

How-To Geek

How to Create, Modify and Delete Scheduled Tasks from the Command Line

Windows XP/Server 2003 introduced us to the SchTasks command line tool which usurped the At tool offered in Windows 2000. This tool offers the ability to control every aspect of your Scheduled Tasks through calls to this command.

While the wizard Windows uses to help you graphically create Scheduled Tasks is very good, the command line tool is ideal for situations such as:

- Manipulate tasks in batch scripts.
- Control and create tasks on networked machines without having to login to them.
- Mass create/sync task across multiple machines.
- Use in custom applications to communicate with the Task Scheduler instead of having to make API calls.


As you can probably imagine, the SchTasks command has more options than we can cover in this article so we are going to focus on showing some examples of common task configurations and what the respective task looks like in the Task Scheduler.

Examples

Create 'My Task' to run C:RunMe.bat at 9 AM everyday:

```
SchTasks /Create /SC DAILY /TN "My Task" /TR "C:RunMe.bat" /ST 09:00
```


```
C:\>SchTasks /Create /SC DAILY /TN "My Task" /TR "C:\RunMe.bat" /ST 09:00  
SUCCESS: The scheduled task "My Task" has successfully been created.
```

Name	Status	Triggers	Next Run Time	Last Run ...	Last Run...	Author
 My Task	Ready	At 9:00 AM every day	9/18/2010 9:00:00 AM	Never		Administrat

Modify 'My Task' to run at 2 PM:

```
SchTasks /Change /TN "My Task" /ST 14:00
```

```
C:\>SchTasks /Change /TN "My Task" /ST 14:00  
Please enter the run as password for W2K8\Administrator: *****  
SUCCESS: The parameters of scheduled task "My Task" have been changed.
```

Name	Status	Triggers	Next Run Time	Last Run ...	Last Run...	Author
 My Task	Ready	At 2:00 PM every day	9/18/2010 2:00:00 PM	Never		Administrat

Create 'My Task' to run C:RunMe.bat on the first of every month:

```
SchTasks /Create /SC MONTHLY /D 1 /TN "My Task" /TR "C:RunMe.bat" /ST 14:00
```

```
C:\>SchTasks /Create /SC MONTHLY /D 1 /TN "My Task" /TR "C:\RunMe.bat" /ST 14:00
SUCCESS: The scheduled task "My Task" has successfully been created.
```

Name	Status	Triggers	
My Task	Ready	At 2:00 PM on day 1 of January, February, March, April, May, June, July, August,...	1

Create 'My Task' to run C:RunMe.bat every weekday at 2 PM:

```
SchTasks /Create /SC WEEKLY /D MON,TUE,WED,THU,FRI /TN "My Task" /TR "C:RunMe.bat" /ST 14:00
```

```
C:\>SchTasks /Create /SC WEEKLY /D MON,TUE,WED,THU,FRI /TN "My Task" /TR "C:\RunMe.bat" /ST 14:00
SUCCESS: The scheduled task "My Task" has successfully been created.
```

Name	Status	Triggers	
My Task	Ready	At 2:00 PM every Monday, Tuesday, Wednesday, Thursday, Friday of every week...	9

Delete the task named 'My Task':

```
SchTasks /Delete /TN "My Task"
```

```
C:\>SchTasks /Delete /TN "My Task"
WARNING: Are you sure you want to remove the task "My Task" (Y/N)? y
SUCCESS: The scheduled task "My Task" was successfully deleted.
```

Note: this will raise a warning which you will need to confirm.

Bulk Creation

Like any other command line tool, you can include multiple instructions in a batch file to accomplish bulk creation (or deletion).

For example, this script:

```
SchTasks /Create /SC DAILY /TN "Backup Data" /TR "C:Backup.bat" /ST 07:00
SchTasks /Create /SC WEEKLY /D MON /TN "Generate TPS Reports" /TR "C:GenerateTPS.bat" /ST 09:00
SchTasks /Create /SC MONTHLY /D 1 /TN "Sync Database" /TR "C:SyncDB.bat" /ST 05:00
```

Produces these tasks:

The ability to do this is a quick way to roll out new tasks or change existing schedules to many machines at once. As a way to ensure the tasks are updated, you could include the appropriate SchTasks commands in a domain login script which will update user machines when they log in.

[Microsoft Documentation on SchTasks Command](#)

By Jason Faulkner on 10/4/10



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