

Placement Empowerment Program

Cloud Computing and DevOps Centre

Automate File Copying with a Script

Create a script to copy files from one folder to another automatically.

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Introduction

Automating repetitive tasks like file copying can save time, reduce errors, and improve efficiency in various scenarios, such as managing backups, organizing files, or syncing data between directories. This POC script will demonstrate how to copy files automatically from one folder to another, using a simple yet effective approach.

Step-by-Step Overview

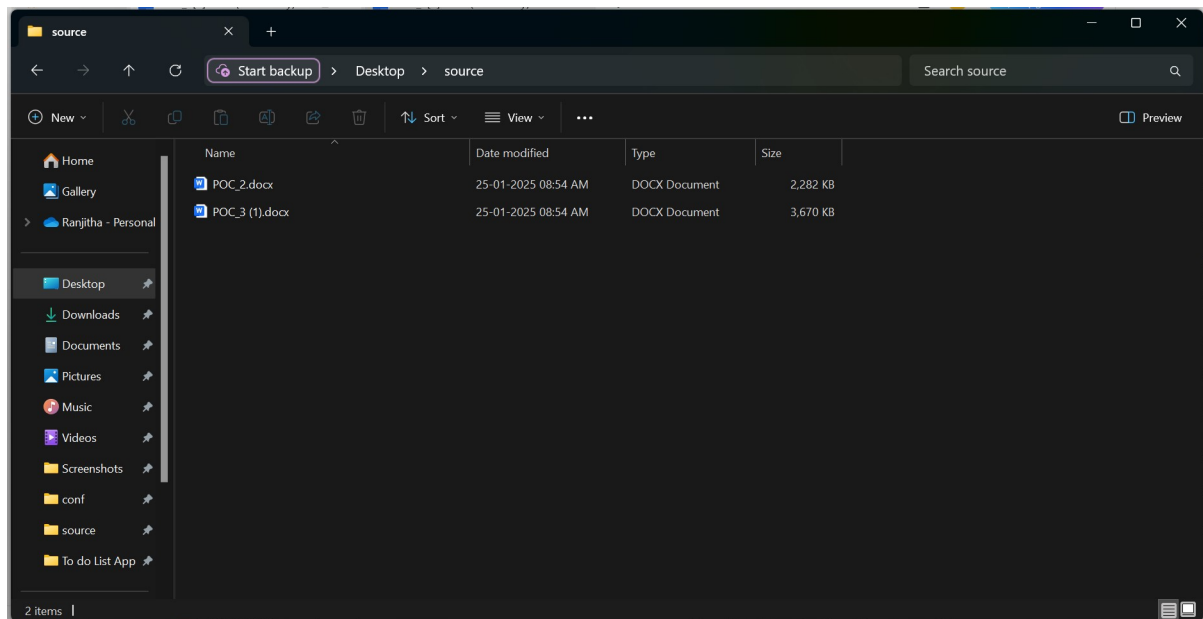
Step 1

Create two folders named Source and Destination



Step 2

