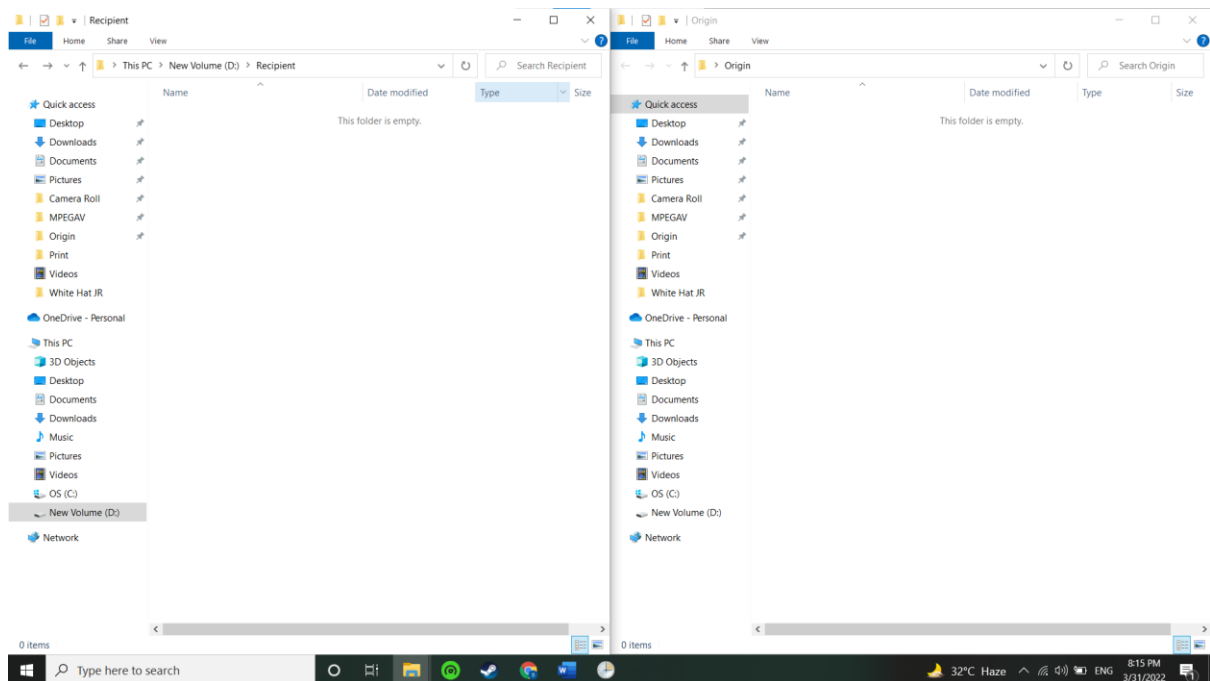


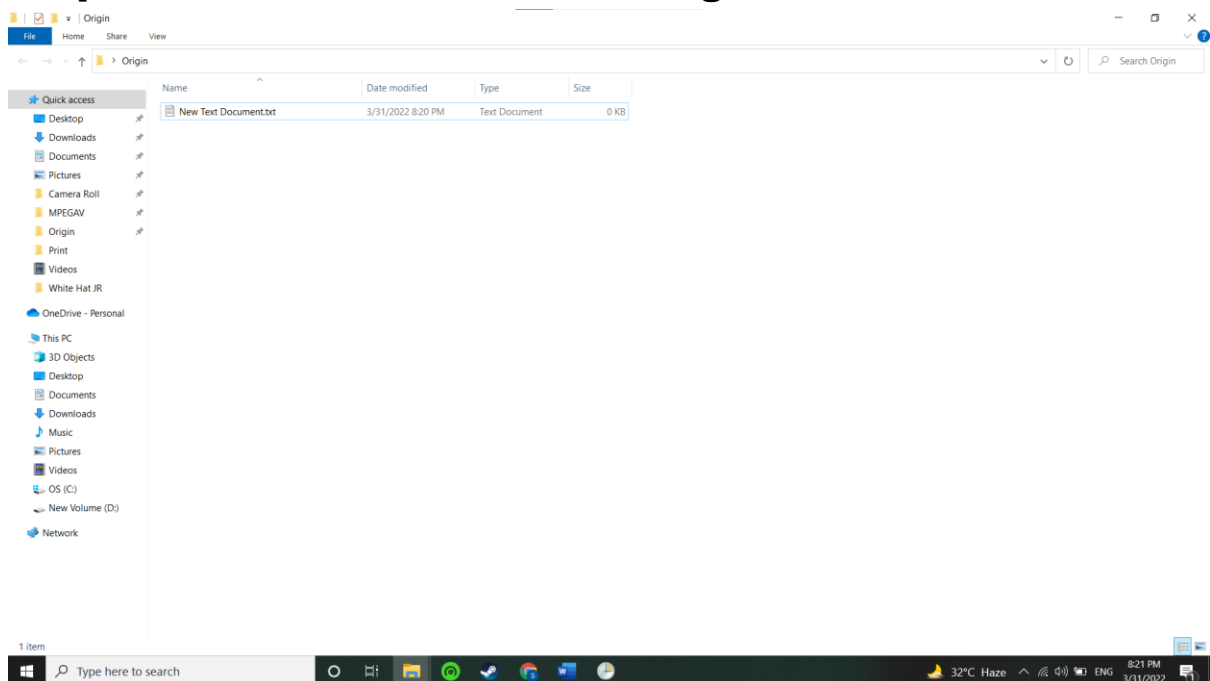
Hello

In this tutorial we will learn about copying files from one folder to another using task scheduler.

Step 1-Create 1 folder in C: drive and another folder in D: drive.



