St. JOSEPH'S
GROUP OF INSTITUTIONS
OMR, CHENNAI - 119

aws

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.

Name: Dhamini B

Department: IT

St. JOSEPH'S
COLLEGE OF ENGINEERING

St. JOSEPH'S
INSTITUTE OF TECHNOLOGY

AUTONOMOUS INSTITUTIONS, AFFILIATED TO ANNA UNIVERSITY

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.

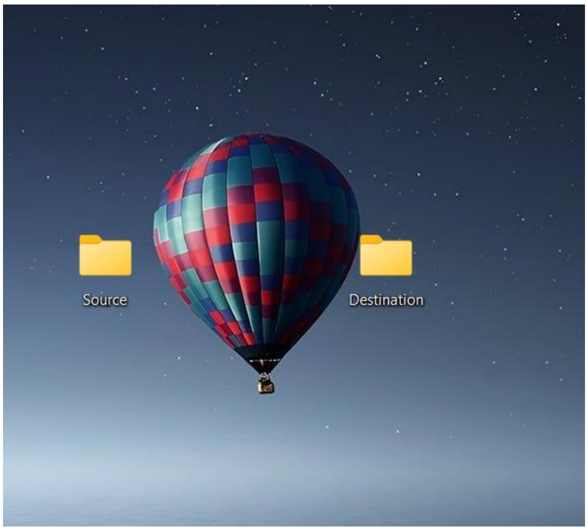
Overview

The script automates the process of copying files from a source folder to a destination folder. It ensures that all files in the source directory are transferred efficiently while maintaining their integrity. This automation can be customized based on specific needs, such as copying files based on file type, modification date, or size. The script can be written using programming languages like Python, Shell scripting, or PowerShell, depending on the operating environment.

