

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.

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Introduction and Overview

Copying file from one folder to another folder everyday takes a lot of time and becomes a repetitive task. So we can create a powershell script to automate this task. It will increase the overall efficiency and reduces time and complexity of this task.

Objectives

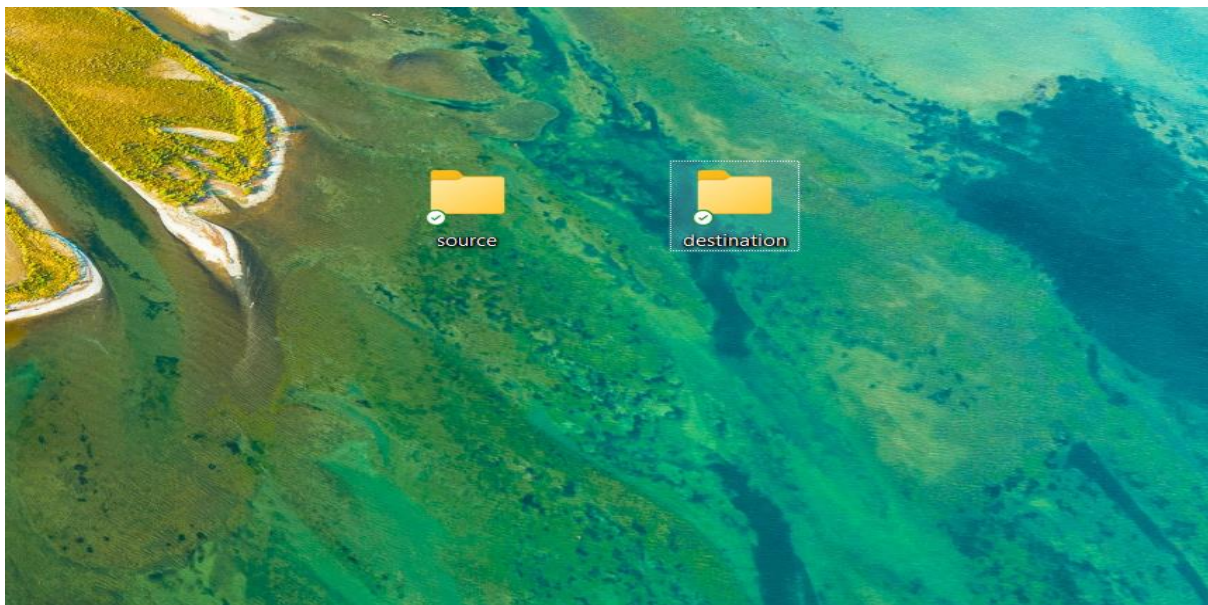
- Create a Script to Copy from one folder to another
- Automate the implementation of this task using task scheduler

Importance

- Reduce the workload by preventing the need to manually copy file from one folder to another
- Since the task is entirely automated , The chances of a mistake occurring is very low

STEPS

STEP 1: Create two folders as source folder and destination folder with the files to be copied in the source folder.



STEP 2: Open Notepad and write the script below and change the source and destination directories in the file and save it as .bat extension.

