

# Running Python Scripts in Windows Task Scheduler

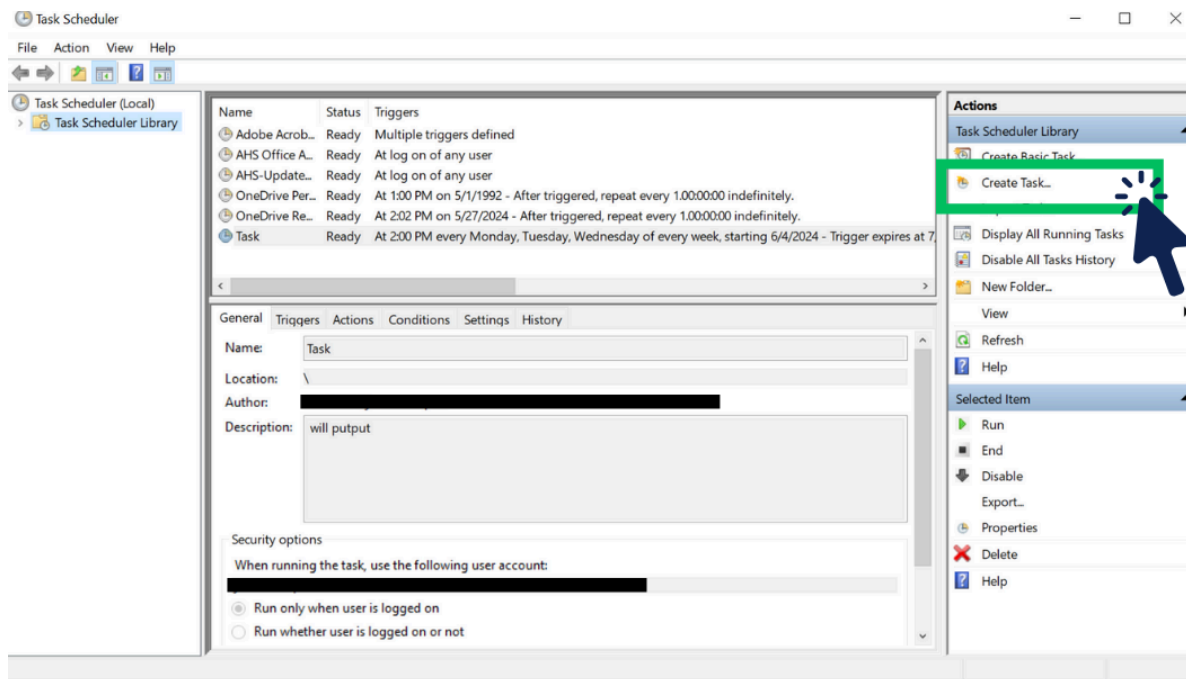
Created: 2024-06-04

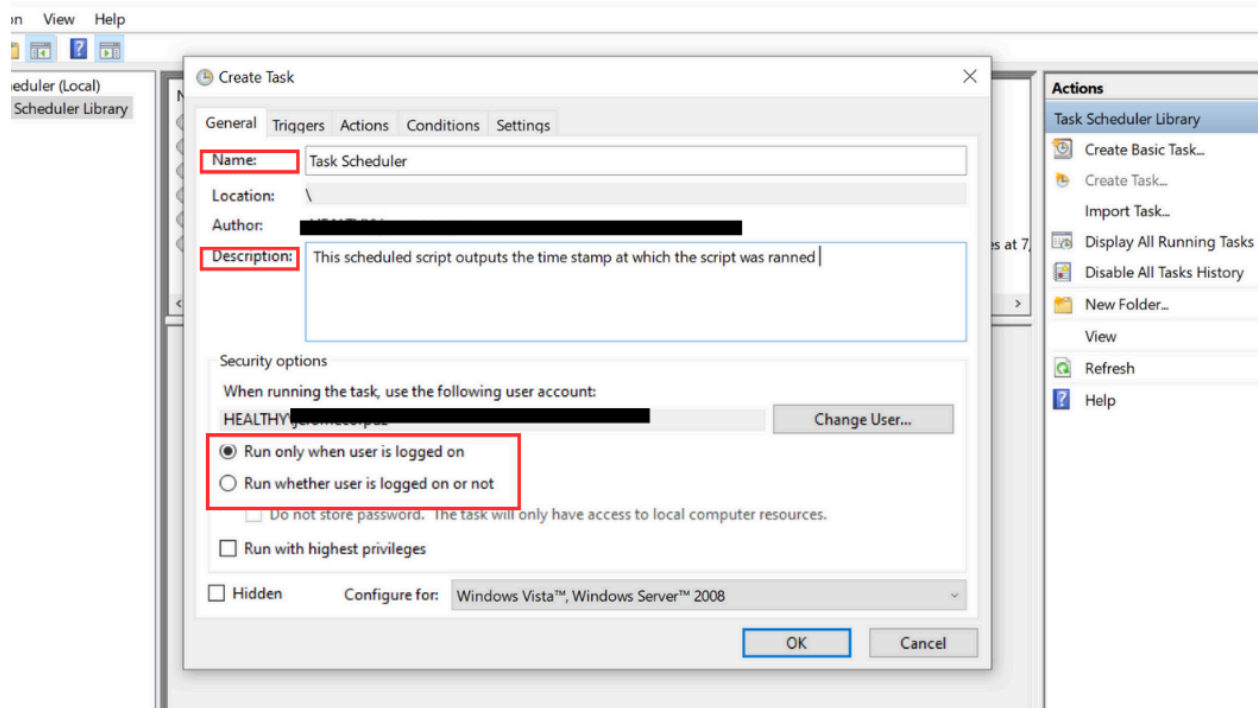
## Prerequisites:

- **Permissions:** You must have administrative rights on the computer or the specific permissions to create and manage scheduled tasks.
- **Prepare the Script/Program:** Ensure your script or program is tested and can run without errors. It's essential this script is finalized and stored in a location accessible by the Task Scheduler.

