

# Exercise 1 - Automating Tasks with Task Scheduler.

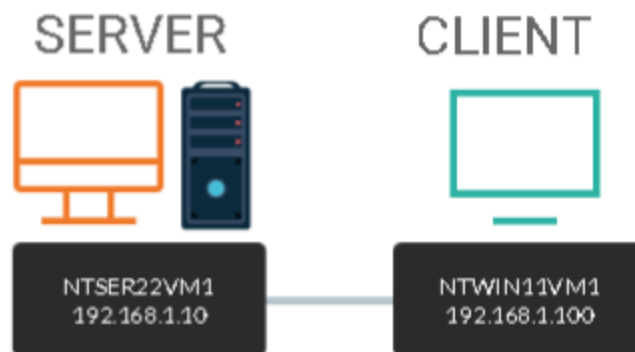
To ensure a stable and efficient computer, a Windows 10 administrator can utilize the Task Scheduler to automate recurring system maintenance operations like disk defragmentation, disk cleanup, and other similar chores. Scheduling jobs not only ensures that the operation runs smoothly, but it also frees up administration time by allowing the tasks to execute independently. A job that is set to run automatically can also be run manually if necessary.

The Task Scheduler is a program that can be set up to conduct tasks automatically at a predetermined time or in reaction to a system event. Tasks can be scheduled to run when the computer starts up, a user checks in, or the workstation is locked, for example.

In this exercise,

1. Task Scheduler to automate disk cleaning on a Windows 11.

## Topology



DOMAIN = networktute.com

NTSER22VM1 = Windows Server 2022 – Domain Controller

NTWIN11VM1 = Windows 11 – Domain Member

## Prerequisite

- *VMware Workstation 16 Pro*
  - When making this tutorial, we used the “Windows Server 2019” VM Template and “Windows 10 & later” VM Template. Since VMware didn’t have the updated templates.
- *Microsoft Windows Server 2022*
- *Microsoft Windows 11*

## Task 1: Configure Disk Cleanup

The Disk cleanup tool is used to specify the details of the cleanup procedure to be carried out. The Task Scheduler is then set up to automate the operation's execution at the specified time.

In this task, we will use the command prompt to specify settings of disk cleanup.

**Note:** In my case the **Local Disk (C:)** will be **Windows (C:)**. So please don't get panic both are same. Therefore, I will be talking in your point of view by mentioning **Local Disk (C:)**

### Step 1:

Make sure you are connected to NTWIN11VM1 and the Command Prompt window is open.

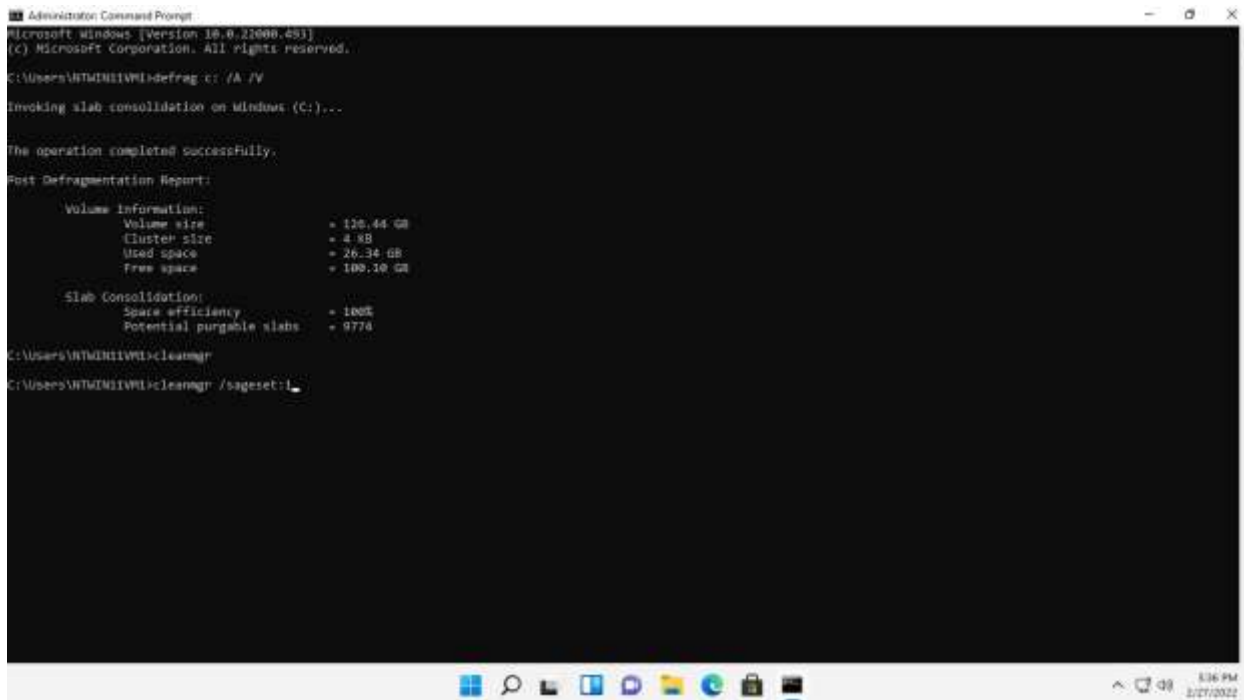
Typically, the Disk Cleanup application is opened from the Start menu. This program, like other Windows applications, can be run from a command line.