Step 2-Create a text file in the Origin folder.



Step 3-Create .BAT file(Windows Batch file) and copy the code given down below.

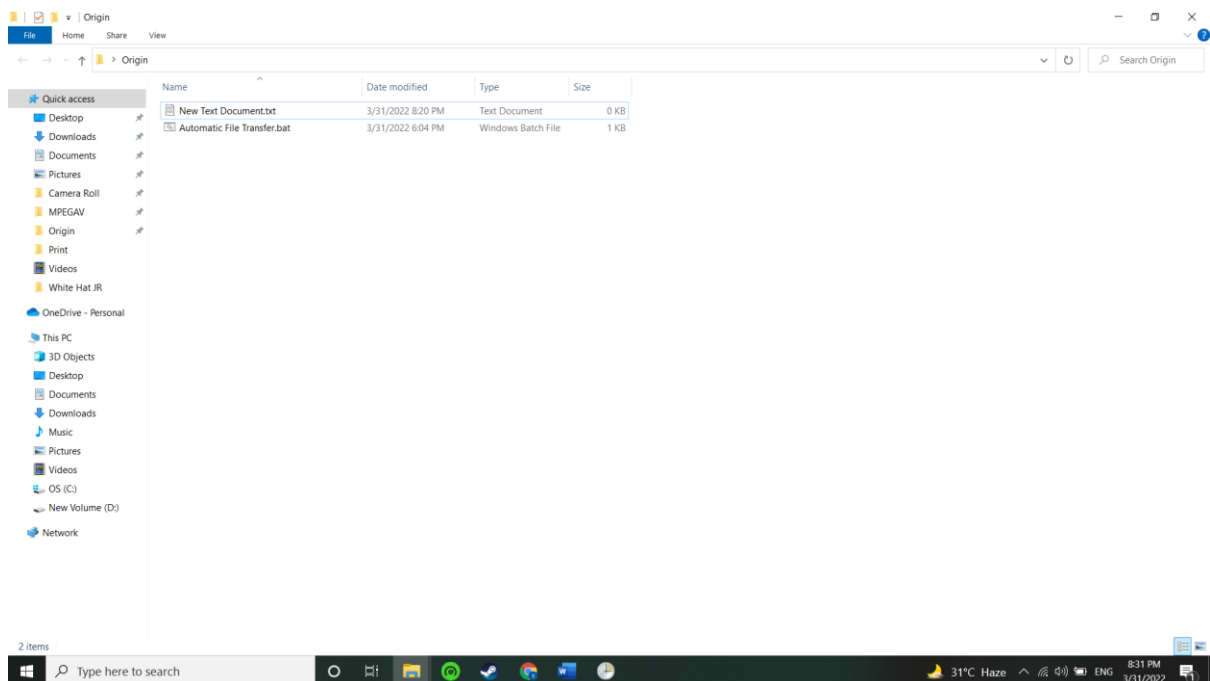
Note - Code can be changed according to needs

@ECHO OFF

ECHO Copy completed!