Step-by-Step Overview

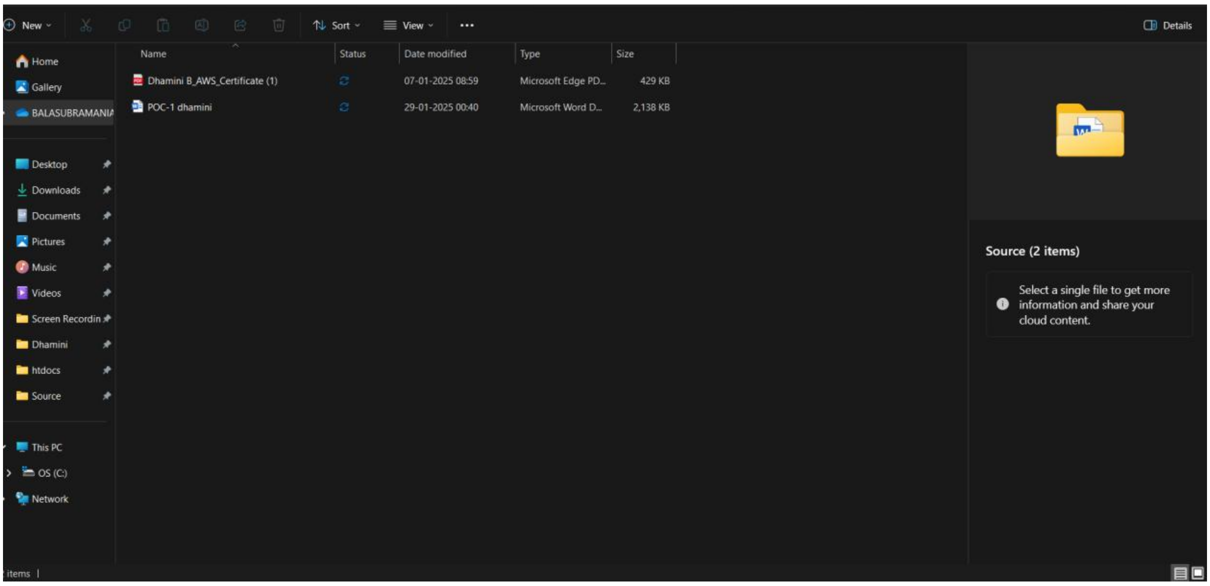
Step 1

Create two folders named Source and Destination



Step 2

Store some files inside it to automate it



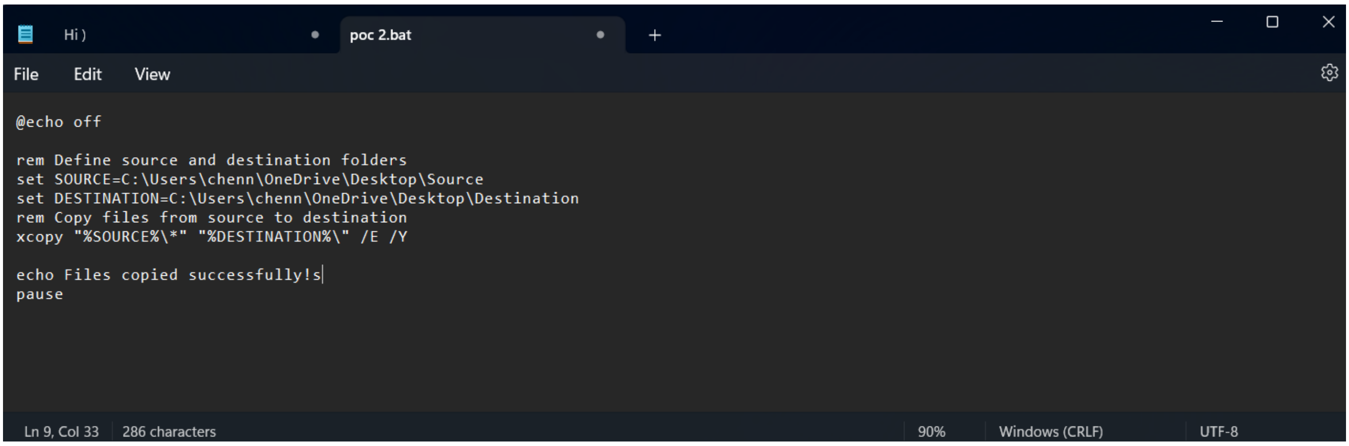
Name	Status	Date modified	Type	Size
Dhamini B_AWS_Certificate (1)		07-01-2025 08:59	Microsoft Edge PD...	429 KB
POC-1 dhamini		29-01-2025 00:40	Microsoft Word D...	2,138 KB

Source (2 items)

Select a single file to get more information and share your cloud content.

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



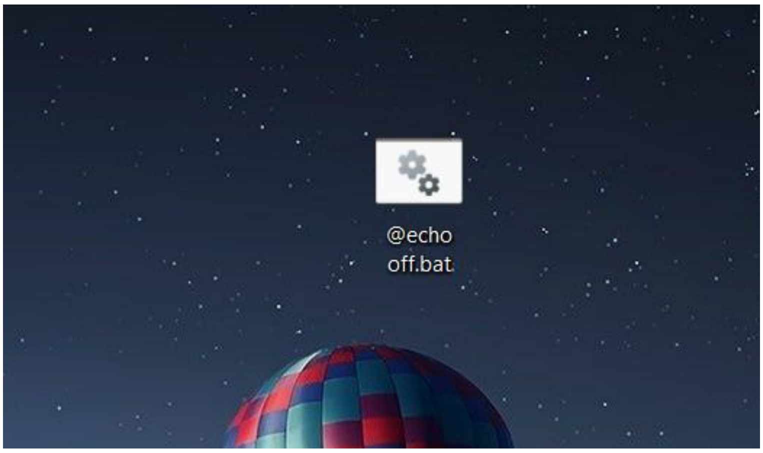
```
@echo off

rem Define source and destination folders
set SOURCE=C:\Users\chenn\OneDrive\Desktop\Source
set DESTINATION=C:\Users\chenn\OneDrive\Desktop\Destination
rem Copy files from source to destination
xcopy "%SOURCE%\*" "%DESTINATION%\" /E /Y

echo Files copied successfully!s
pause
```

Step 4

Then save the file in desktop with .bat extension



Step 5

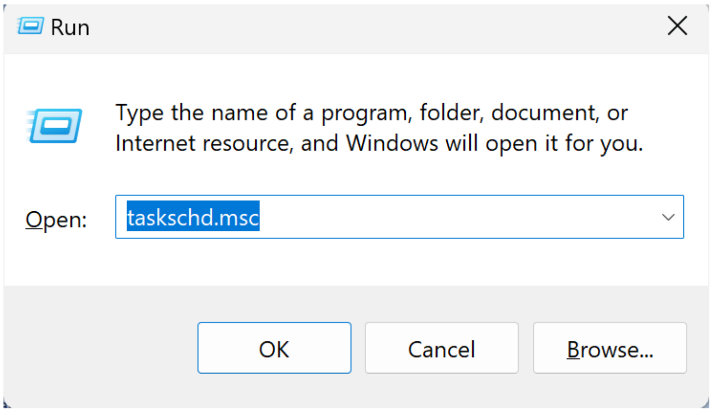
Press **Win + R** on your keyboard.