To start a disk cleanup and select the options for cleanup, type the following command: ***cleanmgr /sageset:1***

1 - "1" is an arbitrary number. You can use any number that you want.

/sageset - parameter enables you to specify the items for cleanup. The selections you make on the Disk Cleanup are saved in the "1" value stored in the Windows registry.

Press **Enter**.



```
Administration: Command Prompt
Microsoft Windows [Version 10.0.22000.483]
(c) Microsoft Corporation. All rights reserved.

C:\Users\NTWIN11VM1>defrag c: /A /V

Invoking slab consolidation on Windows (C:)...

The operation completed successfully.

Post Defragmentation Report:

Volume Information:
    Volume size           = 120.44 GB
    Cluster size          = 4 KB
    Used space             = 26.34 GB
    Free space             = 100.10 GB

Slab Consolidation:
    Space efficiency       = 100%
    Potential purgable slabs = 9774

C:\Users\NTWIN11VM1>cleanmgr
C:\Users\NTWIN11VM1>cleanmgr /sageset:1
```

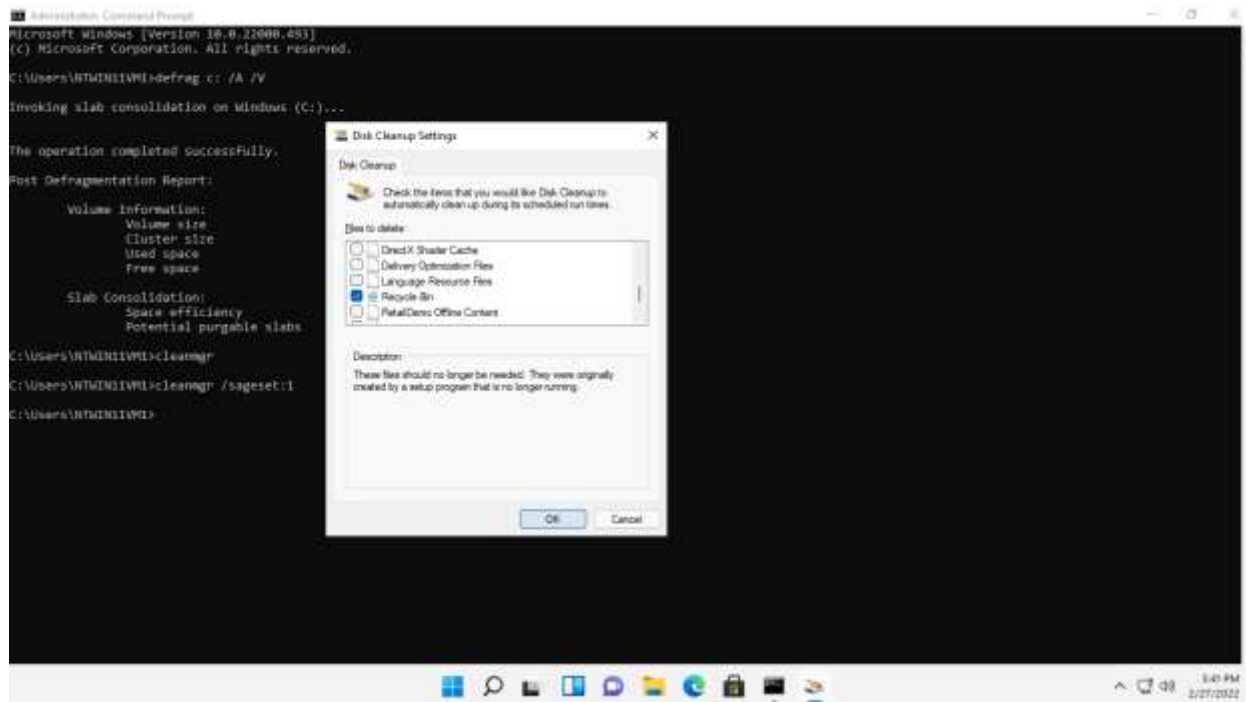
## Step 2:

On the **Disk Cleanup Settings** window displayed, scroll down the list and tick the **Recycle Bin** checkbox.

Keep the other default selections.

The files selected here are cleaned up whenever the cleanup tool runs.

Click **OK**.



## Step 3:

Minimize the **Command Prompt** window.

```
Administrator: Command Prompt
Microsoft Windows [Version 10.0.22000.451]
(c) Microsoft Corporation. All rights reserved.

C:\Users\NTWIN11VM1>defrag c: /A /V

Invoking slab consolidation on Windows (C:)...

The operation completed successfully.

Post Defragmentation Report:

Volume Information:
Volume size           = 120.44 GB
Cluster size          = 4 KB
Used space             = 26.34 GB
Free space            = 100.10 GB

Slab Consolidation:
Space efficiency       = 100%
Potential purgable slabs = 9774

C:\Users\NTWIN11VM1>cleanmgr

C:\Users\NTWIN11VM1>cleanmgr /sageset:1

C:\Users\NTWIN11VM1>
```