Store some files inside it to automate it



Step 3

Open the note pad and type the code and make sure that in set SOURCE give your Source folder address and in set DESTINATION give your Destination Folder address

```
index.bat

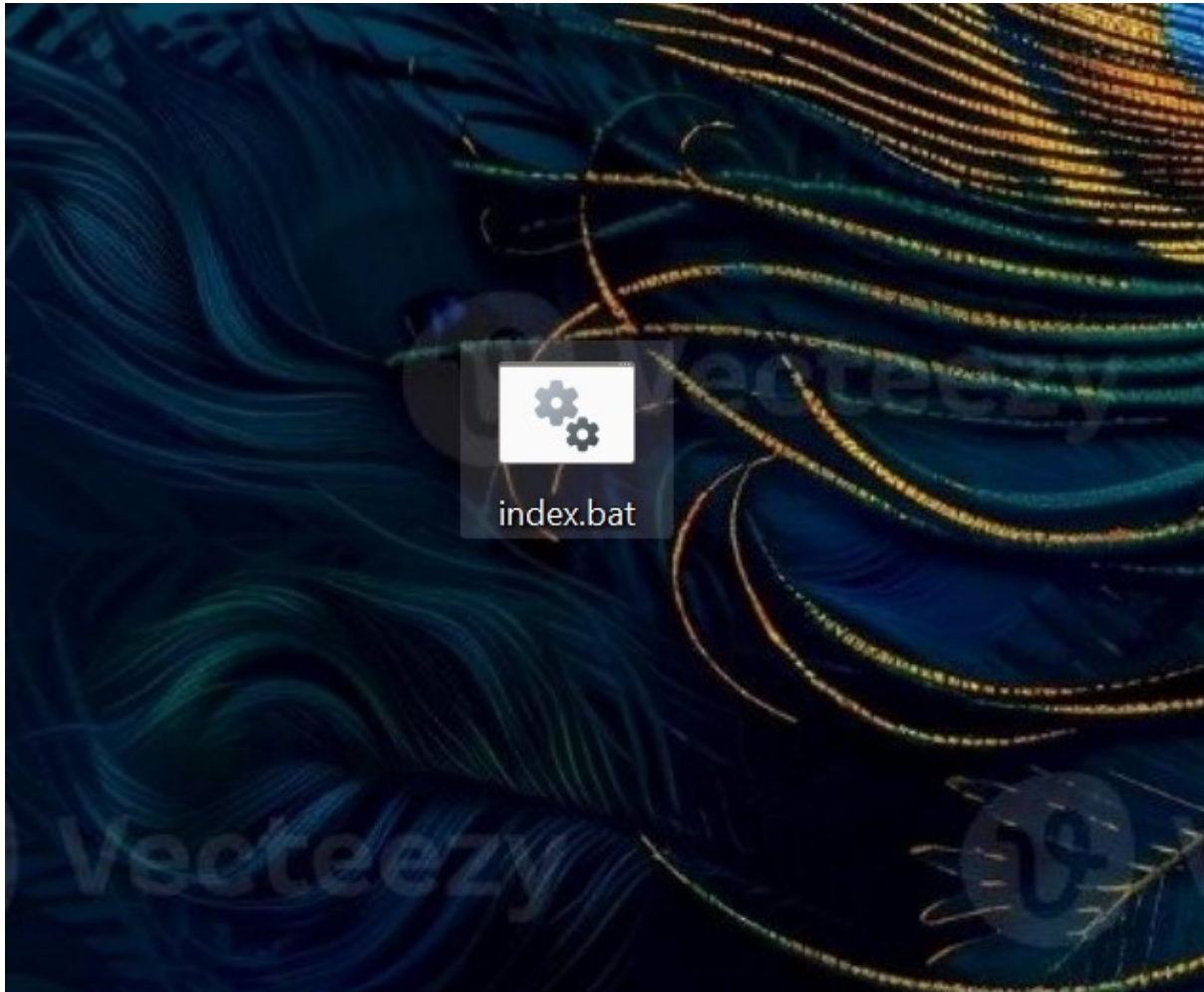
@echo off
rem Define source and destination folders
set SOURCE=C:\Users\LANJITHA PRABHA\Desktop\source
set DESTINATION=C:\Users\LANJITHA PRABHA\Desktop\destination

rem copy files from source to destination
xcopy "%SOURCE%*" "%DESTINATION%" /E /Y

echo Files copied successfully!
pause
```

Step 4

Then save the file in desktop with .bat extension so the file looks like this



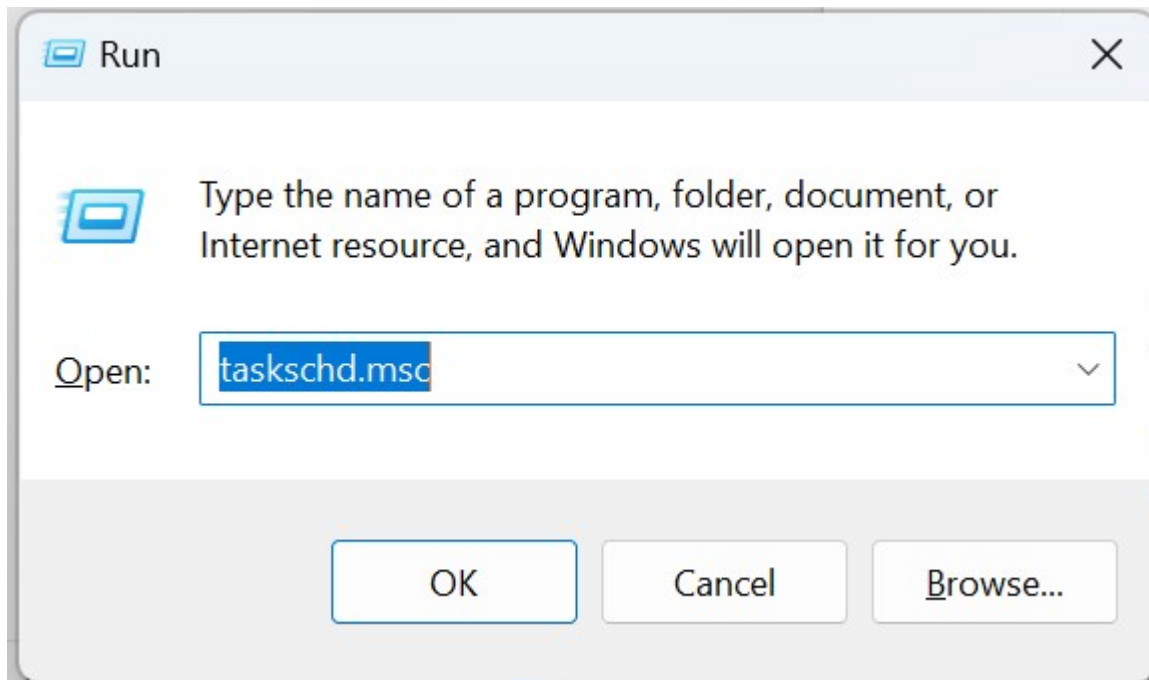
Step 5

Press **Win + R** on your keyboard.