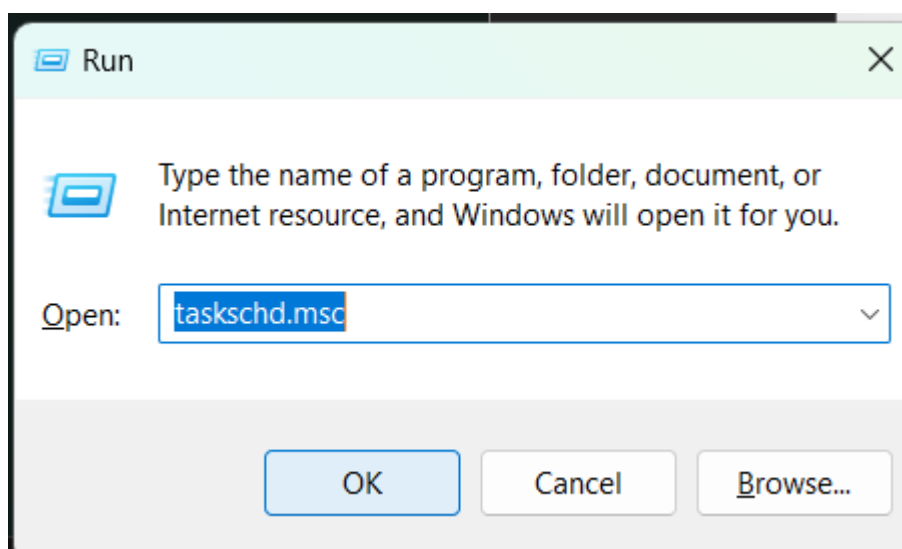
```
@echo off

rem Define source and destination folders
set SOURCE=C:\Users\Hi\Desktop\source
set DESTINATION=C:\Users\Hi\Desktop\Destination

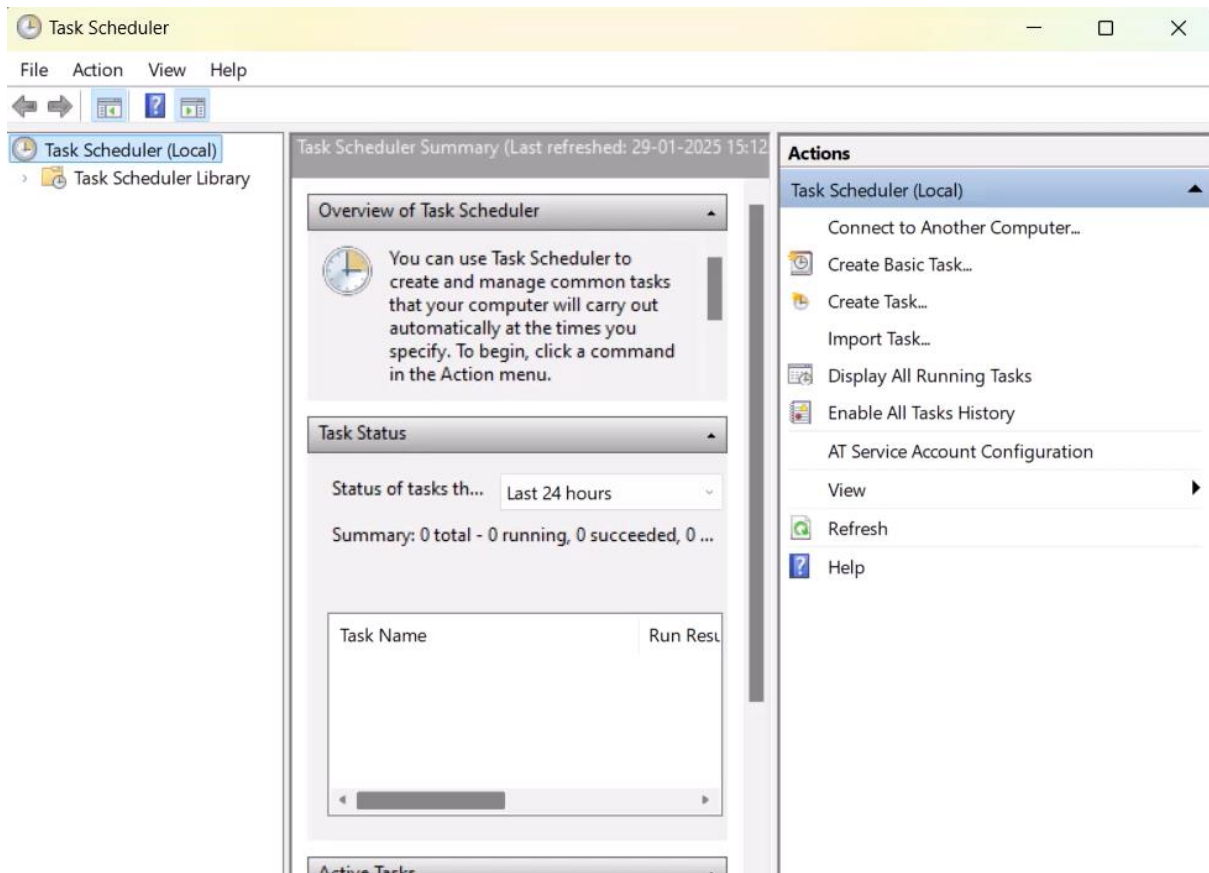
rem Copy files from source to destination
xcopy "%SOURCE%\*" "%DESTINATION%" /E /Y

echo Files copied successfully!
pause
```

