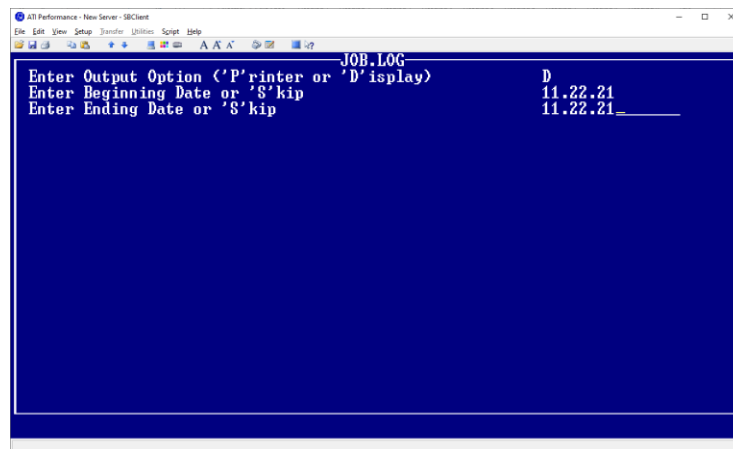


## Running a Manual Nighttime when Auto Nighttime is Deactivated.

During the course of any period of time, you may arrive in the morning and realize you have no reports and wonder if the nighttime has run last night. Use the following procedures to see if it has run and if not, run it manually.

**Step #1** Check to see if the nighttime has run.

From the master menu, choose Nighttime Processing Menu>Job Log Report. Or if you slash from anywhere, /JOB.LOG.REPORT. Enter "D" for Display, use last night's date in the Beginning and Ending date prompts.

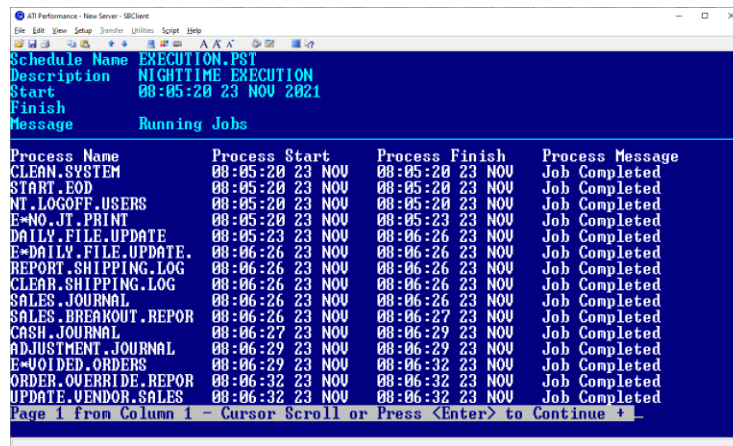


```

JOB.LOG
Enter Output Option ('P'rinter or 'D'isplay)      D
Enter Beginning Date or 'S'kip                   11.22.21
Enter Ending Date or 'S'kip                       11.22.21

