

Bookmark Fact Sheet

Automatic CPAC Upload

September 2022

Bookmark's CPAC online search system works with a copy of your data, not the live data itself.

Because of this the CPAC data should be regularly updated to reflect changes in your cataloguing, including new items and deleted items.

Data can be manually updated at any time. Cataloguing > CPAC > Make Database and Upload.

It is also possible to automatically upload updated data to CPAC. Here's how...

Note: your system must allow data to be uploaded to the Bookmark website. To see if this can be done, on the CPAC menu, click on Test Upload. If it fails, then only the manual online method of uploading can be used. If the test is successful, then the simpler manual method and automatic methods can be used.

The automatic CPAC data upload system is a program that can be set to run automatically at set times. There are two ways to do this.

On the CPAC menu, click on Set Automatic Upload.

In the popup window, if the checkbox is ticked, then Bookmark will automatically run the CPAC automatic upload program at the start of every month, during the start of day routine.

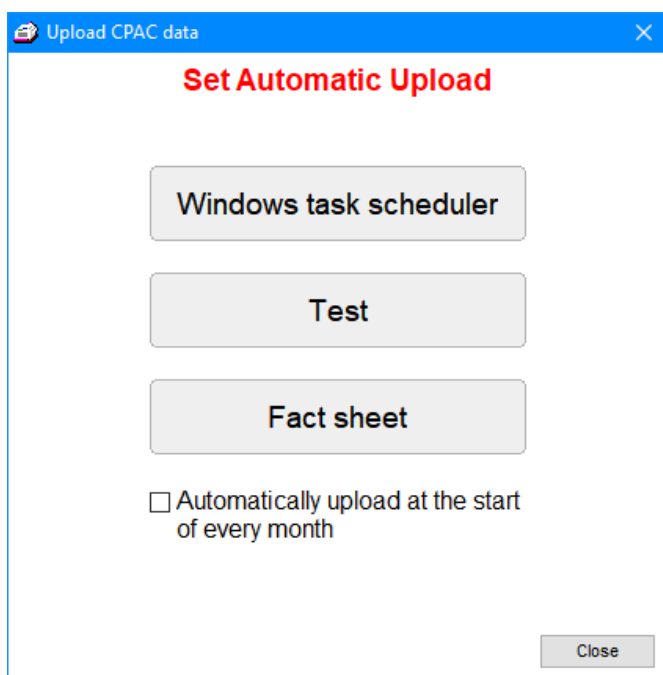
Optionally, you can set a particular frequency. The times are set using the built-in Windows Task Scheduler. Below are the steps for Windows 10.

Note: if the Task Scheduler method is used, then the checkbox should be unticked.

Note: the computer on which the task is set should be turned on at the time the upload is to take place. If Bookmark is hosted on a server, if it is useful for the task to be set up on the server.

Setting up tasks is computer-specific. It does not “flow through” to other computers.

In Bookmark Cataloguing > CPAC > Set Automatic Upload.



Click on the *Windows task scheduler* button.