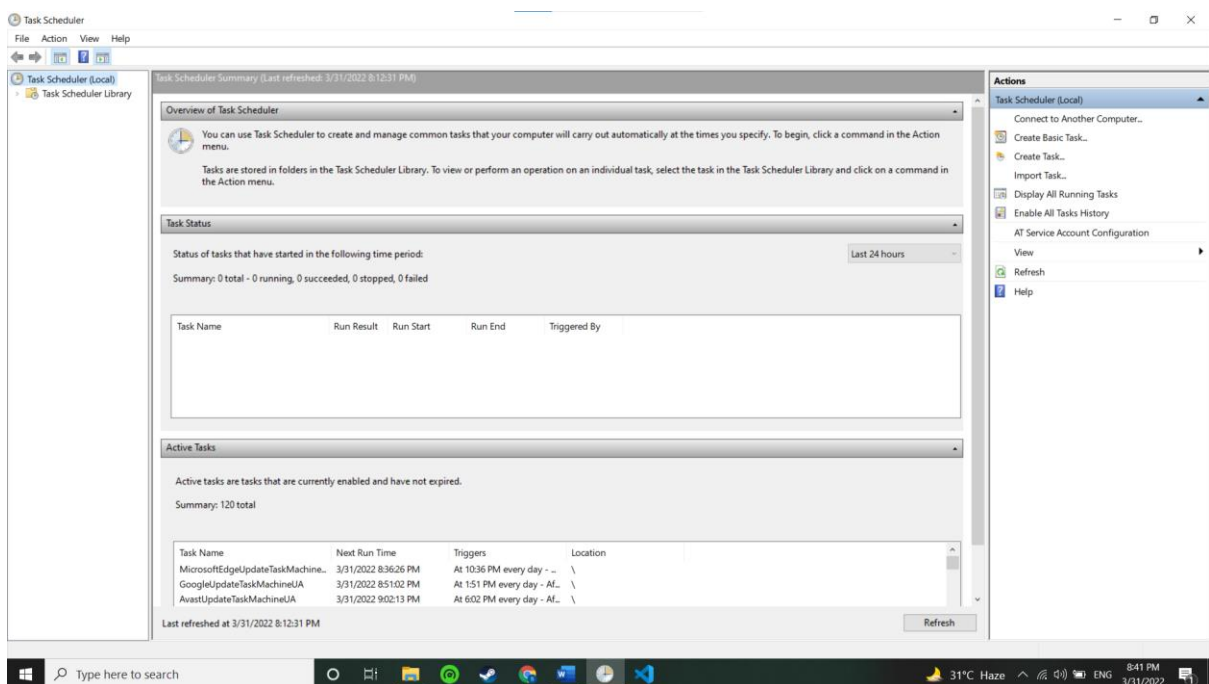
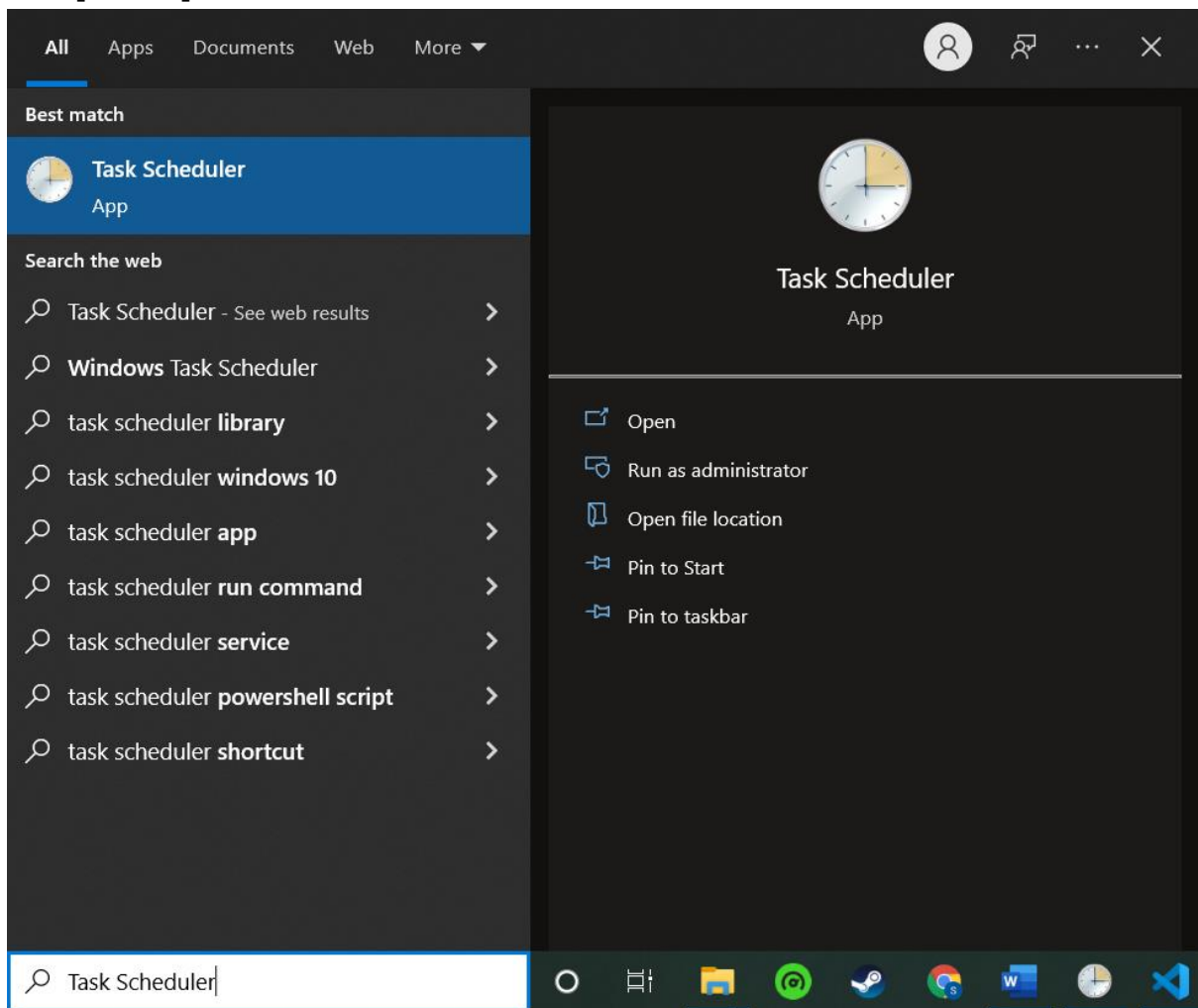
robocopy C:\Users\User Name\Desktop\Origin D:\Recipient /s

