

Schedule Task For Windows

This How-To will show how to create a scheduled task for Windows that will run the Amazon S3 synchrononization command to 'auto' archive the sermons from the local hard driver. Before scheduling this task the 'ASW' commands must be set up properly. Another option to creating the shcedule task is to manually execute the command file after the sermon has been edited and all the MP3 fields are set.

1. Open up the Task Scheduler for Windows. By using the built in Windows Search function as shown in Figure 1.

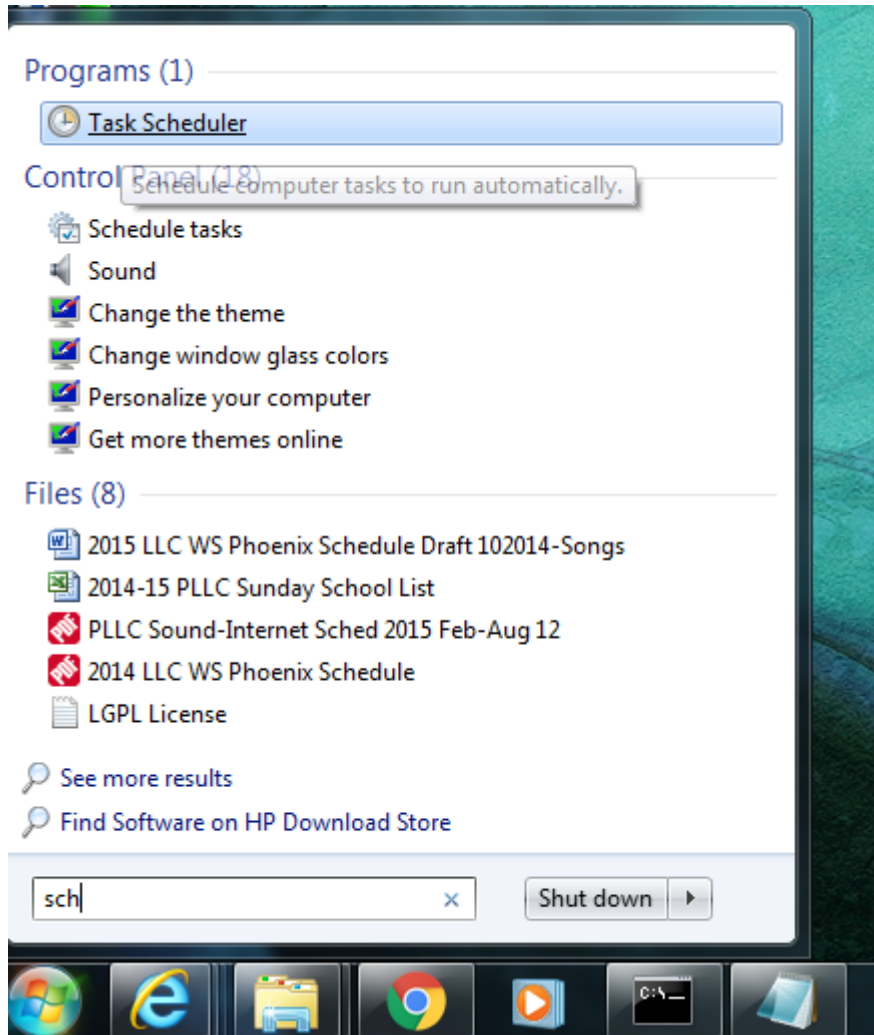


Figure 1 - Window Task Scheduler Search

2. The Task Scheduler will show up as shown in below. Select the 'Create Basic Task' button on the right side of the screen.