A small "Run" dialog box will pop up.

Type **taskschd.msc** in the Run box.

Press Enter or click OK.

This will open the Task Scheduler window.



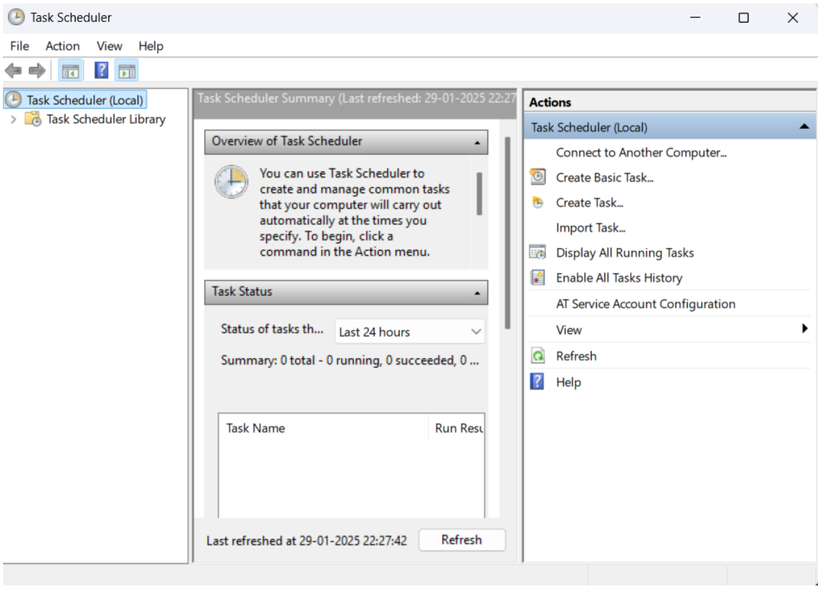
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: taskschd.msc

Step 6

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

A wizard will open to guide you through the setup.



You can use Task Scheduler to create and manage common tasks that your computer will carry out automatically at the times you specify. To begin, click a command in the Action menu.

Status of tasks th... Last 24 hours

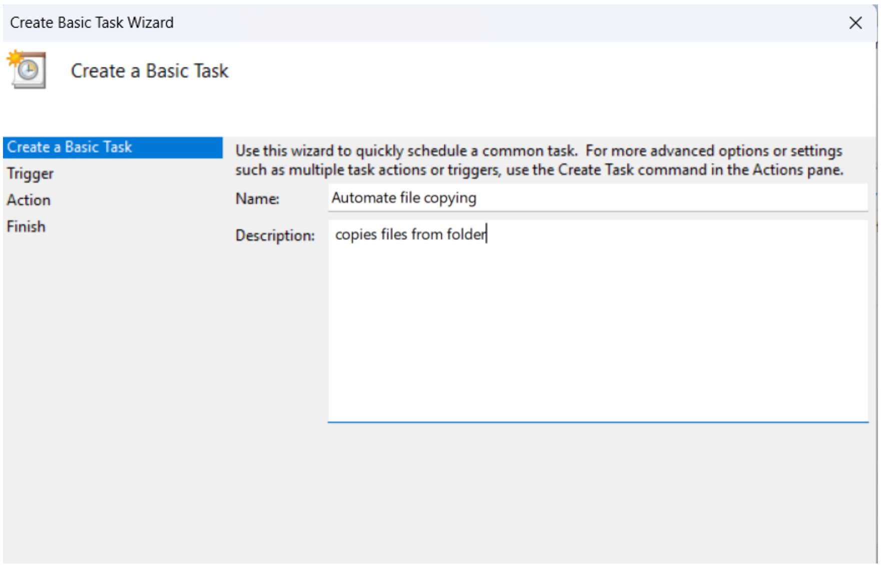
Summary: 0 total - 0 running, 0 succeeded, 0 ...

Last refreshed at 29-01-2025 22:27:42

Step 7

1. Enter a Name for the Task:

2.Click Next to continue.



Use this wizard to quickly schedule a common task. For more advanced options or settings such as multiple task actions or triggers, use the Create Task command in the Actions pane.