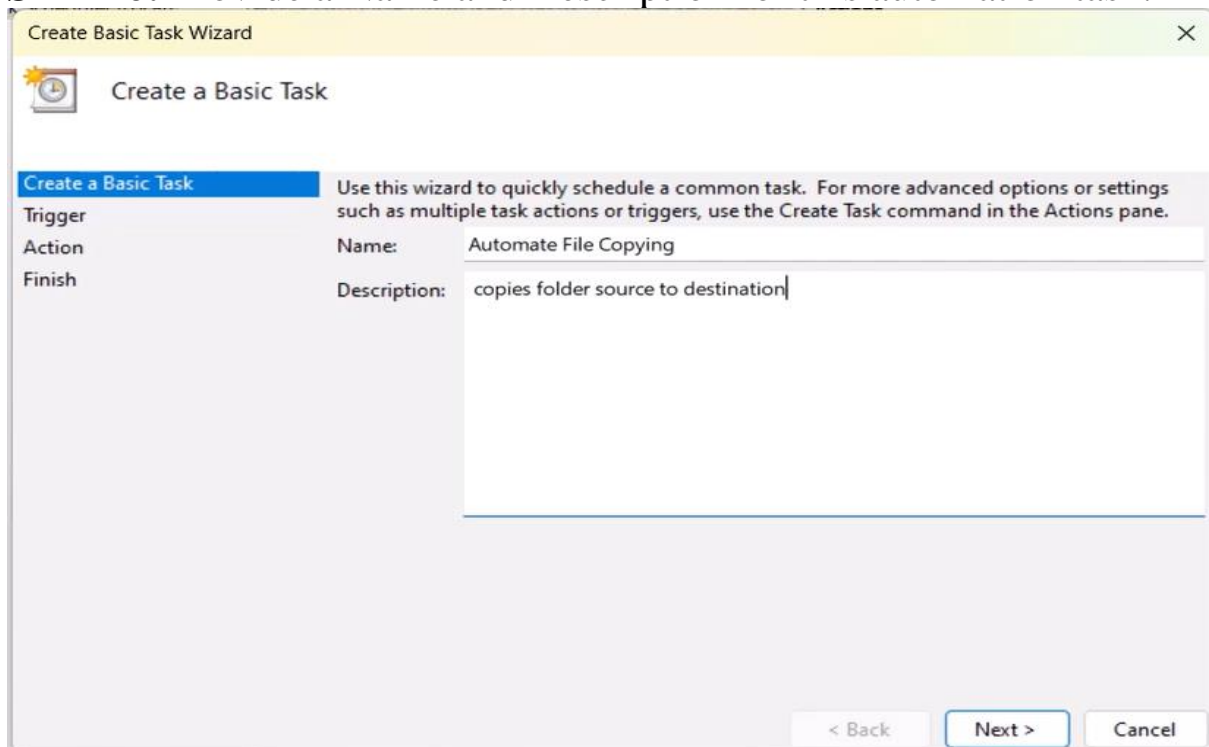
STEP 3: Press Win+R and type “taskshcd.msc” which will open the task scheduler



STEP 5: Right-Click the task scheduler and select create basic task.



STEP 6: Provide a Name and Description for this automation task.



STEP 7 : Set a scheduled time and date to when the task should execute everyday within the trigger option.

Create Basic Task Wizard

Daily

Create a Basic Task

Trigger

Daily

Action

Finish

Start: 29-01-2025 10:00:00 ☐ Synchronize across time zones

Recur every: 1 days

< Back Next > Cancel

STEP 8: And Select Start a Program which confirms to the task scheduler that this task is supposed to start a program that is our script.

Create Basic Task Wizard

Action

Create a Basic Task

Trigger

Daily

Action

Finish

What action do you want the task to perform?