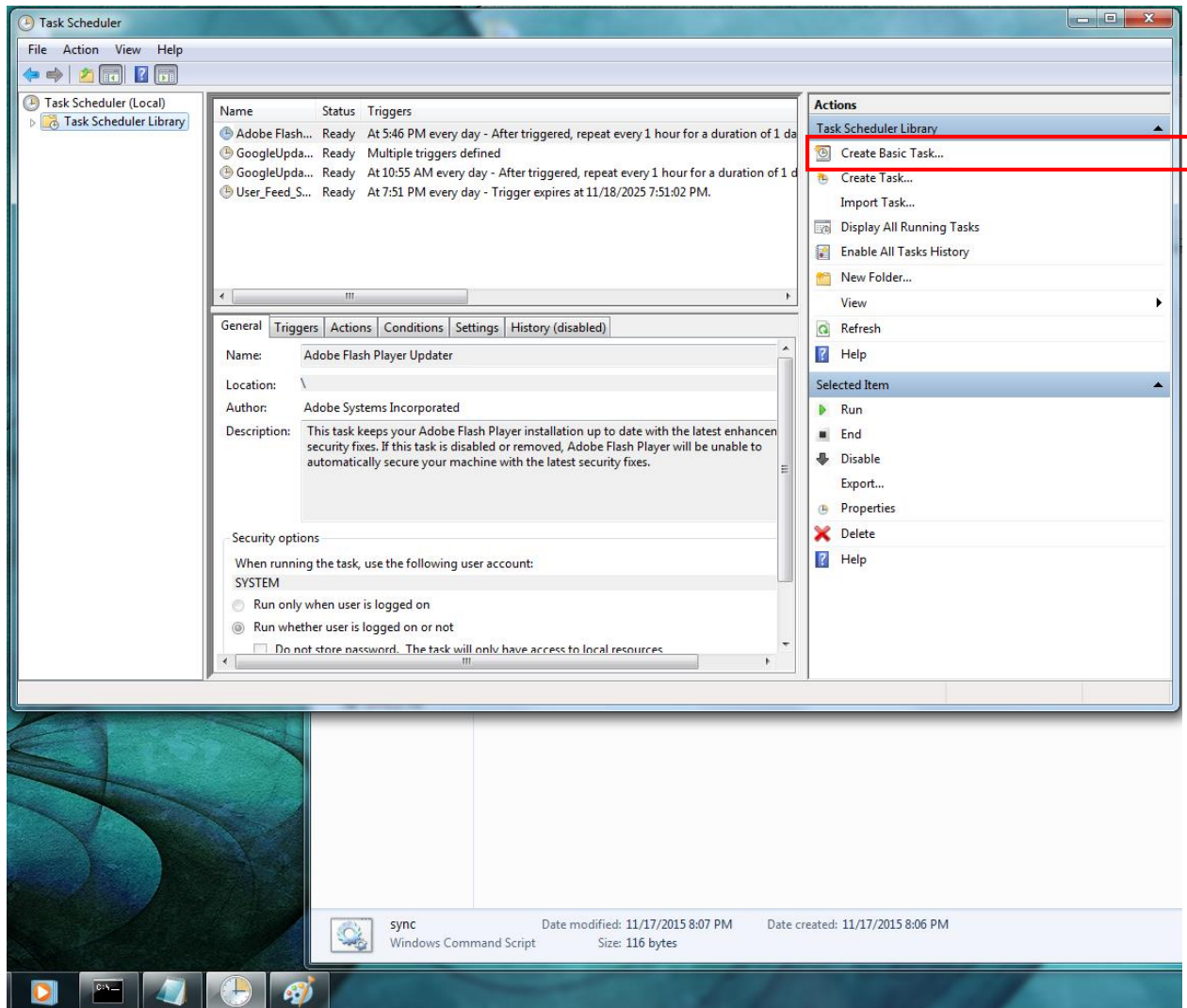


Figure 2 - Window Task Scheduler

3. Create a Name for the task as shown in Figure 3.

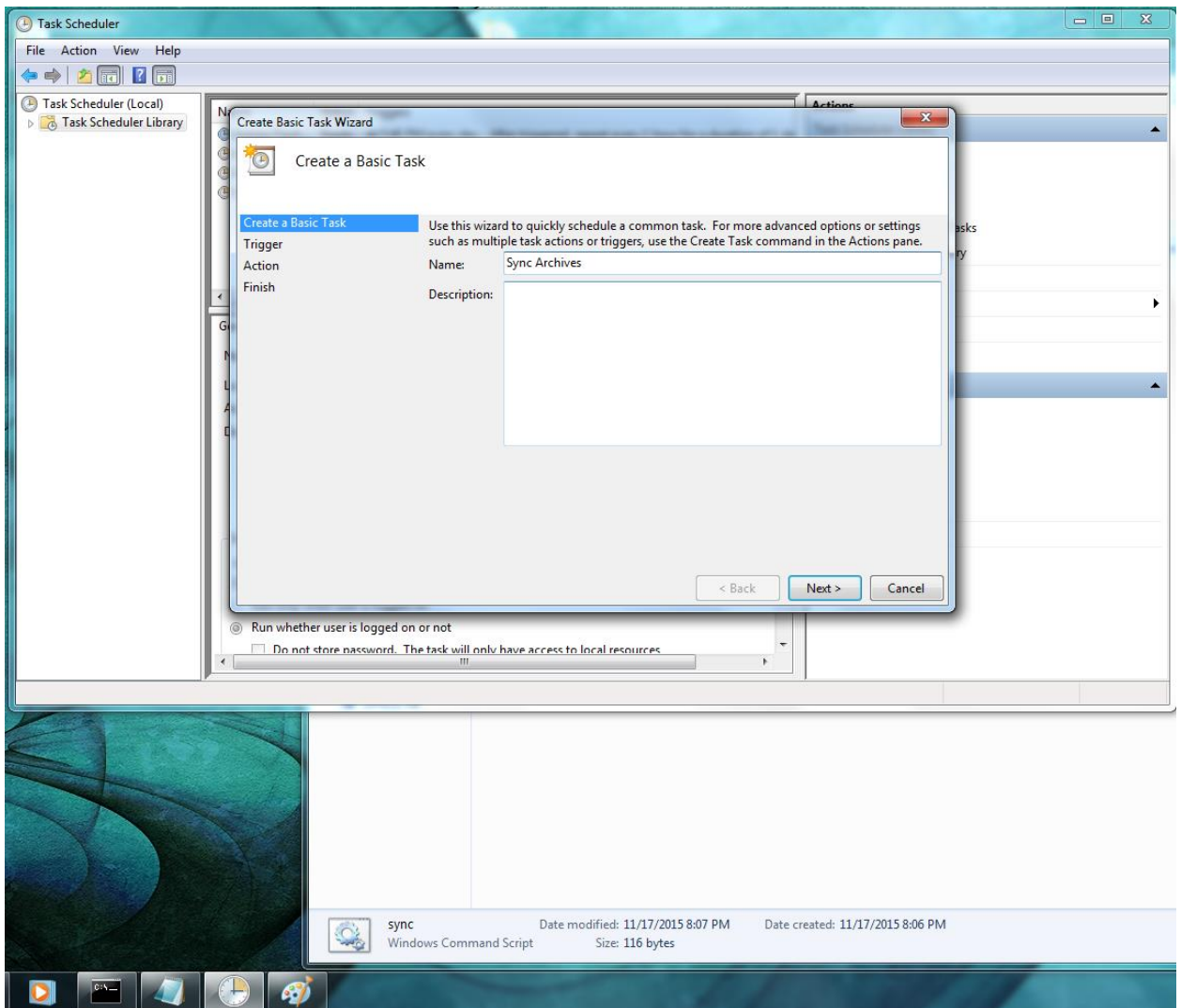


Figure 3 - Basic Task Name

4. Create the 'Trigger' for the task, in this case it will be set up to run Weekly on Sundays at 11 PM as shown in Figure 4 and Figure 5.

