

# 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:

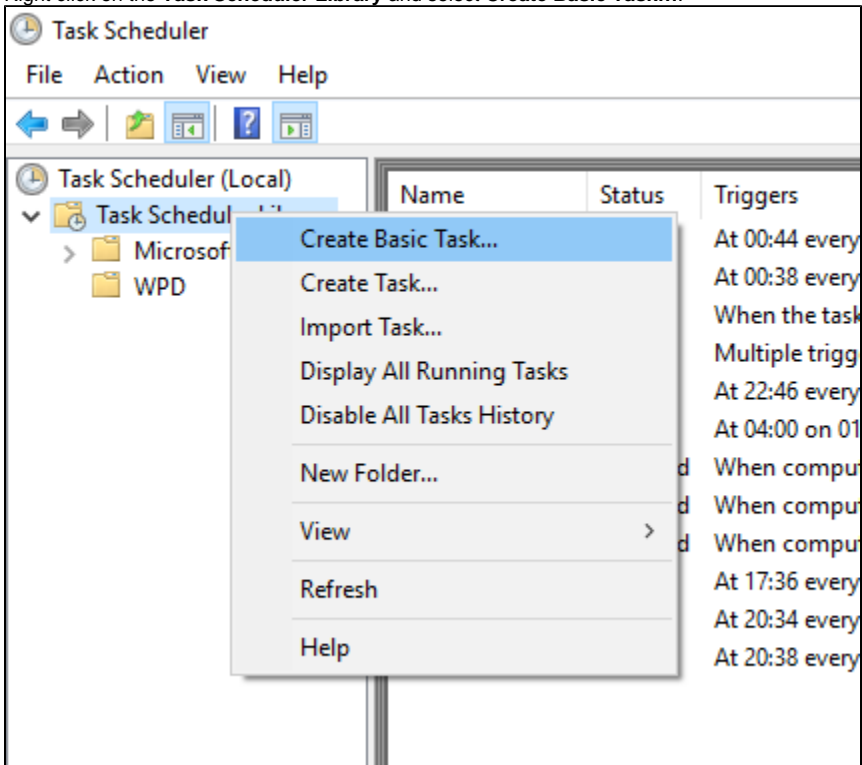
- The SQL Clone PowerShell cmdlets have been installed (these can be downloaded from the settings page in SQL Clone)
- The PowerShell script you'd like to schedule has been saved to a file. In this example we'll be using the script from [Purge old images which don't have clones](#), which has been saved 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' dialog box. The title bar reads 'Create Basic Task Wizard' with a close button (X) on the right. Below the title bar is a clock icon and the text 'Create a Basic Task'. The main area is divided into a left sidebar and a right content area. The sidebar has four items: 'Create a Basic Task' (highlighted in blue), 'Trigger', 'Action', and 'Finish'. The right content 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, there are three buttons: '< Back' (disabled), 'Next >' (active), and 'Cancel' (disabled).

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

The screenshot shows the 'Create Basic Task Wizard' dialog box. The title bar reads 'Create Basic Task Wizard' with a close button (X) on the right. Below the title bar is a clock icon and the text 'Task Trigger'. The main area is divided into a left sidebar and a right content area. The sidebar has four items: 'Create a Basic Task', 'Trigger' (highlighted in blue), 'Action', and 'Finish'. The right content 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, there are three buttons: '< Back' (disabled), 'Next >' (active), and 'Cancel' (disabled).


5. Select the time when you'd like to run the task and click **Next**:

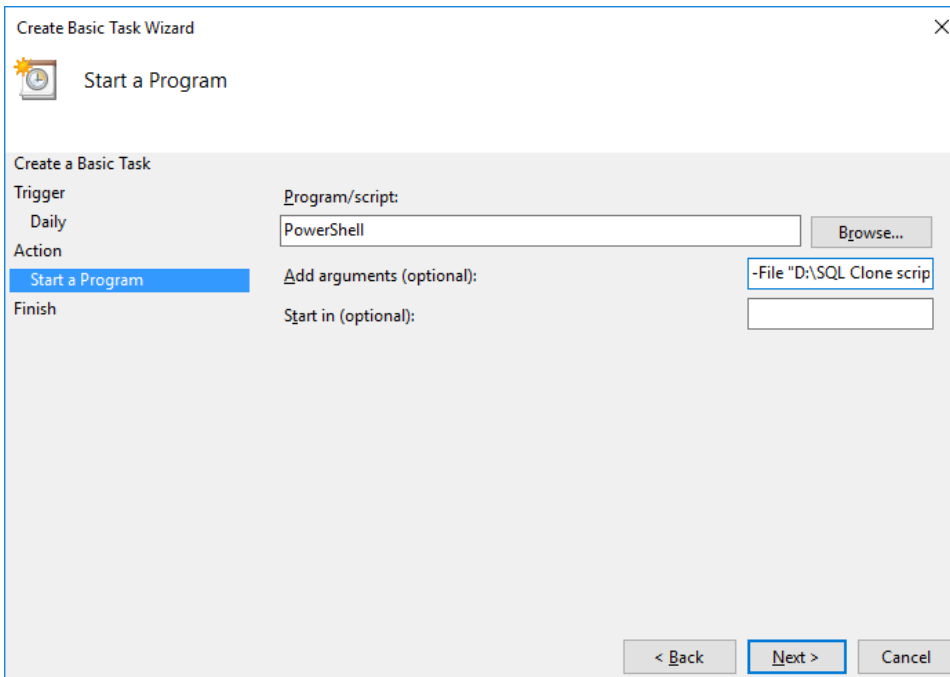
The screenshot shows the 'Create Basic Task Wizard' dialog box at the 'Daily' step. The title bar reads 'Create Basic Task Wizard' with a close button. Below the title bar is a clock icon and the word 'Daily'. The main area is titled 'Create a Basic Task' and contains a 'Trigger' section with a list of options: 'Daily' (selected), 'Action', and 'Finish'. To the right of the 'Daily' option, there are fields for 'Start: 05/04/2017' (with a calendar icon), '20:00:00' (with a time picker icon), and a checkbox for 'Synchronize across time zones'. Below these fields is a 'Recur every: 1 days' field. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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