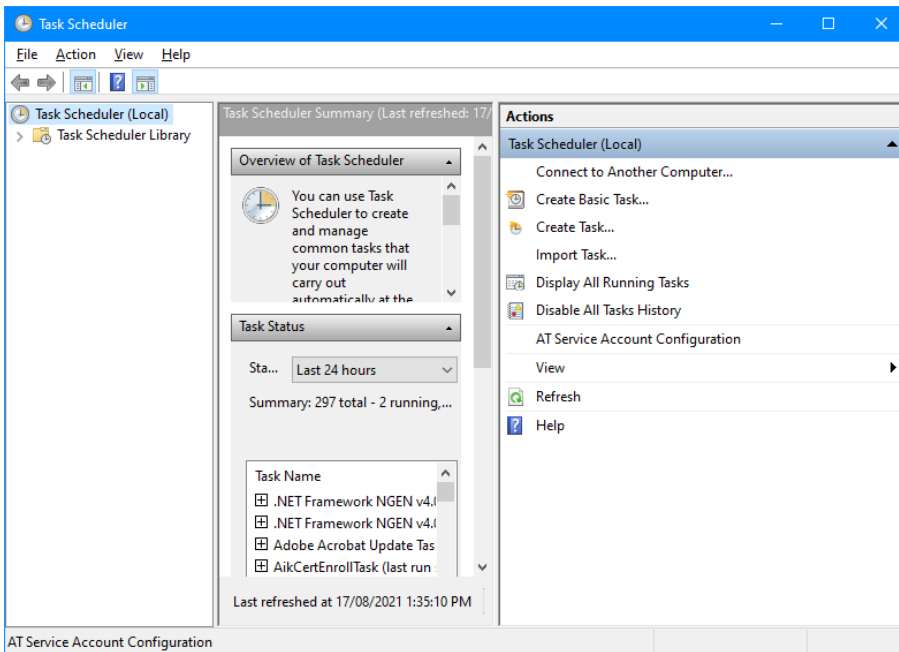
The Windows Task Scheduler

The Task Scheduler is used to determine when the automatic upload program runs. This is part of Windows itself. It is not part of Bookmark.

The computer on which the upload task is scheduled must be turned on when the task is to be carried out. Therefore, if the upload is scheduled for 1 am, the computer must be running at that time. Uploads can be scheduled at any time, but the best time is when Bookmark is not being used or little used.

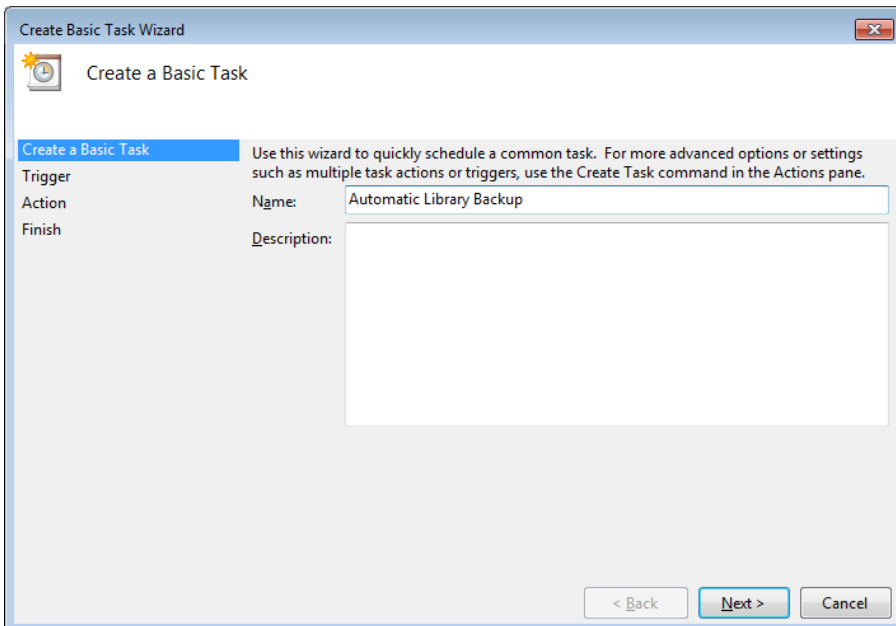
The screens below suit Windows 10. Windows 7 and 8 have slightly different displays.