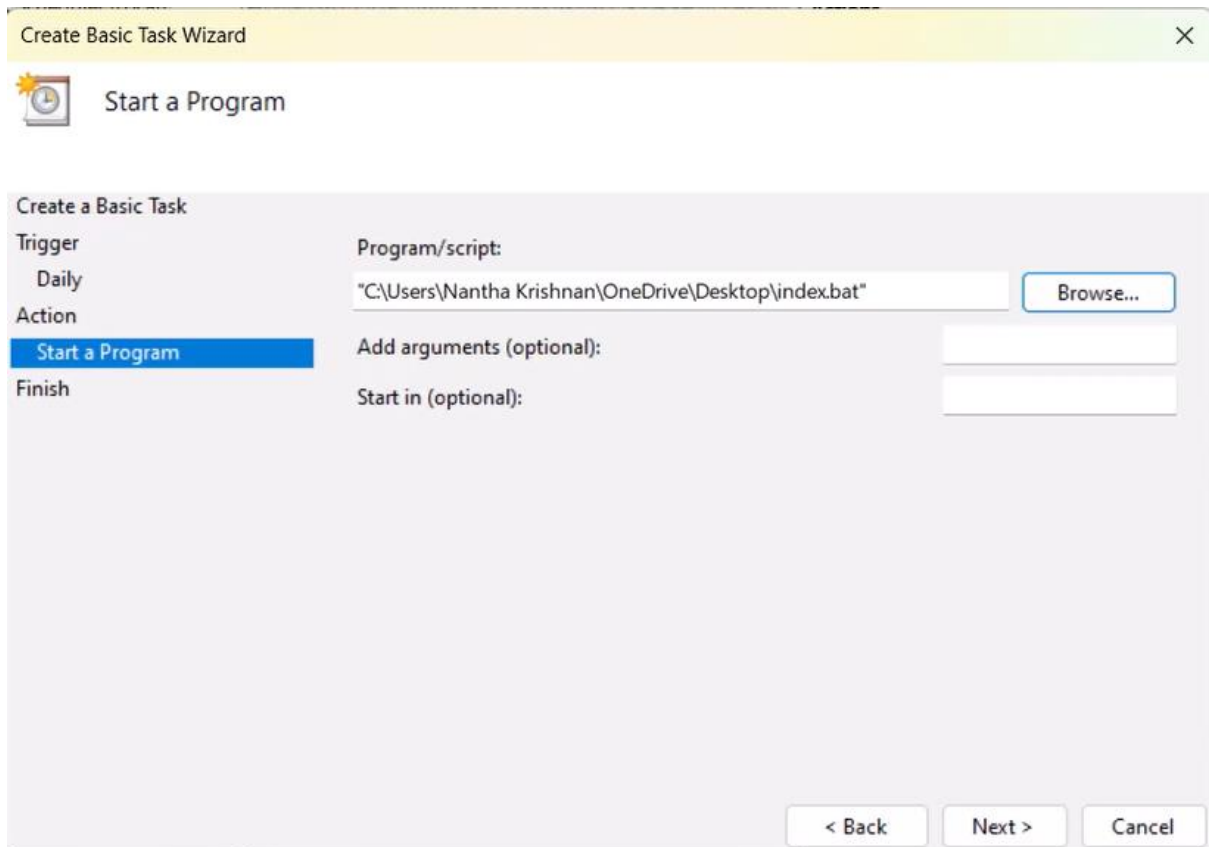
☒ Start a program

☐ Send an e-mail (deprecated)

☐ Display a message (deprecated)