## Configuring the Task Scheduler

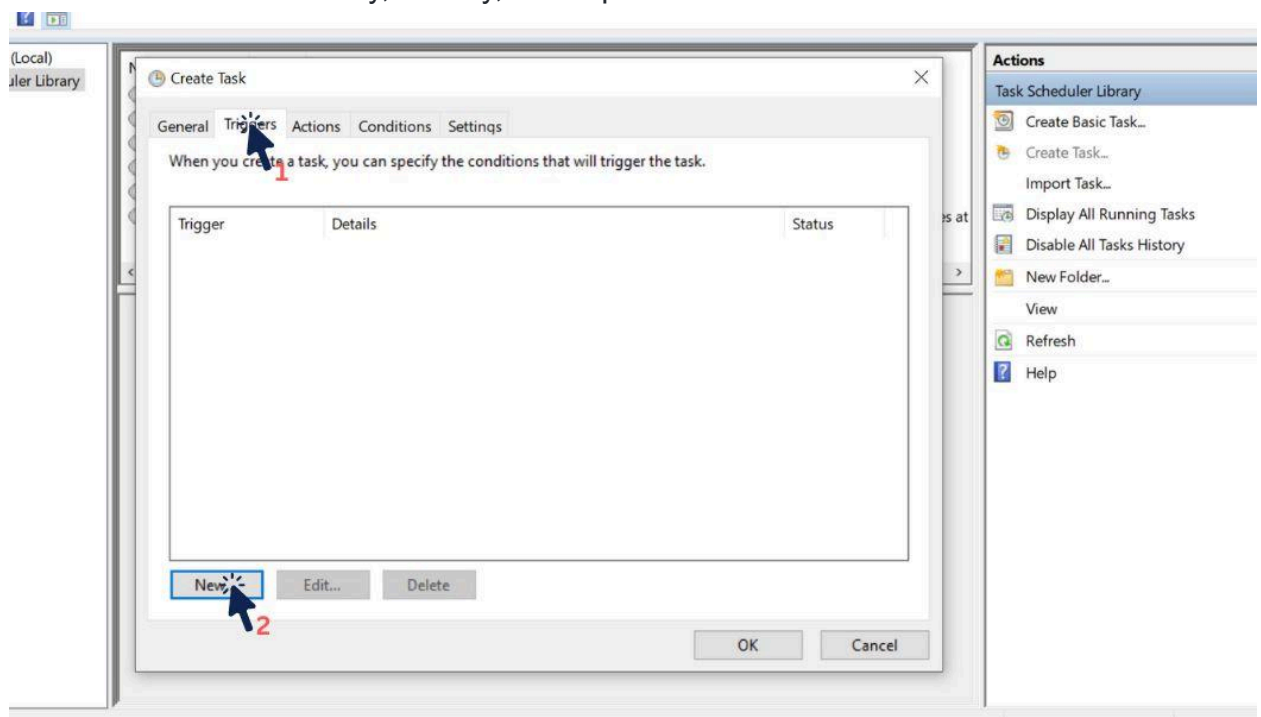
1. Open the Task Scheduler (search for 'Task Scheduler' in the search bar).
2. Create a new task by clicking on 'Create Task' in the Actions section.
3. Give the task a name and description.
4. Select the user under which the task should run.
5. Check the option to run the task regardless of whether the user is logged on.

