IT Essentials 5.0

5.5.1.8 Lab - Schedule a Task Using the GUI and the at command in Windows Vista

Introduction

Print and complete this lab.

In this lab, you will schedule a task using the Windows Vista GUI and schedule a task in a command window using the **at** command.

Recommended Equipment

• A computer running Windows Vista

Step 1

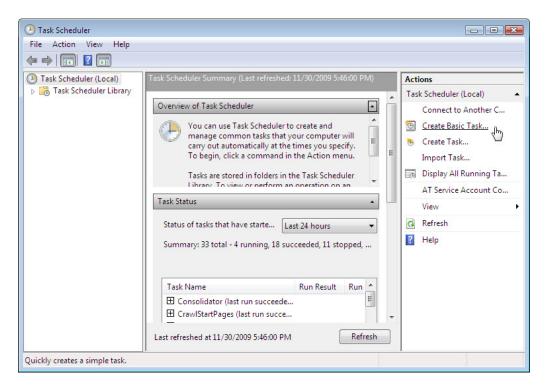
Log on to Windows as an Administrator.

Click Start > Control Panel > Administrative Tools > Task Scheduler > Continue.

Organize 🔻 🏢 Viev	vs 🔻 🕙 Burn				
orite Links	Name	Date modified	Туре	Size	
Documents	🛃 Computer Management	1/20/2008 6:43 PM	Shortcut	2 KB	
	Data Sources (ODBC)	11/2/2006 4:53 AM	Shortcut	2 KB	
Pictures	🚮 Event Viewer	11/2/2006 4:54 AM	Shortcut	2 KB	
Music	🙈 iSCSI Initiator	11/2/2006 4:54 AM	Shortcut	2 KB	
Recently Changed	🛃 Local Security Policy	1/20/2008 6:44 PM	Shortcut	2 KB	
Searches	Memory Diagnostics T	11/2/2006 4:53 AM	Shortcut	2 KB	
Public	🕞 Print Management	11/2/2006 4:55 AM	Shortcut	2 KB	
	🛞 Reliability and Perform	1/20/2008 6:43 PM	Shortcut	2 KB	
	😹 Services	1/20/2008 6:43 PM	Shortcut	2 KB	
	🚮 System Configuration	11/2/2006 4:53 AM	Shortcut	2 KB	
	Task Scheduler	11/2/2006 4:54 AM	Shortcut	2 KB	
	🔊 Windows Firewall With	1/20/2008 6:44 PM	Shortcut	2 KB	
ders 🗖	•				

Step 2

The "Task Scheduler" window opens.



Click Create Basic Task in the Actions area.

Step 3

The "Create Basic Task Wizard" window opens.

Create Basic Task Wizard		
Create a Basic Tasl	¢	
Create a Basic Task Trigger Action Finish		quickly schedule a common task. For more advanced options or settings ask actions or triggers, use the Create Task command in the Actions pane.
	Name: Description:	Disk Cleanup
		< Back Next > Cancel

Type **Disk Cleanup** in the **Name** field, and then click **Next**.

Select the Weekly radio button.

Create Basic Task Wizard	
Task Trigger	
Create a Basic Task	When do you want the task to start?
Trigger	🔘 Daily
Weekly Action	Weekly
Finish	Monthly
	One time
	When the computer starts
	When I log on
	When a specific event is logged
	< Back Next > Cancel

Click Next.

Create Basic Task Wizard	
Weekly	
Create a Basic Task Trigger Weekly	Start: 11/30/2009 🖉 6:00:00 PM 🔄 🔲 Universal time
Action	Recur every: 1 weeks on:
Finish	🕅 Sunday 🔲 Tuesday 📝 Wednesday
	🗖 Thursday 🔲 Friday 📄 Saturday
	< Back Next > Cancel

Click on the time field and select the hour, minute, seconds, and AM/PM. Use the scroll buttons in the **Start:** field to set the time to **6:00:00 PM**.

Set the Recur every _ weeks on: field to 1.

Check the Wednesday check box, and then click Next.

The "Action" screen opens.