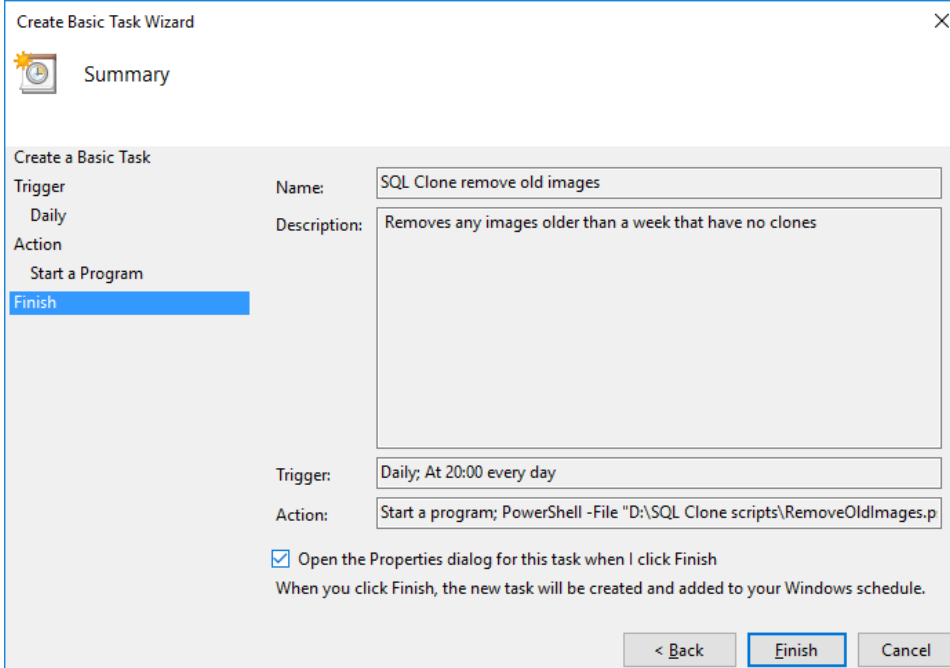
The screenshot shows the 'Create Basic Task Wizard' dialog box at the 'Action' step. The title bar reads 'Create Basic Task Wizard' with a close button. Below the title bar is a clock icon and the word 'Action'. The main area is titled 'Create a Basic Task' and contains a 'Trigger' section with a list of options: 'Daily', 'Action' (selected), and 'Finish'. To the right of the 'Action' option, there is a question 'What action do you want the task to perform?' followed by three radio button options: 'Start a program' (selected), 'Send an e-mail (deprecated)', and 'Display a message (deprecated)'. At the bottom right, there are three buttons: '< Back', 'Next >', and '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.

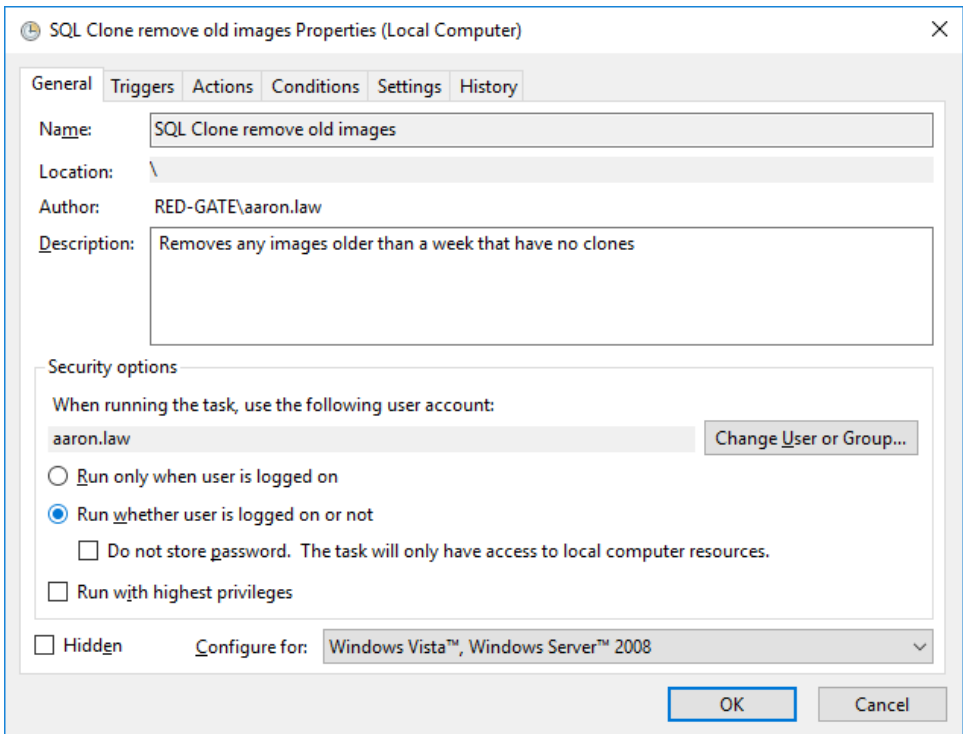


8. Select the **Open the Properties dialog for this task when I click Finish** check box and click **Finish**:



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.