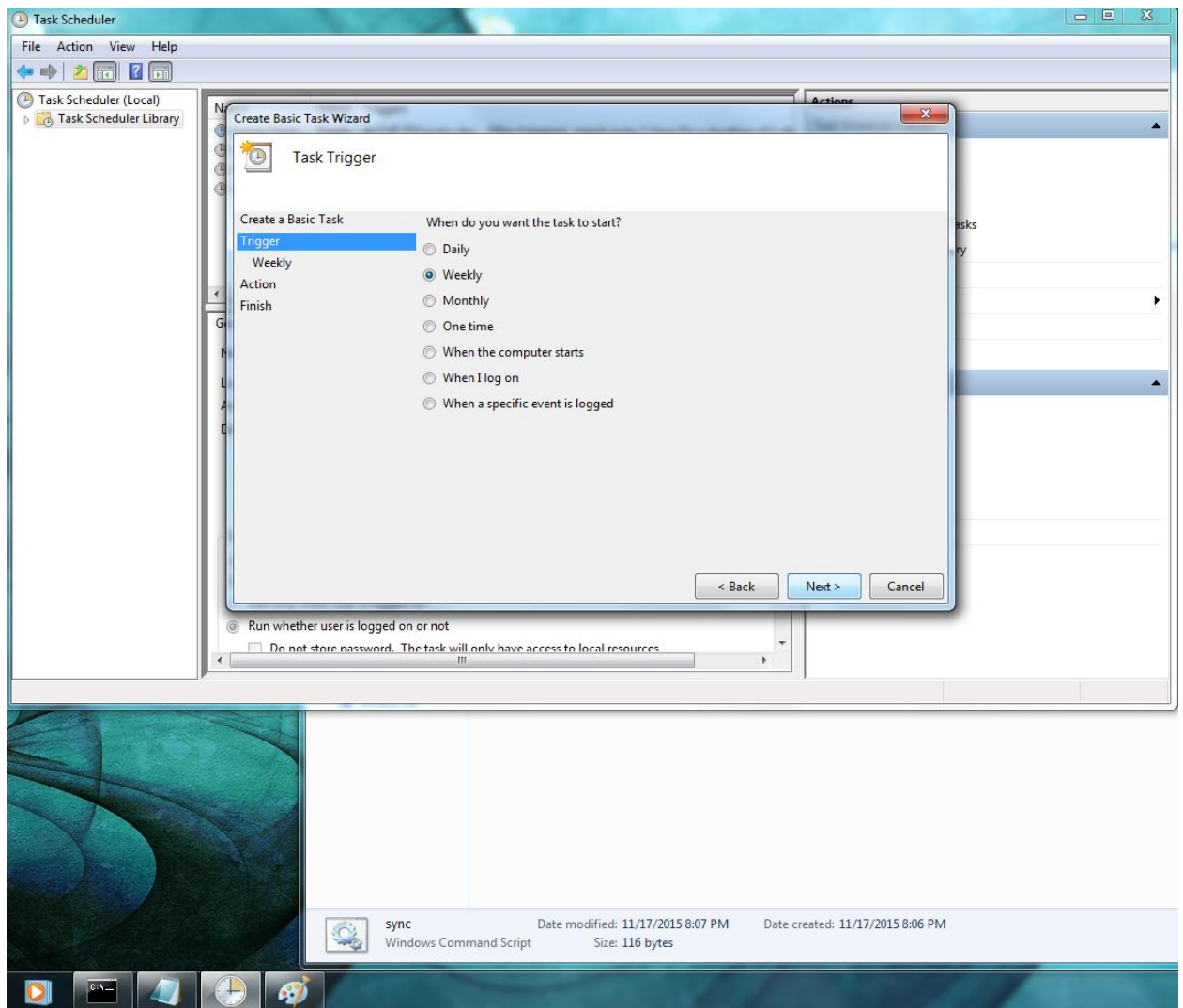


Figure 4 - Basic Task Trigger

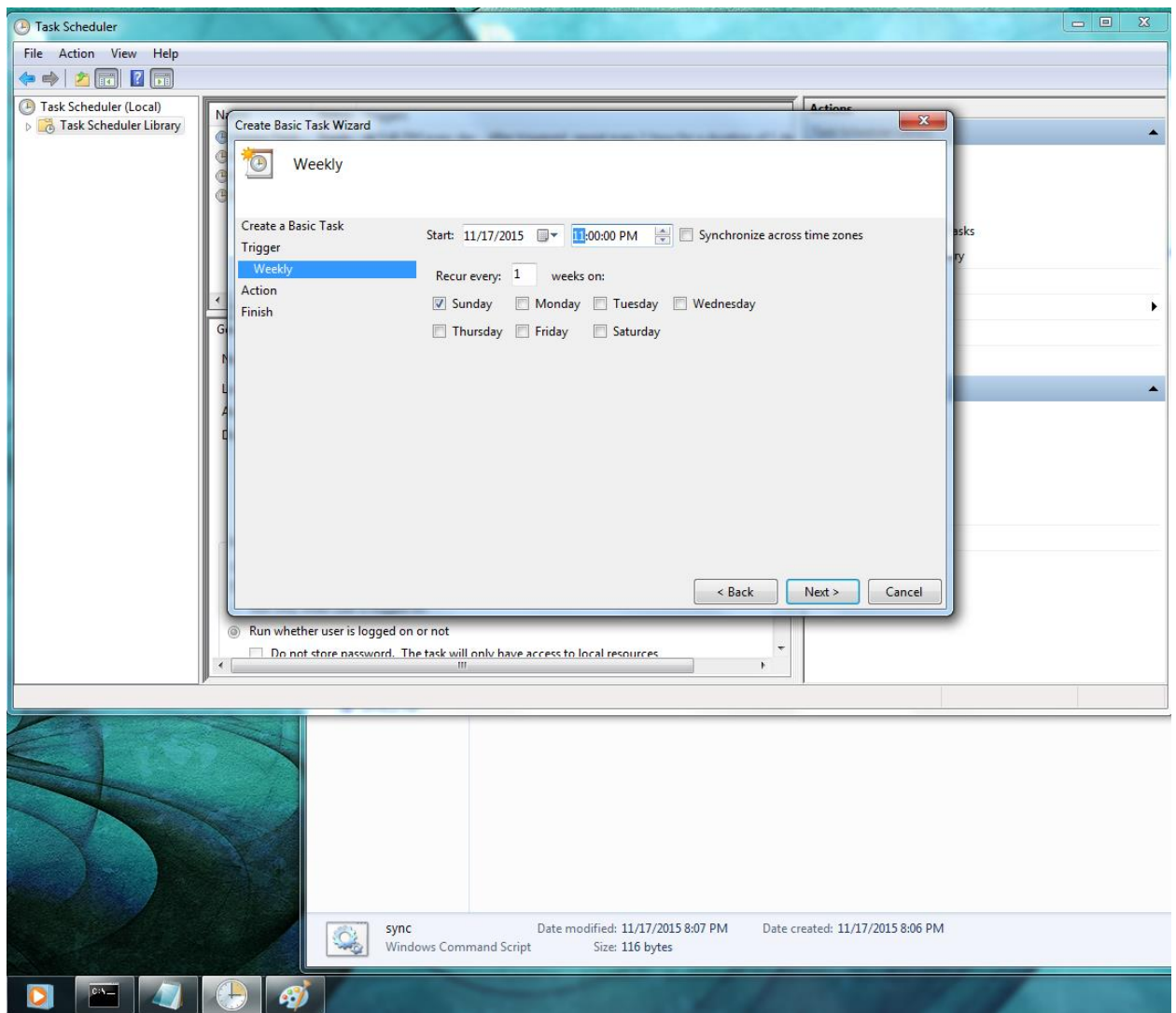


Figure 5 - Basic Task Trigger Weekly Settings

5. The action to take when the trigger will be met needs to be set to 'Start a program' as shown in Figure 6. The program to be started will be the ASW synchronization command.