## Task 2: Configure Task Scheduler

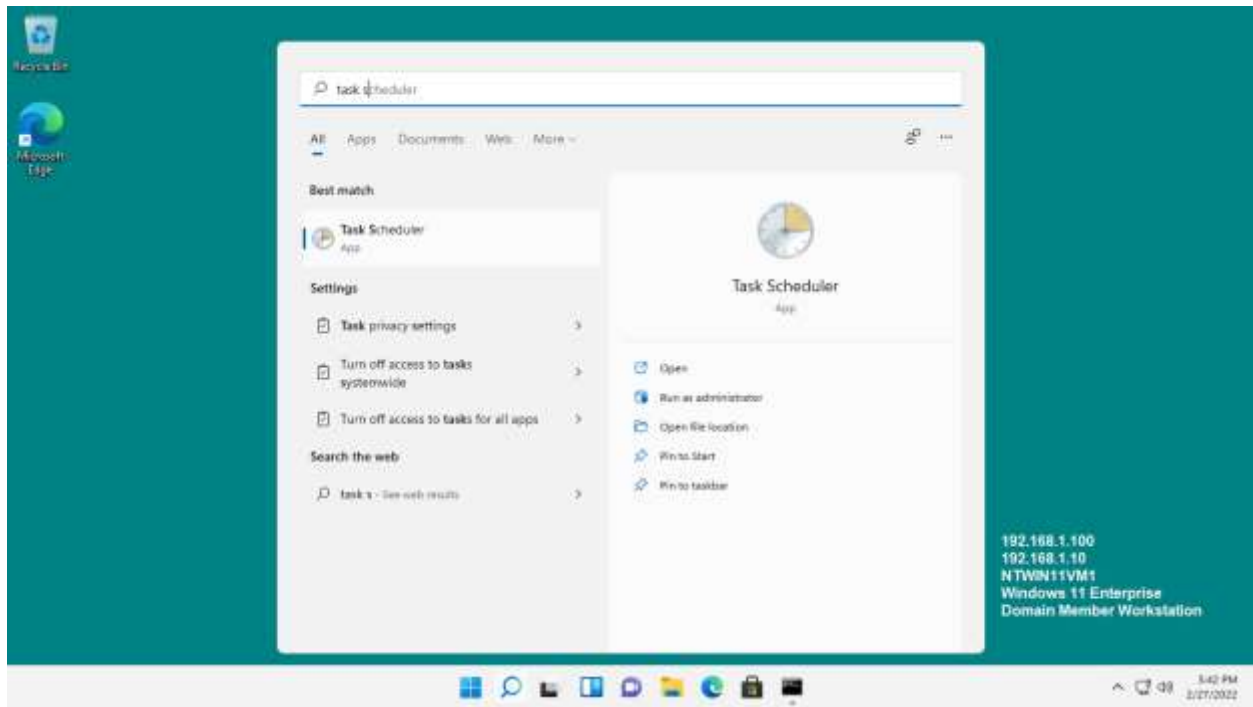
You arrange the Task Scheduler to automate the operation after setting up the specifics in the Disk cleanup tool.

In this task, we will access the Task Scheduler configure it to automate the disk clean-up process.

### Step 1:

On **NTWIN11VM1**, click in the Type here to search textbox and type: ***task scheduler***

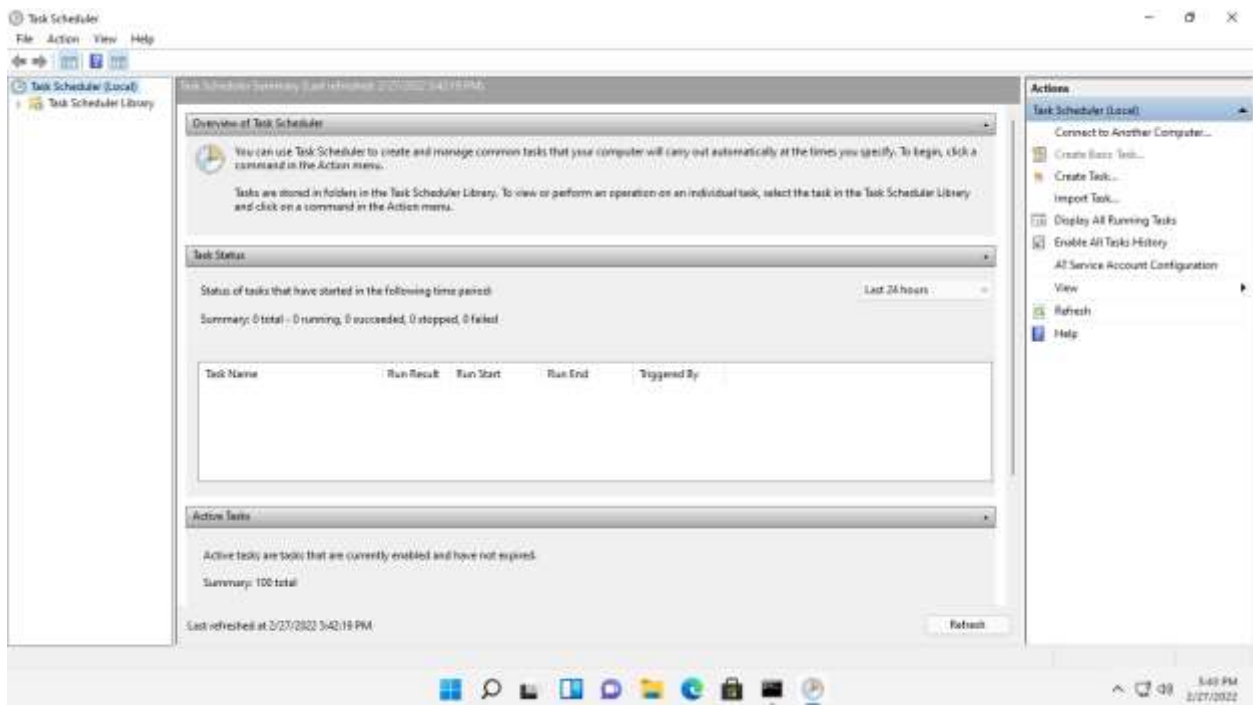
Press **Enter**.