PAUSE

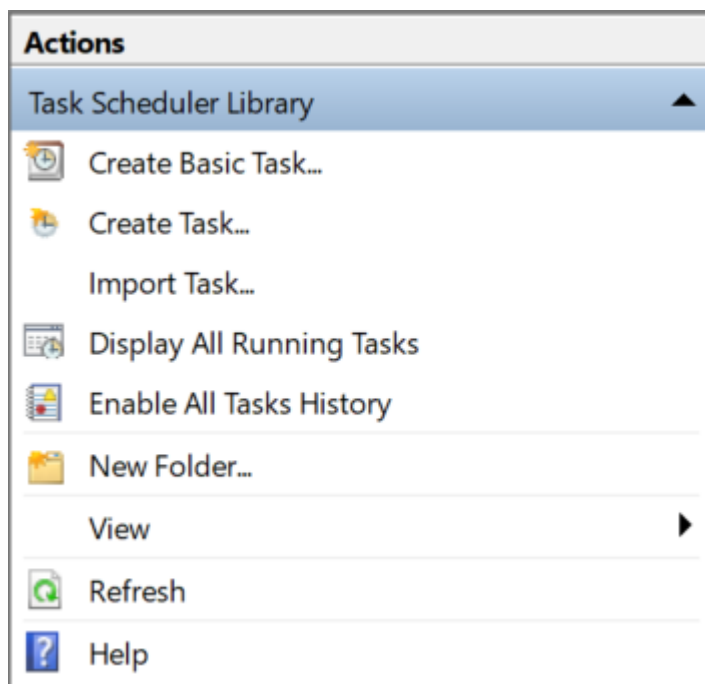
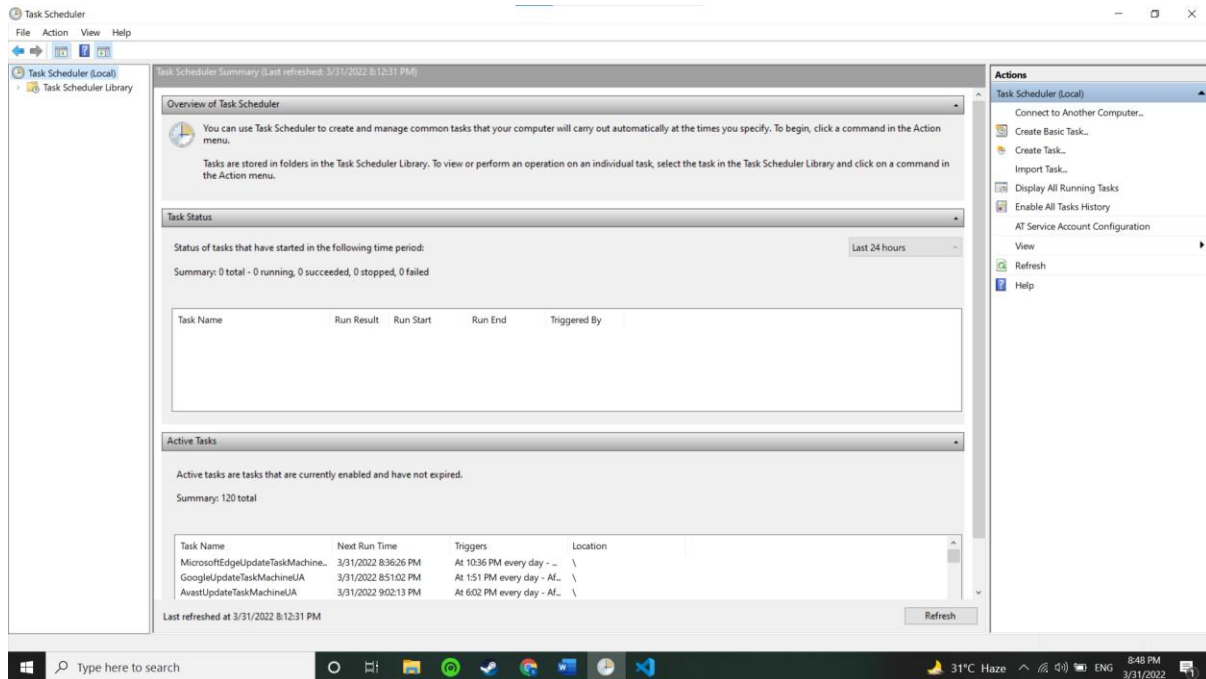


```
1 @ECHO OFF
2 ECHO Copy completed!
3 robocopy C:\Users\User Name\Desktop\Origin D:\Recipient /s
4 PAUSE
```

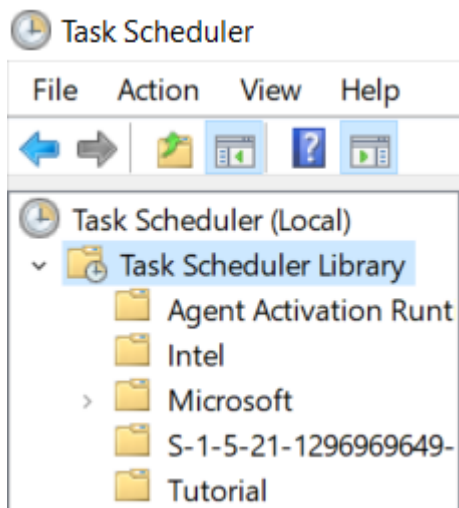
Step 4-Open task scheduler.