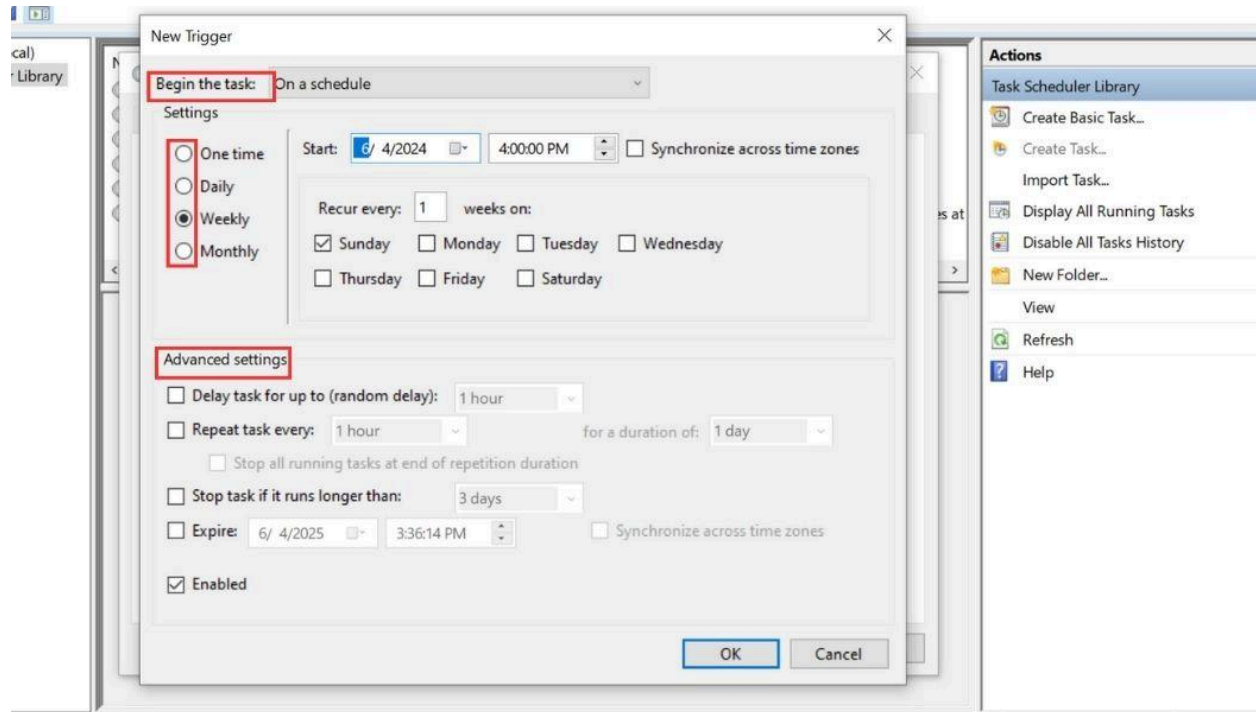




## Setting Triggers

- Click the "Triggers" tab, then click "New" to set the schedule. For example, you can schedule it to run daily, weekly, or at specific times as needed.





