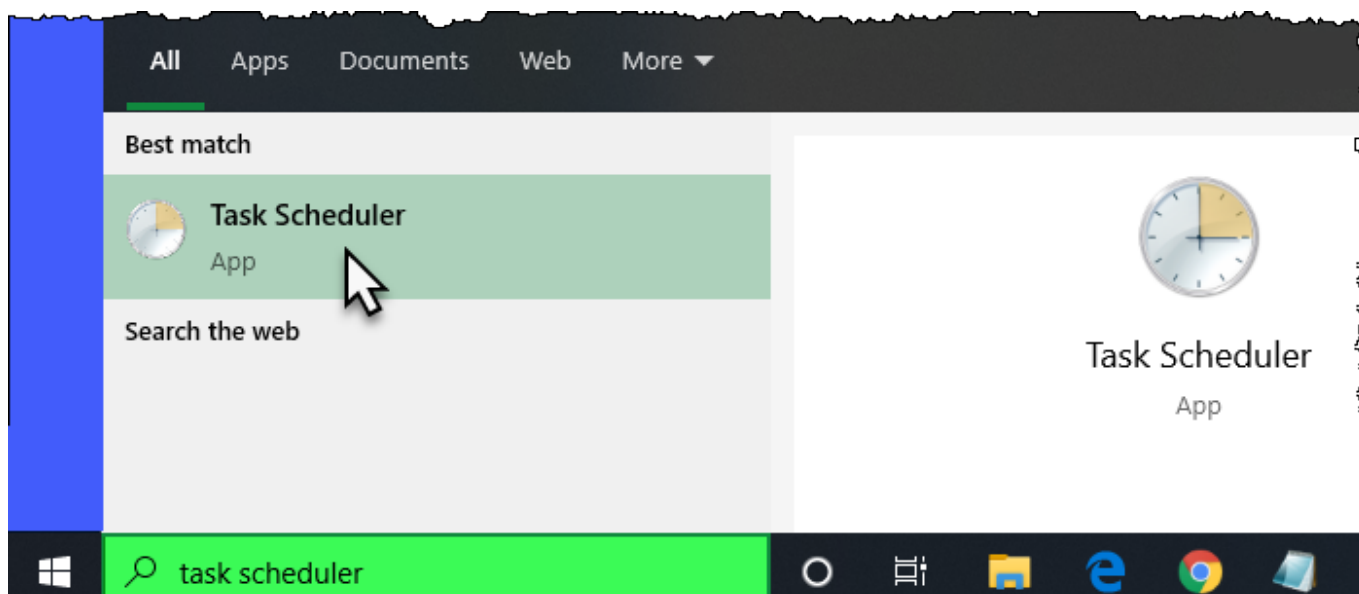


# Using Windows Scheduler To Execute A Batch File

On Windows, Task Scheduler is a tool that allows you to create and run virtually any task automatically.

