

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:

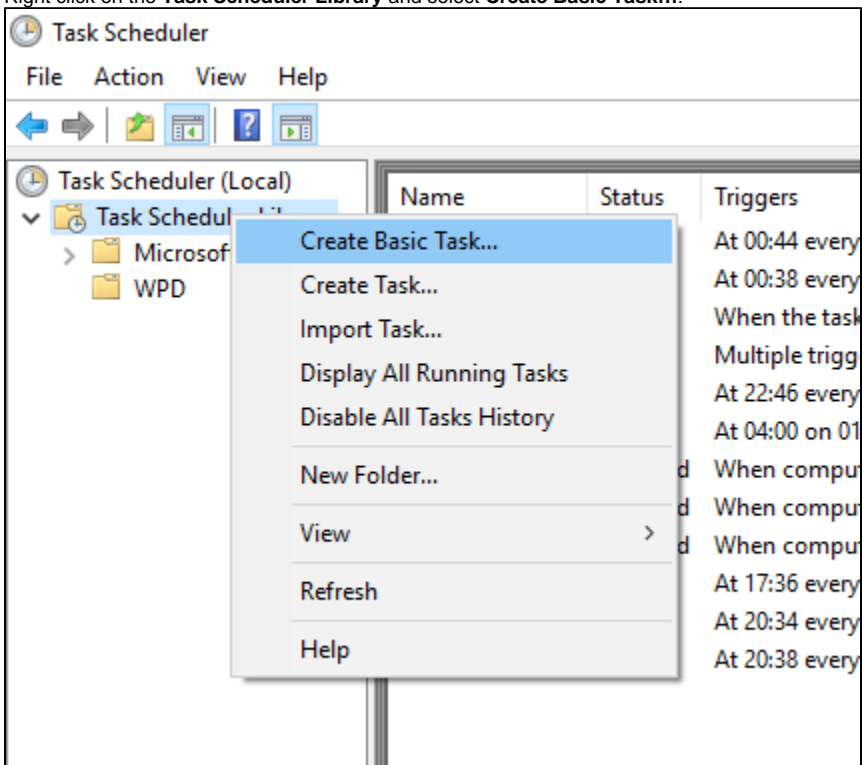
- The SQL Clone PowerShell cmdlets have been installed (these can be downloaded from the settings page in SQL Clone)
- The PowerShell script you'd like to schedule has been saved to a file. In this example we'll be using the script from [Purge old images which don't have clones](#), which has been saved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

To schedule a task:

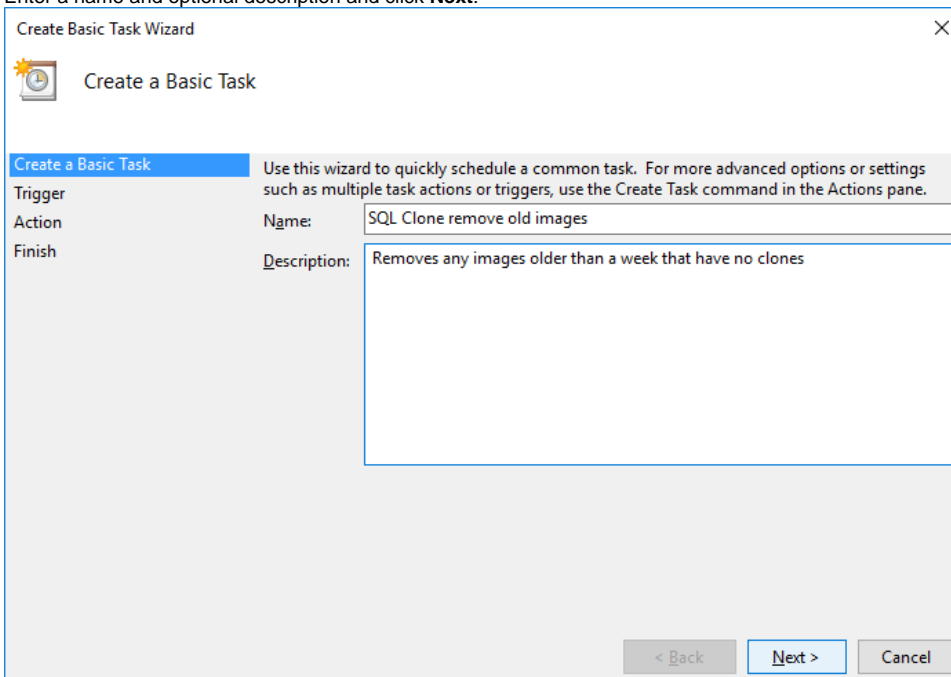
1. Start Windows Task Scheduler by opening the Start menu and typing **Task Scheduler**.