A small "Run" dialog box will pop up.

Type **taskschd.msc** (without quotes) in the Run box.

Press Enter or click OK. This will open the Task Scheduler window.

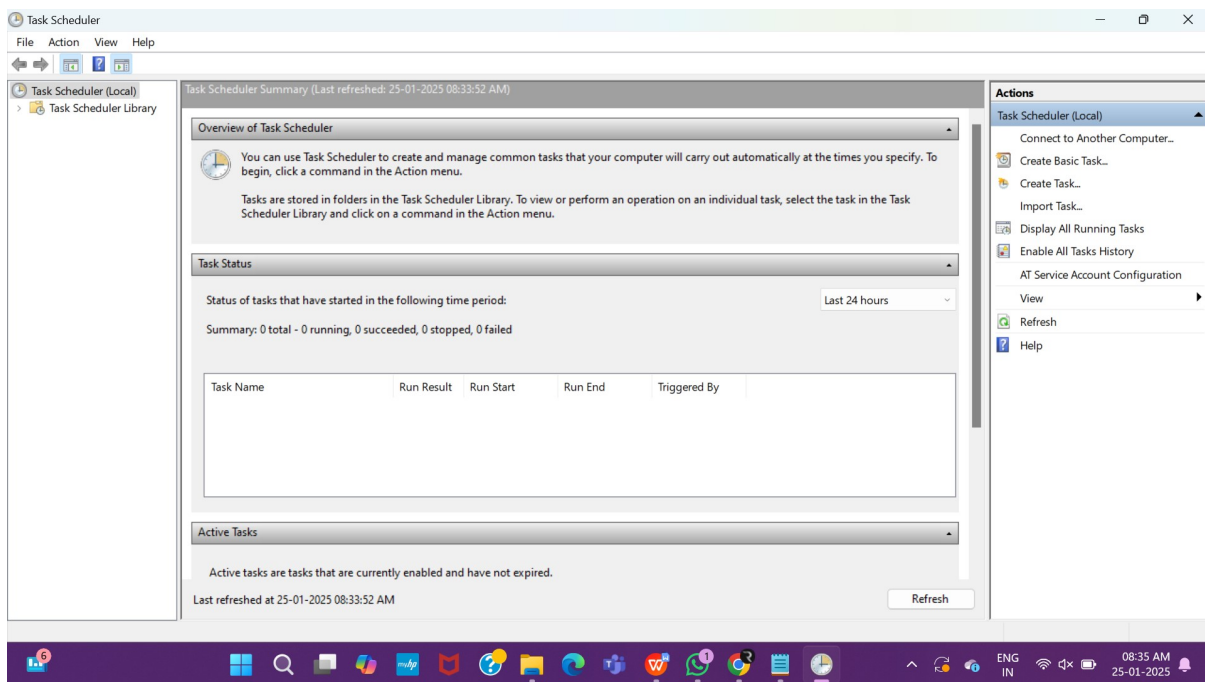


Step 6

In the Task Scheduler window, look to the right-hand side for a button called "Create Basic Task".

Click it.

A wizard will open to guide you through the setup.



