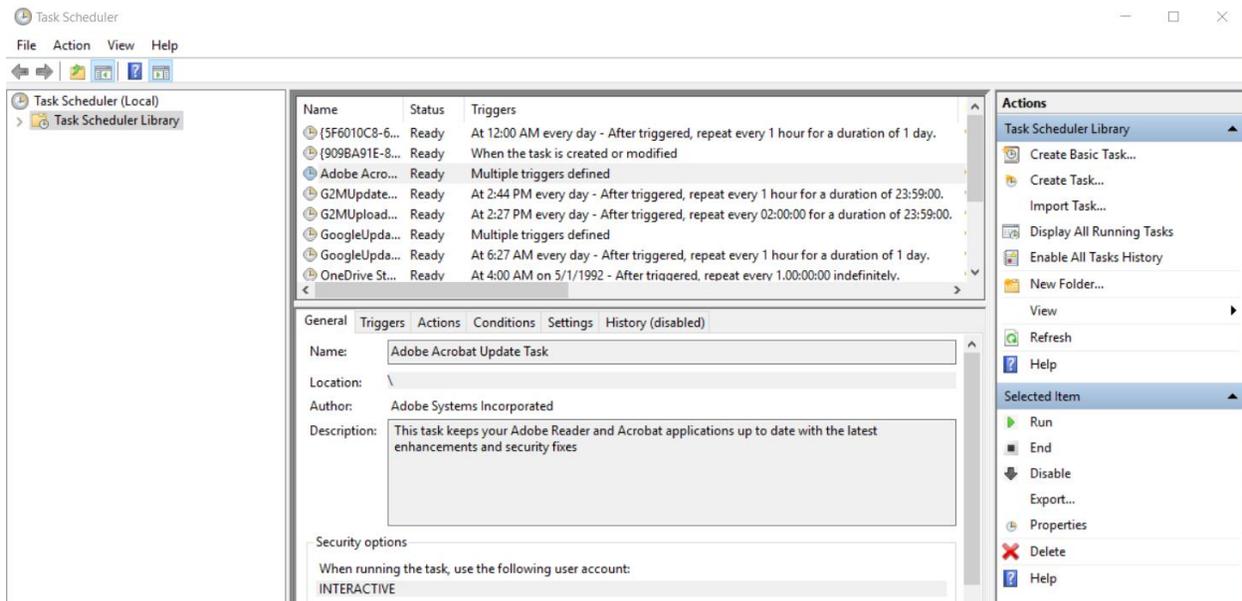
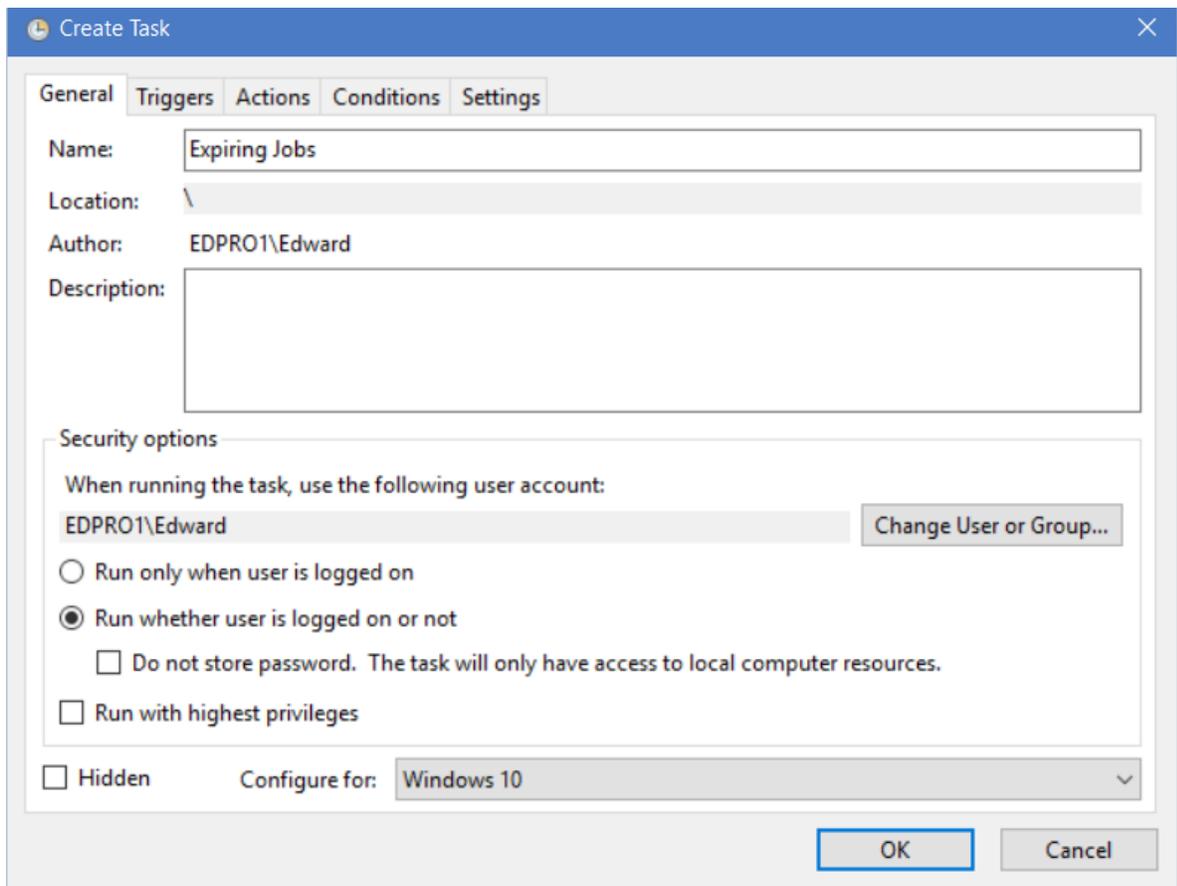