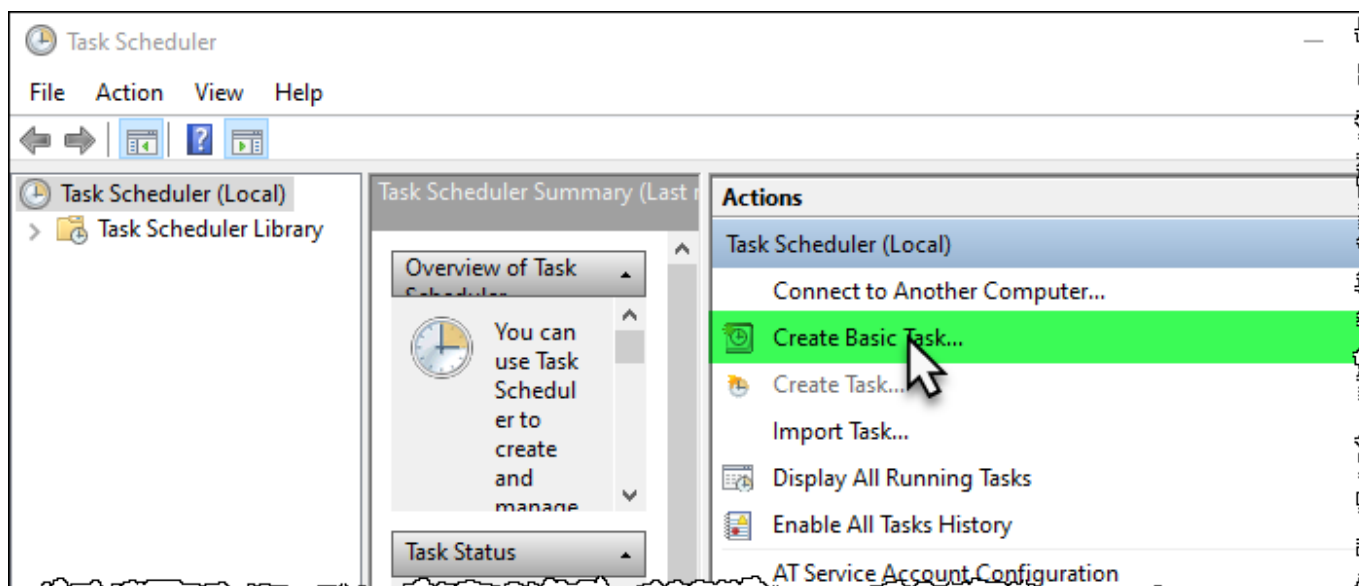
## Open Windows Scheduler

From the Windows Start bar, search for Task Scheduler and click on the Task Scheduler App to open.



## Create A New Task

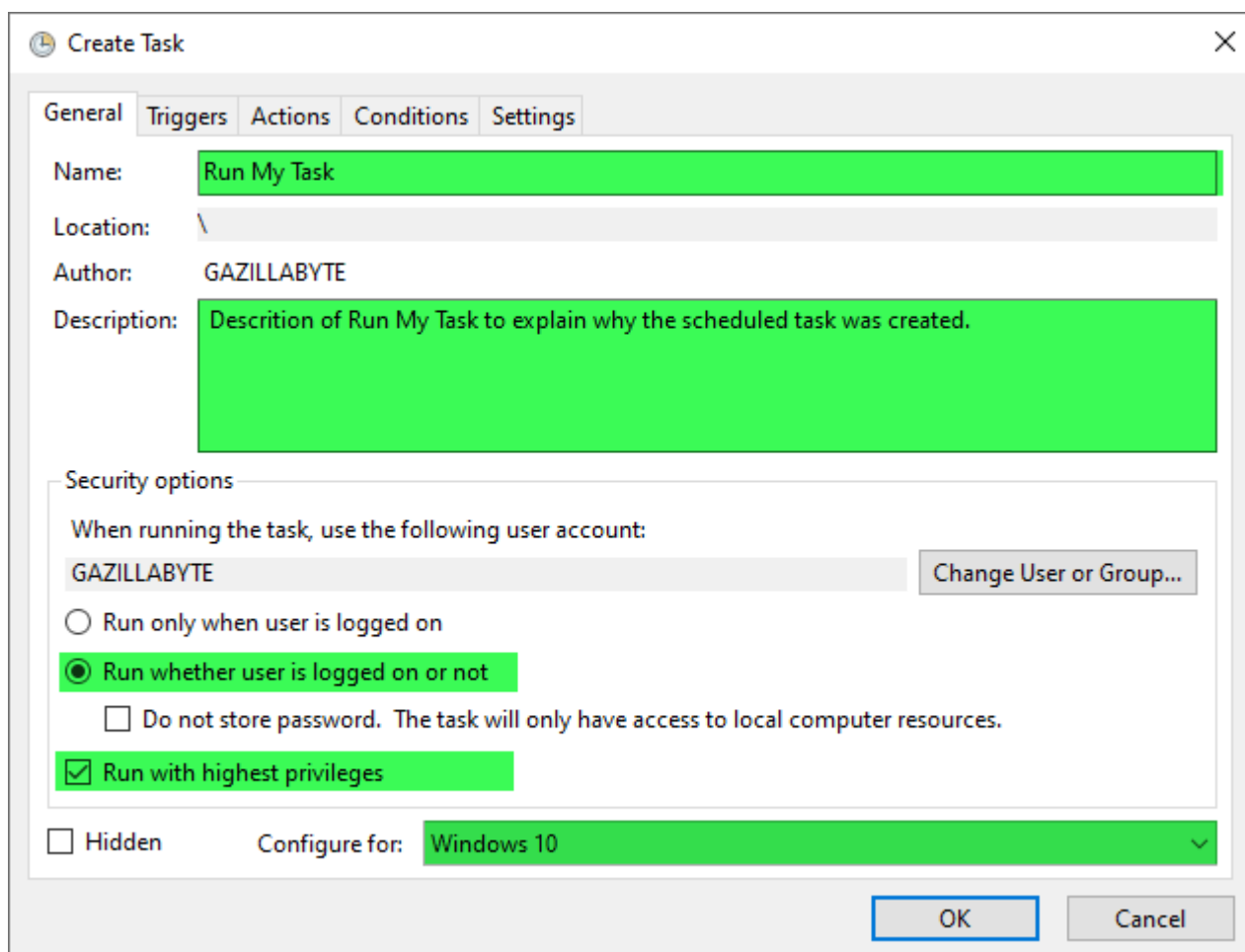
From the right panel on the Task Scheduler App, click Create Task to open the Create Task window.