### Setting Time-based Triggers:

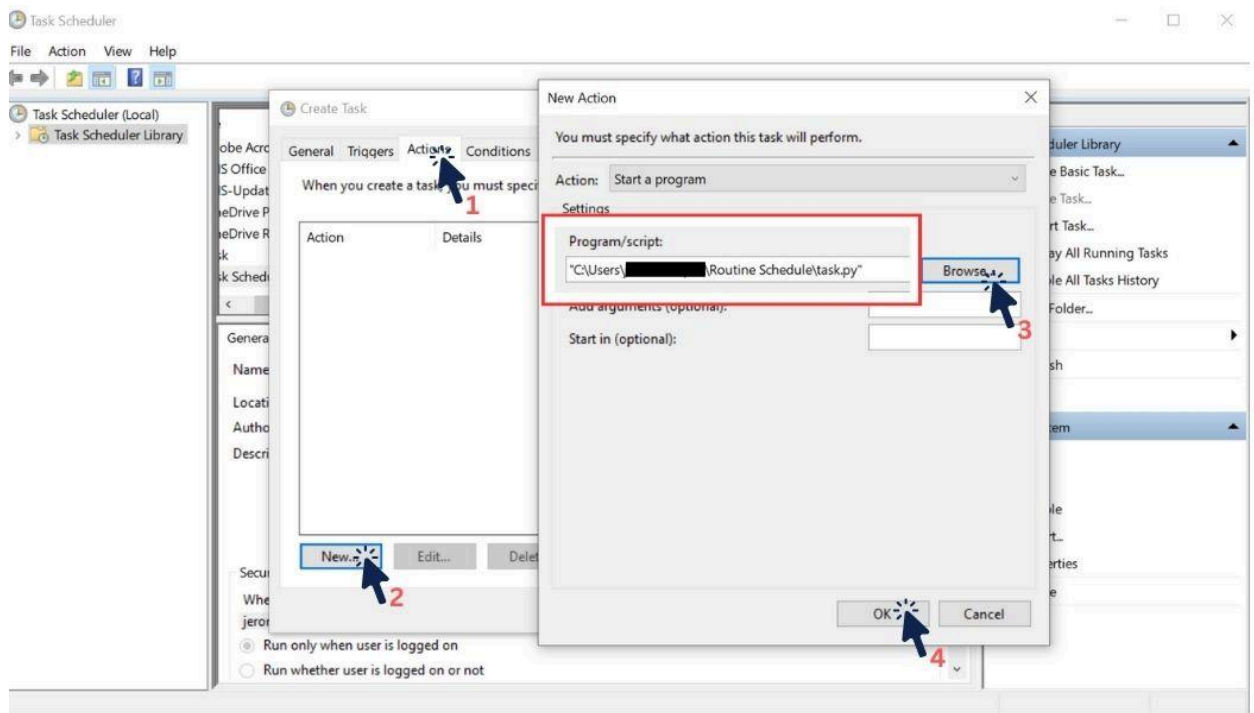
- **Daily:** Configure the task to run once per day or every few days. Specify the start time and the frequency in days.
- **Weekly:** Set the task to run on specific days of the week, e.g., every Monday and Thursday at a specified time. You can also set it to occur every 'n' weeks.
- **Monthly:** Choose specific days of the month (like the 1st and 15th) or particular weekdays of specific weeks each month (like the first Monday or last Friday).

### Advanced Settings:

- **Repeat task:** You can set the task to repeat every few minutes or hours for a specified duration after it starts. This is useful for tasks that need to run periodically throughout the day.
- **Expire:** Set an expiration date for the trigger if the task is temporary or seasonal.
- **Delay task start:** Introduce a delay between the trigger condition and the task execution.
- **Stop task if running longer than:** Specify how long the task should run before it is forcibly stopped if it doesn't end on its own.