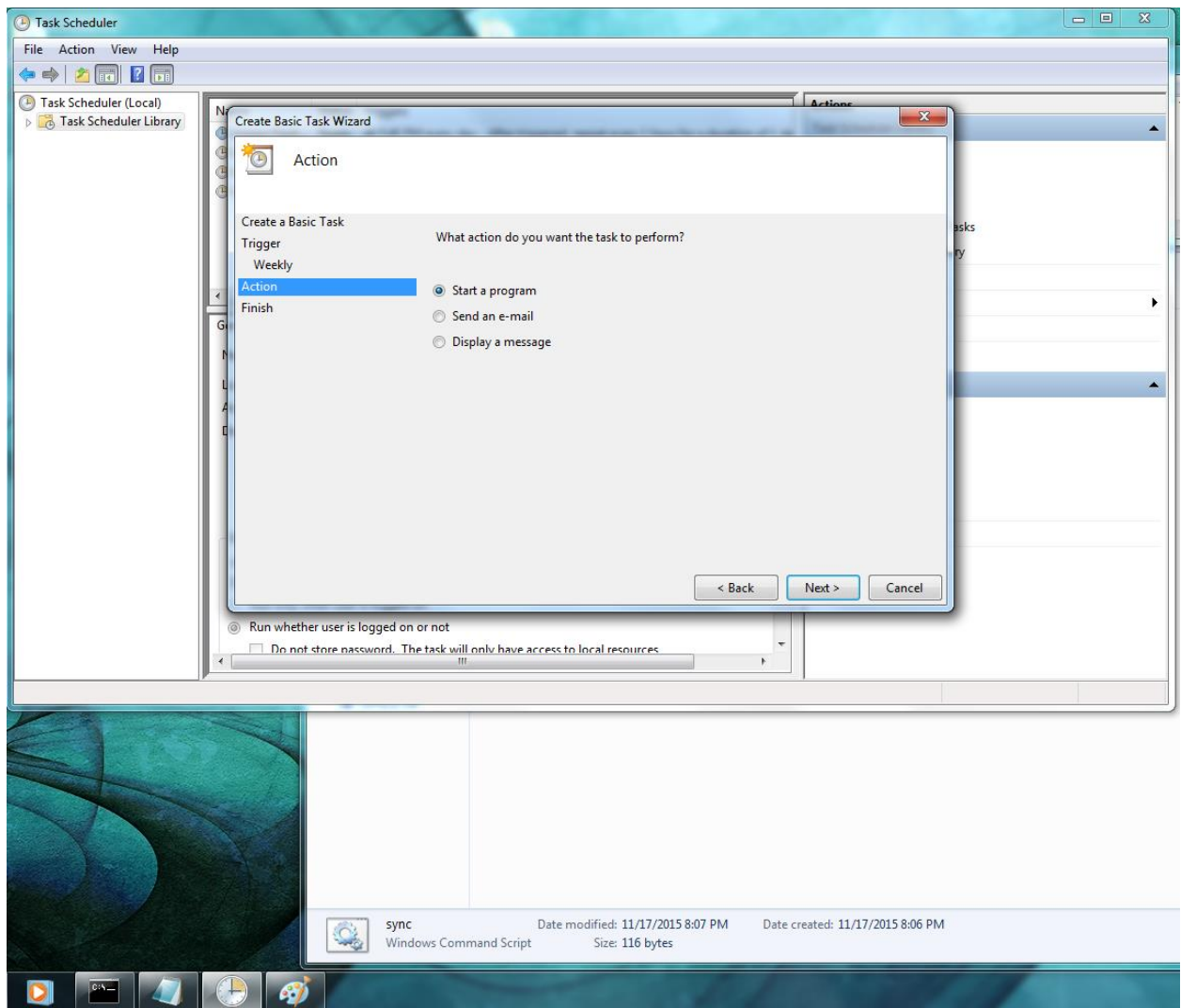


Figure 6 - Basic Task Action

6. The Action to take when the trigger conditions are met will be to start the Amazon S3 synchronization command created earlier, in Figure 7 below the name of the command is sync.cmd'. After hitting 'Next' hit 'Finish' as shown in Figure 8.

