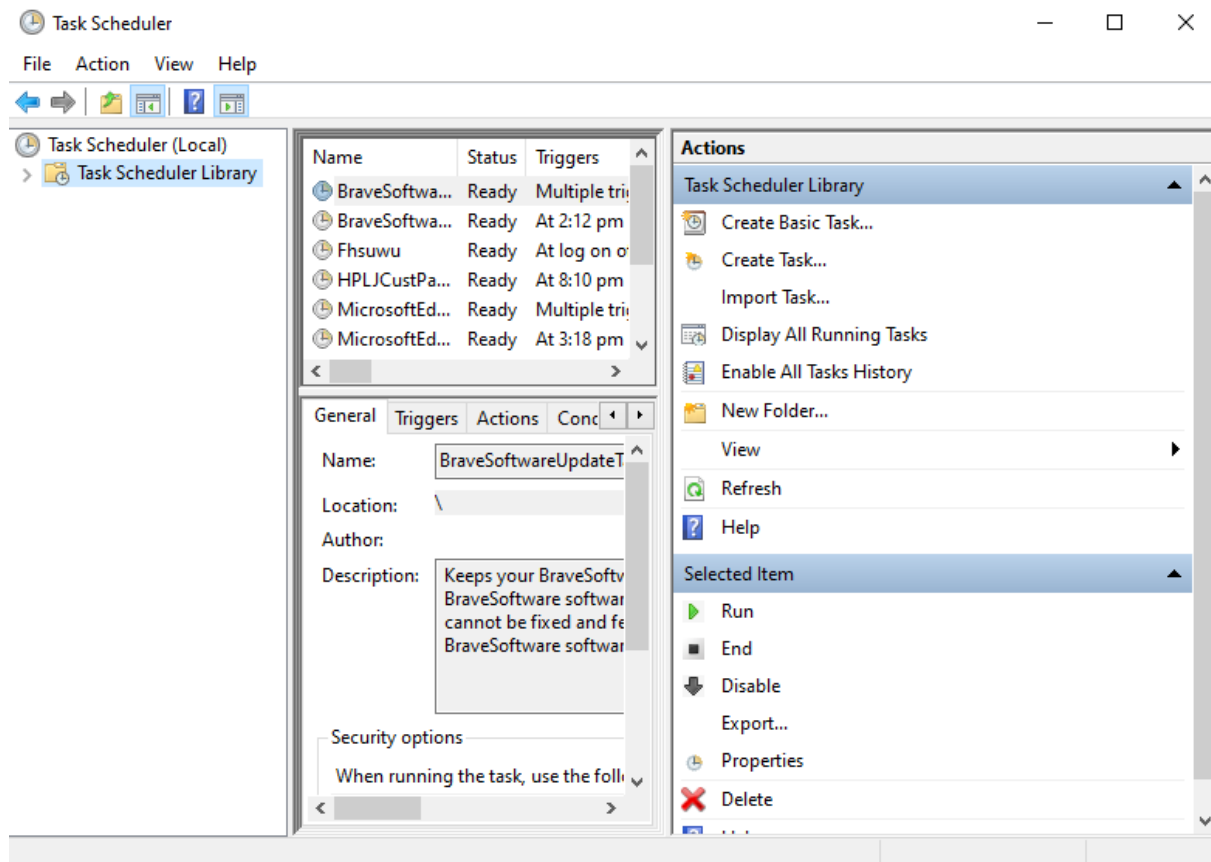