## Step 2:

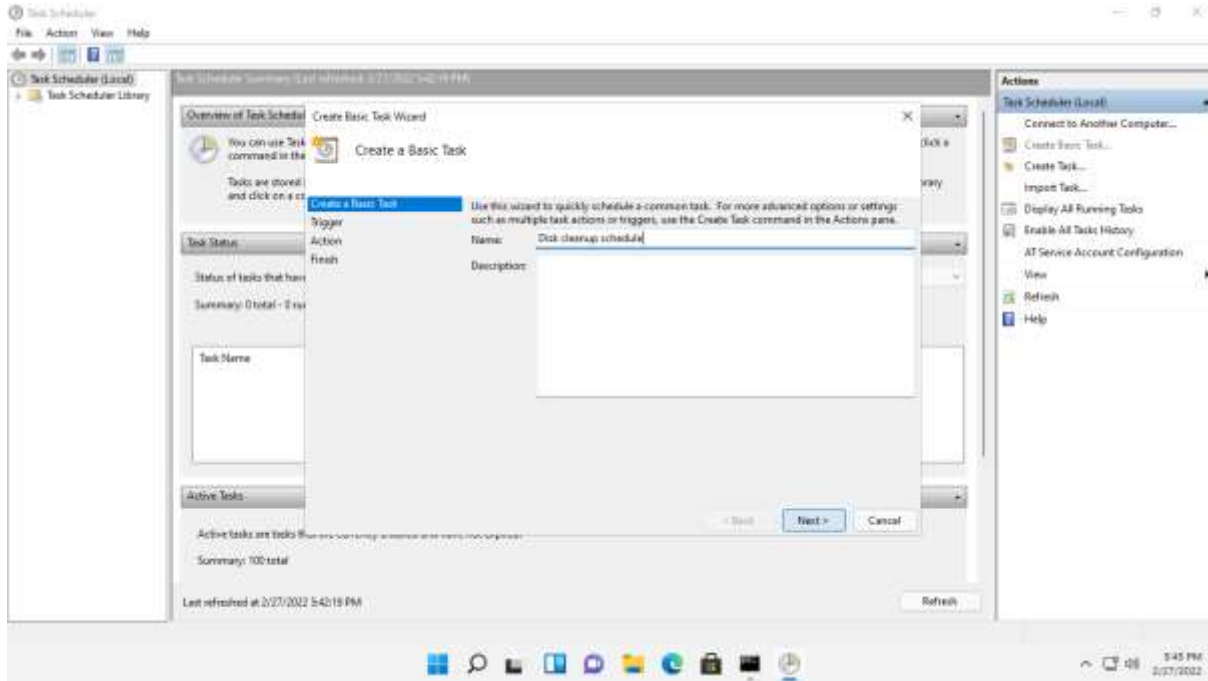
On the **Task Scheduler** window, access the right-hand side **Actions** pane.

Click **Create Basic Task...**



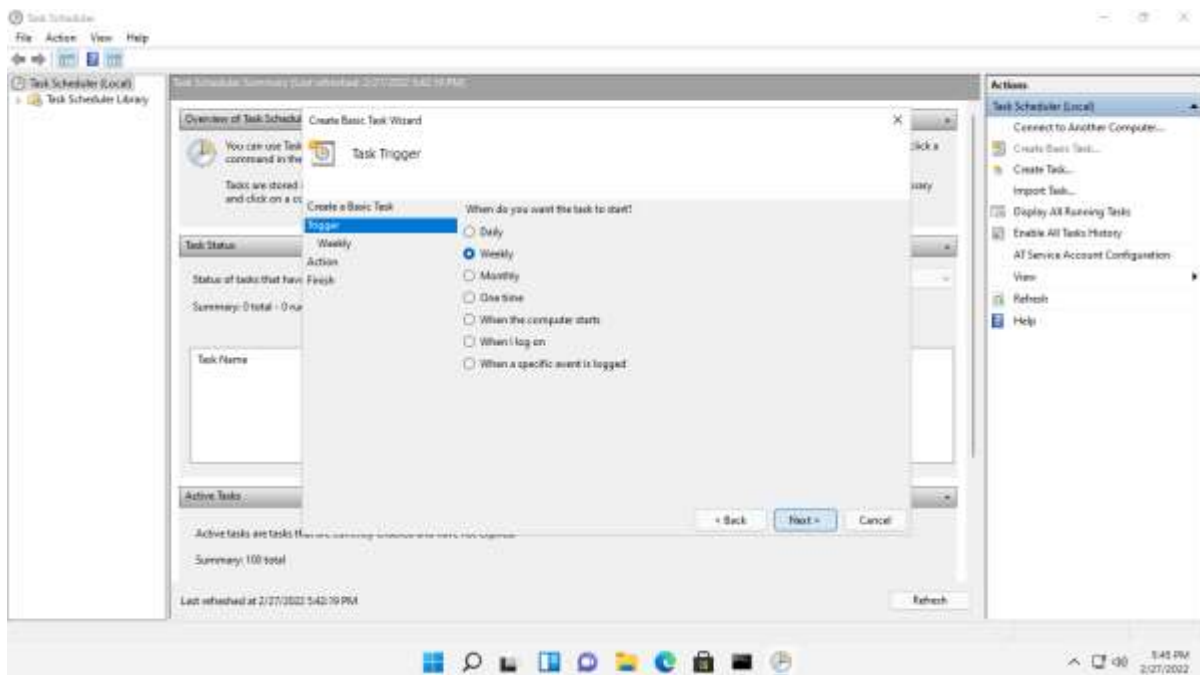
### Step 3:

On the **Create a Basic Task Wizard** window, **Create a Basic Task** page, type: **Disk cleanup schedule**  
Click **Next**.