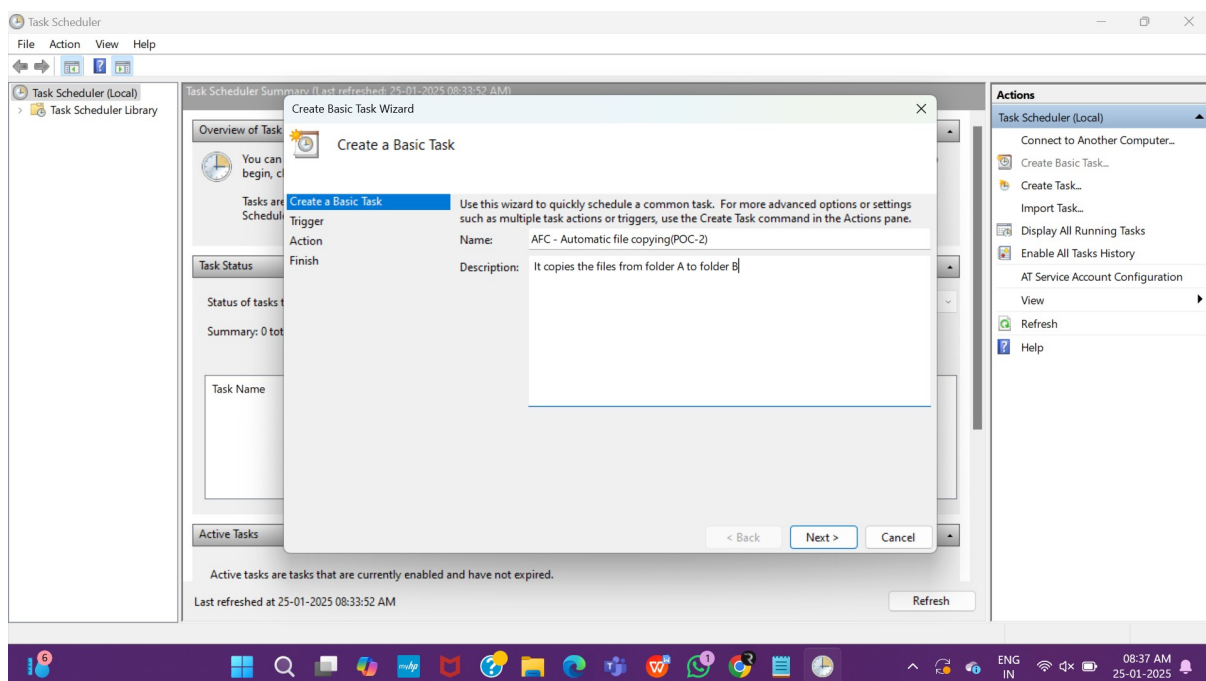
Step 7

1. Enter a Name for the Task:

For example: "AFC - Automatic file copying(POC-2)".(This can be anything that helps you remember what the task does.)

Optionally, you can add a description like "Copies files from folder A to folder B".

2. Click Next to continue.



Step 8

Choose a Schedule:

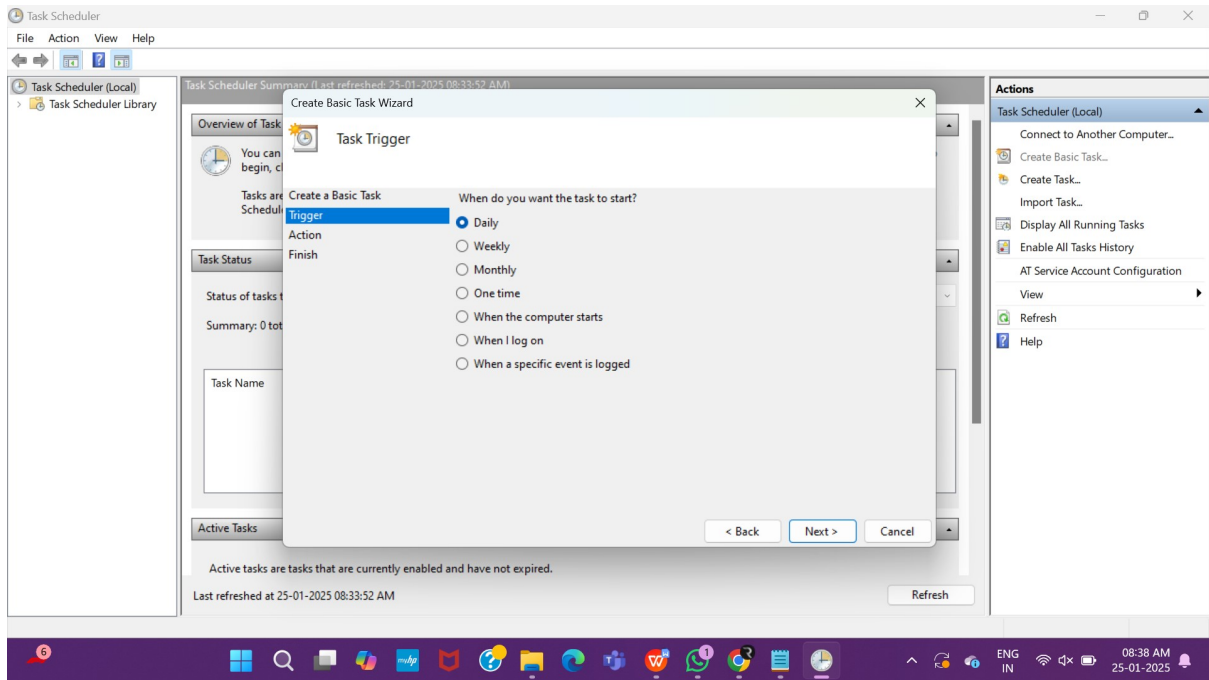
You will see options like:

Daily (runs every day).

Weekly (runs once a week).

One time (runs only once at a specific time).

Choose what works for you (e.g., Daily) and click Next.



