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CATEGORY: WindowsTasks (Task Scheduler)

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Task Scheduler operations directly affect automation, maintenance, compliance, and operational reliability. These SOPs ensure every scheduled-task action performed through RDAM Script Wizard is **controlled**, **auditable**, and aligned with enterprise standards.

SOP 1 – List Scheduled Tasks

1. Purpose

Retrieve all scheduled tasks for inventory, troubleshooting, and compliance.

2. Scope

- All Windows servers and workstations
- User and system tasks
- All Task Scheduler folders

3. Preconditions

- Operator must have permission to query tasks

4. Required Inputs

- Optional: Task name filter

5. Procedure Steps

- Input Collection – Wizard prompts for optional filter.
- Task Enumeration – Retrieve tasks from all folders.
- Attribute Extraction – Name, path, state, triggers, next run time.
- Output Formatting – Structured task list.
- Logging – Filter, operator, timestamp.

6. Expected Output

- List of scheduled tasks with metadata

7. Error Handling

- Access denied

- Invalid filter

SOP 2 – Get Scheduled Task Details

1. Purpose

Retrieve full configuration for a specific task.

4. Required Inputs

- Task name

- Optional: Task path

5. Procedure Steps

- Input Collection

- Task Resolution

- Metadata Extraction – Triggers, actions, conditions, settings, history.

- Output Formatting

- Logging

SOP 3 – Create Scheduled Task

1. Purpose

Create a new scheduled task for automation or maintenance.

4. Required Inputs

- Task name

- Trigger type (Daily/Weekly/AtLogon/etc.)

- Action (program/script)

- Optional: Arguments

- Optional: Run-as account

5. Procedure Steps

- Input Collection
- Validation – Ensure action path exists, trigger is valid.
- Creation Operation – Build task definition and register it.
- Post-Creation Verification
- Logging

SOP 4 – Run Scheduled Task

1. Purpose

Manually trigger a scheduled task.

4. Required Inputs

- Task name

5. Procedure Steps

- Input Collection
- Task Resolution
- Execution Operation
- Post-Execution Verification
- Logging

SOP 5 – Disable Scheduled Task

1. Purpose

Disable a scheduled task to prevent execution.

4. Required Inputs

- Task name

5. Procedure Steps

- Input Collection
- Task Resolution
- Disable Operation

- Post-Disable Verification
- Logging

SOP 6 – Delete Scheduled Task

1. Purpose

Remove a scheduled task entirely.

4. Required Inputs

- Task name

5. Procedure Steps

- Input Collection
- Task Resolution
- Safety Check – Prevent deletion of system-critical tasks.
- Deletion Operation
- Post-Deletion Verification
- Logging

SOP 7 – Export Scheduled Task

1. Purpose

Export a task definition to XML for backup or migration.

4. Required Inputs

- Task name
- Export path

5. Procedure Steps

- Input Collection
- Task Resolution
- Export Operation
- Post-Export Verification
- Logging

SOP 8 – Import Scheduled Task

1. Purpose

Import a task from an XML definition.

4. Required Inputs

- XML file path
- Task name

5. Procedure Steps

- Input Collection
- File Validation
- Import Operation
- Post-Import Verification
- Logging