Create Basic Task Wizard		×
Action		
Create a Basic Task Trigger Weekly	What action do you want the task to perform?	
Action	Start a program	
Finish	Send an e-mail	
	Display a message	
	< Back Next > Can	cel

Make sure Start a program is selected then click Next.

The "Start a Program" screen appears.

Create Basic Task Wizard		
Start a Program		
Create a Basic Task		
Trigger	Program/script:	
Weekly	6	Browse
Action Start a Program		
Finish	Add arguments (optional):	
	Start in (optional):	
		< Back Next > Cancel

Click Browse.

Open			×
Vista_Bus	siness (C:) Windows System32	✓ ⁴ → Search	٩
🎍 Organize 👻 🏭 Views	🗸 📑 New Folder		0
Favorite Links	Name Date modified Type	Size	-
Desktop Recent Places Computer Documents	U409 ar-SA Boot catroot	 AdvancedInstallers bg-BG Branding catroot2 	
 Pictures Music Recently Changed Searches Public 	CodeIntegrity config da-DK drivers el-GR cn-US	iii com iii cs-CZ iii de-DE iii DriverStore iii en iii es-ES	
Folders	et-EE fr-FR GroupPolicy he-IL hu-HU	 Ji-FI FxsTmp GroupPolicyUsers hr-HR ias 	
Folders File name		All files (*.*)	▼ ncel

Type cle in the File name field, select cleanmge.exe, and then click Open.

When the "Start a Program" screen re-opens, click Next.

Create Basic Task Wizard		
Summary		
Create a Basic Task		
Trigger	Name:	Disk Cleanup
Weekly	Description:	
Action		
Start a Program Finish		
rinsn S	Trigger:	Weekly; At 6:00 PM every Wednesday of every week, starting 11/30/2009
	Action:	Start a program; C:\Windows\System32\cleanmgr.exe
	Open the Pro	perties dialog for this task when I click Finish
	When you click	Finish, the new task will be created and added to your Windows schedule.
		< Back Finish Cancel

Click Finish.

Step 4

The "Task Scheduler" window opens.

Drag the center screen scroll bar to the bottom of the screen.

Next drag the Task Name scroll bar down until you see the task Disk Cleanup you created.

🕑 Task Scheduler		
File Action View Help		
 Task Scheduler (Local) Task Scheduler Library 	Task Scheduler Summary (Last refreshed: 11/30/2009 5:46:00 PM) HotStart (last run succeeded at	Actions Task Scheduler (Local)
	HIDPennine (Iset nun curceeded + III)	Connect to Another C Create Basic Task
	Active Tasks	Create Task Import Task
	Active tasks are tasks that are currently enabled and have	Display All Running Ta
	Summary: 24 total	AT Service Account Co
		View •
	Task Name Next Run Time	Refresh Help
	ConvertLogEntries CrawlStartPages	? Help
	Disk Cleanup 12/2/2009 6:00:00	
	Last refreshed at 11/30/2009 5:46:00 PM Refresh	
		,

Minimize the "Task Scheduler" window and close all other windows.

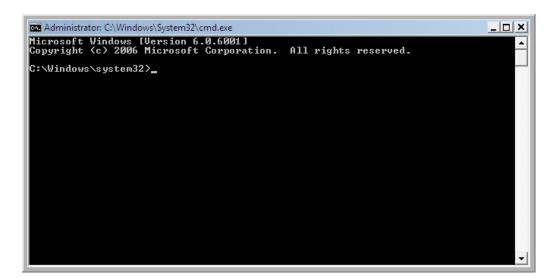
Step 5

Click Start, and then in the Start Search field type cmd.

Programs	-		
		Open	
	۲	Run as administrator	n
		Pin to Start Menu Add to Quick Launch	cuments
		Restore previous versions Send To	tures
		Cut	usic
		Сору	cent Items 🕨
		Delete	mputer
		Open file location	twork
	_	Properties	Connect To
			Control Panel
O Search			Default Programs
	Search Everywhere Search the Internet		Help and Support
cmd		×	C? 🔒 🕨

Right-click cmd > Run as administrator > Continue.