 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**:



The screenshot shows the 'Create Basic Task Wizard' window. The title bar says 'Create Basic Task Wizard'. The main window has a close button (X) in the top right. Below the title bar is a section with a clock icon and the text 'Create a Basic Task'. A sidebar on the left lists the steps: 'Create a Basic Task' (highlighted), 'Trigger', 'Action', and 'Finish'. The main area contains the text: '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.' Below this text are two input fields: 'Name:' with the value 'SQL Clone remove old images' and 'Description:' with the value 'Removes any images older than a week that have no clones'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Create Basic Task Wizard

Create a Basic Task

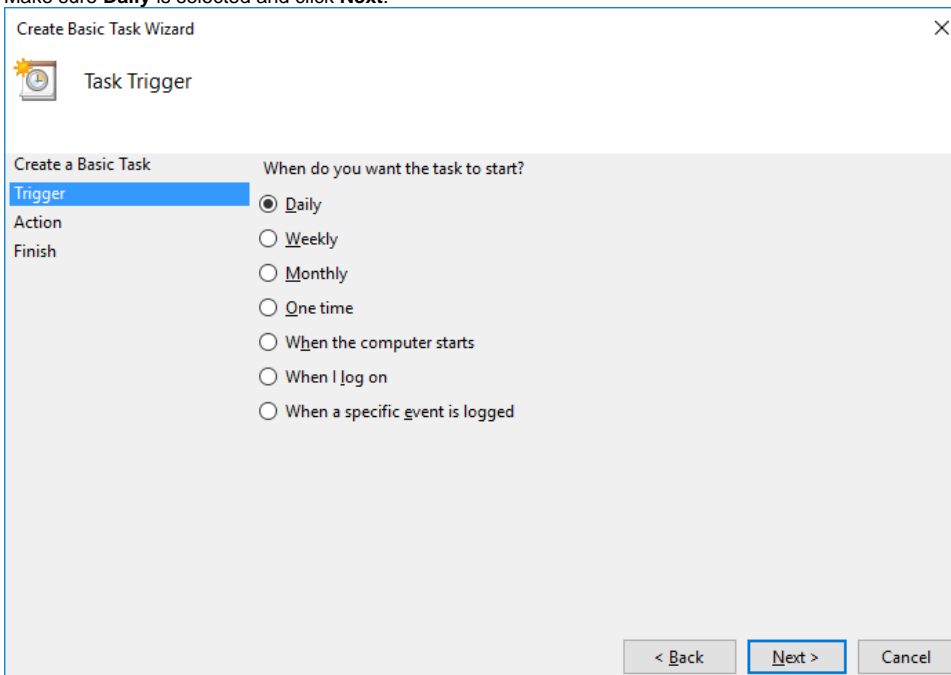
Use this wizard to quickly schedule a common task. For more advanced options or settings such as multiple task actions or triggers, use the Create Task command in the Actions pane.

Name: SQL Clone remove old images

Description: Removes any images older than a week that have no clones

< Back Next > Cancel

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



The screenshot shows the 'Create Basic Task Wizard' window, Step 2: Task Trigger. The title bar says 'Create Basic Task Wizard'. The main window has a close button (X) in the top right. Below the title bar is a section with a clock icon and the text 'Task Trigger'. A sidebar on the left lists the steps: 'Create a Basic Task', 'Trigger' (highlighted), 'Action', and 'Finish'. The main area contains the text: 'When do you want the task to start?'. Below this text are seven radio button options: 'Daily' (selected), 'Weekly', 'Monthly', 'One time', 'When the computer starts', 'When I log on', and 'When a specific event is logged'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Create Basic Task Wizard

Task Trigger

When do you want the task to start?