Step 9

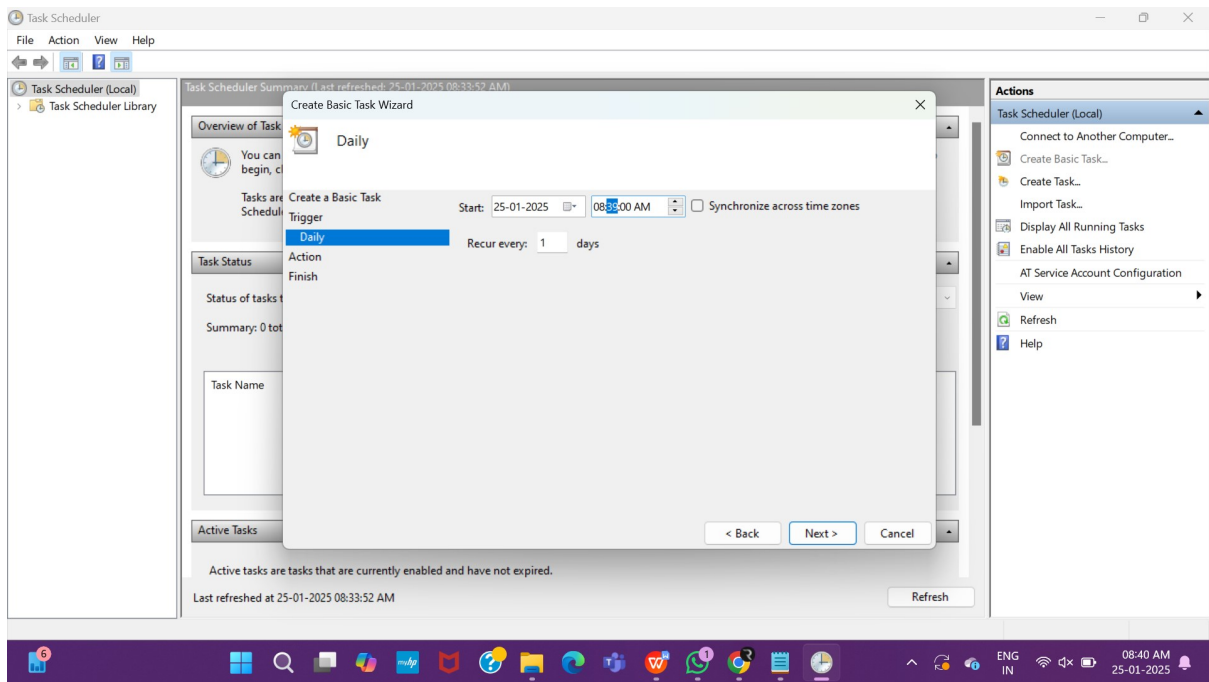
Set the Time and Frequency:

If you chose Daily, specify:

The start date (it defaults to today).

The time (e.g., 10:00 AM).

Click Next to move on.



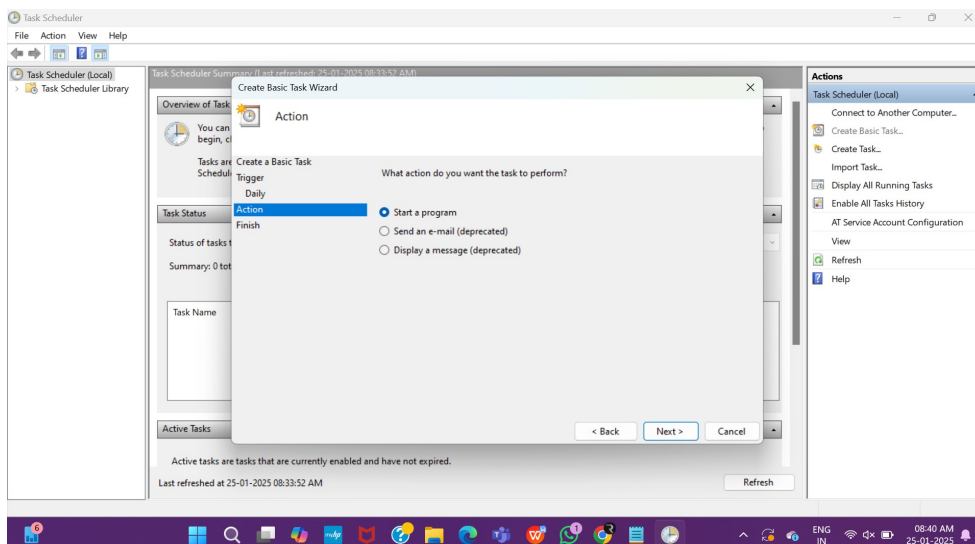
Step 10

Set the Action

Now, we tell Task Scheduler what to do when it runs.

Select "Start a Program":

On the "Action" screen, select the option "Start a Program" and click Next.