## Defining Actions

1. Go to the "Actions" tab and click "New".
2. Set the action to "Start a program".
3. Enter the path to the Python Script

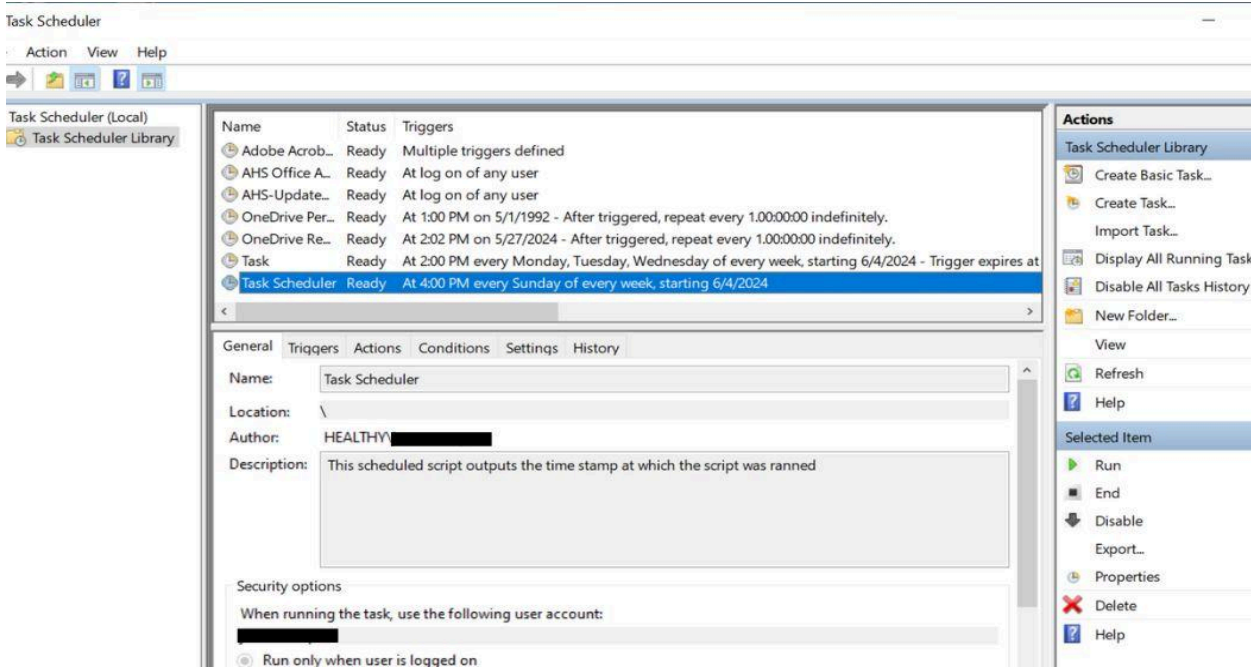


# Verifying the Task

Refresh the Task Scheduler window.

Check the 'Next Run Time' for the task.

Drag the slider in the task window to view **Next Run Time**, **Last Run Time**, **Last Run Result**, **Author**, and **Date of Creation**



