



Designating Your AutoTrigger Computer

PestaRoo performs several functions upon file launch. If your computer is designated as the AutoTrigger computer several other update functions such as Agreement Renewals, building PreScheds, printing Thank You letters, and Alerts may also be triggered.

AutoTrigger Computer

If you have only one computer running PestaRoo, your computer is by default, the AutoTrigger computer. There is nothing else to do. If you have more than one computer running or accessing PestaRoo, you need to designate which computer you want to be the AutoTrigger computer. Normally this will be the computer that is launched first in the morning. It can be any computer in your office.

From Home Page >> Set Preferences... click on the "Trigger Dates" tab. Here you can type in the name of the computer that you want to use. If this field is left empty, and you have multiple computers using PestaRoo, then the first computer to launch each day will be the **AutoTrigger** computer. Should you wish to designate a specific computer, then this name must be entered exactly. To find out the name of the computer (if Macintosh), go to the computer that you want to use, and then from within PestaRoo go to the menu FileMaker Pro >> Preferences... and click on the "General Tab" There you will see the computer name listed under "User Name". In Windows XP go to the menu Edit >> Preferences... and the General tab. There you can see your computer's "User name".

Printer Preparations

Each morning when the AutoTrigger computer launches PestaRoo, many processes will run. You should have plain paper in your main printer. Some days you'll have no print-outs,

while other days you'll get a lot. Note: these print-outs will not be triggered by other computers in the office. So, going in and out of PestaRoo multiple times has no effect.

Reviewing Your Trigger Dates

PestaRoo only AutoTriggers once per day. If you would like to see if it is triggering, go to Home Page >> Set Preferences... >> Click on the "Trigger Dates" tab. **Date of Last AutoTrigger** is in the top section. You can view this date from any computer on your network. Normally this date will read whatever today's date is.