IT Essentials 5.0

5.5.1.7 Lab - Schedule a Task Using the GUI and the at command in Windows 7

Introduction

Print and complete this lab.

In this lab, you will schedule a task using the Windows 7 GUI and schedule a task in a command window using the **at** command.

Recommended Equipment

• A computer running Windows 7

Step 1

Log on to Windows as an Administrator.

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



Step 2

The "Task Scheduler" window opens.

File Action View Help		
Task Scheduler (Local)	Task Scheduler Summary (Last refreshed: 12/22/2010 11:42:36 AM) Overview of Task Scheduler Image common tasks that your computer will carry out automatically at the times you specify. To begin, click a command in the Action menu. Tasks are stored in folders in the Task Scheduler Status of tasks that have start Last 24 hours Summary: 0 total - 0 running, 0 succeeded, 0 stopped, 0 fa Task Name	Actions Task Scheduler (Local) Connect to Another Compu Create Basic Task Import Task Display All Running Tasks Enable All Tasks History AT Service Account Configu View Refresh Help
	Last refreshed at 12/22/2010 11:42:36 AM Refresh	

Click Create Basic Task in the Actions area.

Step 3

The "Create Basic Task Wizard" window opens.

Create Basic Task Wiz	ard Basic Task	
Create a Basic Task Trigger Action	Use this wiza such as mult Name:	ard to quickly schedule a common task. For more advanced options or settings tiple task actions or triggers, use the Create Task command in the Actions pane. Disk Cleanup
Finish	Description:	
		< Back Next > Cancel

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

Select the Weekly radio button.

Create Basic Task Wizard		X
1 Task Trigger		
Create a Basic Task Tripper Weekly Action Finish	When do you want the task to start? Dely Weekly Monthly One time When the computer starts When I log on When a specific event is logged	

Click Next.

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** checkbox.

Create Basic Task Wizard		×
Weekly		
Create a Basic Task Trigger Weekly Action Finish	Start: 12/23/2010 • 6:00:00 PM • Synchronize across time zones Recur every: 1 weeks on: Sunday Monday Tuesday Vednesday Thursday Friday Saturday	
	< Back Next > 3	ancel

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 Finish	Start a program	
	 Send an e-mail Display a message 	
	< Back Next > N	Cancel

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		Browse
Action	Add arguments (ontional):	- W
Finish		
- I HISH	Start in (optional):	
	< Back	Next > Cancel
	< Back	Next > Can

Click Browse.

Organize - New folder	9)日.•	111	
🖌 Favorites	Neme	Date modified	Туре	Size		T
Nesktop	0409	7/13/2009 9:56 PM	File folder			
Downloads	AdvancedInstallers	7/13/2009 7:37 PM	File folder			
1 Recent Places	approgent	11/14/2010 2:41 PM	File folder			
221230-19230-1923	ar-SA	7/13/2009 7/37 PM	File folder			
Libraries	🌲 bg-BG	7/13/2009 7:37 PM	File folder			
Documents	😹 Boot	12/19/2010 10:18	File folder			
🎝 Music	at catroot	12/20/2010 1:16 PM	File folder			
Pictures E	🗼 cstroot2	12/19/2010 10:14	File folder			
Videos	LodeIntegrity	11/5/2010 5/56 AM	File folder			
	🎍 com	T/13/2009 9-56 PM	File folder			
Nomegroup	🍌 config	12/22/2010 9-02 AM	File folder			
NG) SA W	🗼 ei-CZ	7/13/2009 7:37 PM	File folder			
Computer	🍶 da-DK	7/13/2009 7:37 PM	File folder			
Local Disk (C:)	👍 de-DE	7/13/2009 7:37 PM	File folder			
👝 Local Disk (E)	🔒 Dism	7/13/2009 9:56 PM	File folder			
Ca Local Disk (Fr)	🍶 drivers	12/19/2010 2:37 PM	File folder			
Ca Local Disk (G:)	🎳 DriverStore	12/19/2010 2:37 PM	File folder			
Removable Disk (🕌 el-GR	7/13/2009 7:37 PM	File folder			
- MENN VITN TIMAE IN *		THE PROPERTY AND A SERVICE	El + d'alaba			

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

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

The "Summary" screen appears.

Create Basic Task Wizard		
Summary		
Create a Basic Task		
Trigger	Name:	Disk Cleanup
Weekly	Description	
Action	beschption	
Start a Program		
Finish		
	Trigger:	Weekly; At 6:00 PM every Wednesday of every week, starting 12/23/2010
	Action:	Start a program; C:\Windows\System32\cleanmgr.exe
	📃 Open the	Properties dialog for this task when I click Finish
	When you cli	ck 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.

File Action View Help			
** 200			
🕜 Tank Scheduler (Local)	Name Status Triggen Henrik Status Triggen Henrik Status St	Action Teal Scheduler Ubrary Creats Basic Task broart Task broart Task Creater Task broart Task English All Running Ta English All Tasks History Black Folder.	
	e	View Retrest &	•
	Name Dat Cleanag Location: V Author Vicks-PC/Web Description:	Selected Bark Run Run Couble Disable Spot. Properties Diste Help Help	
	Security options When running the task, use the following user account: Web-PC/Web Kan only when user is logged on Kan only when user is logged on er not. Do not store provisions. The task will only have access to local resources Kan with highest privileges Hidden Configure fee. Windows Vitte", Westwes Server" 2008 *		

In the left pane, select Task Scheduler Library.

Next, in the right pane, click **Refresh** until you see the task **Disk Cleanup** you created.

