

AUTOMATE FILE COPYING WITH A SCRIPT

AIM:

To create a script to copy files from one folder to another automatically.

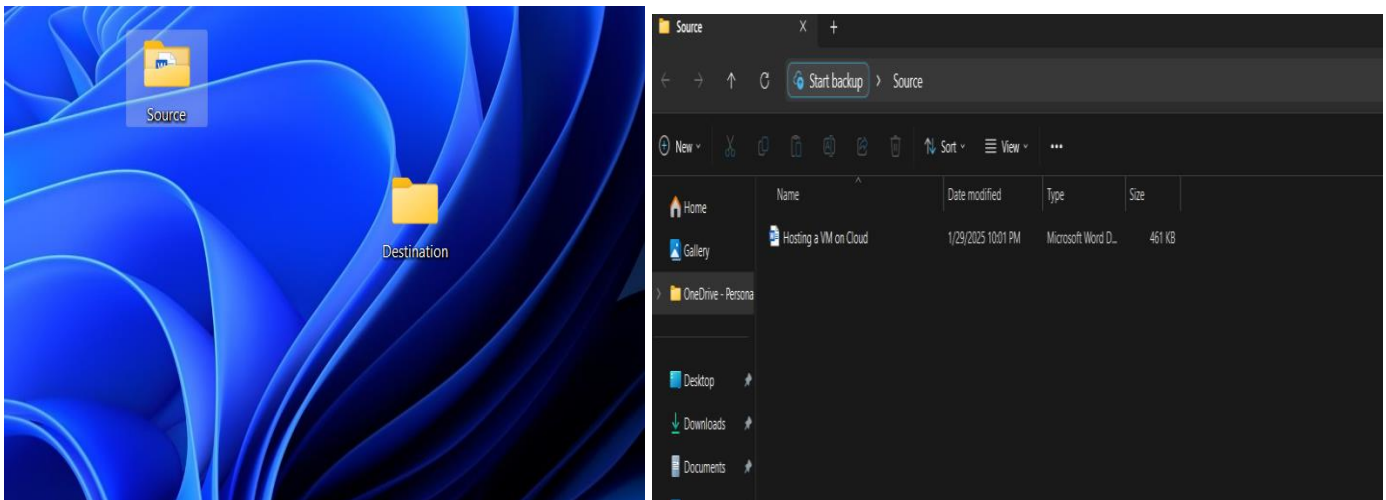
OVERVIEW:

This POC covers an overall idea of copying files from source folder to destination folder. This ensures all the files are transferred efficiently and automatically. This can be customized based on specified needs such as modification date, size, file type etc.

STEPS TO IMPLEMENT AUTOMATION OF FILE COPYING:

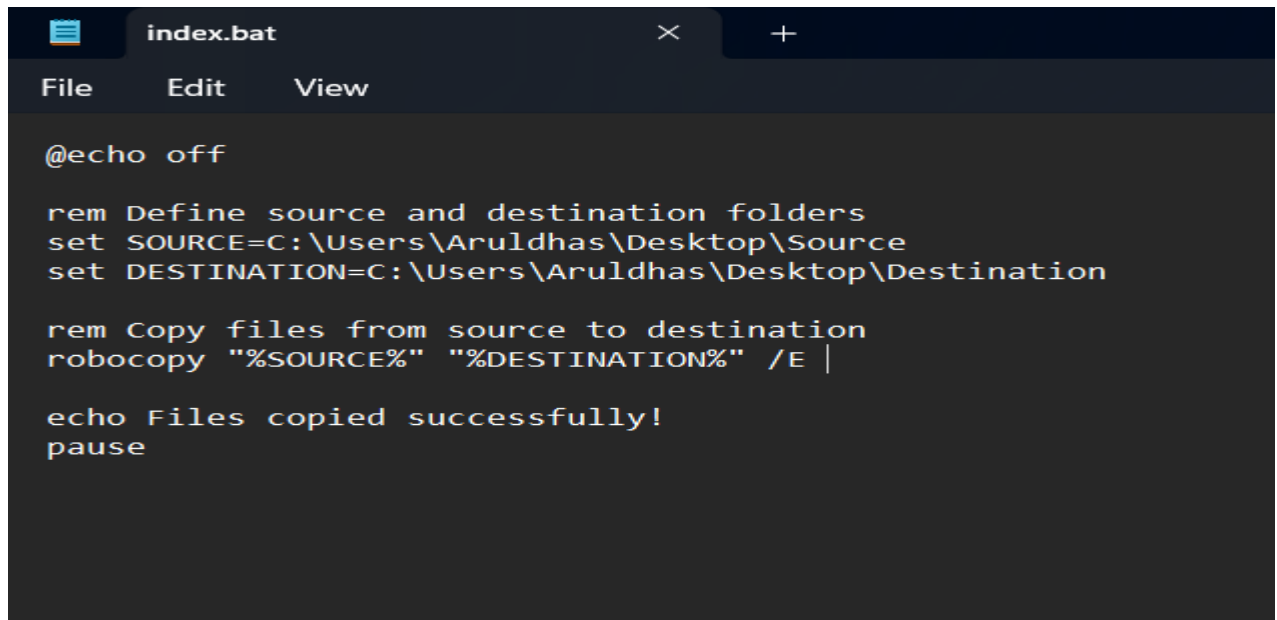
Step 1:

Create two folders named “Source” and “Destination” as shown below. Also, upload the required files in the source folder.