# Using Windows Task Scheduler to Automate Scheduled Tasks

## Run Task Scheduler



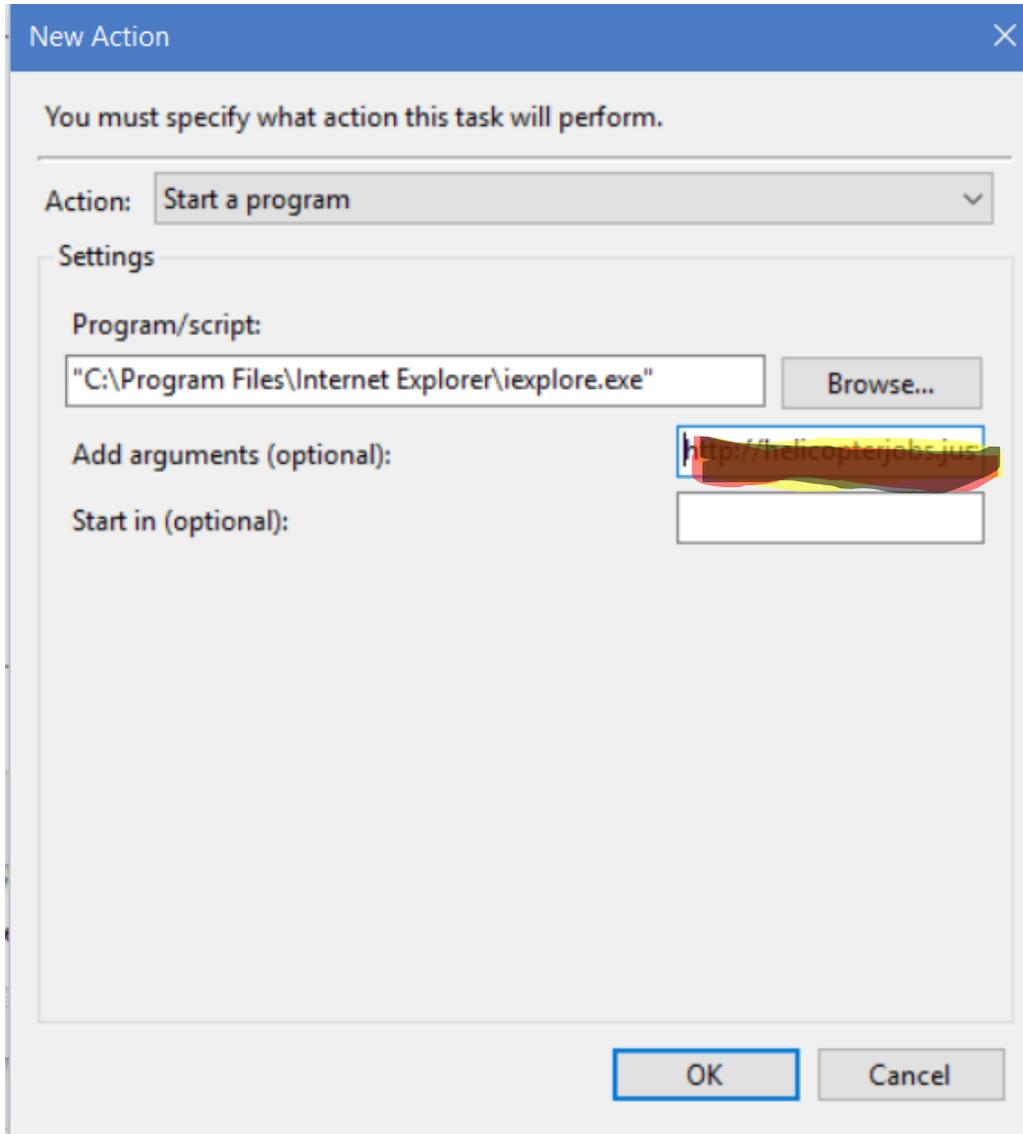
## Create Task



## Using Windows Task Scheduler to Automate Scheduled Tasks

Enter a name to describe the task such as “Expiring Jobs”. Select “Run whether use is logged in or not”. Click on the Actions Tab. Click on the NEW button.

### Create a New Action – Tells the Scheduler What to Do



For Program/Script enter the disk location for the Microsoft Edge Browser:

"C:\Program Files\Internet Explorer\iexplore.exe"