1. Click on the *Windows Task Scheduler* button.

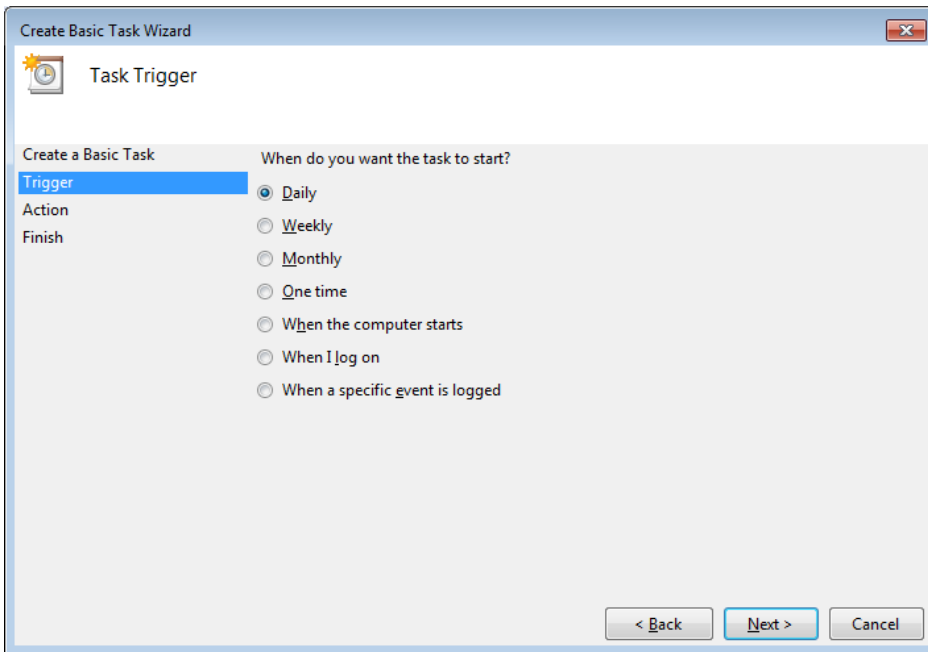


2. Click on *Create Basic Task*. This is either on the right side or beneath the Action dropdown menu.

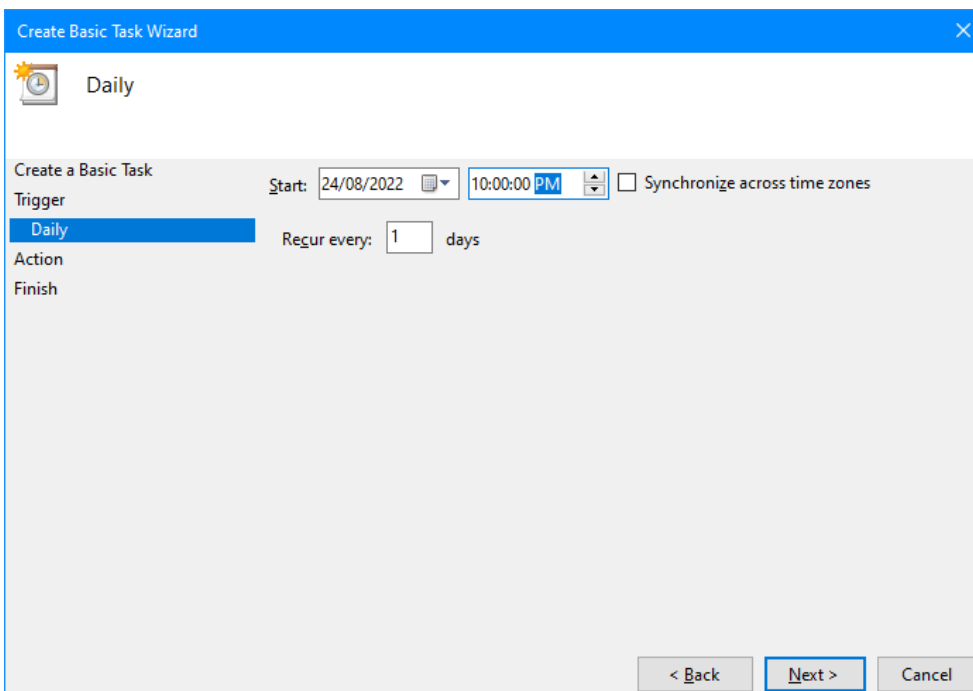
3. Enter a name for the backup task – e.g. Automatic CPAC Upload. The exact wording is not important but it should be meaningful to you. Click on *Next*.