Name: Automate file copying

Description: copies files from folder

Step 8

Choose a Schedule:

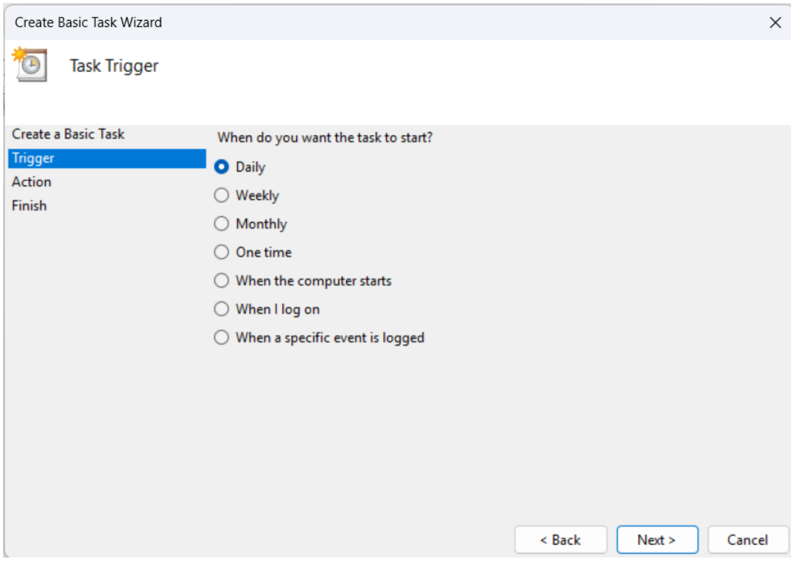
You will see options like:

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.



Create Basic Task Wizard

Task Trigger

When do you want the task to start?

● Daily

○ Weekly

○ Monthly

○ One time

○ When the computer starts

○ When I log on

○ When a specific event is logged

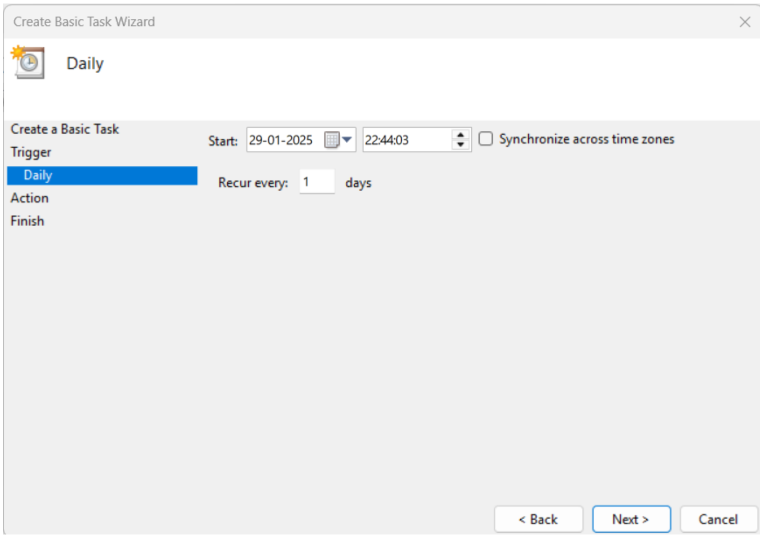
Step 9

Set the Time and Frequency:

If you chose Daily, specify:

The start date (it defaults to today).

Click Next to move on.



Create Basic Task Wizard

Daily

Start: 29-01-2025 22:44:03 □ Synchronize across time zones

Recur every: 1 days

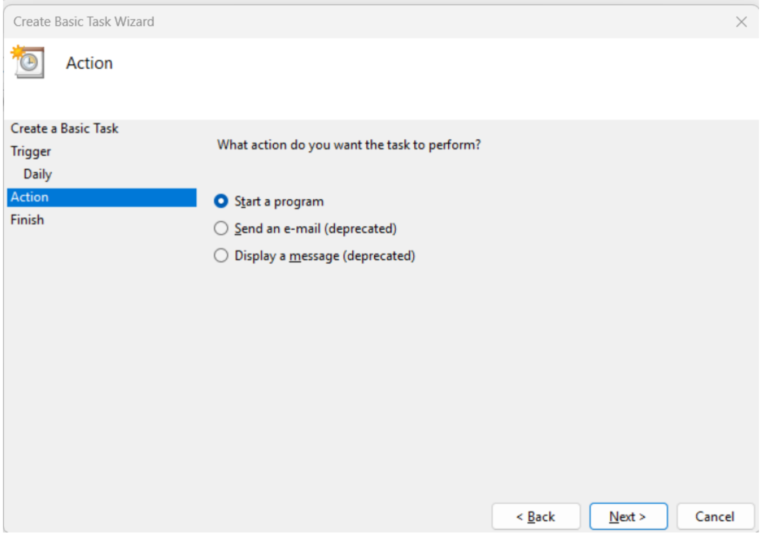
Step 10

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.