## General Tab

On the General tab add:

- Name for task that clearly identifies it for you and other operators.
- Description of task to explain what it does.
- Check RRun whether user is logged on or not.
- Check Run with highest privileges.
- Ensure the Configure for drop box is set to the appropriate operating system.



The screenshot shows the 'Create Task' dialog box with the 'General' tab selected. The 'Name' field is 'Run My Task'. The 'Location' field is empty. The 'Author' field is 'GAZILLABYTE'. The 'Description' field contains the text 'Description of Run My Task to explain why the scheduled task was created.' The 'Security options' section shows 'When running the task, use the following user account:' with 'GAZILLABYTE' selected. Below this, the radio button 'Run whether user is logged on or not' is selected. The checkbox 'Do not store password. The task will only have access to local computer resources.' is unchecked. The checkbox 'Run with highest privileges' is checked. At the bottom, the 'Hidden' checkbox is unchecked, and the 'Configure for:' dropdown is set to 'Windows 10'. The 'OK' and 'Cancel' buttons are at the bottom right.

## Triggers

On the Triggers tab, click New to create a new trigger for the scheduled script.

On the New Trigger popup window:

- Set the Begin the task to On a schedule
- Under Settings, select the schedule you want the task to run on.
- Under Advanced settings, select the option to repeat the task and how often it is required. ie repeat every hour indefinitely for a task you want to run every hour of every day.
- Ensure Enabled is checked.
- Click OK to add the trigger to the scheduled task.