☒ Daily

☐ Weekly

☐ Monthly

☐ One time

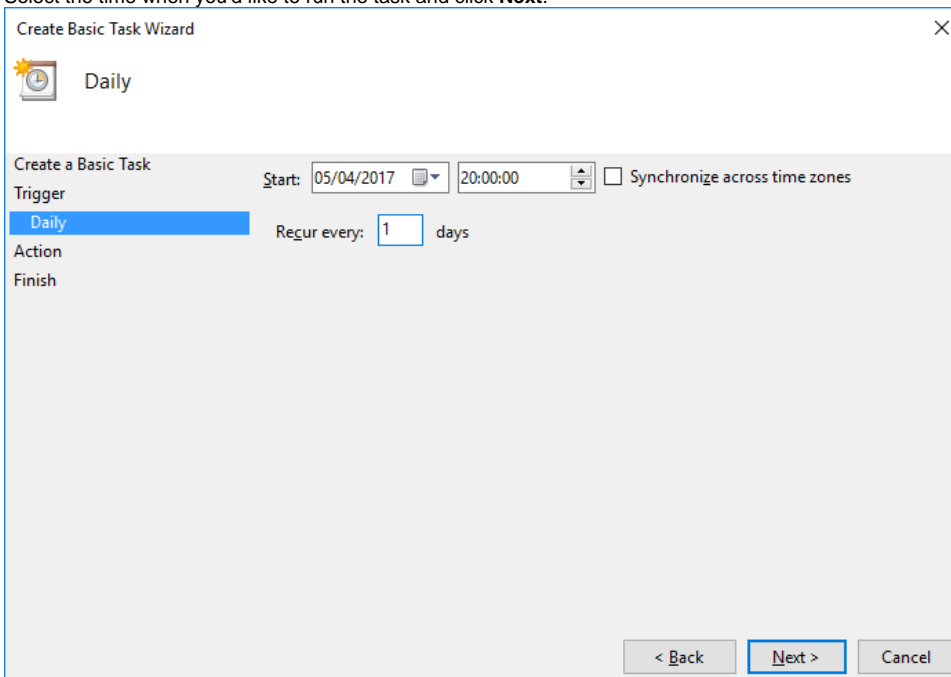
☐ When the computer starts

☐ 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**:



Create Basic Task Wizard

 Daily

Create a Basic Task

Trigger

Start: 05/04/2017 20:00:00 ☐ Synchronize across time zones

Daily

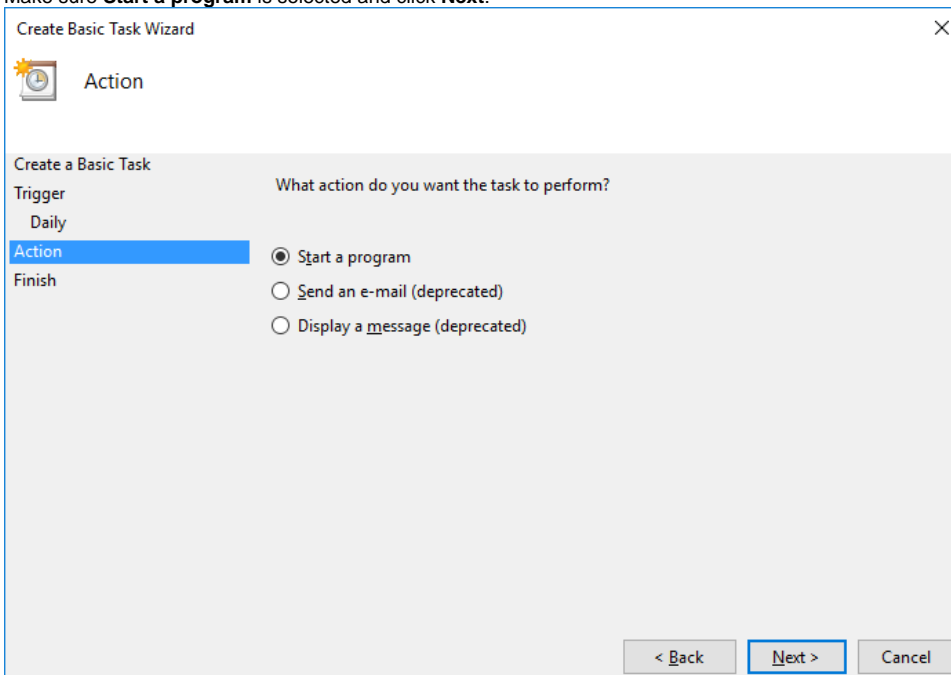
Recur every: 1 days

Action


Finish

< Back Next > Cancel

6. Make sure **Start a program** is selected and click **Next**:



Create Basic Task Wizard

 Action

Create a Basic Task

Trigger

Daily

Action

Finish

What action do you want the task to perform?

☒ Start a program

☐ Send an e-mail (deprecated)

☐ Display a message (deprecated)


< Back Next > Cancel

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.

Create Basic Task Wizard

 Start a Program


Create a Basic Task

Trigger	Program/script:	
Daily	PowerShell	<input data-bbox="1031 336 1128 367" type="button" value="Browse..."/>
Action	Add arguments (optional):	-File "D:\SQL Clone scrip
Start a Program	Start in (optional):	
Finish		

< Back Next > Cancel

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

Create Basic Task Wizard

 Summary

Create a Basic Task

Trigger	Name:	SQL Clone remove old images
Daily	Description:	Removes any images older than a week that have no clones
Action		
Start a Program		
Finish		

Trigger: Daily; At 20:00 every day

Action: Start a program; PowerShell -File "D:\SQL Clone scripts\RemoveOldImages.p

☒ Open the Properties dialog for this task when I click Finish
When you click Finish, the new task will be created and added to your Windows schedule.

< Back Finish Cancel

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**

SQL Clone remove old images Properties (Local Computer)

General Triggers Actions Conditions Settings History

Name: SQL Clone remove old images

Location: \

Author: RED-GATE\aaaron.law

Description: Removes any images older than a week that have no clones

Security options

When running the task, use the following user account:

aaaron.law Change User or Group...

☐ Run only when user is logged on

☒ Run whether user is logged on or not

☐ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☐ Hidden

Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel

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