Create Basic Task Wizard

Action

What action do you want the task to perform?

● Start a program

○ Send an e-mail (deprecated)

○ Display a message (deprecated)

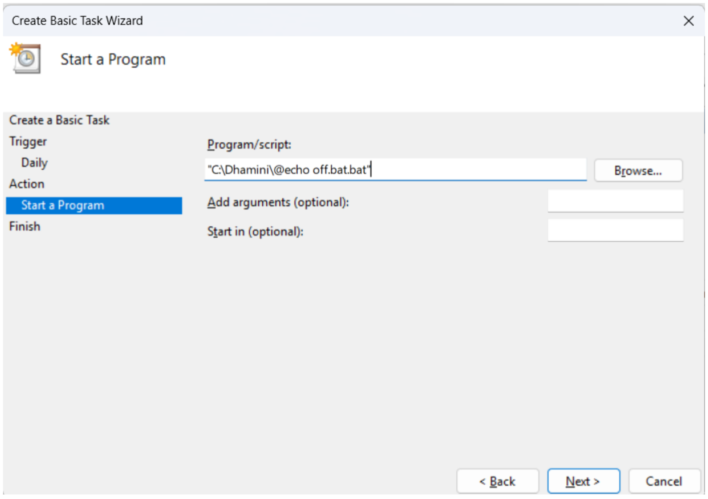
Step 11

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.



Program/script: "C:\Dhamini\@echo off.bat.bat"

Step 12

Review and Finish

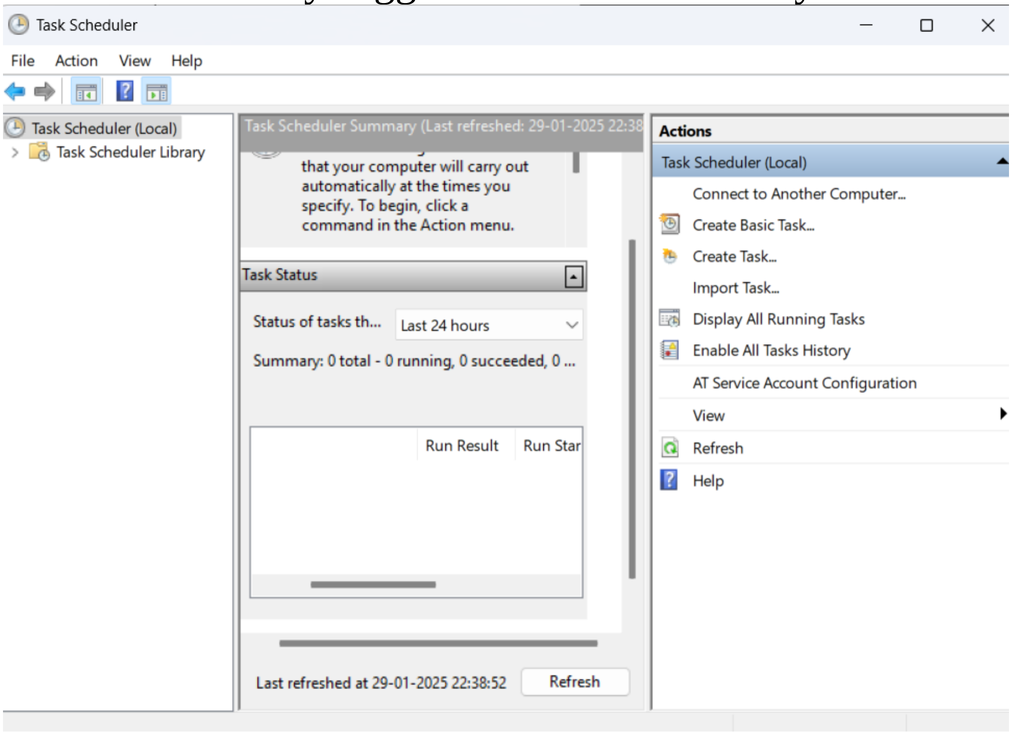
Click Finish to save and schedule the task.