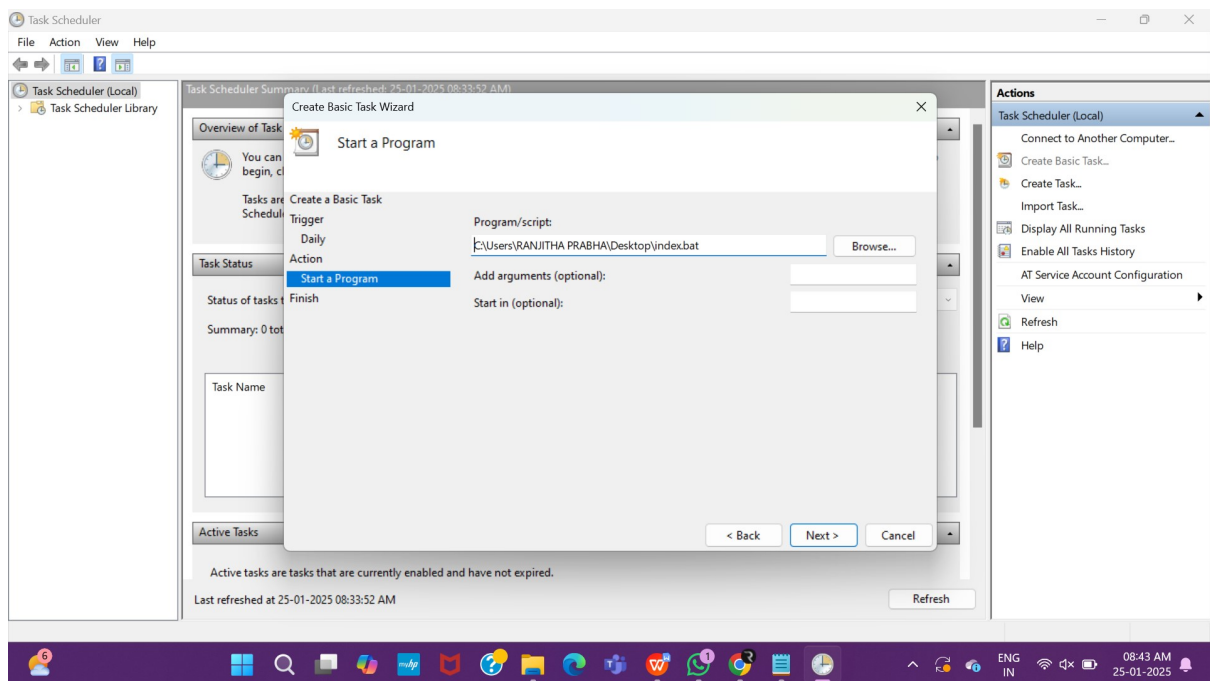
Step 11

Point to the Program or Script:

In the Program/script field, click **Browse** and navigate to the location of your .bat file.

Example: If your script is named index.bat and saved on the desktop, navigate to that file and select it.

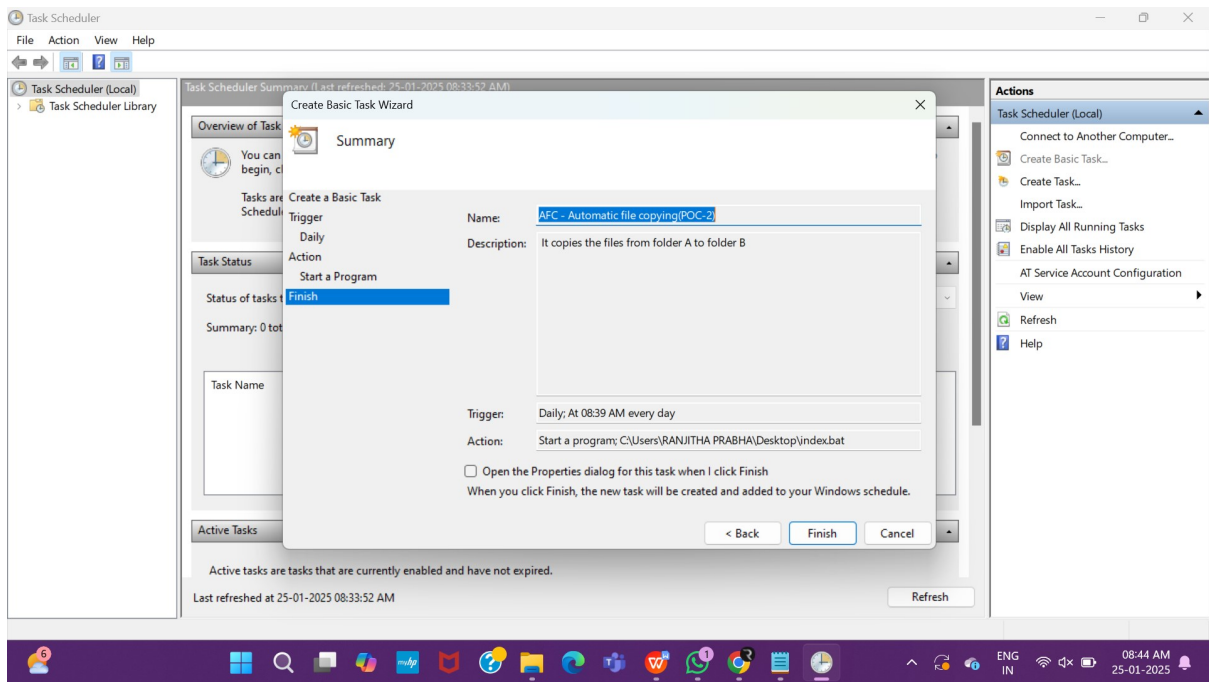
Click **Next**.



Step 12

Review and Finish

Click **Finish** to save and schedule the task.



