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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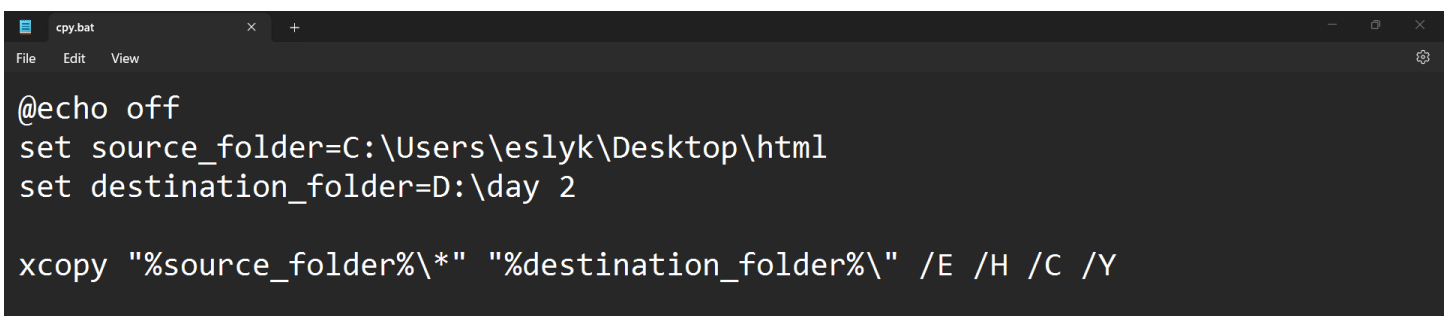
Step 1: Create the Batch Script

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.

```
cpy.bat                    ×   +                                          —  □  ×
File   Edit   View                                                            ⚙

@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**:

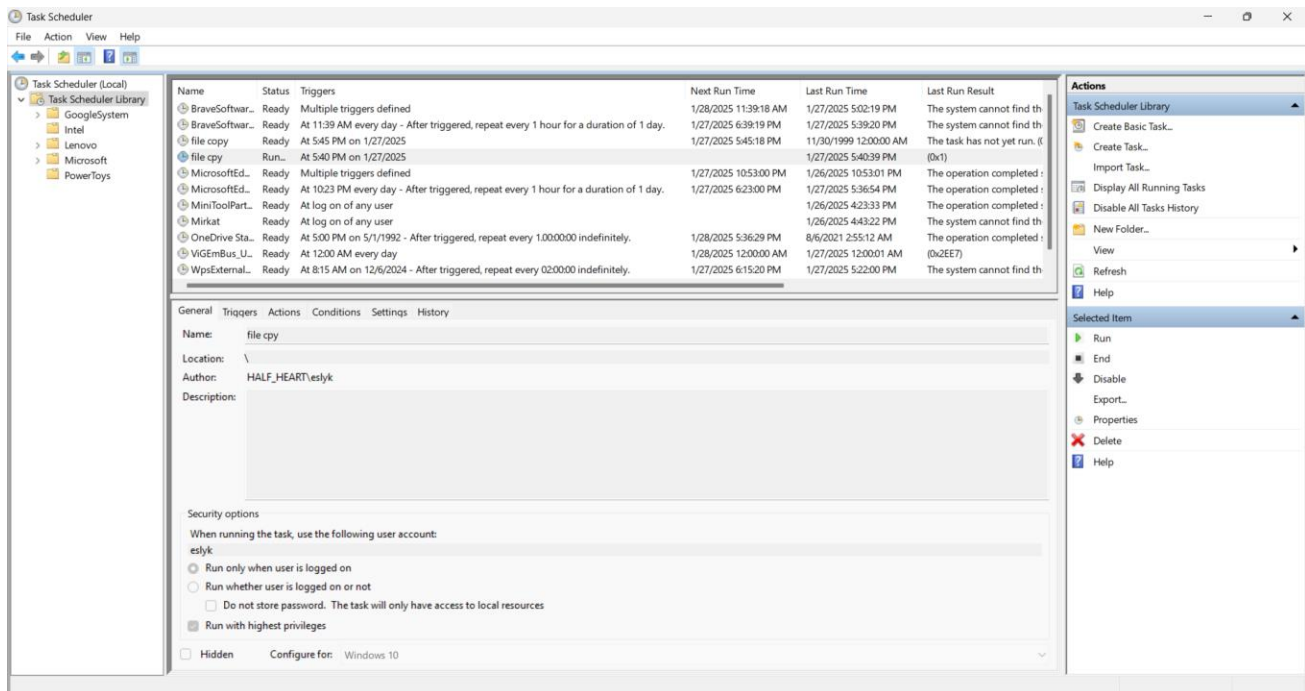   a. Double-click on the `copy_files.bat` file to test it.

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**.

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**.
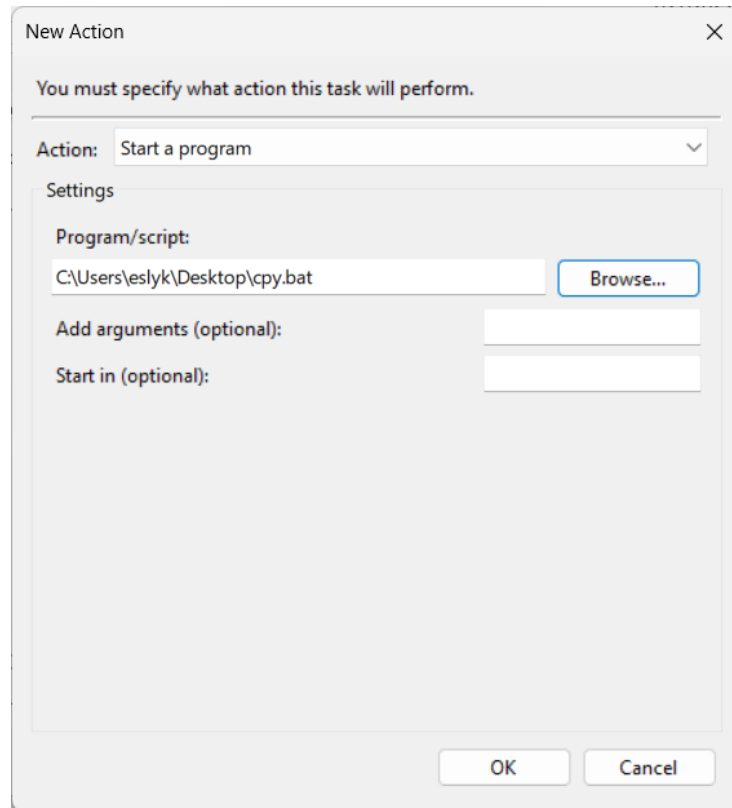
5. **Actions Tab**:
   a. **Add the Batch Script**: Click **New**.
      i. **Action**: Start a program.
      ii. **Program/script**: Click **Browse** and select the `copy_files.bat` file.
      iii. Click **OK**.

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.