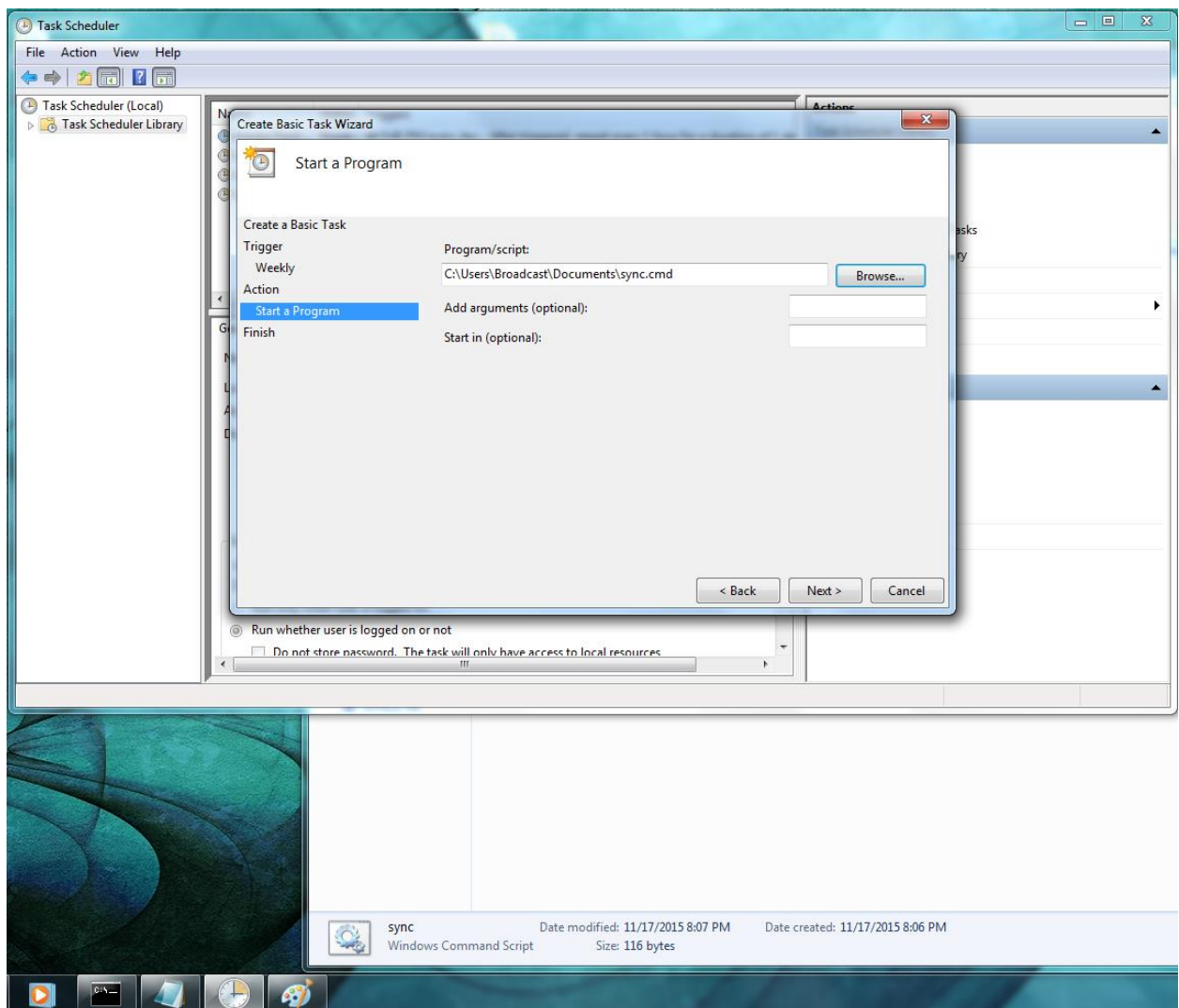


Figure 7 - Basic Task Program To Start

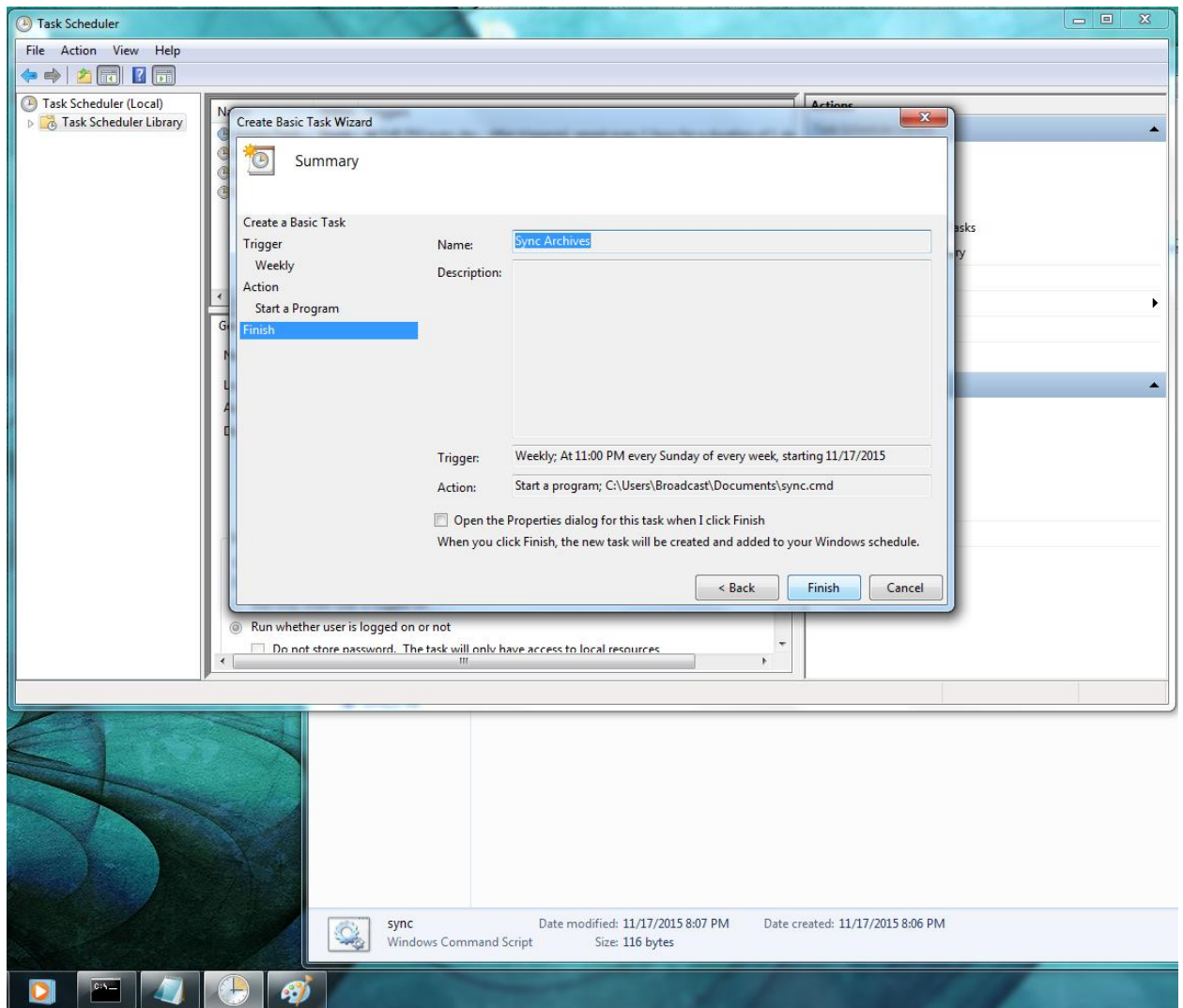


Figure 8 - Basic Task Finish

7. If you need to run this task when the computer is logged off, you will need to set-up the Login credential's by clicking on the properties of the new task as shown in Figure 9.