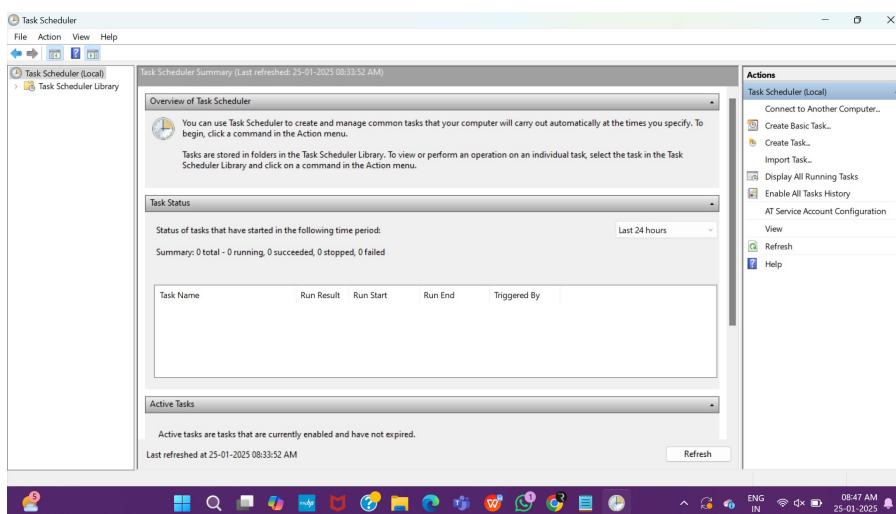
Step 13

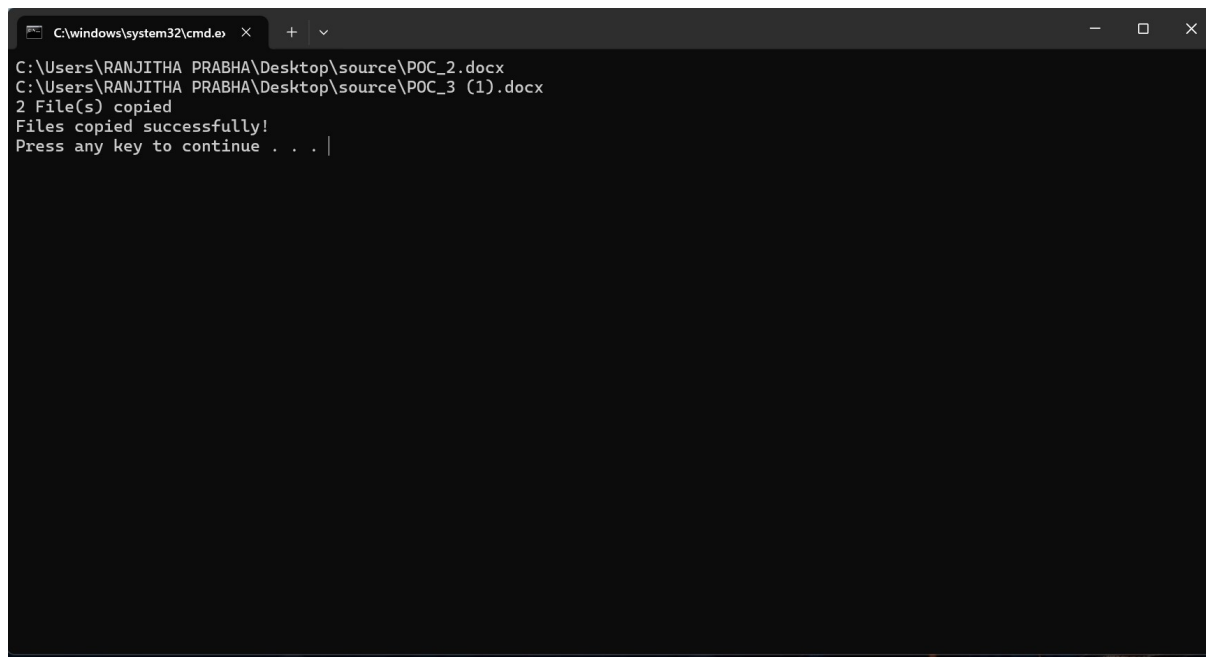
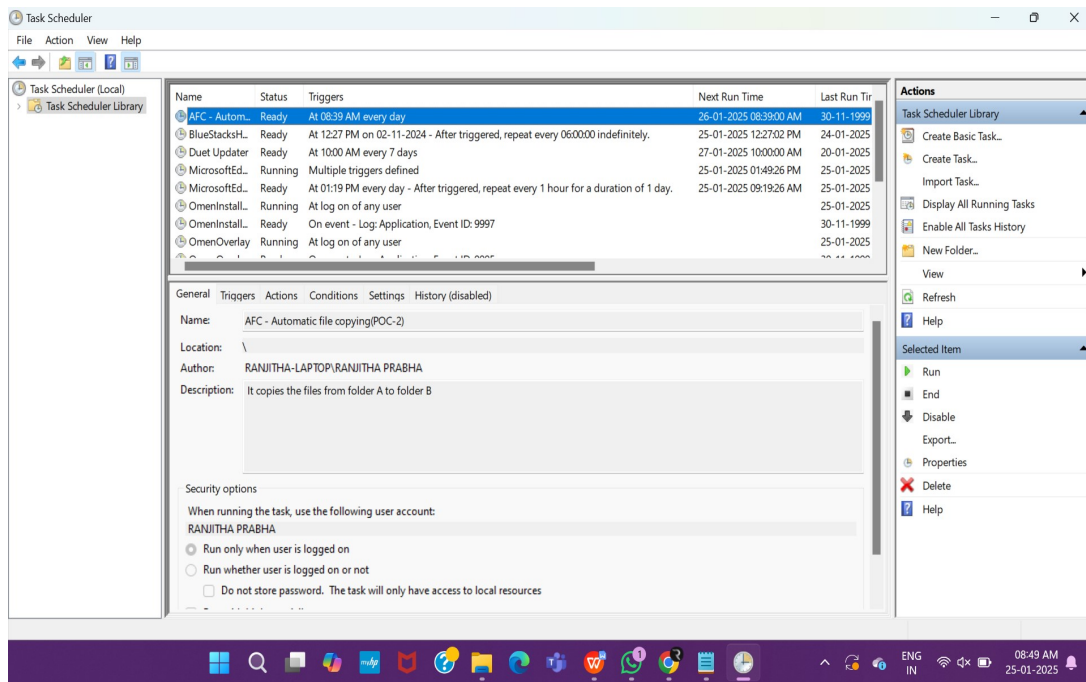
In Task Scheduler, go to the **Task Scheduler Library** (on the left-hand side).