Or the disk location of a different browser – such as Chrome

"C:\Program Files (x86)\Google\Chrome\Application\chrome.exe"

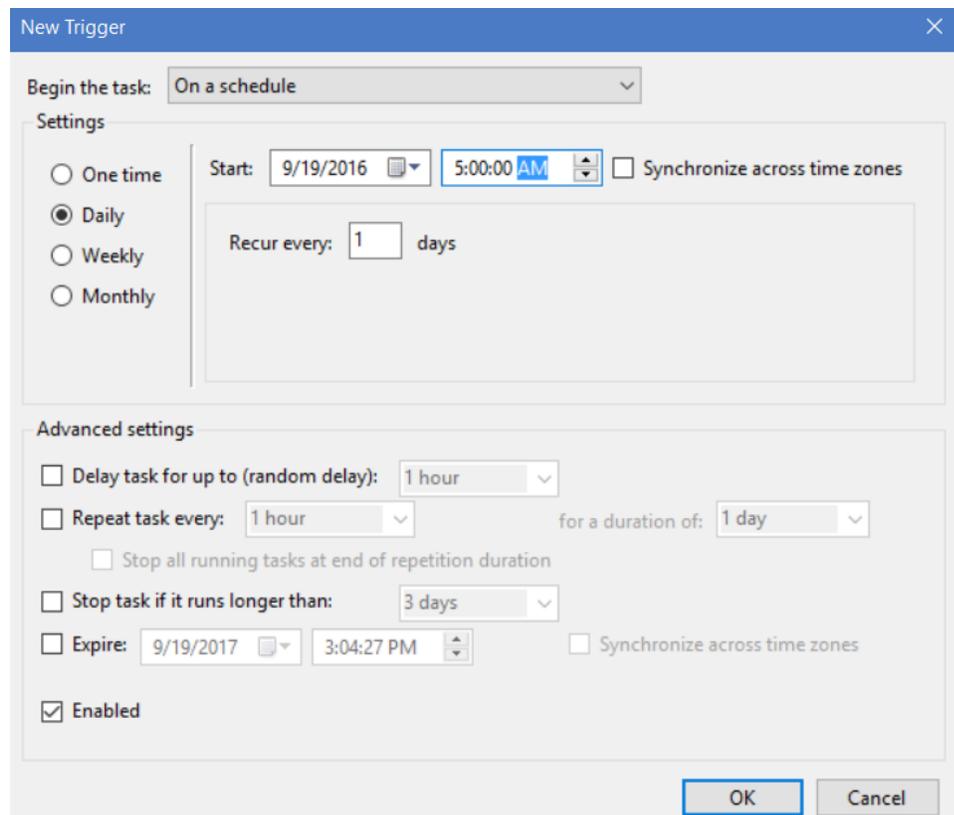
Add the URL to execute in the box labelled “Add Arguments”. Example:  
http://yoursite.com/backoffice/EM/EMadminST\_ListingExpire.aspx

Click OK

## Using Windows Task Scheduler to Automate Scheduled Tasks

### Create a Trigger – Tells the Scheduler When to Do It

Click on the Triggers Tab and click the New Button – enter settings as illustrated to run a task every day at 5:00AM:



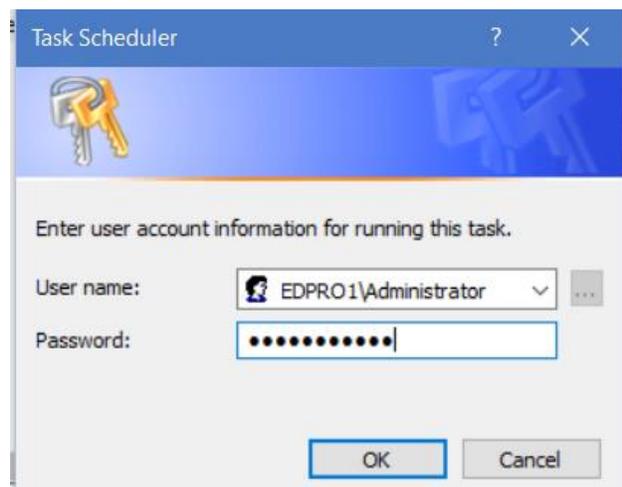
The 'New Trigger' dialog box is shown with the following settings:

- Begin the task: On a schedule
- Settings:
  - One time:
  - Daily:
  - Weekly:
  - Monthly:
- Start: 9/19/2016, 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: 9/19/2017, 3:04:27 PM
  - Synchronize across time zones:
  - Enabled:

Buttons: OK, Cancel

Click OK

**Enter Computer Username/Password** – this is the login account on your computer that is used to run the task.



The 'Task Scheduler' dialog box is shown with the following information:

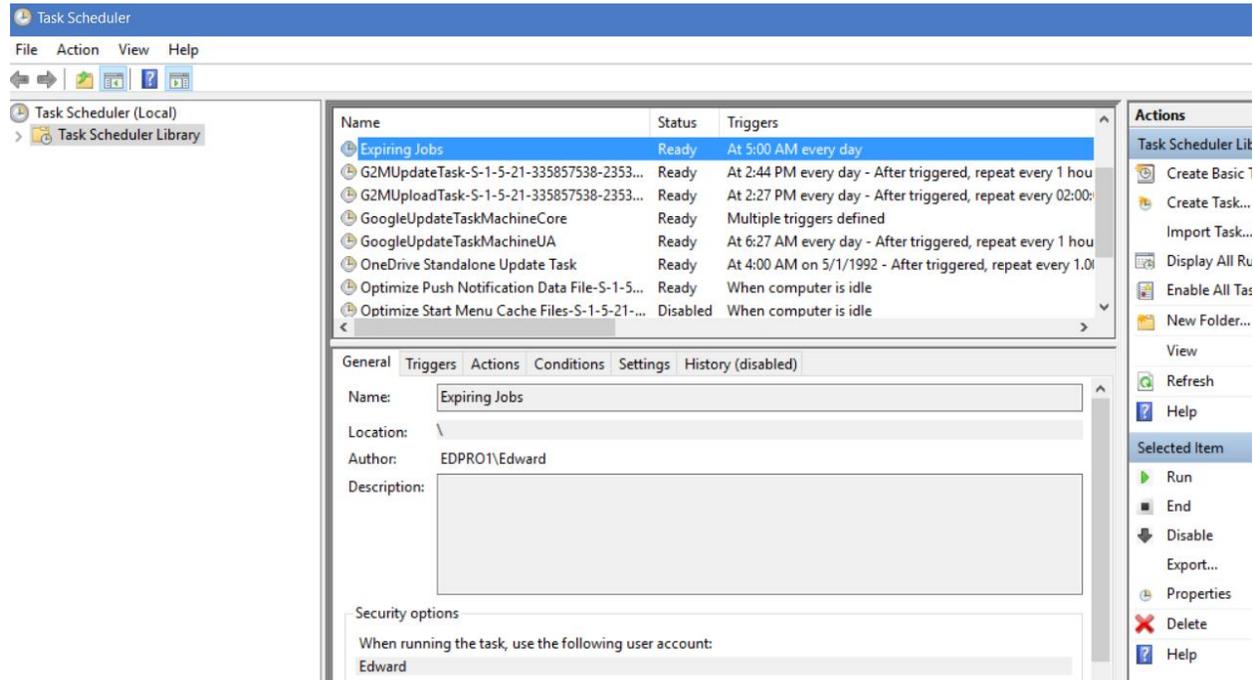
- Enter user account information for running this task.
- User name: EDPRO1\Administrator
- Password: [Redacted]
- Buttons: OK, Cancel

Then click OK.

# Using Windows Task Scheduler to Automate Scheduled Tasks

## Summary

After you have setup the task you will see its name in the list of scheduled tasks on the computer. You can edit the task to adjust any of the settings you have entered or delete the task if you no longer need to run it.



You can repeat this process to setup any number of scheduled tasks that will automatically run on the computer at the designated time.

One Final Note:

The illustrations above are created using a Windows 10 computer. You may see slight screen differences on older versions of Windows but the process and terminology is basically the same.

For additional information about using Task Scheduler, search online for "Windows Task Scheduler".