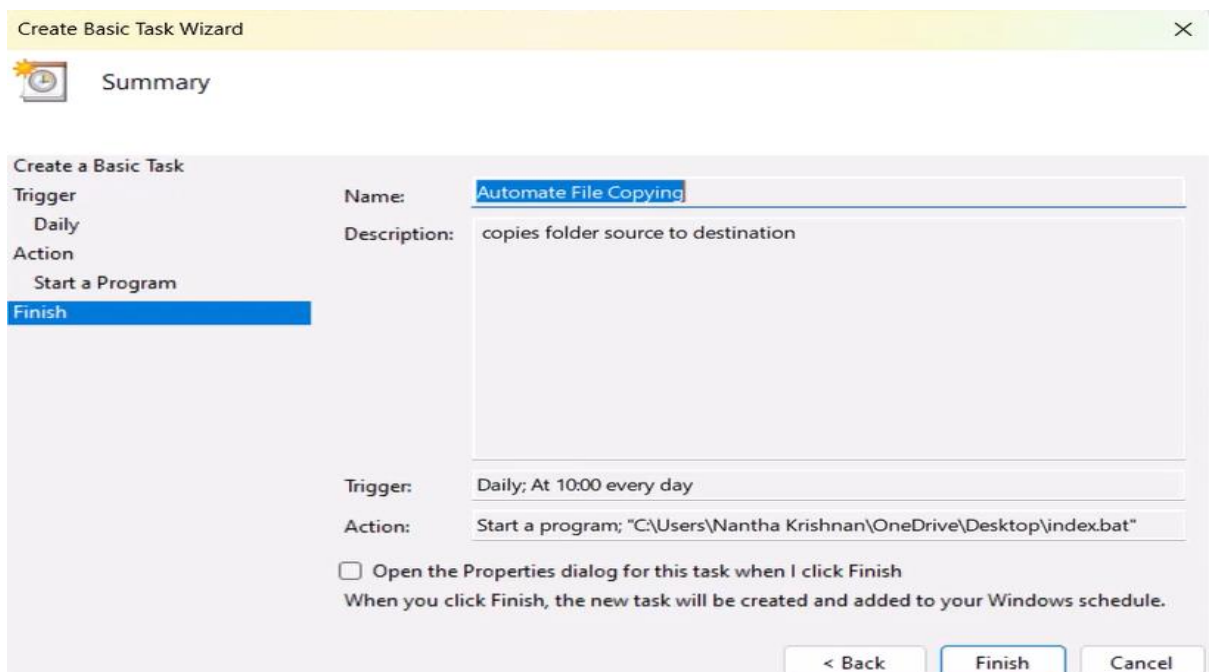
< Back Next > Cancel

STEP 9: Now , select the file from the folder or paste the location path.



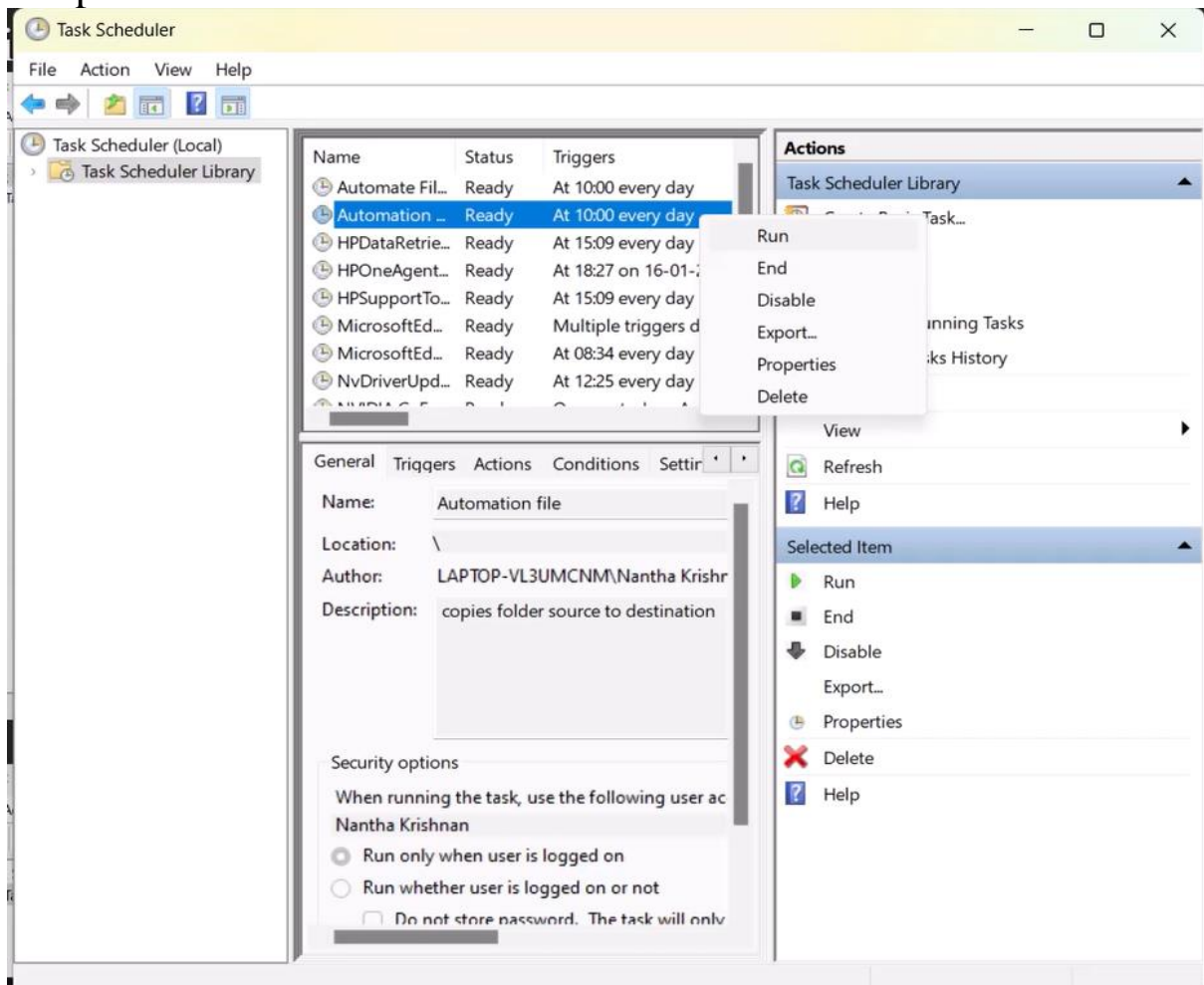
The screenshot shows the 'Create Basic Task Wizard' window at the 'Start a Program' step. The left sidebar has 'Start a Program' selected. The main area shows the 'Program/script:' field with the path 'C:\Users\Nantha Krishnan\OneDrive\Desktop\index.bat' and a 'Browse...' button. Below it are empty fields for 'Add arguments (optional):' and 'Start in (optional):'. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