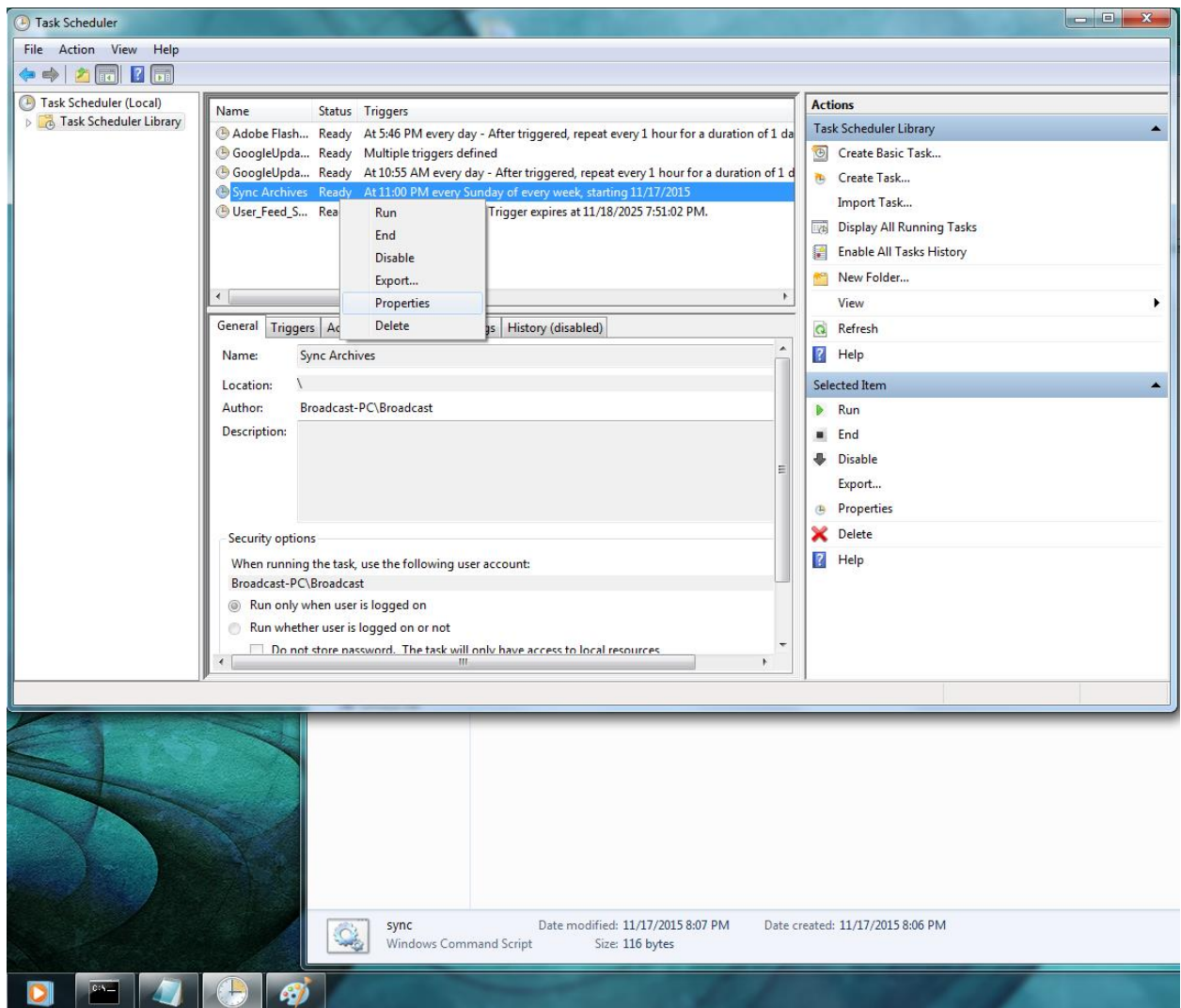


Figure 9 - Select Task Properties

8. On the General tab for the task Properties select the option 'Run whether the user is logged in or not' as shown in Figure 10.