Step 2:

Write a code as follows in Notepad. Set the source and destination folder address.



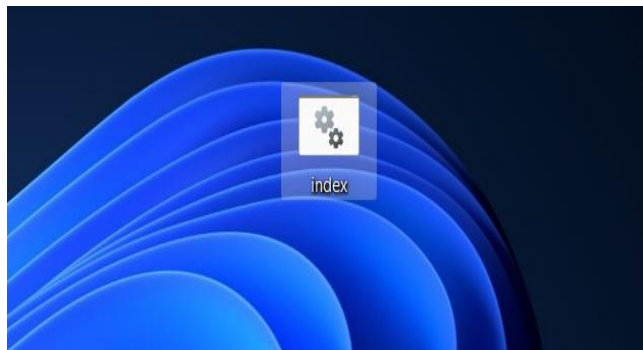
```
@echo off

rem Define source and destination folders
set SOURCE=C:\Users\Arulldhas\Desktop\Source
set DESTINATION=C:\Users\Arulldhas\Desktop\Destination

rem Copy files from source to destination
robocopy "%SOURCE%" "%DESTINATION%" /E |

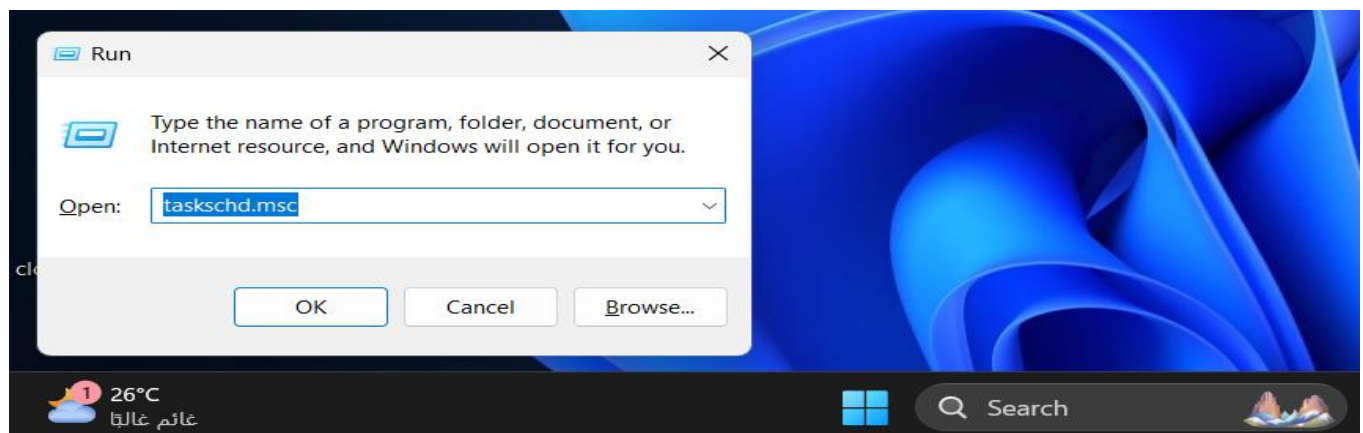
echo Files copied successfully!
pause
```

Save this file as ‘index.bat’ and save it desktop. Hence it will be displayed as shown.



Step 4:

Press Win + R on your keyboard and a ‘RUN’ dialog box will appear. Type ‘taskschd.msc’ and click ok.



In the Task Scheduler window, create Basic Task as show below.

The image displays four sequential screenshots of the 'Create Basic Task Wizard' in Windows Task Scheduler:

- Summary:** Shows the task name 'Automate file', description 'Copy file from source to destination', trigger 'Daily; At 10:00 PM every day', and action 'Start a program; C:\Users\Arulldhas\Desktop\index.bat'. It includes a checkbox to 'Open the Properties dialog for this task when I click Finish'.
- Daily:** Shows the start date '1/30/2025', start time '10:00:00 PM', and recurrence 'Recur every: 1 days'. It includes a checkbox to 'Synchronize across time zones'.
- Action:** Shows the action type 'Start a program' selected, with options to 'Send an e-mail (deprecated)' or 'Display a message (deprecated)'.
- Start a Program:** Shows the 'Program/script:' field with the path 'C:\Users\Arulldhas\Desktop\index.bat'.

After setting up all the requirements, click on finish.