STEP 10: Select Finish and in the bottom right corner which will create the task .



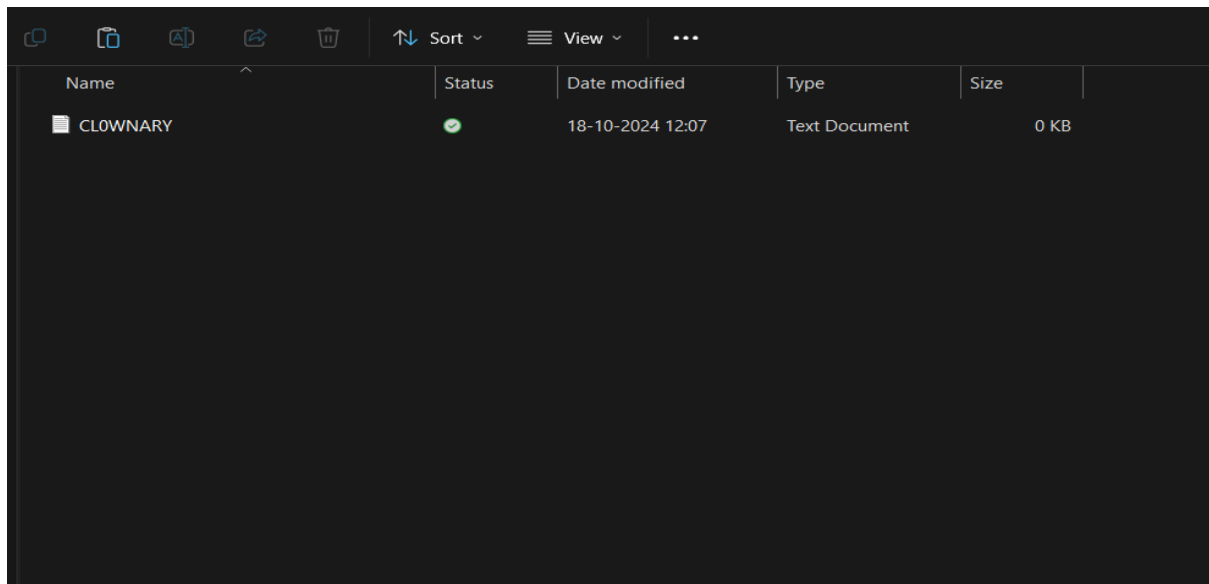
The screenshot shows the 'Create Basic Task Wizard' window at the 'Summary' step. The left sidebar has 'Finish' selected. The main area shows the task details: 'Name: Automate File Copying', 'Description: copies folder source to destination', 'Trigger: Daily; At 10:00 every day', and 'Action: Start a program; "C:\Users\Nantha Krishnan\OneDrive\Desktop\index.bat"'. There is a checkbox for 'Open the Properties dialog for this task when I click Finish' which is unchecked. At the bottom are '< Back', 'Finish', and 'Cancel' buttons.

STEP 11: To check whether the script is working. Right Click the Script Name and select Run to execute the task.



STEP 12: A Command Terminal will open ensuring that the files had been transferred successfully.

```
File copied successfully!  
Press any key to continue . . .
```



A screenshot of a file explorer window with a dark theme. The window displays a table with file information. The table has five columns: Name, Status, Date modified, Type, and Size. There is one row of data for a file named 'CLOWNARY'.

| Name | Status | Date modified | Type | Size |
|----------|--------|------------------|---------------|------|
| CLOWNARY | ✓ | 18-10-2024 12:07 | Text Document | 0 KB |

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.

