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Placement Empowerment Program
Cloud Computing and DevOps Centre

Automate file copying using a batch script and schedule it with Task Scheduler on Windows

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Step 1: Create the Batch Script

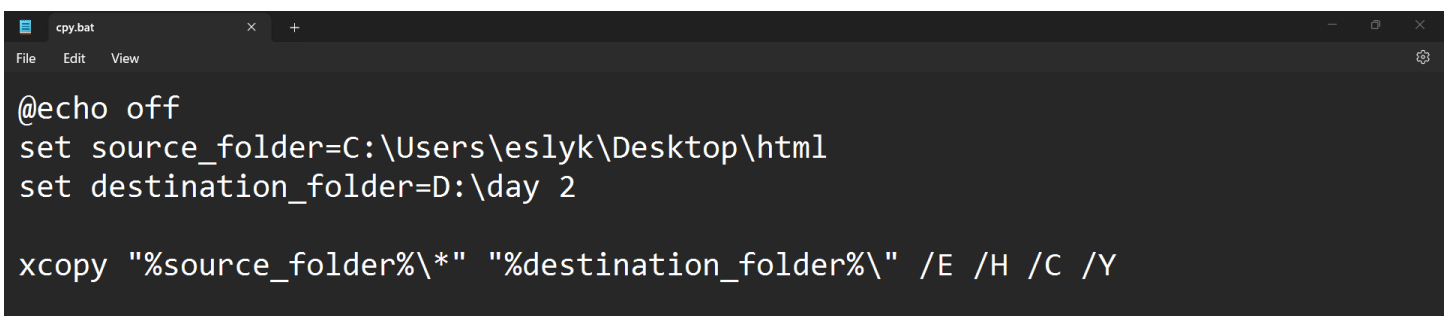
1. Open Notepad:

- a. Press Windows + S, type **Notepad**, and open it.
2. **Write the Script:** In Notepad, type the following code to copy files from one folder to another:

```
@echo off
set source_folder=C:\path\to\source\folder
set destination_folder=C:\path\to\destination\folder
xcopy "%source_folder%\*" "%destination_folder%" /E /H /C /Y
```

3. Customize the Script:

- a. Replace C:\path\to\source\folder with the actual path to the source folder.
- b. Replace C:\path\to\destination\folder with the actual path to the destination folder.

A screenshot of a Notepad window with the title bar 'cpy.bat'. The window contains a batch script with the following text:

```
@echo off
set source_folder=C:\Users\eslyk\Desktop\html
set destination_folder=D:\day 2

xcopy "%source_folder%\*" "%destination_folder%" /E /H /C /Y
```

4. Save the Script:

- a. Go to **File > Save As**.
- b. Choose a location (like your desktop or any folder).
- c. Set the file name as `copy_files.bat` (make sure it ends with `.bat`).
- d. Change **Save as type** to **All Files**.
- e. Click **Save**.

Step 2: Test the Batch Script

1. Run the Script Manually:

- a. Double-click on the `copy_files.bat` file to test it.

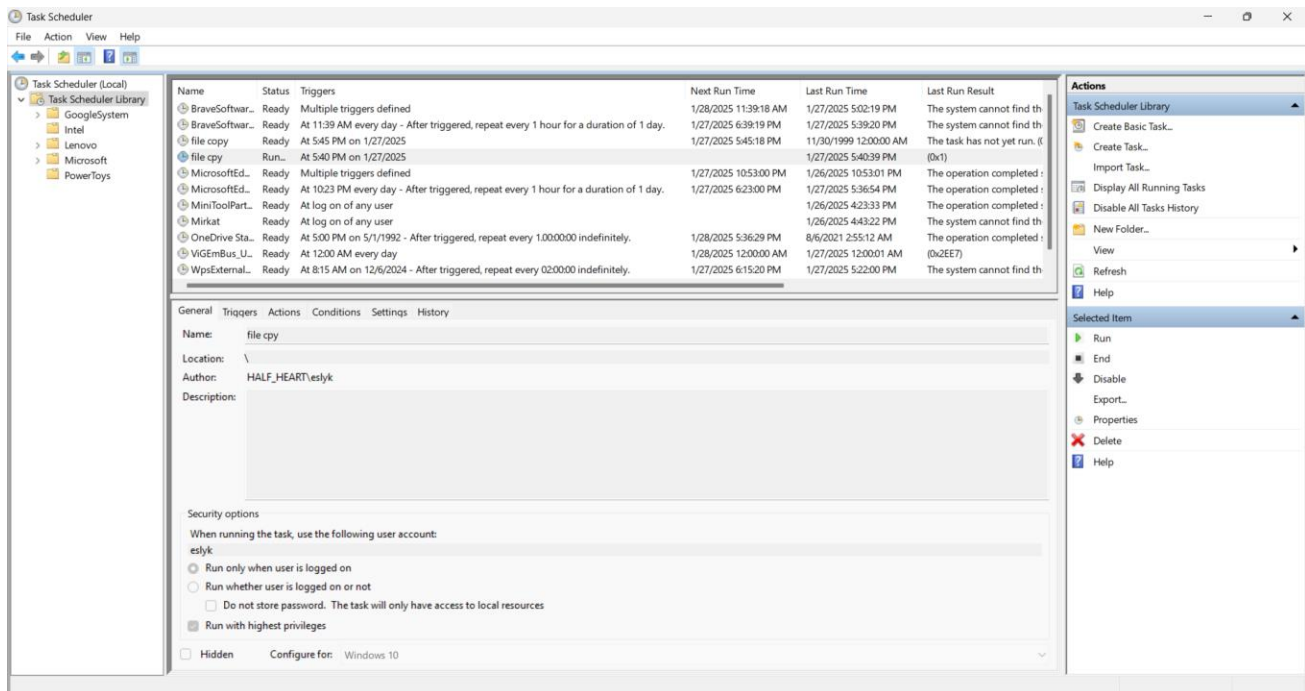
Step 3: Schedule the Script using Task Scheduler