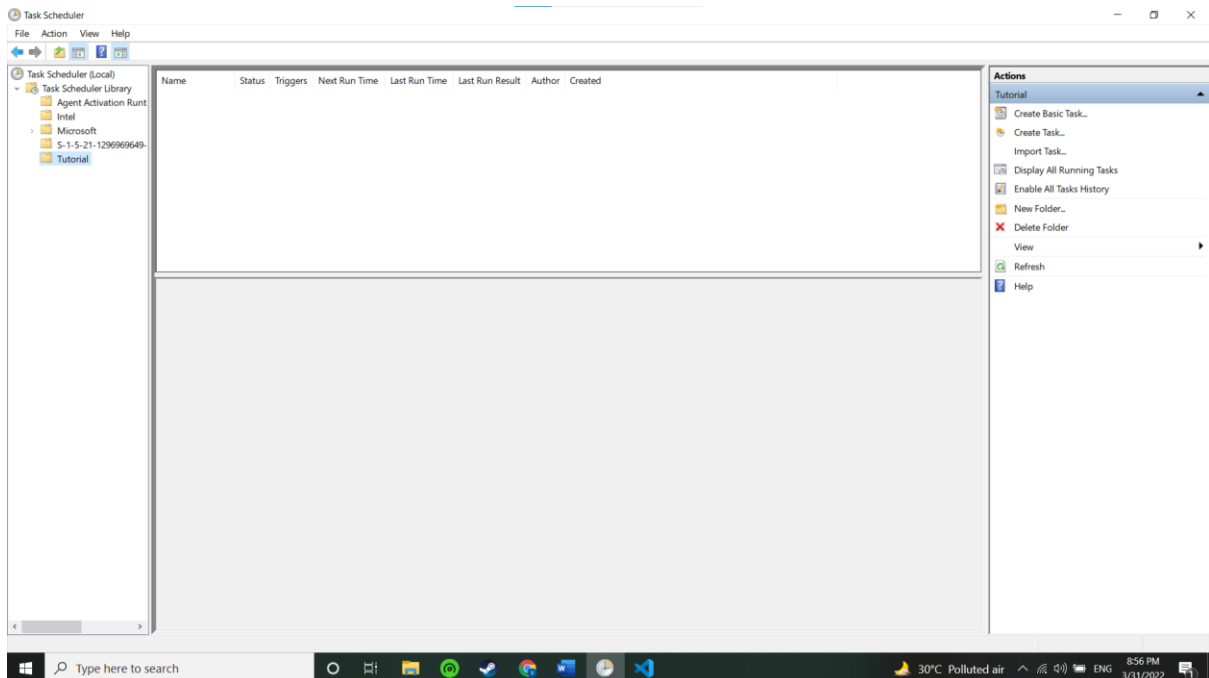
Step 5-Create new folder by clicking Task Scheduler Library and then clicking new folder.



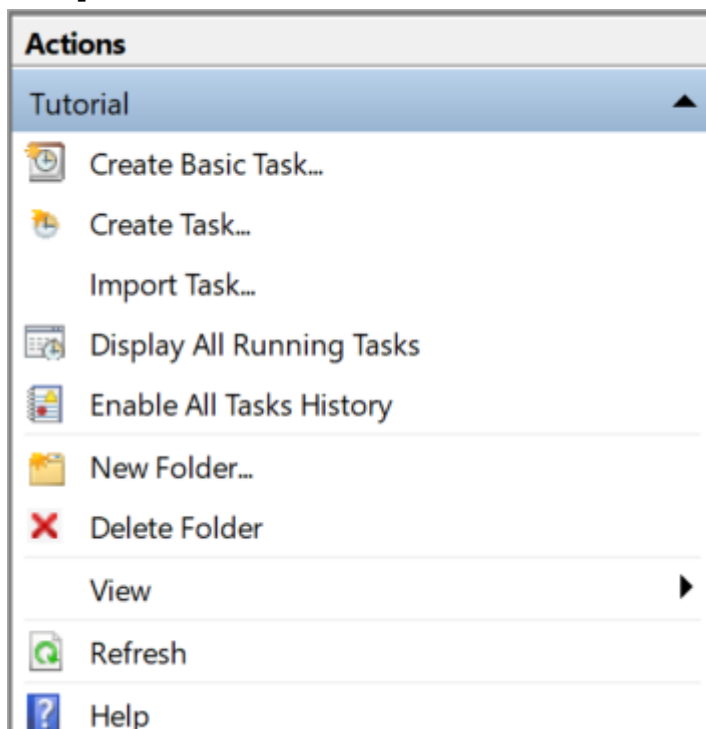
Step 6-Click dropdown arrow on left side of Task Scheduler Library to see the folder that have been created.