Step 5:

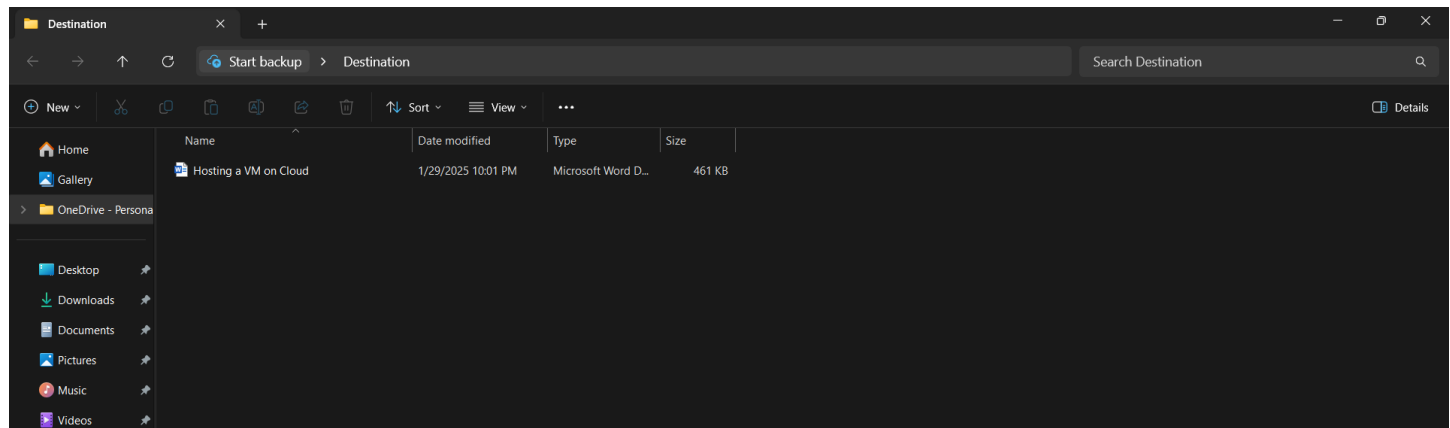
Go to Task Scheduler Library, find your task and click on 'run'. This will trigger the task immediately.

The image shows the 'Task Scheduler' window with the 'Task Scheduler Library' selected. The 'Automate file' task is highlighted. The 'Actions' pane on the right shows the 'Run' button, which is used to execute the task immediately.

Name	Status	Triggers	Next Run Time	Last Run Time	Last Run Result
Automate file	Running	At 10:00 PM every day	1/31/2025 10:00:00 PM	1/30/1999 12:00:00 AM	The task has not yet run. (0x80040000)
MicrosoftEd...	Ready	Multiple triggers defined	1/31/2025 1:01:41 PM	1/30/2025 6:05:58 PM	The operation completed successfully (0x00000000)
MicrosoftEd...	Ready	At 12:31 PM every day - After triggered, repeat every 1 hour for a duration of 1 day.	1/30/2025 11:31:41 PM	1/30/2025 10:05:59 PM	The operation completed successfully (0x00000000)
OneDrive Per...	Ready	At 1:00 AM on 5/1/1992 - After triggered, repeat every 1.0000000 indefinitely.	1/31/2025 2:41:48 AM	1/30/2025 6:05:58 PM	The operation completed successfully (0x00000000)
OneDrive Re...	Ready	At 2:46 AM on 1/18/2025 - After triggered, repeat every 1.0000000 indefinitely.	1/31/2025 2:46:06 AM	1/30/2025 6:05:58 PM	The operation completed successfully (0x00000000)
Optimize Pu...	Disabled	When computer is idle		8/27/2024 11:32:23 PM	The operation completed successfully (0x00000000)

Once when it starts to run, the file will be copied to the 'Destination' folder.

```
C:\Windows\SYSTEM32\cmd.exe
-----
ROBOCOPY      ::      Robust File Copy for Windows
-----
Started : Thursday, January 30, 2025 10:53:26 PM
Source   : C:\Users\Arulldhas\Desktop\Source\
Dest     : C:\Users\Arulldhas\Desktop\Destination\
Files    : *.*
Options  : *.* /S /E /DCOPY:DA /COPY:DAT /R:1000000 /W:30
-----
100%          New File          1      C:\Users\Arulldhas\Desktop\Source\
                                         471854      Hosting a VM on Cloud.docx
-----
      Total      Copied      Skipped      Mismatch      FAILED      Extras
 Dirs  :         1           0           1           0           0           0
Files  :         1           1           0           0           0           0
Bytes  :    460.7 k    460.7 k           0           0           0           0
Times  :   0:00:00   0:00:00           0           0:00:00   0:00:00
Ended  : Thursday, January 30, 2025 10:53:26 PM
Files copied successfully!
Press any key to continue . . . |
```



Hence the file is copied successfully automatically.

CONCLUSION:

Thus, from this POC, we have learnt how to automate file copying from one folder to another with a script. This improves the efficiency, data integrity and enables customizable workflow.