Step 13

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

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

This will manually trigger the task immediately.

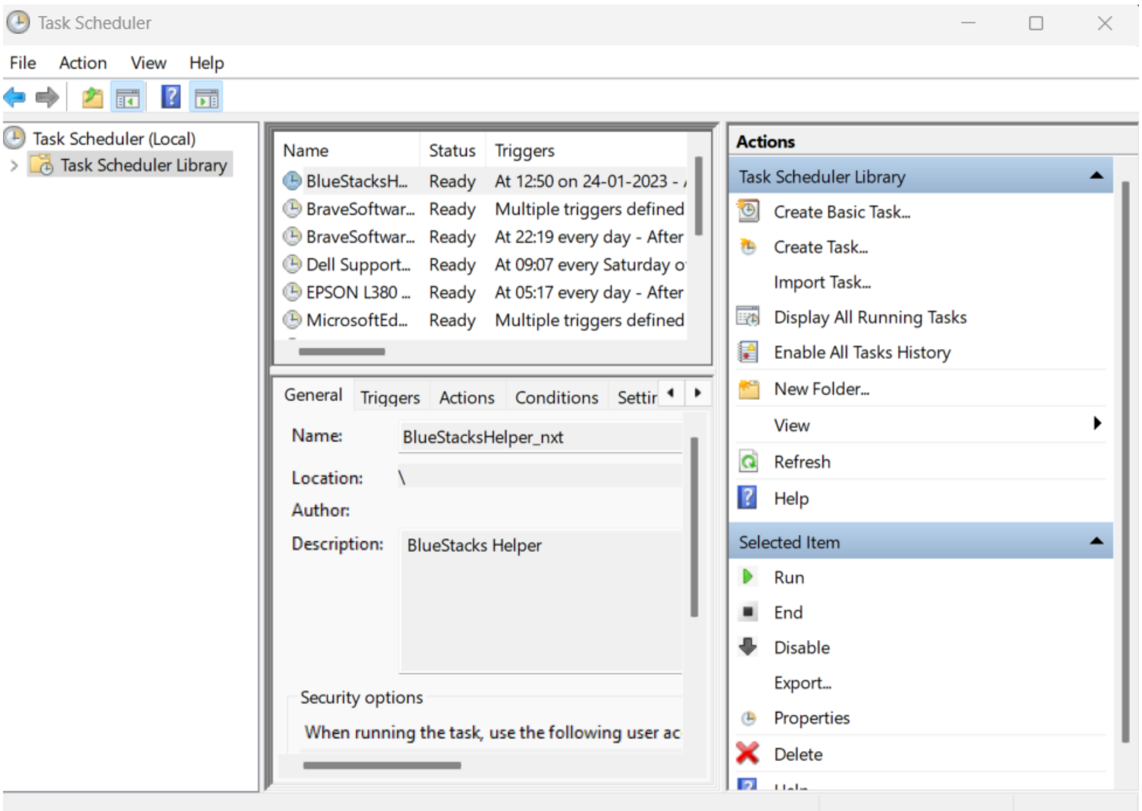


that your computer will carry out automatically at the times you specify. To begin, click a command in the Action menu.

Status of tasks th... Last 24 hours

Summary: 0 total - 0 running, 0 succeeded, 0 ...

Last refreshed at 29-01-2025 22:38:52



Name	Status	Triggers
BlueStacksH...	Ready	At 12:50 on 24-01-2023 - /
BraveSoftwar...	Ready	Multiple triggers defined
BraveSoftwar...	Ready	At 22:19 every day - After
Dell Support...	Ready	At 09:07 every Saturday o
EPSON L380 ...	Ready	At 05:17 every day - After
MicrosoftEd...	Ready	Multiple triggers defined