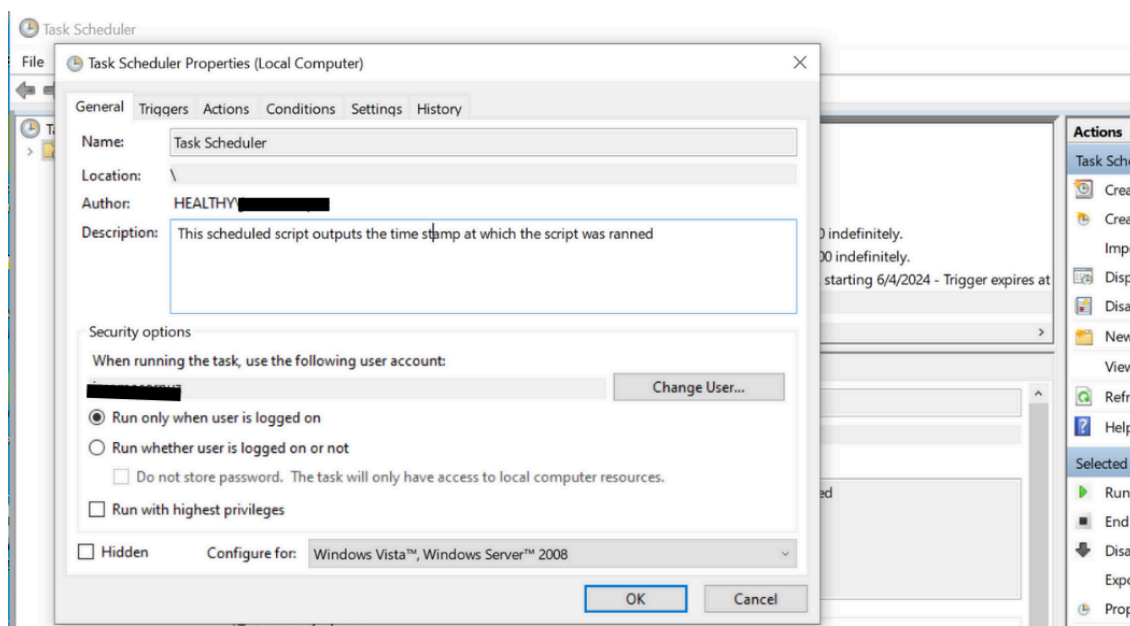
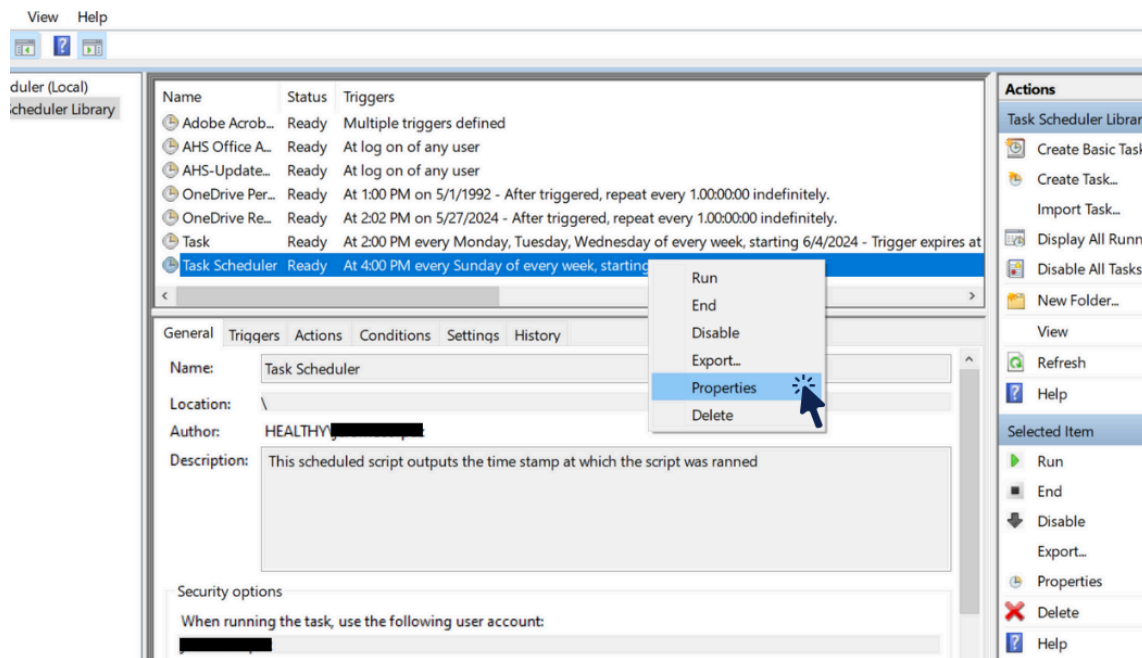
Next Run Time	Last Run Time	Last Run Result	Author	Created
6/5/2024 12:00:00 PM	6/5/2024 8:05:28 AM	The operation completed successfully. (0x0)	Adobe Systems Incorporated	
	6/3/2024 8:33:21 AM	The operation completed successfully. (0x0)	HEALTHY [redacted]	9/20/2020 2:41:12 PM
	6/3/2024 8:33:21 AM	The operation completed successfully. (0x0)	System	1/31/2020 9:41:55 AM
6/5/2024 4:55:31 PM	6/4/2024 4:12:13 PM	(0x8004EE04)	Microsoft Corporation	
6/5/2024 2:02:49 PM	6/4/2024 2:02:49 PM	The operation completed successfully. (0x0)	Microsoft Corporation	
6/5/2024 2:00:00 PM	11/30/1999 12:00:00 AM	The task has not yet run. (0x41303)	HEALTHY [redacted]	6/4/2024 2:32:24 PM
6/9/2024 4:00:00 PM	11/30/1999 12:00:00 AM	The task has not yet run. (0x41303)	HEALTHY [redacted]	6/4/2024 3:50:35 PM