### Step 4:

On the **Task Trigger** page, select **Weekly**, then click **Next**.



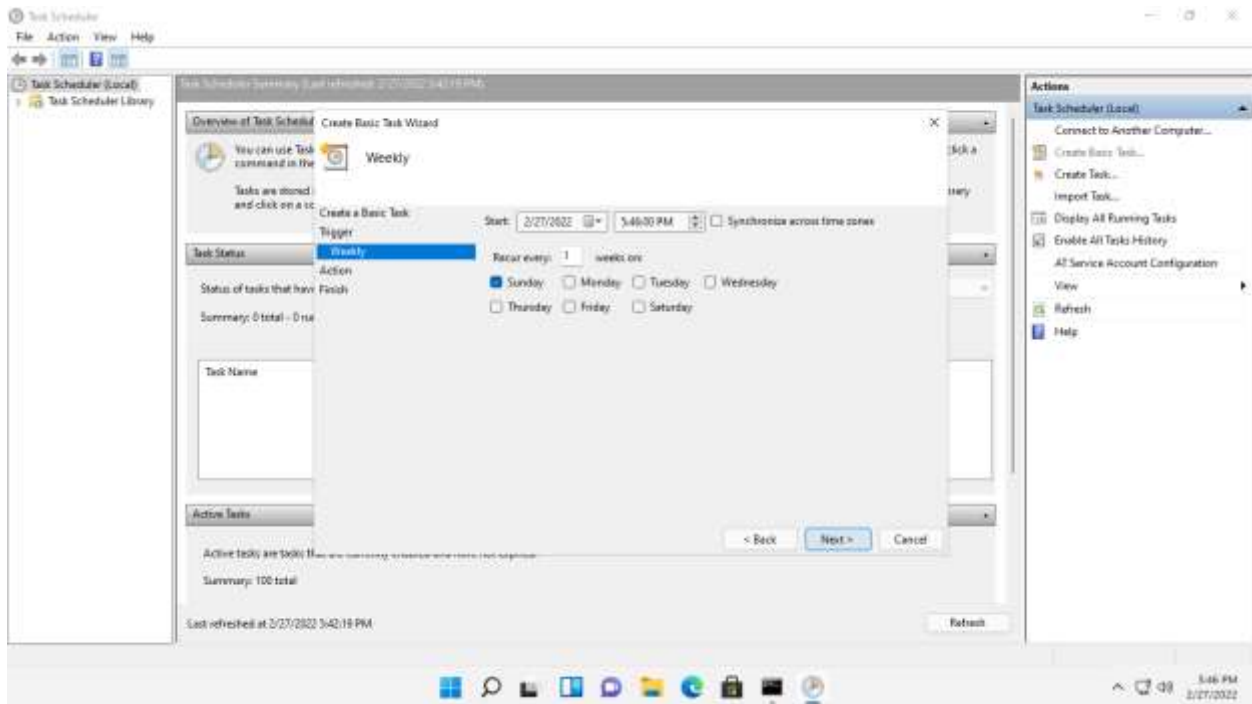
## Step 5:

On the **Weekly** page, use the following values:

**Start:** Current date add one hour to the current time (for example, if it is 1:00:00, make the setting to 2:00:00).

Select the **current day of the week**.

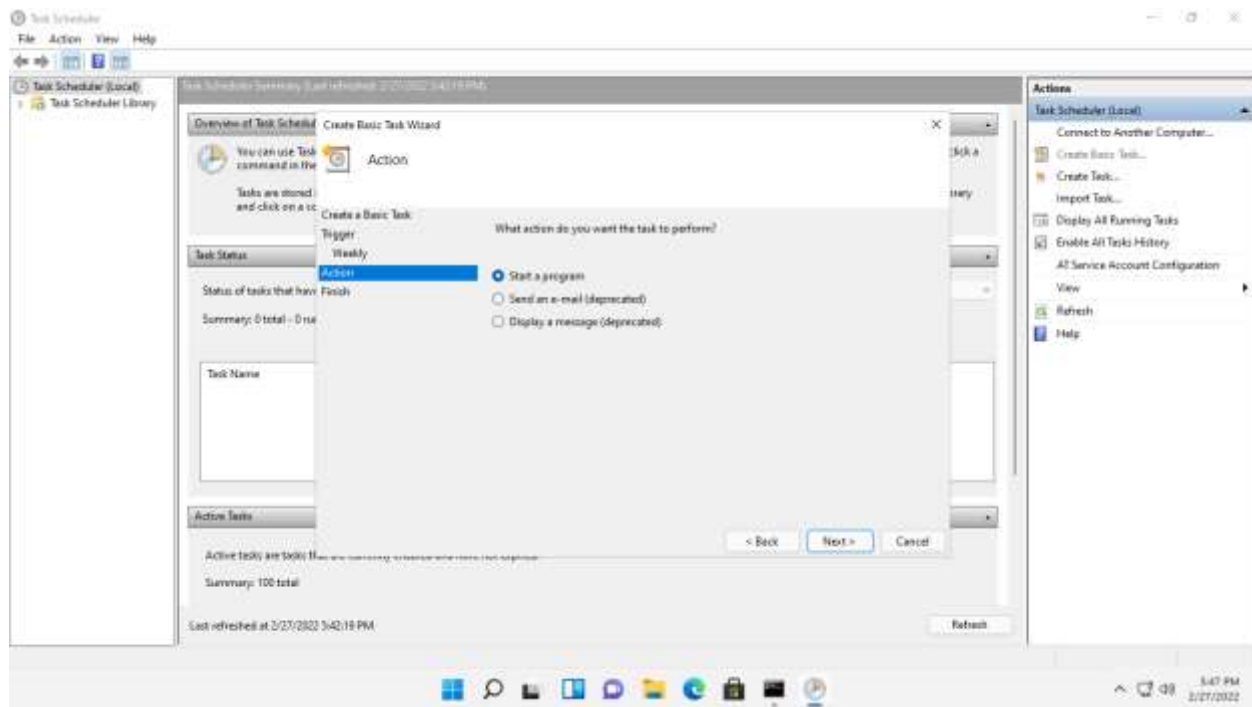
Click **Next**.