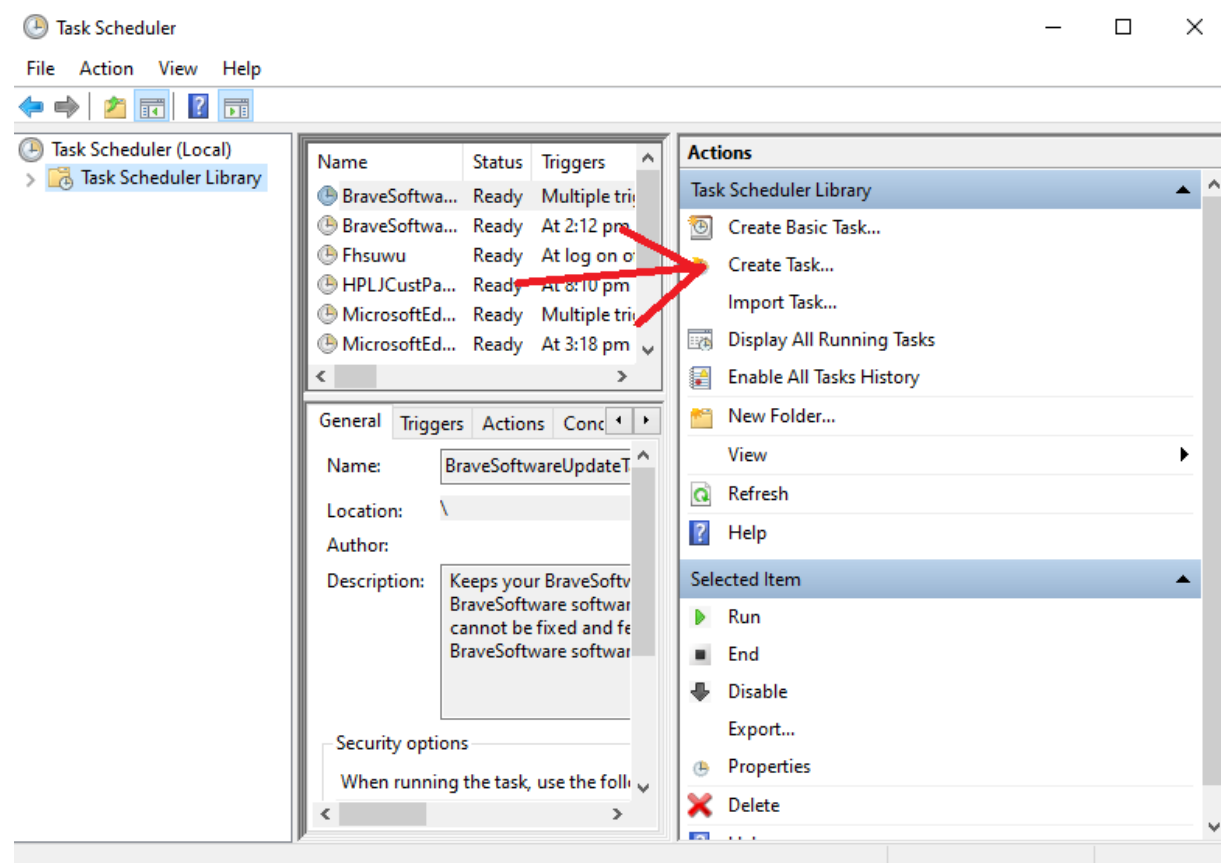