The "Administrator: C:\Windows\System32\cmd.exe" window opens.



Type **at/?**, and then press the **Enter** key.

The options for the at command are displayed.

Administrator: C:\Windo	ows\System32\cmd.exe	٢
C:\Windows\system32>at/? The AT command schedules commands and programs to run on a computer at a specified time and date. The Schedule service must be running to use the AT command.		
AT [\\computername] [[id] [/DELETE] /DELETE [/YES]]] time [/INTERACTIVE] ,] /NEXT:date[,]] "command"	
∖\computername id	Specifies a remote computer. Commands are scheduled on the local computer if this parameter is omitted. Is an identification number assigned to a scheduled command.	
∕delete ∕yes	Cancels a scheduled command. If id is omitted, all the scheduled commands on the computer are canceled. Used with cancel all jobs command when no further	
time ∕interactive	confirmation is desired. Specifies the time when command is to run. Allows the job to interact with the desktop of the user who is logged on at the time the job runs.	
/every:date[,]	Runs the command on each specified day(s) of the week or month. If date is omitted, the current day of the month is assumed.	
/next:date[,] "command"	Runs the specified command on the next occurrence of the day (for example, next Thursday). If date is omitted, the current day of the month is assumed. Is the Windows NT command, or batch program to be run.	
C:\Windows\system3		-

Type at 20:00:00 /every:W backup.

Note that the time must be military time.

Press Enter.

Added a new job with job ID = 1 is displayed.



Type at \\computername. For example at \\computer1.

The scheduled job appears.

G Administrator: C:\Windows\System32\cmd.exe					_ 🗆 🗙
Status	ID	Day	Time	Command Line	^
	1	Each W	8:00 PM	backup	
C:\Wind	dows`	\\$ystem32>			
					-

Which command would you enter to get the backup to run every Tuesday and Wednesday at 3:00 PM?

Type **exit**, and then press the **Enter** key.

Step 6

Open the "Scheduled Tasks" window.

Click Task Scheduler Library.

The task created using the **at** command is listed in the window.

File Action View Actions Image: Task Scheduler (Local) Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library Image: Task Scheduler Library<	P Task Scheduler	
Task Scheduler (Local) Name Status Triggers Task Scheduler Library Status Triggers Task Scheduler Library Task Scheduler Library Att Ready At 8:00 PM every Wednesday of every wee Create Basic Task Create Basic Task Disk Cleanup Ready At 6:00 PM every Wednesday of every wee Create Task Task Scheduler Library General Triggers Actions Conditions Settings History Name: Att Conditions Settings History Weever View Description: E Refresh Help Selected Item Name Security options Security options Security options Security options Poisable	File Action View Help	
Image: Status Triggers Image: Status Trigge		
SYSTEM	Name Status Inggers Image: Status Inggers Inggers	Task Scheduler Library Task Scheduler Library Create Basic Task Create Task Display All Running Display All Running New Folder View Refresh Help Selected Item Run End Disable Export Properties Delete

Step 7

For the scheduled tasks that you have created, right-click the scheduled task and then click **Delete**.

Task Scheduler			
File Action View Help			
🗢 🤿 🞽 🖬 🚺			
Task Scheduler (Local)	Name Status Triggers	Actions	
Task Scheduler Library	(593D918C-F Ready When the task is created or modified	Task Scheduler Library 🔺 📥	
	At1 Ready At 8:00 PM every Wednesday of every wee	💿 Create Basic Task	
		🐌 Create Task	
	Task Scheduler 🛛 🕅	Import Task	
		Display All Running	
	Do you really wish to delete this task?	🛀 New Folder	
	Genera	View •	
	Name	Q Refresh	
	Autho Yes No	🔋 Help	
	Description:	Selected Item 🔺	
		Run	
		End	
	Security options	🖶 Disable	
	When running the task, use the following user account:	Export	
	SYSTEM	Properties	
	· · · · · · · · · · · · · · · · · · ·	🗙 Delete	
		7 Heln 🔻	

Click **Yes** to confirm you want to delete the task.

Both scheduled tasks created are removed from the scheduled tasks window.