Step 7-Open the folder.



Step 8-Create new task and fill details accordingly.



Create Task

General Triggers Actions Conditions Settings

Name: Task-1

Location: \Tutorial

Author: ABHISHEKYADAV-0\Abhishek.yadav

Description:

Security options

When running the task, use the following user account:

ABHISHEKYADAV-0\Abhishek.yadav 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

Step 9-Create a new trigger to tell computer to perform specific task at a specific time.

New Trigger ✕

Begin the task: On a schedule ▾

Settings

☒ One time Start: 3/31/2022 ▾ 9:05:30 PM ▾ ☐ Synchronize across time zones

☐ Daily

☐ Weekly

☐ Monthly

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 ▾

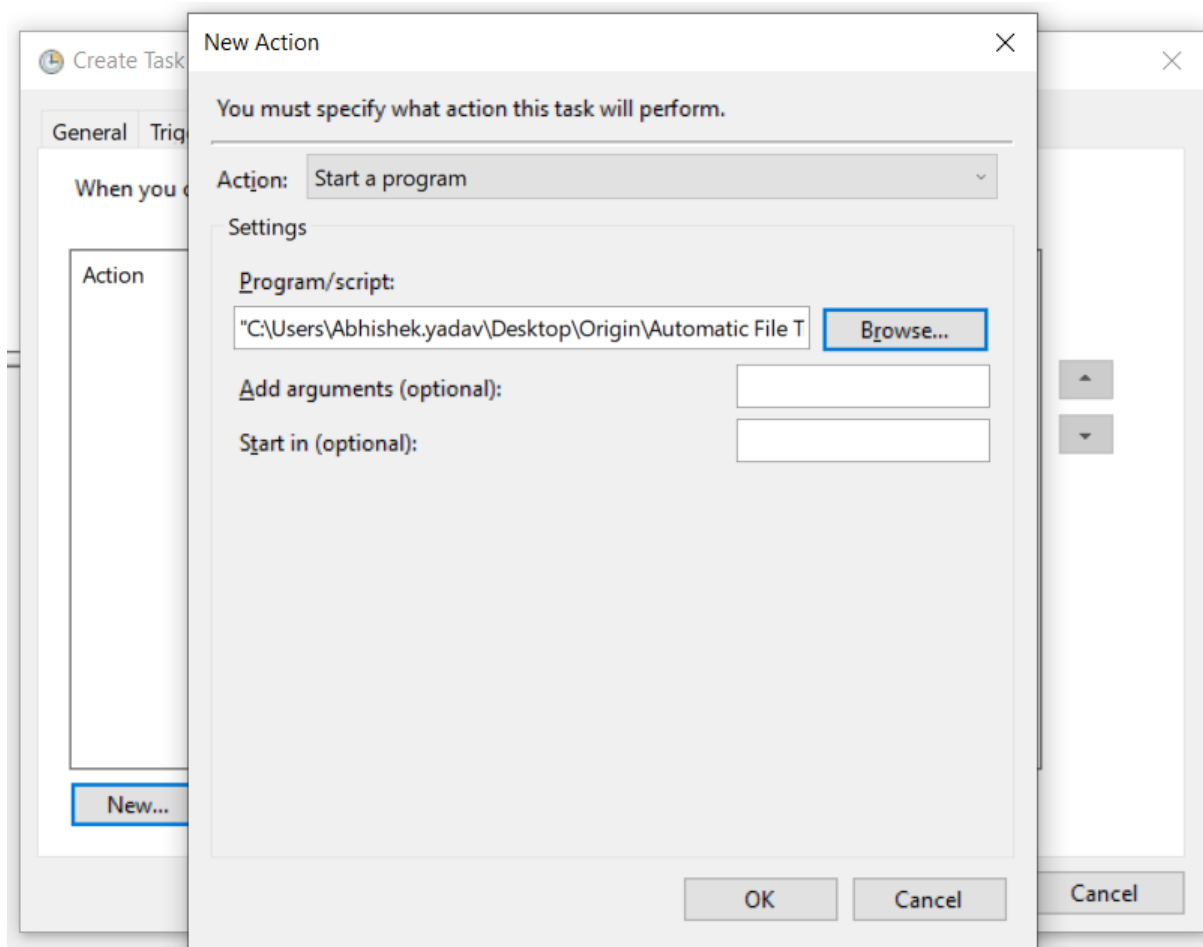
☐ Expire: 3/31/2023 ▾ 9:05:41 PM ▾ ☐ Synchronize across time zones