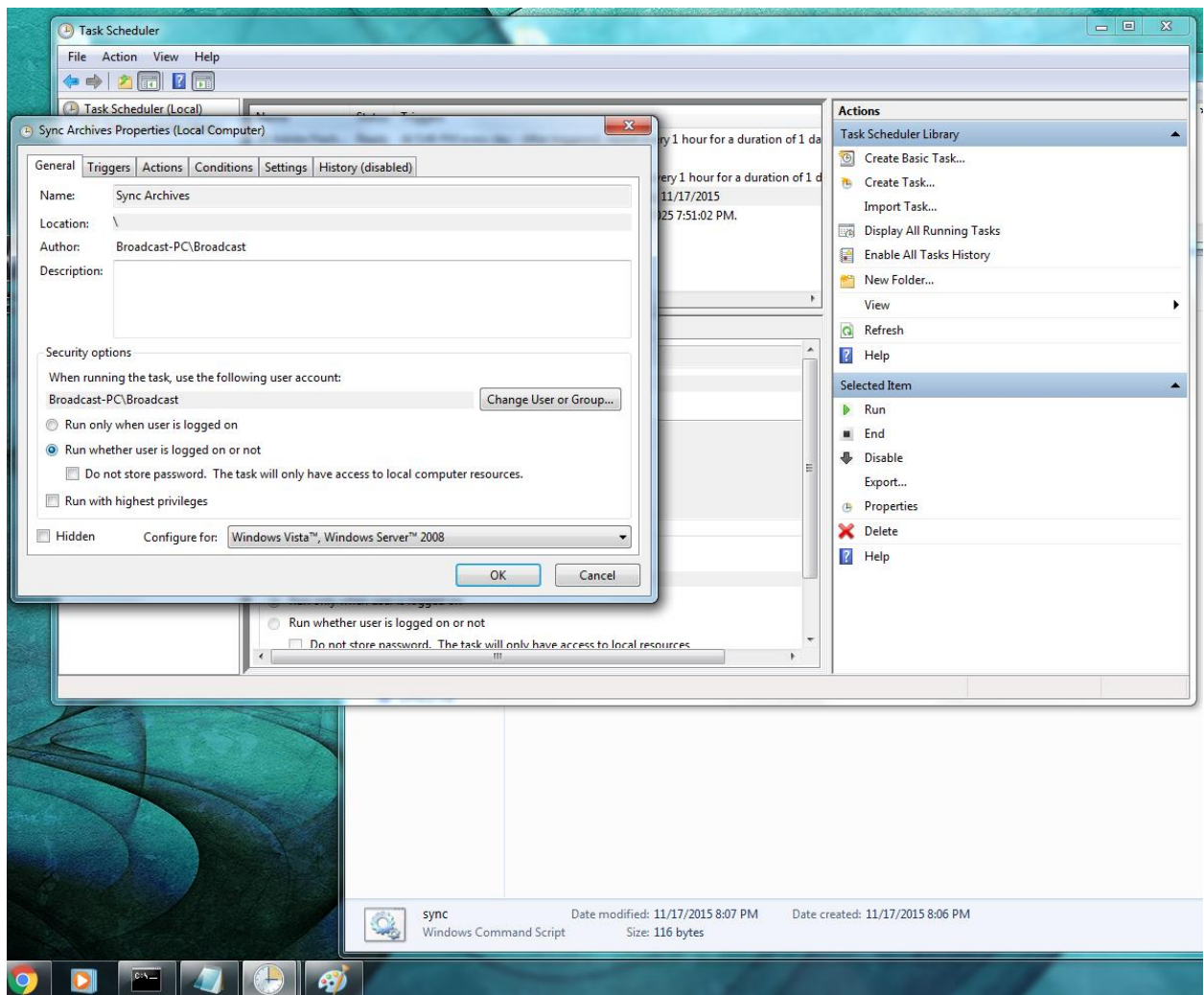


Figure 10 - Task Property Security Settings

9. On the Conditions tab for the task Properties select all the Power Options as shown in Figure 11.

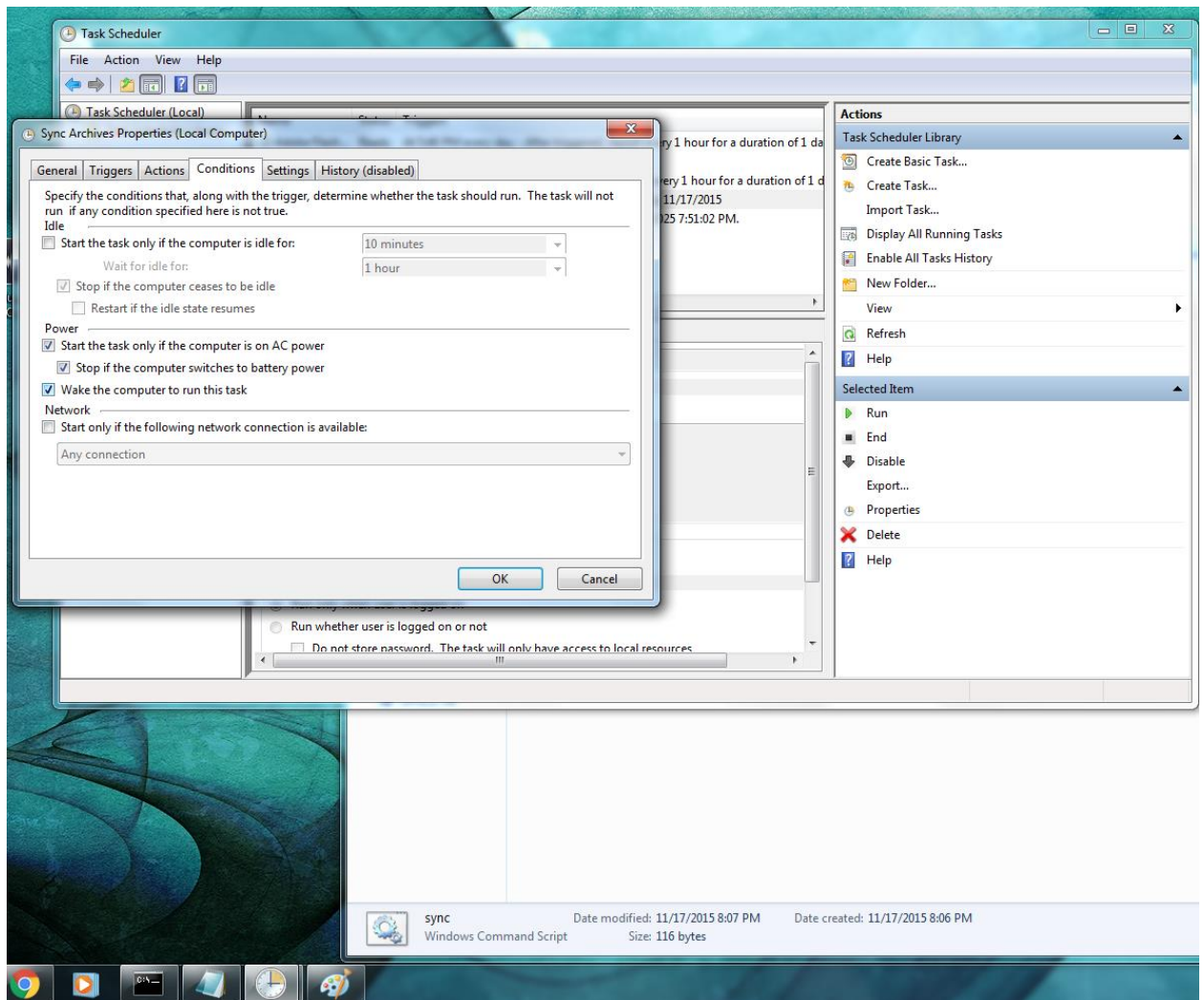


Figure 11 - Task Property Conditions

10. On the Settings tab for the task Properties select the options as shown in Figure 12, make sure 'Allow task to be run on command.' is set.