Scheduling the Python code to run on Weekly basis

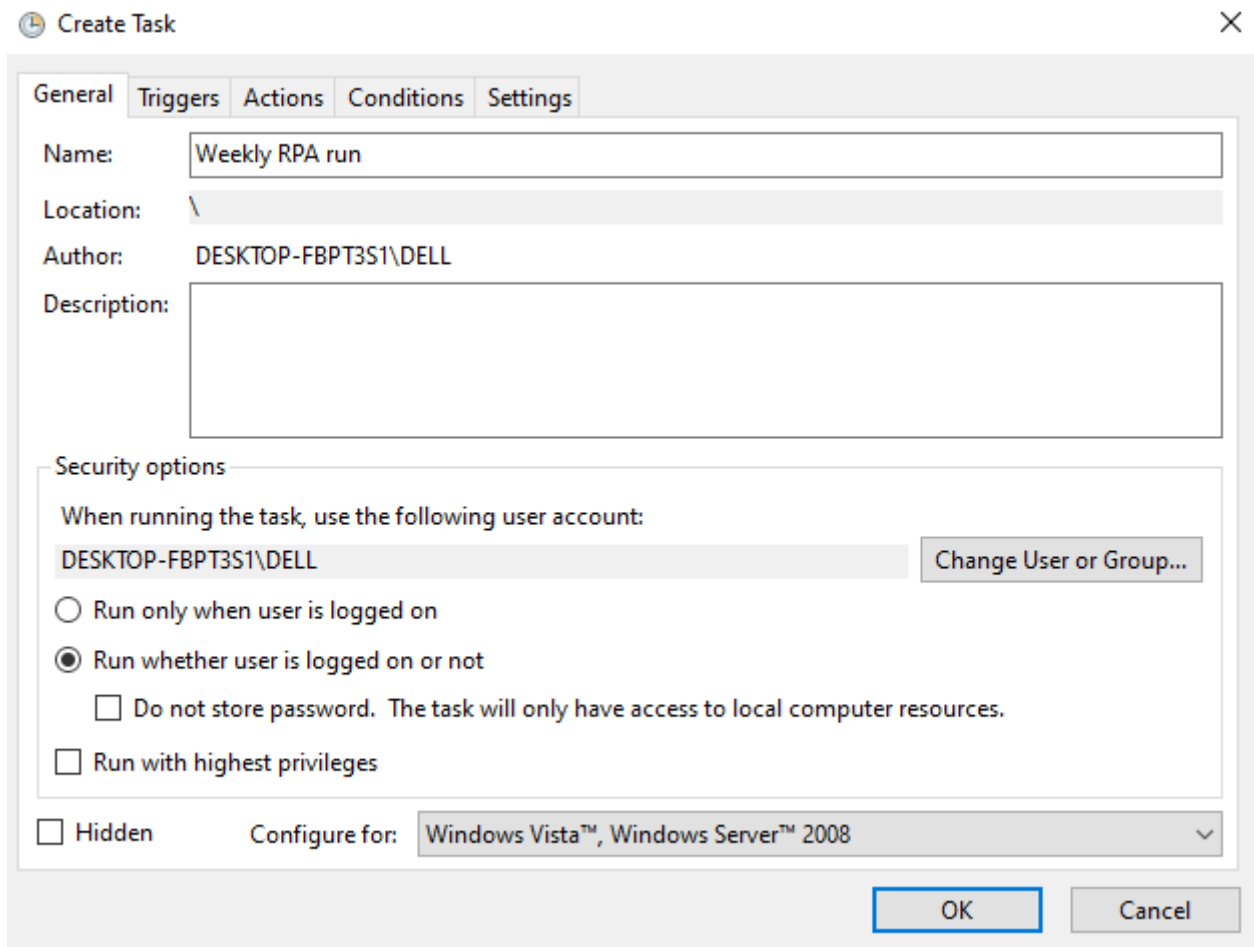
Go to **Task Scheduler** in windows.
Select **Task Scheduler Library**



Click on **Create Task**



Give it a name of **Weekly RPA run**
set it to **Run whether user is logged on or not**



The screenshot shows the 'Create Task' dialog box in Windows Task Scheduler. The 'General' tab is selected. The 'Name' field contains 'Weekly RPA run'. The 'Location' field is empty. The 'Author' field contains 'DESKTOP-FBPT3S1\DELL'. The 'Description' field is empty. Under 'Security options', the text 'When running the task, use the following user account:' is followed by a text box containing 'DESKTOP-FBPT3S1\DELL' and a 'Change User or Group...' button. Below this, the radio button 'Run whether user is logged on or not' is selected. There are also checkboxes for 'Do not store password. The task will only have access to local computer resources.' and 'Run with highest privileges', both of which are unchecked. At the bottom, there is a 'Hidden' checkbox (unchecked) and a 'Configure for:' dropdown menu showing 'Windows Vista™, Windows Server™ 2008'. The 'OK' and 'Cancel' buttons are at the bottom right.