1. Open Task Scheduler:

- a. Press Windows + S, type **Task Scheduler**, and open it.

2. Create a New Task:

- a. In the right pane, click **Create Task**.



3. General Tab:

- a. **Name the Task:** In the **Name** field, give it a name like File Copy Task.
- b. **Choose User Permissions:** Select **Run whether user is logged on or not**.
- c. **Set High Privileges:** Check the box for **Run with highest privileges**.

Create Task

General | Triggers | Actions | Conditions | Settings

Name: File Copy

Location: \

Author: HALF_HEART\eslyk

Description:

Security options

When running the task, use the following user account:
HALF_HEART\eslyk Change User or Group...

☐ Run only when user is logged on

☒ Run whether user is logged on or not

☐ Do not store password. The task will only have access to local computer resources.

☒ Run with highest privileges

☐ Hidden

Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel

4. Triggers Tab:

- a. **Set the Time:** Click **New** to create a new trigger.
 - i. **Begin the task:** On a schedule.
 - ii. **Settings:** Daily.
 - iii. **Start:** 2:00 AM.
 - iv. Click **OK**.

New Trigger

Begin the task: On a schedule

Settings

☐ One time

☒ Daily

☐ Weekly

☐ Monthly

Start: 1/27/2025 7:35:48 PM Synchronize across time zones

Recur every: 1 days

Advanced settings

☐ Delay task for up to (random delay): 1 hour

☐ Repeat task every: 1 hour for a duration of: 1 day

☐ Stop all running tasks at end of repetition duration

☐ Stop task if it runs longer than: 3 days

☐ Expire: 1/27/2026 7:35:51 PM Synchronize across time zones

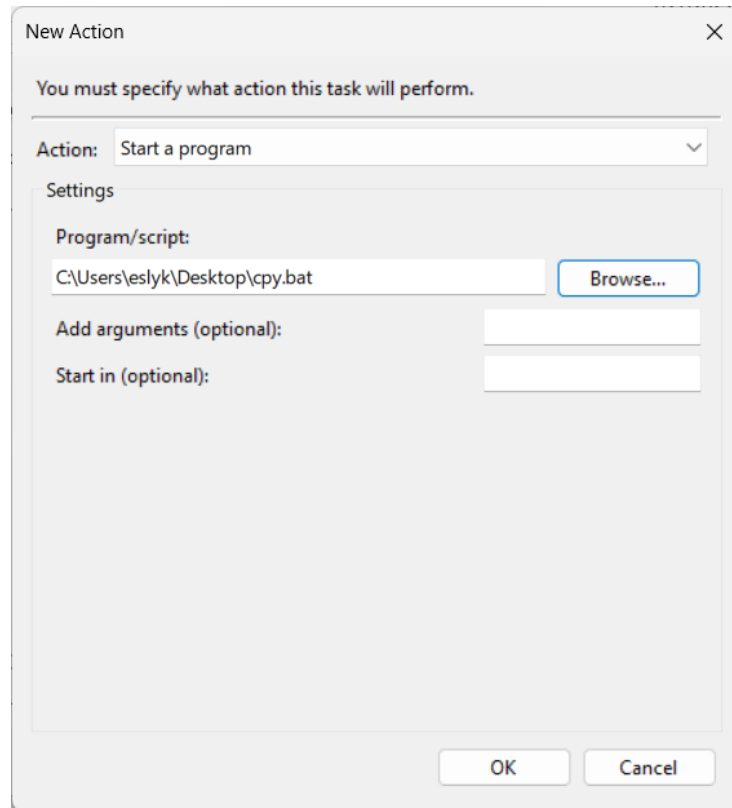
☒ Enabled

OK Cancel

5. Actions Tab:

a. Add the Batch Script: Click **New**.

- i. **Action:** Start a program.
- ii. **Program/script:** Click **Browse** and select the `copy_files.bat` file.
- iii. Click **OK**.



6. Settings Tab:

- a. Ensure **Allow task to be run on demand** is checked.
- b. Also check **If the task fails, restart every**.

7. Save the Task:

- a. Click **OK** to save the task.
- b. Enter your Windows password if prompted.

Step 4: Test the Scheduled Task

1. Manually Run the Task:

- a. In Task Scheduler, find the task under **Task Scheduler Library**.
- b. Right-click the task and choose **Run**.

2. Check if Files Were Copied:

- a. Check the destination folder to confirm the files were copied successfully.