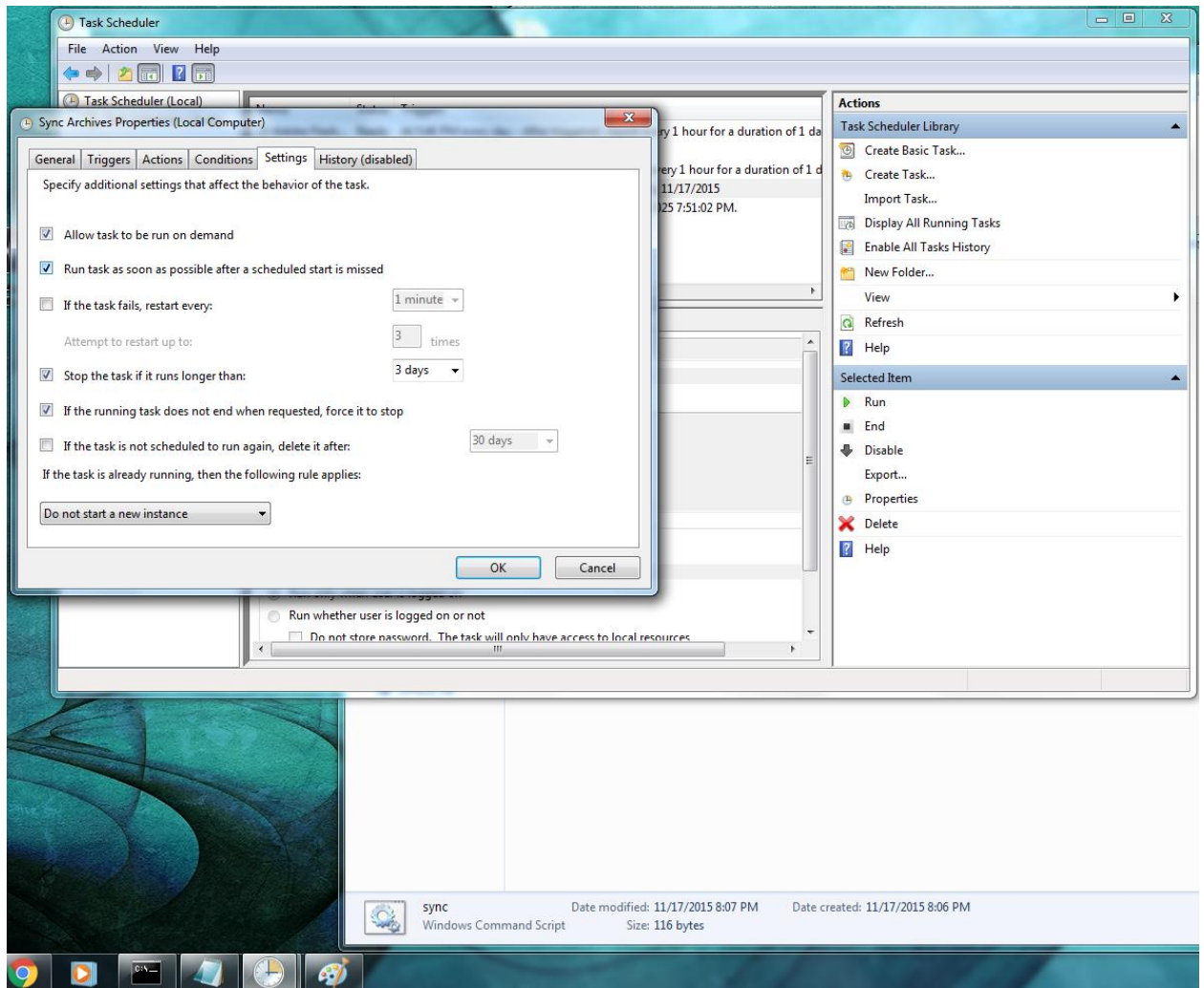


Figure 12 - Task Property Settings

11. On the Settings tab for the task Properties click the 'Change User or Group' button to enter the PC credentials as shown in Figure 13.

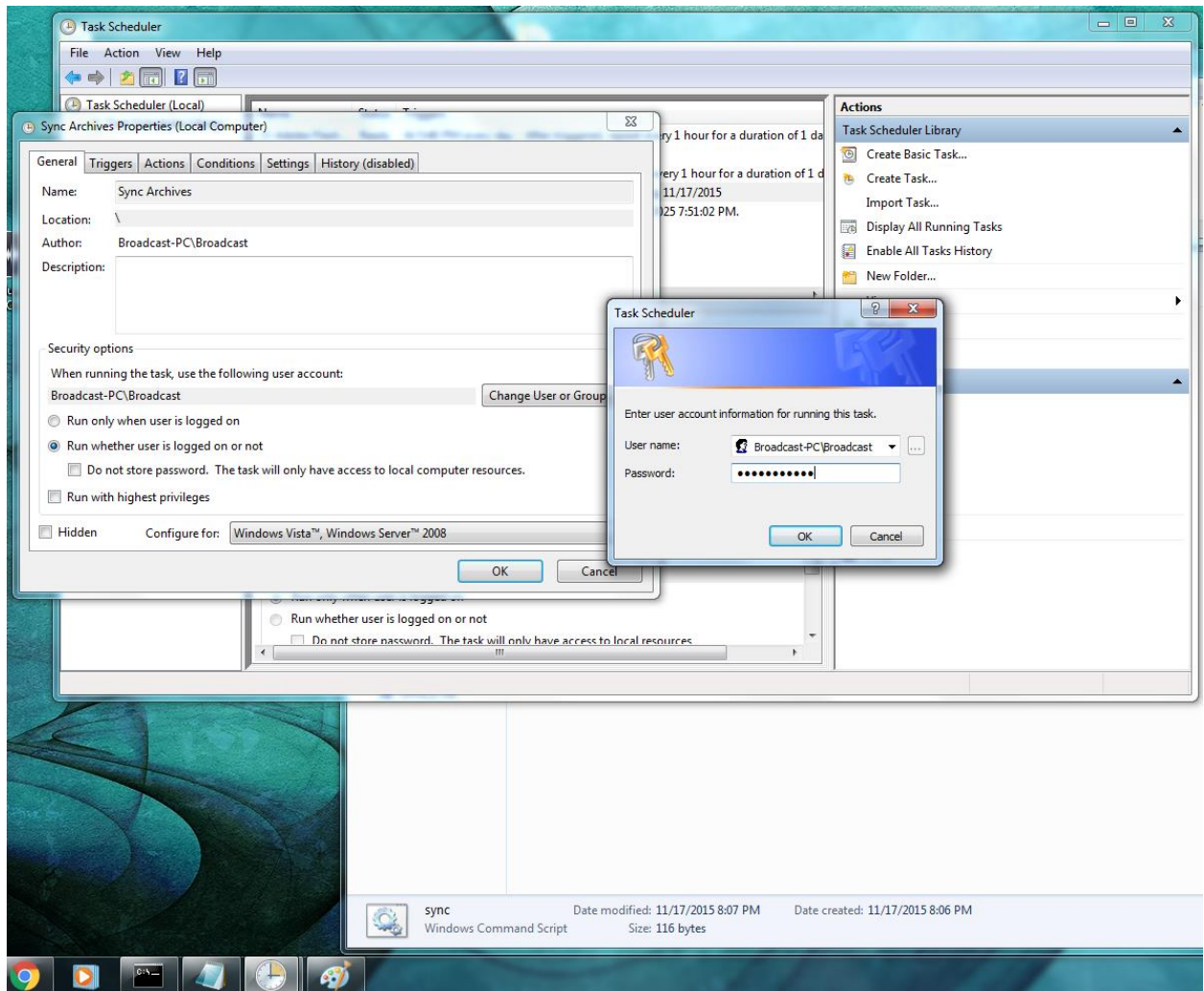


Figure 13 - Task Property Credentials