☒ Enabled

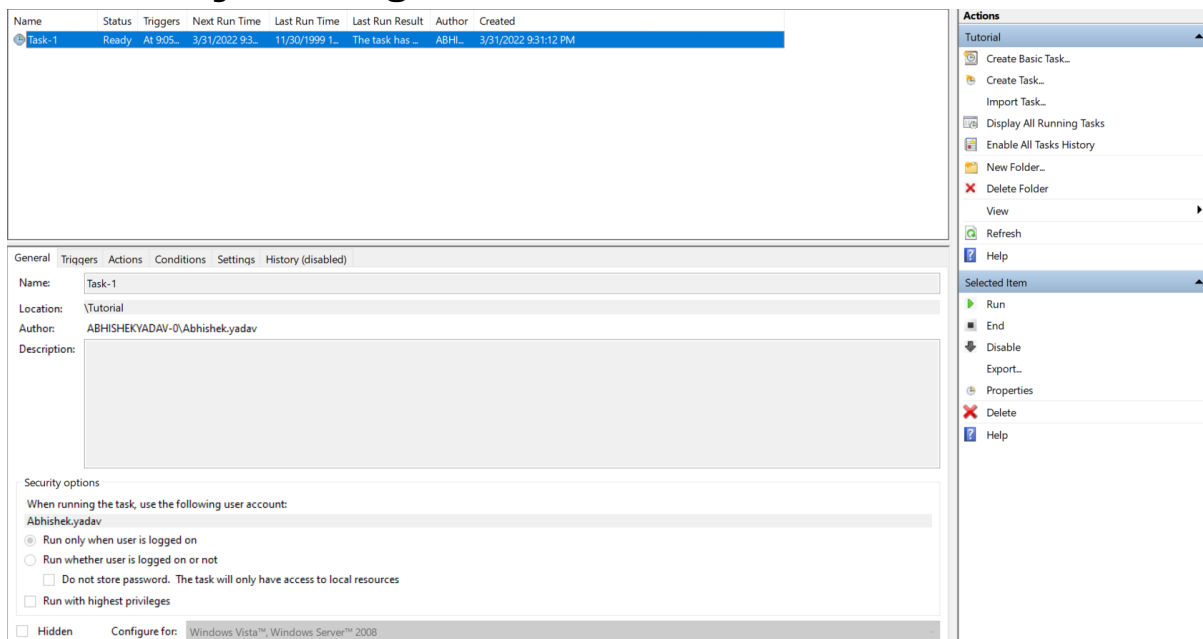
OK Cancel

Step 10-Create a new action. And chose start a program in action and locate the bat file created in Step 3 and click

OK.



Step 11-So the task have been created now we will run the task by clicking run in selected item.



Step 12-The Result Shoud Apear like this.

```
C:\WINDOWS\SYSTEM32\cmd.exe

Started : Thursday, March 31, 2022 9:37:47 PM
Source : C:\Users\Abhishek.yadav\Desktop\Origin\
Dest : D:\Recipient\

Files : *.*

Options : *.* /S /DCOPY:DA /COPY:DAT /R:1000000 /W:30

-----
100%      2      C:\Users\Abhishek.yadav\Desktop\Origin\
New File      103      Automatic File Transfer.bat
New File      0      New Text Document.txt
-----

      Total  Copied  Skipped  Mismatch  FAILED  Extras
Dirs :      1      0      1      0      0      0
Files :      2      2      0      0      0      0
Bytes :     103     103      0      0      0      0
Times :  0:00:00  0:00:00          0:00:00  0:00:00

Speed :           2288 Bytes/sec.
Speed :           0.130 MegaBytes/min.
Ended : Thursday, March 31, 2022 9:37:47 PM

Press any key to continue . . .
```

We have completed the tutorial about coping files from folder to another folder using Task Scheduler.