```

If a list of all the processes like below does not appear on the report, then the nighttime did not run. If it does, then the Nighttime did run so check your printer or the spooler on the server. There probably is an error somewhere.



```

Schedule Name EXECUTION.PST
Description NIGHTTIME EXECUTION
Start 00:05:20 23 NOV 2021
Finish
Message Running Jobs

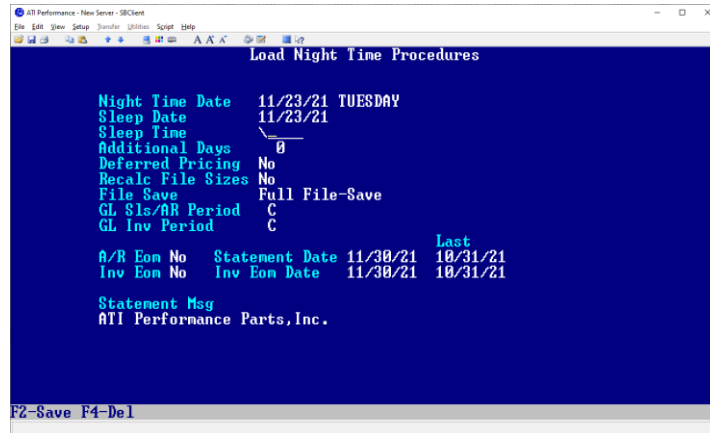
Process Name      Process Start      Process Finish      Process Message
CLEAN_SYSTEM      00:05:20 23 NOV    00:05:20 23 NOV    Job Completed
START_EOD         00:05:20 23 NOV    00:05:20 23 NOV    Job Completed
NT_LOGOFF_USERS   00:05:20 23 NOV    00:05:20 23 NOV    Job Completed
E-NO_IT_PRINT     00:05:20 23 NOV    00:05:23 23 NOV    Job Completed
DAILY_FILE_UPDATE 00:05:23 23 NOV    00:06:26 23 NOV    Job Completed
E-DAILY_FILE_UPDATE 00:06:26 23 NOV    00:06:26 23 NOV    Job Completed
REPORT_SHIPPING.LOG 00:06:26 23 NOV    00:06:26 23 NOV    Job Completed
CLEAR_SHIPPING.LOG 00:06:26 23 NOV    00:06:26 23 NOV    Job Completed
SALES_JOURNAL     00:06:26 23 NOV    00:06:26 23 NOV    Job Completed
SALES_BREAKOUT.REPOR 00:06:26 23 NOV    00:06:27 23 NOV    Job Completed
CASH_JOURNAL      00:06:27 23 NOV    00:06:29 23 NOV    Job Completed
ADJUSTMENT_JOURNAL 00:06:29 23 NOV    00:06:29 23 NOV    Job Completed
E-VOIDED_ORDERS   00:06:29 23 NOV    00:06:32 23 NOV    Job Completed
ORDER_OVERRIDE.REPOR 00:06:32 23 NOV    00:06:32 23 NOV    Job Completed
UPDATE_VENDOR.SALES 00:06:32 23 NOV    00:06:32 23 NOV    Job Completed

```

**Step #2** Assuming the Nighttime did not run, it is recommended that you go to the server and run the nighttime manually. You can run it from your PC if you prefer, but it will take up your PC resources and may take a long time to run. Use the following credentials to run the nighttime manually:

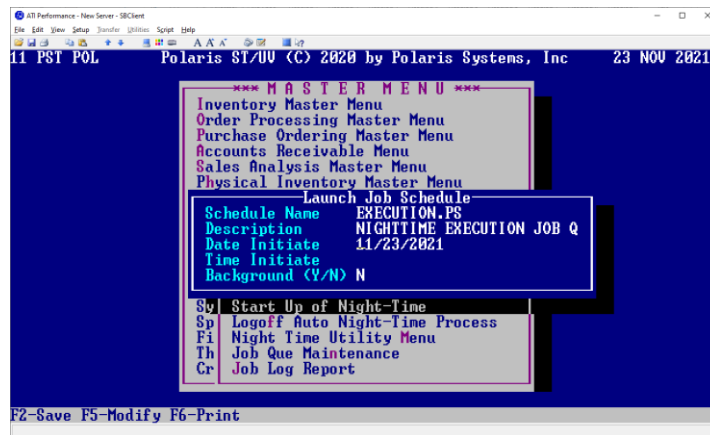
User ID = ntpst Password = POLaris (zero, not "O")

Step #3 You should arrive at the Nighttime menu. Choose "Building of Nighttime Processes" and press <ENTER>.



Make sure you backslash (\) out the time and press <ENTER>. Clearing the time field tells the Nighttime to begin immediately. Then press <F2> to save.

Step #4 From the Nighttime menu, choose "Start Up of Nighttime". Choose "Continue" when it asks if the Nighttime was loaded and you will get the screen below.

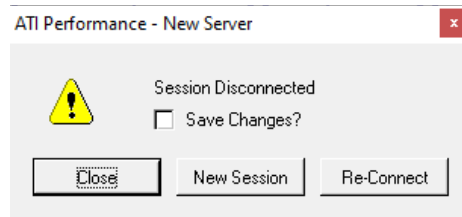


If you backslashed the time out in the process before, the time should now be blank. Press <F2> and the Nighttime will begin running.

Once the Nighttime is completed, it will return to the Auto Night state. It is recommended that you log off the user and re-initiate the Auto Night Process by doing the following:

Step #5 Logging off the Auto Night Port

Click on the "Help" pull down menu in SBCClient, choose "Troubleshooting" and then choose "Send Break". The system will automatically close the session.



Click on “Re-Connect” and the system will return you to logon.

#### Step #6 Logging on Auto Night Port

Use the following credentials to log the Auto Night port back on:

User ID = autont          Password = P0laris (zero, not “O”)

You are finished!