Windows Task Scheduler example

This example shows how to schedule a SQL Clone task using PowerShell and Windows Task Scheduler. The example creates a new task that'll run daily and remove any images older than a week that have no clones.

Before you follow this example, make sure:

- The SQL Clone PowerShell cmdlets have been installed (these can be downloaded from the settings page in SQL Clone)
- The PowerShell script you'd like to schedule has been saved to a file. In this example we'll be using the script from Purge old images which don't have clones, which has been saved as *D:\SQL Clone scripts\RemoveOldImages.ps1*
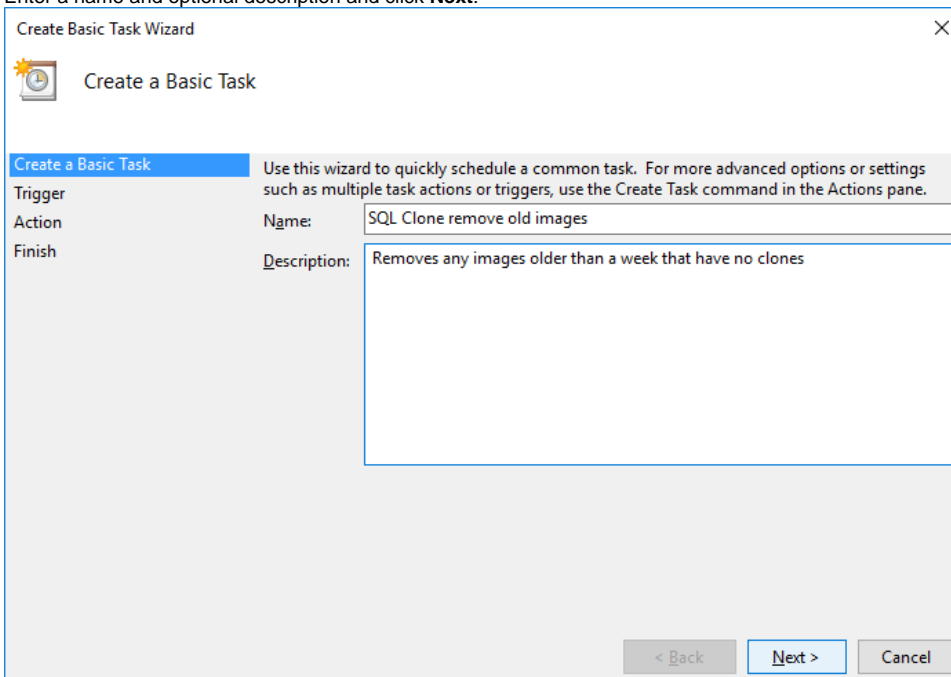
To schedule a task:

1. Start Windows Task Scheduler by opening the Start menu and typing **Task Scheduler**.

   > ⓘ Task Scheduler can also be opened using the Control Panel under System and Security > Administrative Tools > Task Scheduler

2. Right click on the **Task Scheduler Library** and select **Create Basic Task…**:
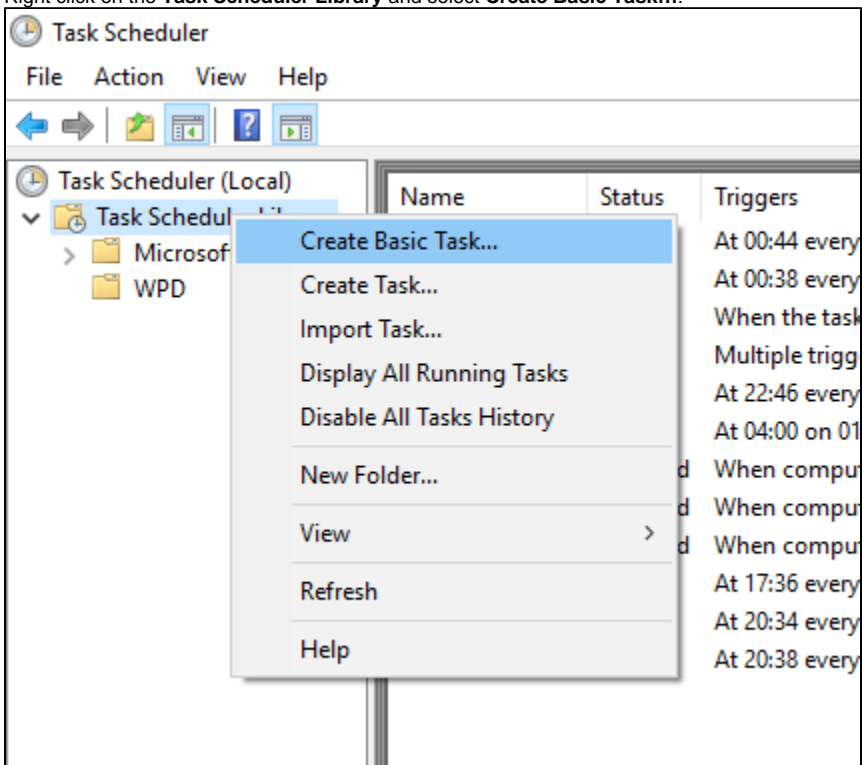
3. Enter a name and optional description and click **Next**:

Create Basic Task Wizard   ✕

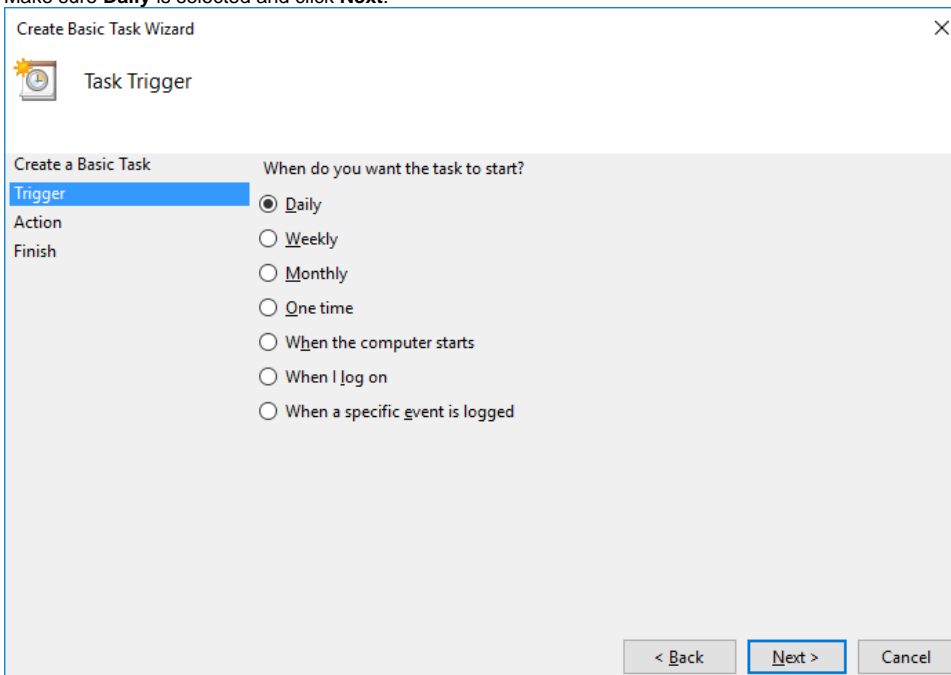Create a Basic Task

Create a Basic Task	Use this wizard to quickly schedule a common task. For more advanced options or settings such as multiple task actions or triggers, use the Create Task command in the Actions pane.
Trigger	
Action	N_ame:	SQL Clone remove old images
Finish	Description:	Removes any images older than a week that have no clones

< _Back   _Next >   Cancel

4. Make sure **Daily** is selected and click **Next**:

Create Basic Task Wizard   ✕

Task Trigger

Create a Basic Task
Trigger
Action
Finish

When do you want the task to start?