## Step 6:

On the **Action** page, ensure the **Start a program** radio button is selected.

Click **Next**.



## Step 7:

On the **Start a Program** page, in the **Program/script** text field, type:

`c:\windows\system32\cleanmgr.exe`

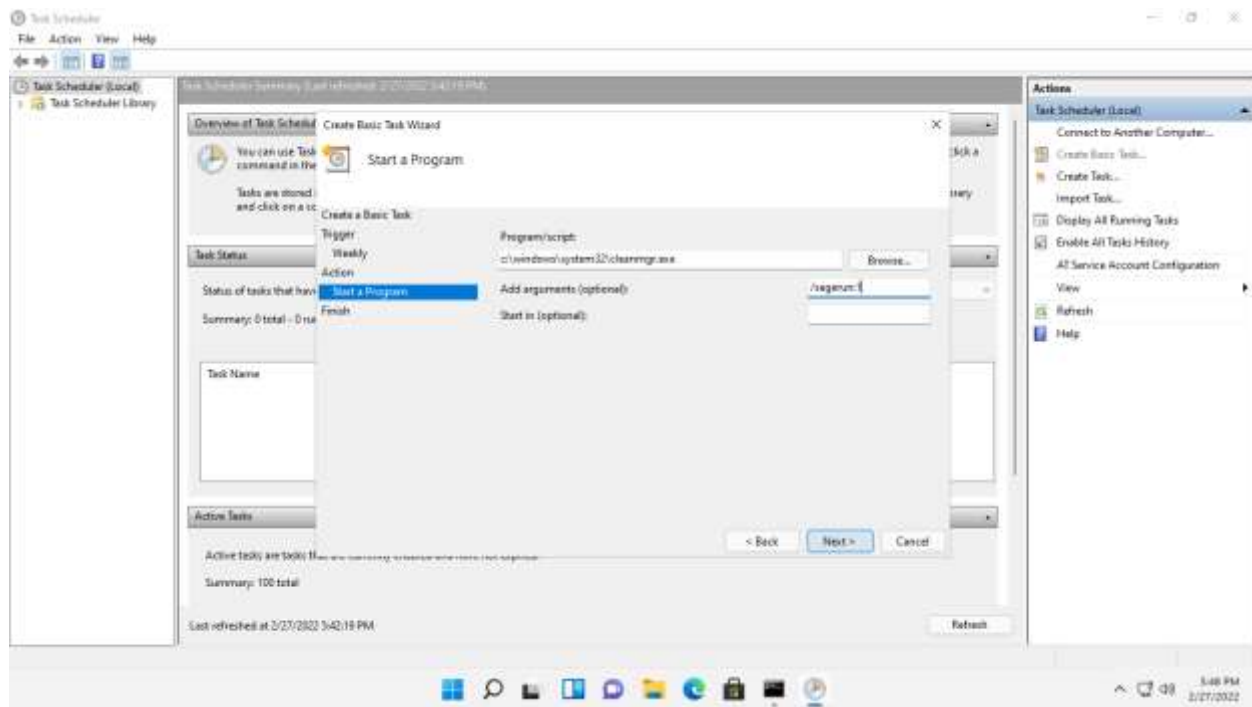
In the Add arguments (optional) textbox, type:

`/sagerun:1`

Click **Next**.