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File Action Wew Help		
Image Schweduler (Jace0) Name Status Triggers Next Run Time Last Run Image Schweduler (Jace0) Image Schweduler (Jace0) Next Run Time Last Run Image Schweduler (Jace0) Image Schweduler (Jace0) Next Run Time Last Run Image Schweduler (Jace0) Image Schweduler (Jace0) Next Run Time Last Run	Actions Tail: School Sauk: Task Create Sauk: Task Import Taik Disploy All Paveling Ta Enable: All Tasks Hotory New Folder	
e e e e e e e e e e e e e e e e e e e	View Refresh Help	it.
Name Disk Claimag Location V Author: Vicki-PC(Vicki Description	Selected hern Run End Disable Liport. Poperties Veke Ueke Help	
Security options Withen numming the task, use the following user account: Vicki-PC/Vicki Plan only when user is legged on Do not store parameters is legged on or not Do not store parameters. The task will only here access to local resources Do not thighest privilegee Vickies Vickies Coofigure for Windows Victor", Windows Server", 2008 *		

Select the task **Disk Cleanup** and then in the right pane click **Properties**.

Seneral Trig	gers	Actions	Conditions	Settings	History (disabled)		
Name:	Disk	Cleanup					
Location:	V						
Author:	Vick	i-PC\Vick	i				
Description:							
Security op	tions ning th	ie task, us	e the followir	ng user acc	count:		
when run							
Vicki-PC\V	icki					1	Change User or Group
Vicki-PC\V	icki y whe	n user is l	ogged on				Change User or Group
Vicki-PC\V Run on Run wh	icki y whe ether (n user is lu user is log	ogged on ged on or no	t		[Change User or Group
Vicki-PC\V Run on Run wh Do	icki y whe ether t	n user is lu user is log pre passwo	ogged on ged on or no ord, The task	t will only h	nave access to local comp	uter res	Change User or Group
Vicki-PC\V Run on Run wh Do Run wit	icki y whe ether u not sto h high	n user is lo user is log ore passwo lest privile	ogged on ged on or no ord. The task ges	t will only h	nave access to local comp	uter res	Change User or Group
Vicki-PC\V Run on Run wh Do Run wit	icki y whe ether i not sto h high	n user is log user is log ore passwo lest privile Configui	ogged on ged on or no ord. The task eges re for: Winc	t will only h lows® 7, N	nave access to local comp Nindows Server™ 2008 R2	uter re	Change User or Group sources.

The "Disk Cleanup Properties (Local Computer)" window appears.

In the Configure for: drop-down menu select Windows® 7, Windows Server[™] 2008 R2.

Click OK.

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

Step 5

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

Right-click cmd > Run as administrator > Yes.



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



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

The at command options are displayed.

Administrator: C:\Wind	ows\System32\cmd.exe	-
Microsoft Windows Copyright (c) 2009	[Version 6.1.7600] Microsoft Corporation. All rights reserved.	*
C:\Windows\system3 The AT command sch a specified time a the AT command.	2>at/? edules commands and programs to run on a computer at nd date. The Schedule service must be running to use	ш
AT [\\computername AT [\\computername [/EVERY:date[] [[id] [/DELETE] ! /DELETE [/YES]]] time [/INTERACTIVE] ,] ! /NEXT:date[,]] "command"	
\\computername	Specifies a remote computer. Commands are scheduled on the local computer if this parameter is omitted	
id	Is an identification number assigned to a scheduled command.	
∕delete	Cancels a scheduled command. If id is omitted, all the scheduled commands on the computer are canceled.	
∕yes	Used with cancel all jobs command when no further confirmation is desired.	
time	Specifies the time when command is to run.	
/interactive	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[,]	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.	
"command"	Is the Windows NT command, or batch program to be run.	
C:\Windows\system3	2>	+

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 \\Vicki-PC.

Press Enter.

The scheduled job appears.

en Admini	istrat	or: C:\Windows\System32\cmd.exe	and the second		
C:\Windo Added a C:\Windo	ows^ nev ows^	system32>at 20:00:00 /ev job with job ID = 1 system32>at \\Vicki-PC	very:W back	ւթ	
Status l	ID	Ďay	Time	Command Line	new how him him into the line him him him him him him him .
- Antonio (patrologica)	1	Each W	8:00 PM	bac kup	
C:\Windo	ows	system32>			
					*

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.

File Action View Holp						
Tank Scheduler (Local) Tank Scheduler Library	Name Disk Cleanup Disk Cleanup Ceneral Tragge Name A Location A Autors Description	Status Trigges	Next Bun Time 10 20/29/2010 6:00:00 FM	Lett Run Nover +	Actions Task Schecksler Library Create Basic Task Frippet Task Trippet Task Engley All Naming Engley All Naming New Folder View Madvach Halp	
	J			*	Selected Rem	•

Click Task Scheduler Library. You may need to refresh the screen.

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

Step 7

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

Tank Scheduler (Local)	Name	Status Triggers	Pár	ert Run Time	Last Run	Actions	
	Oriente Oriente	Ran End Disable Esport_ Properties Delete	every Wednesday of every week, starting 12/23/2010 12	U25V2010-0-00-00-PM	Never ,	Create Basic Took Create Task Import Task Display AD Humang Enable AI Tasks His New Folder View Mathemb Halberh Enable A	

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

Make sure all scheduled tasks created by you are removed from the scheduled tasks window.

** 200					
🕐 Task Scheduler Uncel = 🥦 Task Scheduler Librery	Narrae Status	Triggers	Next Run Time	Last Run	Actions Taxa Scheduler Library Create Basic Task Import Task Import Task Duplay All Running Ta Evalue All Tasks History New Folder View Refeach Hulp