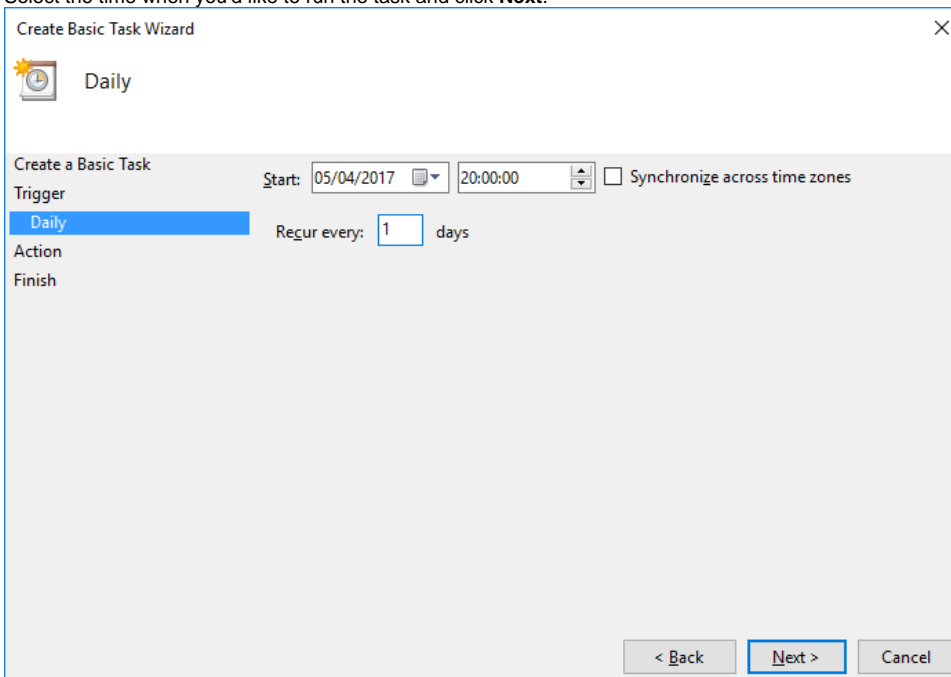◉ Daily
○ Weekly
○ Monthly
○ One time
○ When the computer starts
○ When I log on
○ When a specific event is logged

< _Back   _Next >   Cancel

5. Select the time when you'd like to run the task and click **Next**:
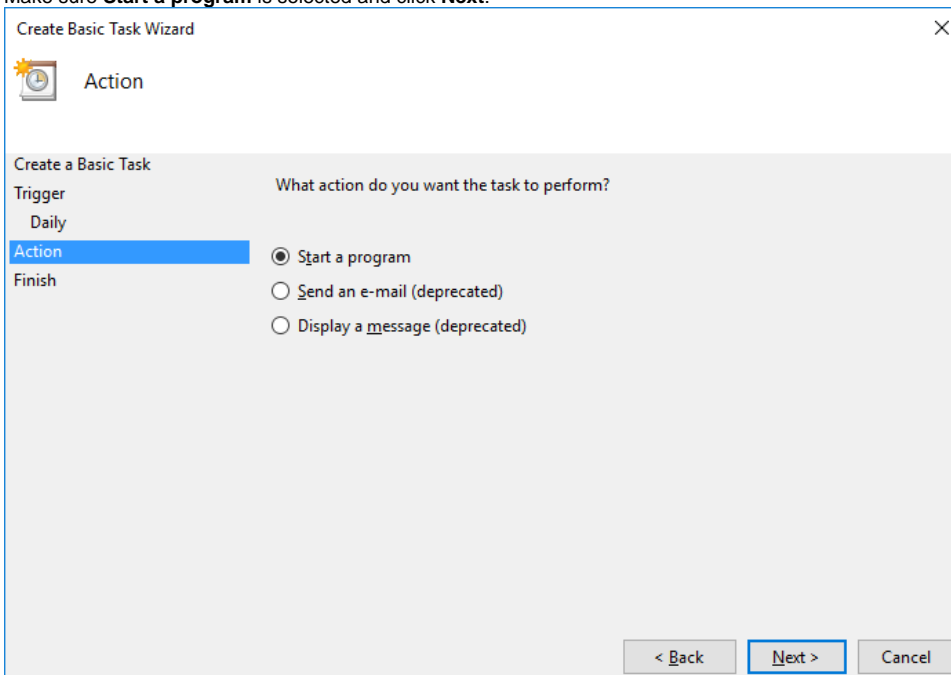
6. Make sure **Start a program** is selected and click **Next**:

7. Enter PowerShell as the **Program/script** and enter **-File** followed by the path to the saved PowerShell script under **Add arguments** and click **Next**:

⚠ If the path to the PowerShell file contains any spaces, make sure the path is enclosed in quotation marks.

8. Select the **Open the Properties dialog for this task when I click Finish** check box and click **Finish**:

9. In the Properties window under **Security options**:

   - verify that the user listed has permission to use SQL Clone
   - select the option to **Run whether user is logged on or not**

10. Press **OK** and enter the password for the user when prompted.