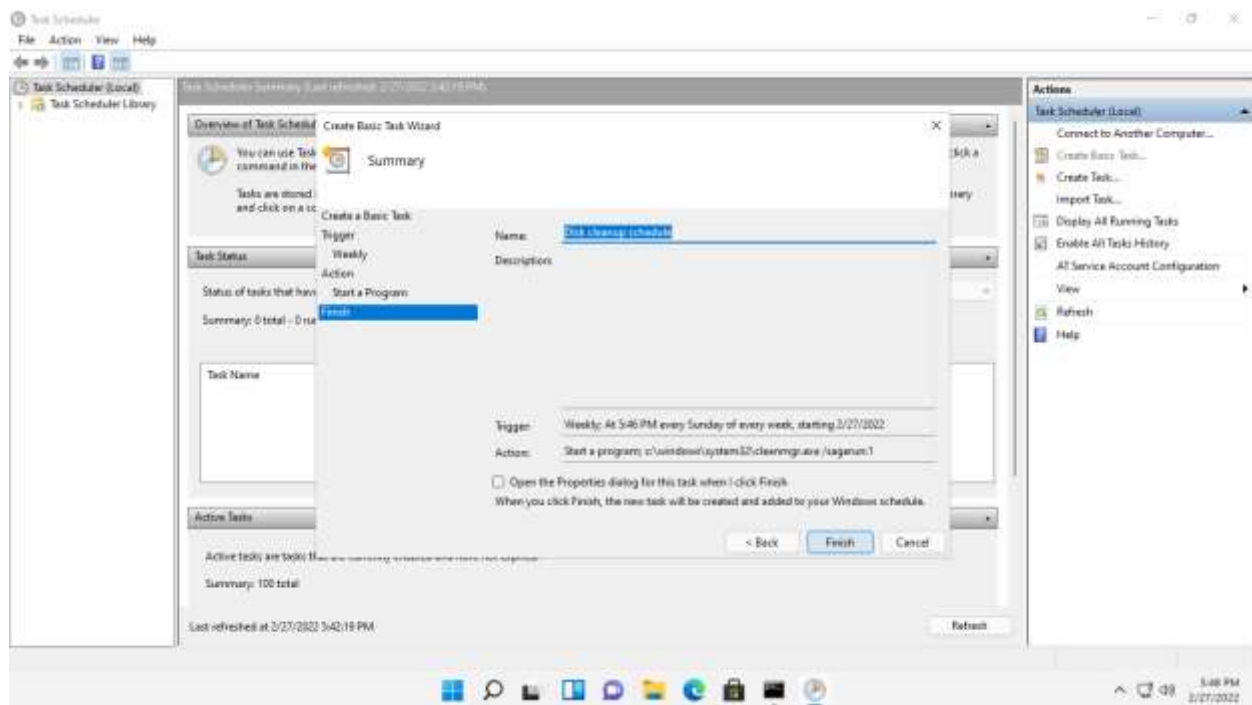
**Note:** The **/sagerun** runs the disk cleanup program using the settings performed earlier in **/sageset** switch.





## Step 8:

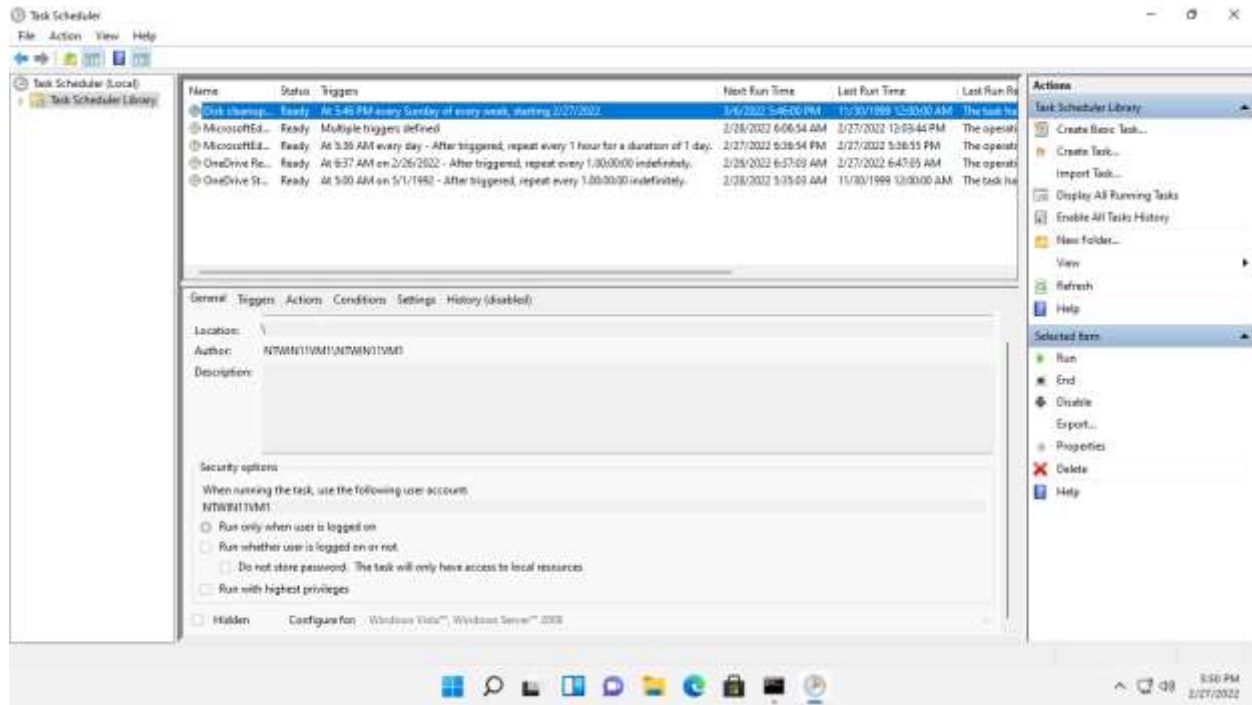
On the **Summary** page, click **Finish**.



## Step 9:

Back on the **Task Scheduler** window, click the **Task Scheduler Library** folder in the left pane.

Notice details of the disk cleanup schedule listed in the lower middle pane.