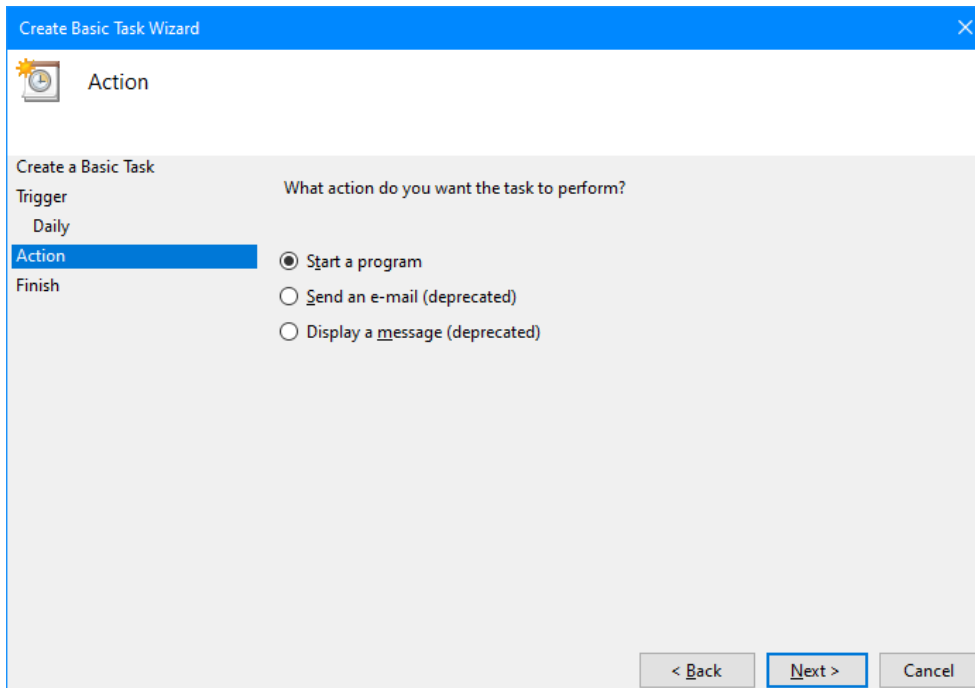
4. Set the frequency for the backup. This is how often data is updated to CPAC. Click on *Next*.



5. Set the time when the task should occur. Click *Next*.



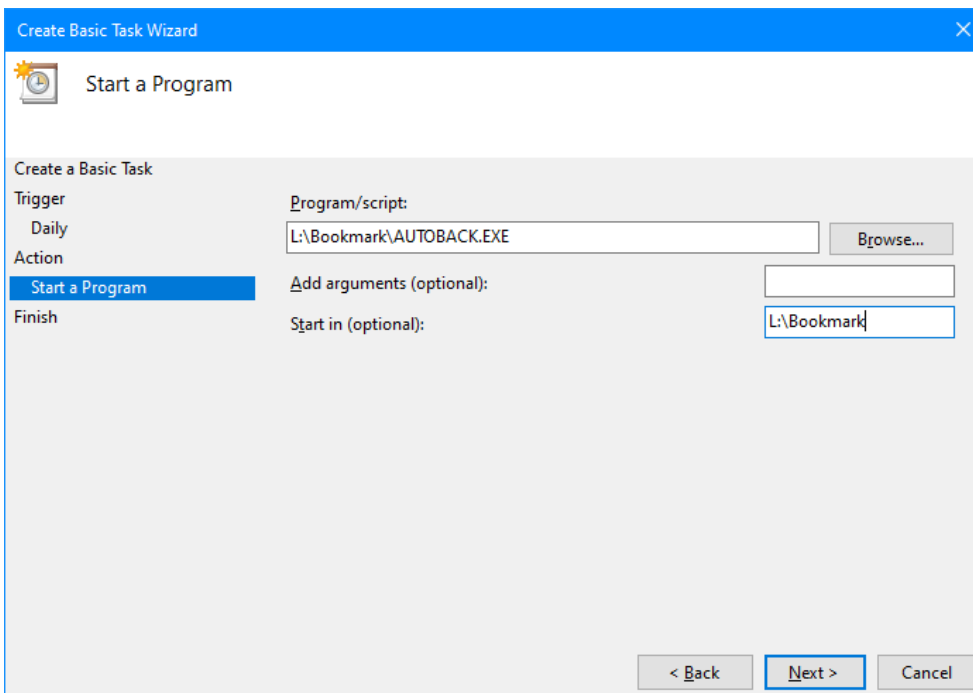
6. Make sure *Start a program* is marked. Click on *Next*.