Find your task (it should have the name you gave it, e.g., "AFC - Automatic file copying POC-2").

Right-click the task and select **Run**.

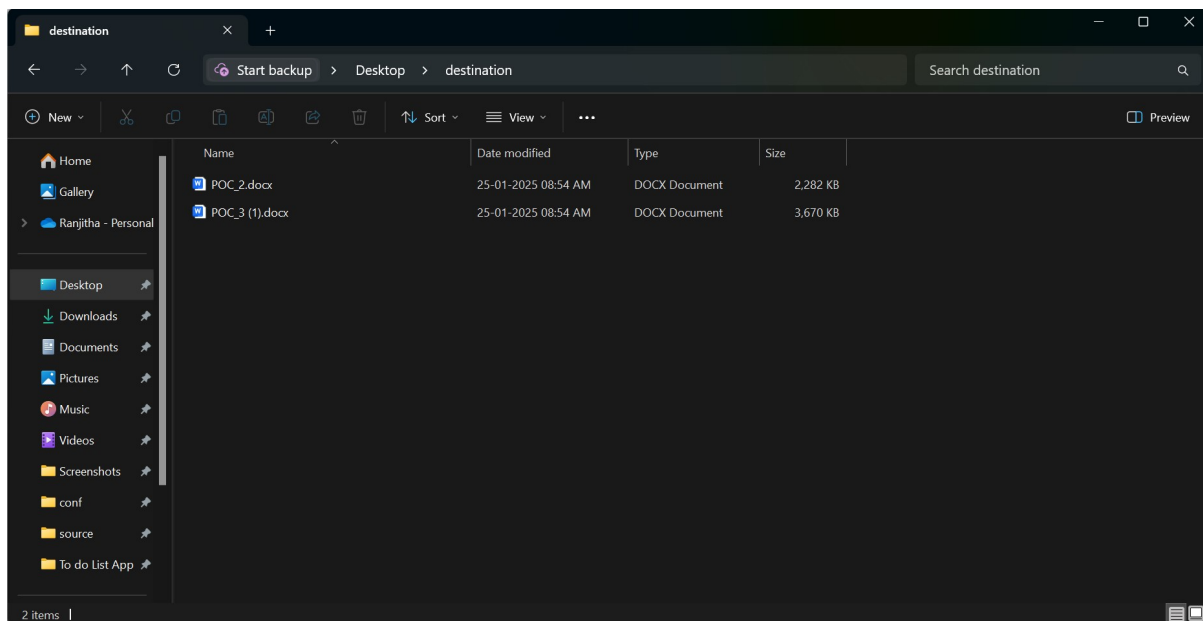
This will manually trigger the task immediately.





Step 14

If your task was set up to copy files, go to the destination folder and confirm that the files have been copied.



Outcome

By completing this Proof of Concept (PoC) of automating a task using Task Scheduler, you will:

1. Successfully set up an automated task that triggers on a schedule or when manually run.
2. Execute a batch script to copy files from a source folder to a destination folder automatically.
3. Understand how to use Task Scheduler to automate repetitive tasks in Windows.
4. Gain familiarity with task triggers, actions, and conditions in Task Scheduler.

5. Save time and ensure consistent execution of file operations without manual intervention.
6. Optionally test the task to verify that it runs as expected and achieves the desired outcome.
7. Enhance your workflow automation skills with practical hands-on experience.