## Task 3: Run a Scheduled Task Manually

A scheduled task is one that is set to run on a specific day and time. You can, however, conduct scheduled tasks manually if necessary.

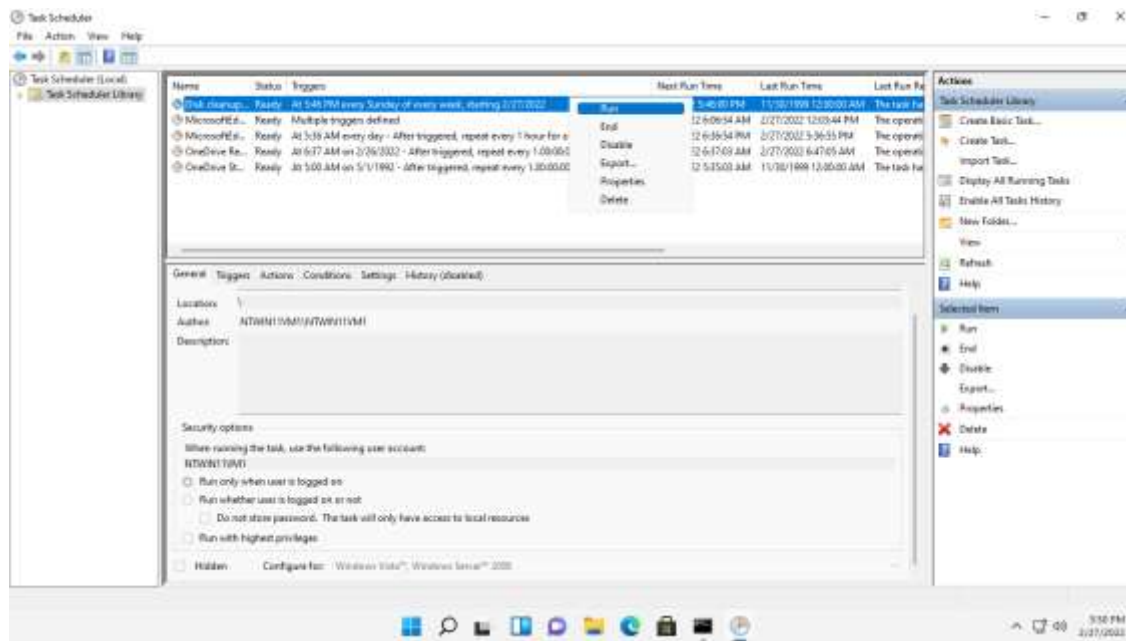
In this task, we will run the scheduled disk clean-up procedure manually.

## Step 1:

Make sure that **Task Scheduler** is displayed on **NTWIN11VM1**.

To manually run the disk clean-up, access the middle pane listing scheduled tasks.

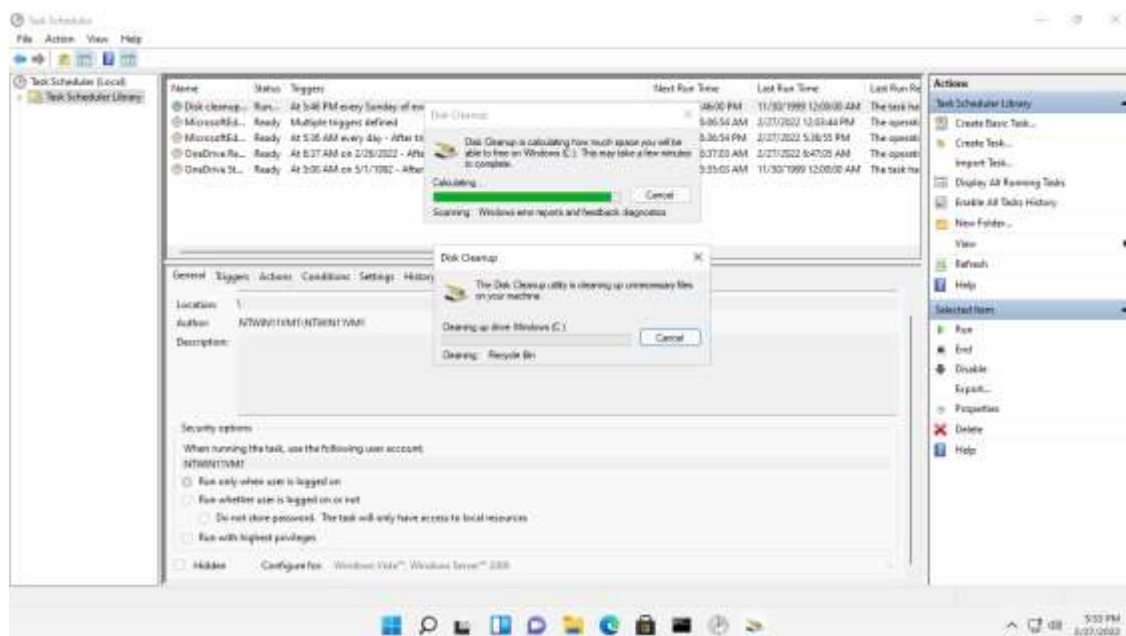
For this task, right-click **Disk cleanup schedule** and select **Run**.



## Step 2:

Notice that **Disk Cleanup** runs unassisted, without any user interaction.

**NOTE:** It's possible that disk cleanup will begin as a minimized icon on the Taskbar. You may check the status by clicking the icon.



## Step 3:

Note that the process will take a long to complete. Close the Task Scheduler application window after it completes.