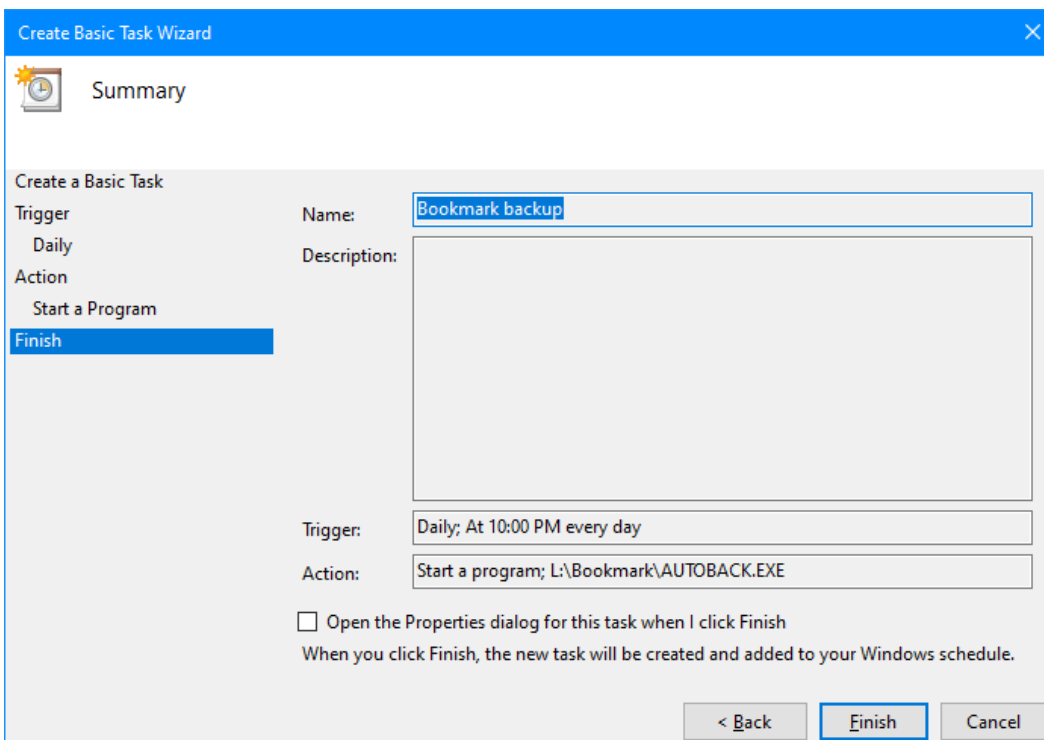
7. Enter the path and filename of the automatic upload program *AutoCpacUpload.exe*. Use the Browse button to locate Bookmark. (The location is also given in System Info in Utilities in Bookmark.) The path given below is illustrative only. The actual location on your system will vary!

Be careful about UNC addresses. These are the ones that start with \\ instead of a drive letter. If Bookmark is set up with a UNC address, it may not be visible from Browse. A UNC path can be typed in. When correct, click on *Next*.

If you are not sure of the address, in Bookmark, go to Utilities then System Info. The first first line gives the location of Bookmark. A UNC address may look like [\\12345ServerSV1\Apps\Library\Bookmark](http://12345ServerSV1/Apps/Library/Bookmark) . Or it can look like L:\ . It can vary a lot. This address can be typed into the Program/script editbox. Always finish with `\AutoCpacUpload.exe` , which is Bookmark's special automatic CPAC data upload app.



8. The last window summarizes the scheduled task. Click *Finish*.



This completes setting up the automatic CPAC upload.