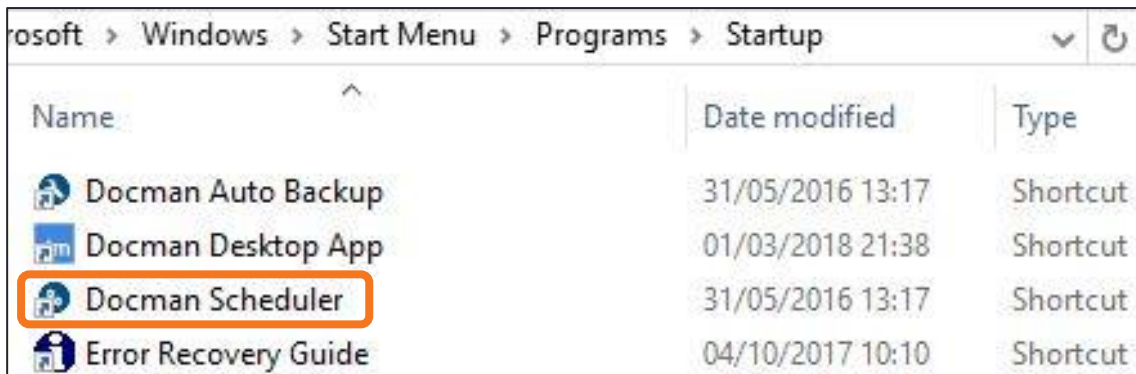
## Removing the Docman Scheduler from Startup

It is highly recommended that the Docman Scheduler program is removed from the Startup folder to prevent the Scheduler from running in case the Server needs to be restarted.





This folder can be found:

**C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Startup**

Highlight the **Docman Scheduler** program, either press the Delete key on the keyboard or right-click on the Docman Scheduler and select the Delete option from the menu.



Microsoft > Windows > Start Menu > Programs > Startup

Name	Date modified	Type
 Docman Auto Backup	31/05/2016 13:17	Shortcut
 Docman Desktop App	01/03/2018 21:38	Shortcut
 <b>Docman Scheduler</b>	31/05/2016 13:17	Shortcut
 Error Recovery Guide	04/10/2017 10:10	Shortcut

## Version History

Date	Version	Changes
15/10/2018	1.0	Document creation
27/02/2020	1.1	Document Updated to Advanced Health & Care
11/10/2024	1.2	Document updated to OneAdvanced
17/10/2024	1.3	Document Updated to remove references to NHS Mail



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