Using Task Scheduler on a Windows 2008 Server

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Scheduling Regular Tasks

We can schedule server reboots, disk cleanup and other custom events daily, weekly or monthly using the Task Scheduler.

On the Start menu, we can type Task Scheduler and select it from the Programs list.



The Task Scheduler Window

The Task Scheduler window will open and we can select Create Basic Task on the right pane.



Create a Basic Task

The Create Basic Task Wizard window will open and we should write the name of the rudimentary task such as Reboot server. We also add a description in the textbox below explaining the job.

We then press the Next button to continue.

Create Basic Task Wizard		×
Create a Basic Task	< c	
Create a Basic Task Trigger Action Finish	Use this wizard to quickly schedule a common task. For more advanced options or settings such as multiple task actions or triggers, use the Create Task command in the Actions pane. Name: Reboot server Description: Will reboot server at 2:00 AM daily	
	< <u>B</u> ack <u>N</u> ext > Cancel	

Task Trigger

The next window showing the period that we want the task to appear. Many task will happen daily, but we can also choose weekly, monthly or when the computer starts. We will force a reboot daily so Windows Updates who need the system to restart can become effective.

We push the Next button to advance.

Create Basic Task Wizard				×
D Task Trigger				
Create a Basic Task	When do you want the task to start?			
Trigger	• Daily			
Finish	O Weekly			
	O Monthly			
	O <u>O</u> ne time			
	O When the computer starts			
	C When I log on			
	O When a specific event is logged			
	< [<u>B</u> ack	<u>N</u> ext >	Cancel

Daily Window

With most instances, we will start the task on the day we program it, but we can offset the date if we wish. We set the forced reboot to 2 AM in the morning and we will have it occur every day afterward.

We choose the Next button to go on.

Create Basic Task Wizard			×
Daily Daily			
Create a Basic Task Trigger Daily Regur every: 1 days		□ Uni <u>v</u> ersal ti	me
	< <u>B</u> ack	<u>N</u> ext >	Cancel

Action Window

The next dialog box will allow us to opt to start a program, send an email or display a message. We will start a program so we leave the radial button set as is.

We can set an action to display a message prior to a forced restart if we desire.

We push the Next button to advance.

Create B	asic Task Wizard		x
	Action		
Create a	Basic Task		
Trigger Daily		What action do you want the task to perform?	
Action		Start a program	
Finish		O Send an e-mail	
		Display a message	
		< <u>B</u> ack <u>N</u> ext > Cancel	

Start a Program Window

We select the batch file we made to restart the server. We saved the Reboot.bat file in the C:Windows, System32 folder.

We press the Next button to carry on.

Create Basic Task Wizard					X
5tart a Program					
Create a Basic Task					
Trigger	<u>P</u> rogram/script:				
Daily	C:\Windows\System32\reboot.bat		[Browse	1
Action				D <u>i</u> owse	1
Start a Program	<u>A</u> dd arguments (optional):				
rinish	S <u>t</u> art in (optional):				
		< Back	Next >	Cance	4

Summary Window

Finally, the Summary will show the task we scheduled. We annotate the Open the Properties dialog box checkbox and we press the Finish button.

Create Basic Task Wiz	zard	×
Summary		
Create a Basic Task		
Trigger	Name:	Reboot server
Daily	Description	Will report server at 2:00 AM daily
Action	Description.	
Start a Program		
Finish	Trigger:	Daily; At 2:00 AM every day
	Action:	Start a program; C:\Windows\System32\reboot.bat
	☑ Open the Prop When you click Fi	erties dialog for this task when I click Finish nish, the new task will be created and added to your Windows schedule.
		< <u>B</u> ack <u>Finish</u> Cancel

Reboot Server Properties – General Tab

The task scheduler properties window opens for that specific task. On the General tab of the Reboot Server Properties window, we can alter the description of the task. We can also change the security settings that allow the job to run.