# Steps to Reschedule or Modify the Python Script Task

**\*\*Note:** Before editing/deleting an existing task in Windows Task Scheduler, it's a good practice to disable it first. Disabling the task ensures that it will not run again, even if the deletion process encounters issues or delays. This is similar to "unscheduling" in the SAS environment.\*\*

## To Change the Schedule or Modify the Task:

1. Open Task Scheduler and find your task in the Task Library.
2. Right-click the task and select "Properties".
3. Modify the triggers, actions, or settings as required.
4. Save the changes by clicking "OK".



## To Update the Python Script:

- Directly modify the script in its existing location. The task will run the updated script at the next scheduled time.

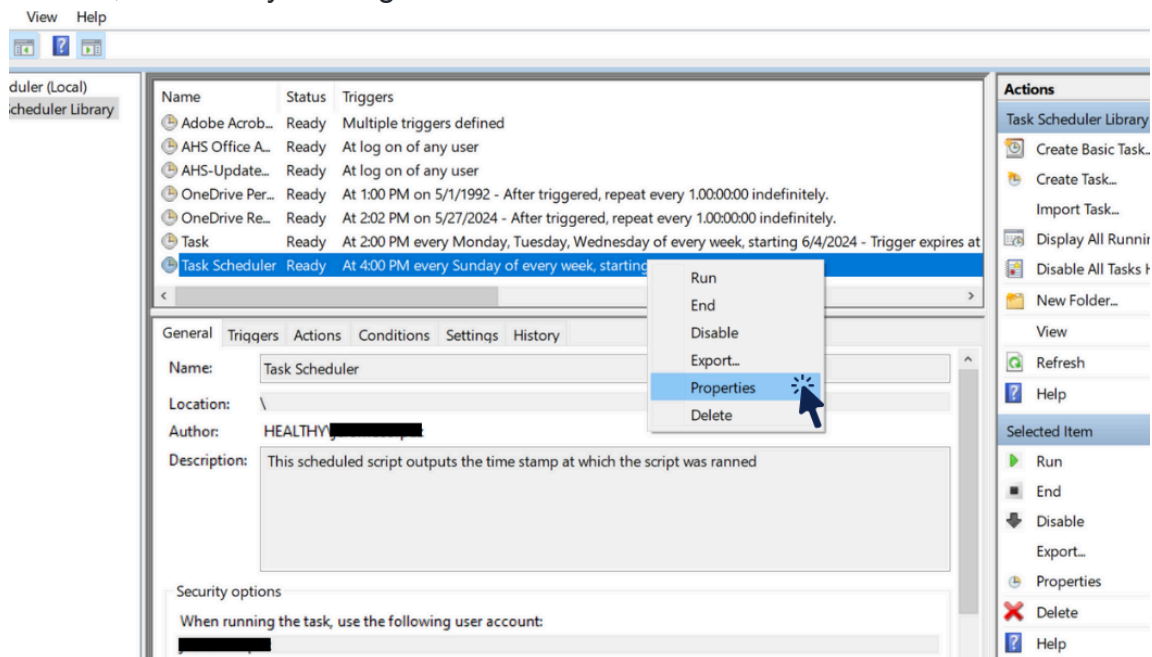
## To Handle Script Name or Location Changes:

1. Open Task Scheduler and go to your task.
2. Update the "Actions" tab with the new script path or name.
3. Adjust any other settings as needed and click "OK" to save the updates.

## Additional Features

### Disable, Delete, or Run Task

- Right-click a task to disable it by selecting '**Disable**', delete it by choosing '**Delete**', or run it by clicking '**Run**'.



## View the Task History:

- Click on the task you are interested in, and then switch to the "History" tab in the lower middle pane of the Task Scheduler window. This tab will display the history of the selected task, showing each run and event associated with it.