Name: BlueStacksHelper_nxt

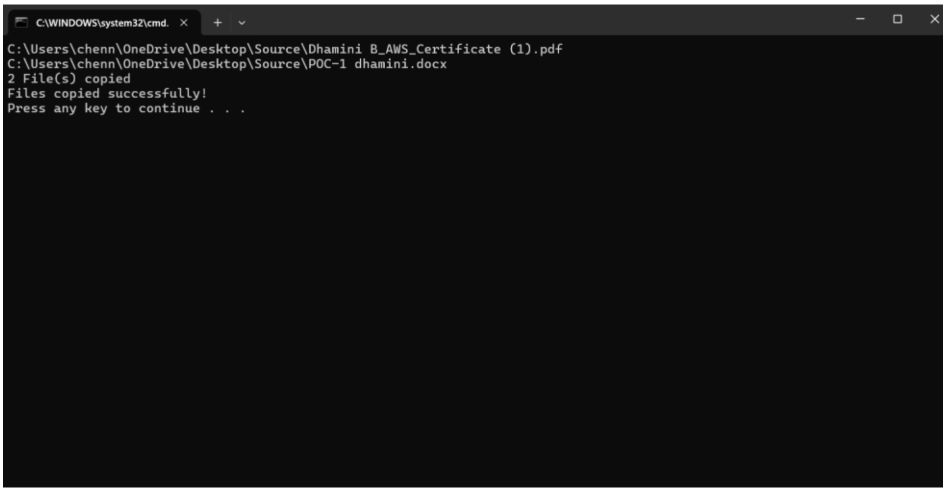
Location: \

Author:

Description: BlueStacks Helper

Security options

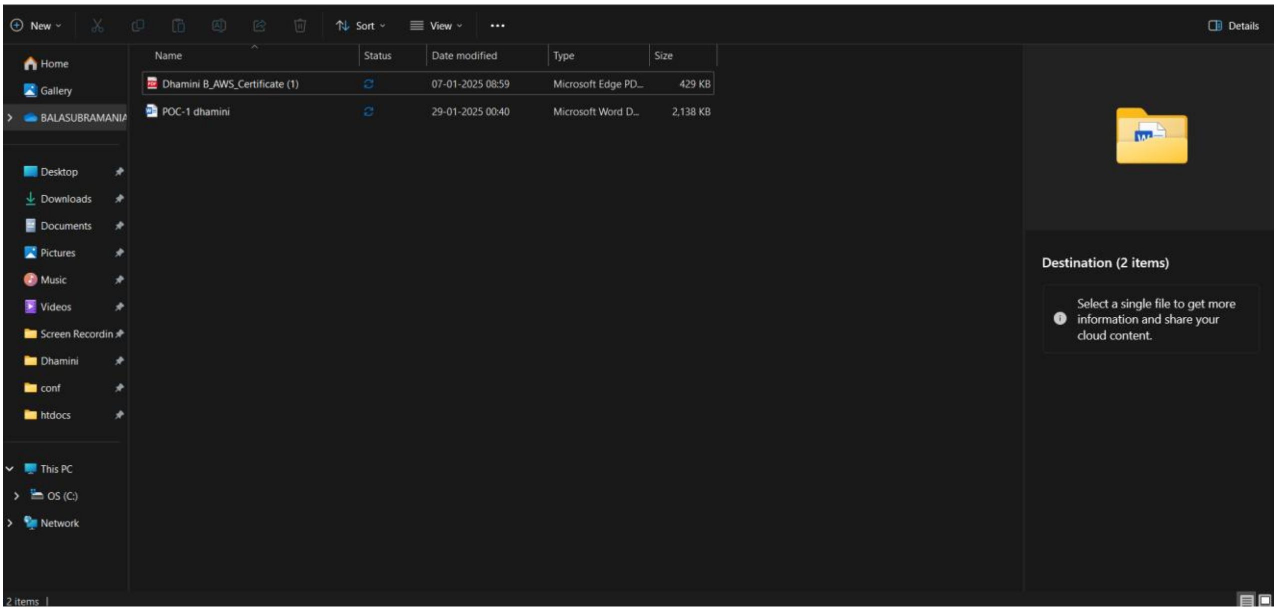
When running the task, use the following user ac



```
C:\Users\chenn\OneDrive\Desktop\Source\Dhamini B_AWS_Certificate (1).pdf
C:\Users\chenn\OneDrive\Desktop\Source\POC-1 dhamini.docx
2 File(s) copied
Files copied successfully!
Press any key to continue . . .
```

Step 14

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



Name	Status	Date modified	Type	Size
Dhamini B_AWS_Certificate (1)		07-01-2025 08:59	Microsoft Edge PD...	429 KB
POC-1 dhamini		29-01-2025 00:40	Microsoft Word D...	2,138 KB

Destination (2 items)

Select a single file to get more information and share your cloud content.

Expected 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.