Reboot server Prope	erties (Local Computer)		×
General Triggers	Actions Conditions Settings History		
Na <u>m</u> e:	Reboot server		
Author:	QUARK\administrator		
<u>D</u> escription:	Will reboot server at 2:00 AM daily		
- Security options			
When running t	he task, use the following user account:		
QUARK\adminis	trator	Change <u>U</u> ser or Group	
• Run only whe	en user is logged on		
C Run whether	user is logged on or not		
🗖 Do not st	ore <u>p</u> assword. The task will only have access to local comp	uter resources,	
🗖 Run w <u>i</u> th hig	hest privileges		
Hidd <u>e</u> n	Configure for: Windows Vista [™] or Windows Server [™]	2008	
		OK Cancel	

Reboot Server Properties – Triggers Tab

On the Triggers tab of the Reboot Server Properties window, we can edit the period and time of the event. We can also delete the trigger if we wish.

Reboo	ot server Properties	(Local Computer)			×
Ger	eral Triggers Acti	ons Conditions Settings History			
w	/hen vou create a tas	you can specify the conditions that will trigger the ta	isk.		1
		· ,			
	Trigger	Details		Status	
I	Daily	At 2:00 AM every day		Enabled	
L					
	<u>N</u> ew <u>E</u> dit	<u>D</u> elete			
			ОК	Cance	1

Reboot Server Properties – Actions Tab

On the Actions tab of the Reboot Server Properties window, we can edit the start a program, send an email or send a for the message action. We can select a different batch file if we are editing the task. We can also delete the action if we wish.

oot server Properti	es (Local Computer)	
eneral Triggers A	tions Conditions Settings History	
When you create a t	ask, you must specify the action that will occur when your task sta	irts.
,,		
Action	Details	
Start a program	C:\Windows\System32\reboot.bat	
		<u>^</u>
•		•
<u>N</u> ew <u>E</u>	dit <u>D</u> elete	
	0	K Cancel

Reboot Server Properties – Conditions Tab

On the Conditions tab of the Reboot Server Properties window, we can set situations such as waking the computer, monitoring the type of power such as regular AC or battery power. Presently, the reboot will happen if the server is on normal AC power.

boot server Properties (Local Computer)	
General Triggers Actions Conditions Settings His	story
Specify the conditions that, along with the trigger, dete	ermine whether the task should run. The task will not
run if any condition specified here is not true.	
Idle	
■ Start the task only if the <u>c</u> omputer is idle for:	10 minutes
W <u>a</u> it for idle for:	1 hour
Stop if the comput <u>e</u> r ceases to be idle	
Restart if the idle state resumes	
Power	
Start the task only if the computer is on AC power	
Stop if the computer switches to <u>b</u> attery power	
Wake the computer to run this task	
Network	
Start only if the following network connection is available.	ailable:
Any connection	v
	OK Cancel
	UK Cancer

Reboot Server Properties – Settings Tab

On the Settings tab of the Reboot Server Properties window, we allow the task to be run on demand or we can stop the task if it occurs for more than 3 minutes. It will also be forced to stop when we end it.

Reboot server Properties (Local Computer)		
General Triggers Actions Conditions Settings Hi	story	
Specify additional settings that affect the behavior of the	ne task.	
 Allow task to be run on demand Run task as soon as possible after a scheduled start 	is missed	
If the task fails, restart every:	1 minute	
Attempt to restart up to:	3 times	
Stop the task if it runs longer than:	3 days	
If the running task does not end when requested, for	rce it to stop	
\square If the task is not scheduled to run again, <u>d</u> elete it aft	er: 30 days 💌	
If the task is already ru <u>n</u> ning, then the following rule ap	plies:	
Do not start a new instance		
	OK Cancel	

Reboot Server Properties – History Tab

On the History tab of the Reboot Server Properties window, we can view the time of each event.

Reboot server Properties (Local Computer)
General Triggers Actions Conditions Settings History
Level Date a Even Task Category Operational Code Correlation Id
Inf 7/17/2 106 Task registered Info
Event 106, TaskScheduler
General Details
User "QUARK\administrator" registered Task Scheduler task "\Microsoft\Windows\Reboot server"
Lee Namer Microsoft Windows TaskSchodules/Operational
OK Cancel

Schedule Disk Cleanup

We scheduled our first task, so now we can do another.

We would like to keep the Server hard drives clean so we can schedule a Disk Cleanup once a week. We create a basic task and we run Cleanmgr.exe for the program.

Go ahead and schedule the task on the server for once a week during the night.