Create Task

General Triggers Actions Conditions Settings

Name: Weekly RPA run

Location: \

Author: DESKTOP-FBPT3S1\DELL

Description:

Security options

When running the task, use the following user account:

DESKTOP-FBPT3S1\DELL 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

Switch to **Actions** Tab

Click on **New**

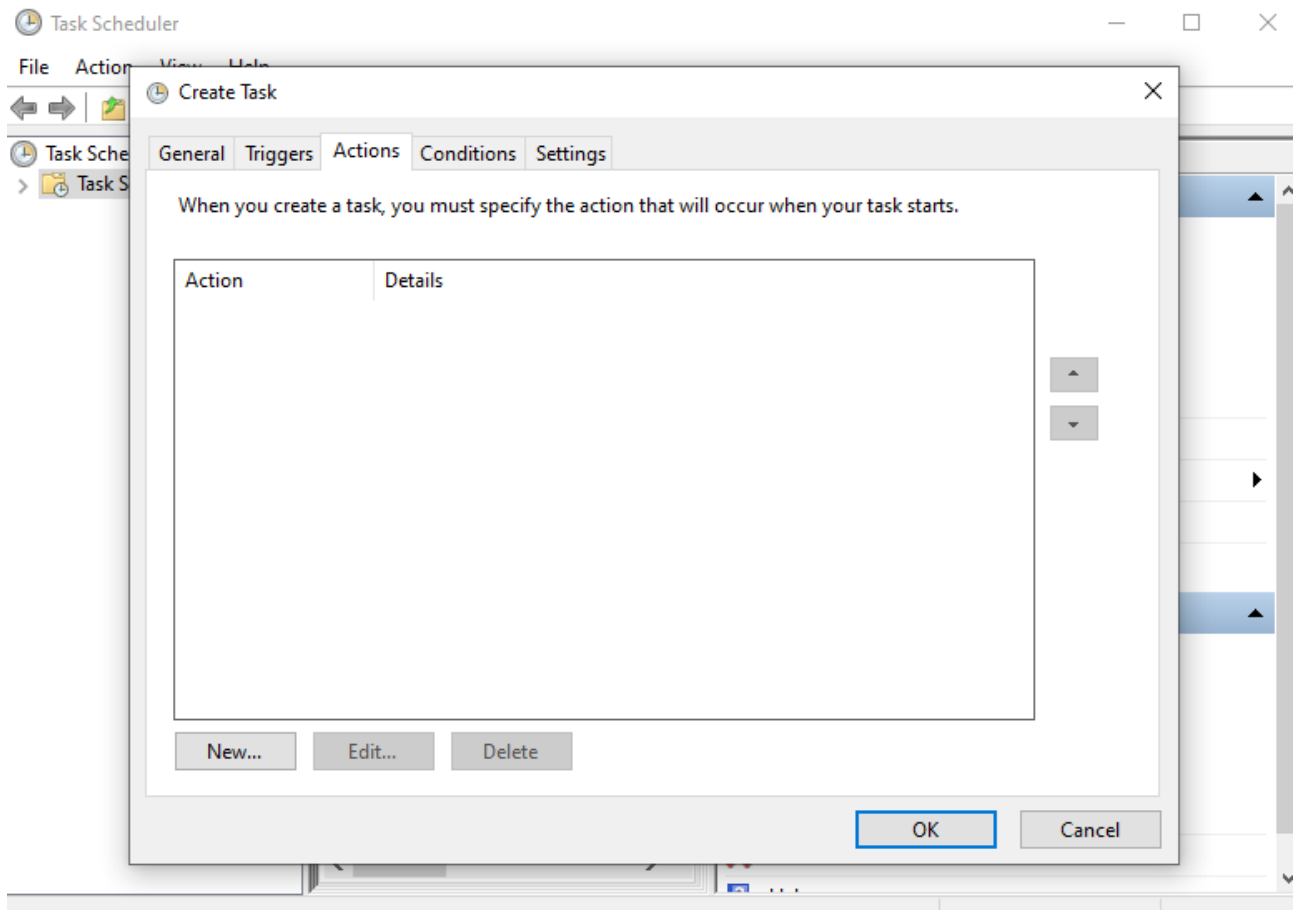
in **Program/Script** select the location of your Python installation

it could be found by running the command **where python** on your command line

in **Start in** write the path to your directory containing the code

In **Add Arguments** enter the name of the file with its extension. (**RPA.py**)

click **Ok**



click on **Triggers** tab

click **New**

select **Weekly**

define the recurrence schedule (**time, day, recurrence week** (after how many weeks the code should run again)),

click **Ok**