**New Trigger**

Begin the task: **On a schedule**

**Settings**

☐ One time

☒ **Daily**

☐ Weekly

☐ Monthly

Start: **4/ 9/2020** **5:00:00 AM** ☐ Synchronize across time zones

Recur every: **1** days

**Advanced settings**

☐ Delay task for up to (random delay): **1 hour**

☒ **Repeat task every: 1 hour for a duration of: 1 day**

☐ Stop all running tasks at end of repetition duration

☐ Stop task if it runs longer than: **3 days**

☐ Expire: **4/ 9/2021** **12:44:01 PM** ☐ Synchronize across time zones

☒ **Enabled**

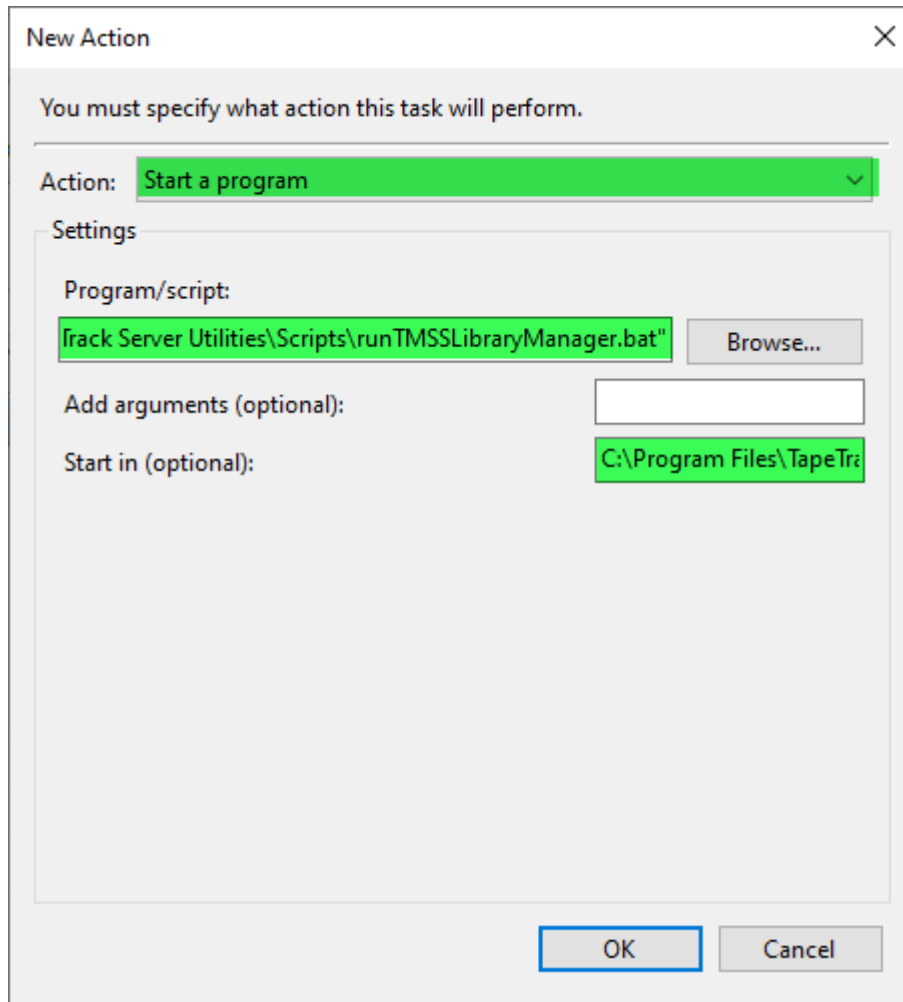
**OK** **Cancel**

## Actions Tab

On the Actions tab, click New to create a new action for the scheduled script.

On the New Action popup window:

- Ensure the Action drop down box is set to Start A Program.
- Click Browse and navigate to select the required batch file.
- If your batch file uses relative file paths, add the starting directory in the Start In field.
- Click OK to add the action to the scheduled task.



## Conditions Tab

The Conditions tab allows you to set execution restrictions, such as wait for the computer to be idle for a set time before running the script or only if the computer is on AC power.

As TapeTrack scripts are normally essential processes to keep your database up to date, these restrictions are normally not advisable.

The screenshot shows the 'Create Task' dialog box with the 'Conditions' tab selected. The dialog has a title bar with a close button (X) and a tab bar with 'General', 'Triggers', 'Actions', 'Conditions', and 'Settings'. The 'Conditions' tab contains the following text: 'Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true.' Below this text are three sections: 'Idle', 'Power', and 'Network'. The 'Idle' section has a checkbox 'Start the task only if the computer is idle for:' with a dropdown menu set to '10 minutes', and a sub-section 'Wait for idle for:' with a dropdown menu set to '1 hour'. There are also checkboxes for 'Stop if the computer ceases to be idle' (checked) and 'Restart if the idle state resumes' (unchecked). The 'Power' section has checkboxes for 'Start the task only if the computer is on AC power' (unchecked) and 'Stop if the computer switches to battery power' (checked). The 'Network' section has a checkbox 'Start only if the following network connection is available:' with a dropdown menu set to 'Any connection'. At the bottom right are 'OK' and 'Cancel' buttons.

Create Task

General Triggers Actions Conditions Settings

Specify the conditions that, along with the trigger, determine whether the task should run. The task will not run if any condition specified here is not true.

Idle

☐ Start the task only if the computer is idle for: 10 minutes

Wait for idle for: 1 hour

☒ Stop if the computer ceases to be idle

☐ Restart if the idle state resumes

Power

☐ Start the task only if the computer is on AC power

☒ Stop if the computer switches to battery power

☐ Wake the computer to run this task

Network

☐ Start only if the following network connection is available:

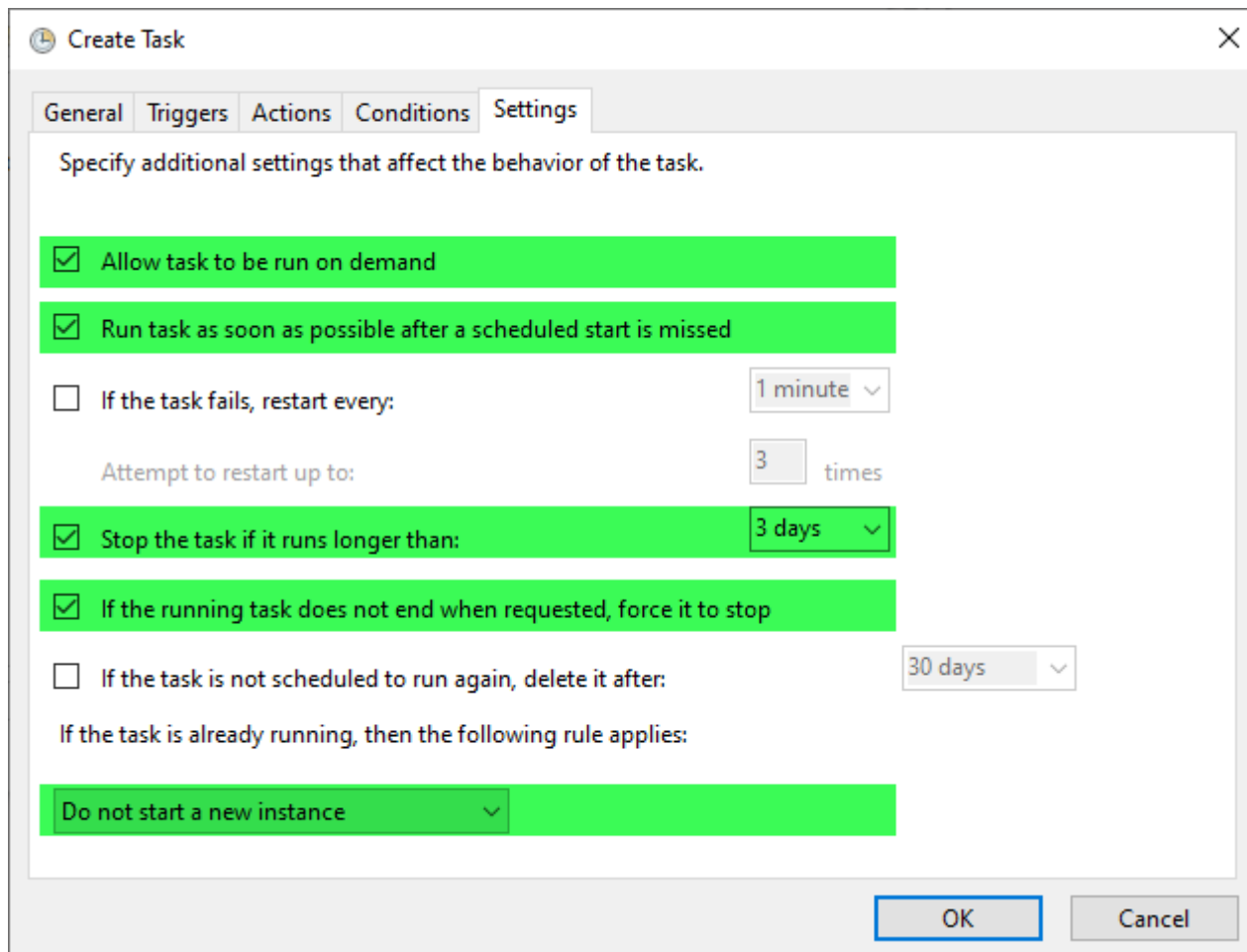
Any connection

OK Cancel

## Settings Tab

The settings tab has several options such as:

- Allow the task to be run on demand (check).
- Run task as soon as possible after a scheduled start is missed (check).
- If task fails, restart every (uncheck).
- Stop the task if it runs longer than 3 days (check).
- If the task does not end when requested, force it to stop (check).
- If the task is not scheduled to run again, delete it after (uncheck).
- If the task is already running, then the following rule applies (Do not start new instance)



The screenshot shows the 'Create Task' dialog box with the 'Settings' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with 'General', 'Triggers', 'Actions', 'Conditions', and 'Settings'. The 'Settings' tab contains the following options:

- ☒ Allow task to be run on demand
- ☒ Run task as soon as possible after a scheduled start is missed
- ☐ If the task fails, restart every: 1 minute ▾  
Attempt to restart up to: 3 times
- ☒ Stop the task if it runs longer than: 3 days ▾
- ☒ If the running task does not end when requested, force it to stop
- ☐ If the task is not scheduled to run again, delete it after: 30 days ▾
- If the task is already running, then the following rule applies:  
☒ Do not start a new instance ▾

At the bottom right are 'OK' and 'Cancel' buttons.

Click OK to create task, if prompted enter the password to complete the setup of the scheduling.

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