

Using Task Scheduler on a Windows 2008 Server

July 17, 2012

Scheduling Regular Tasks

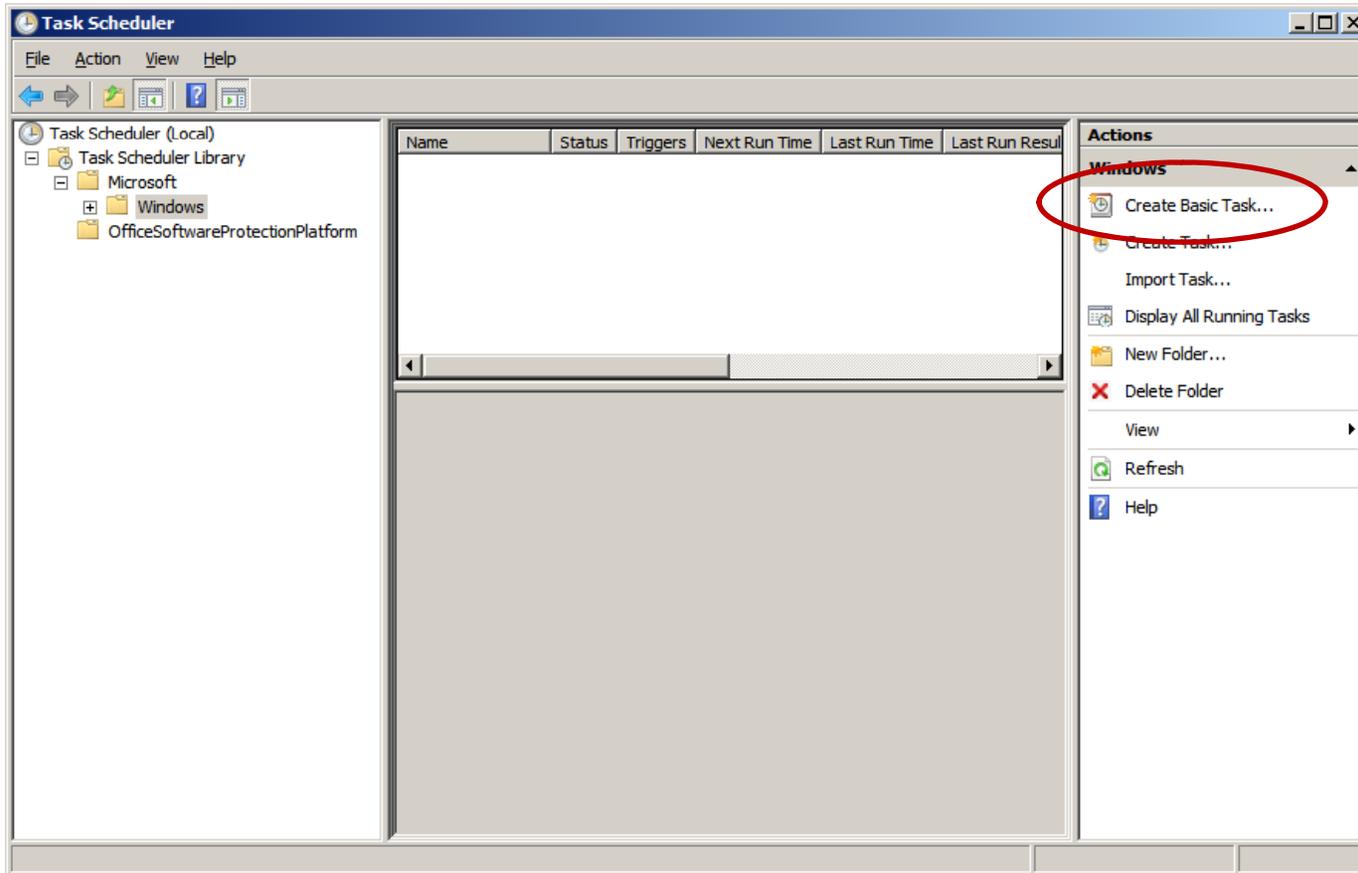
We can schedule server reboots, disk cleanup and other custom events daily, weekly or monthly using the Task Scheduler.

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



The Task Scheduler Window

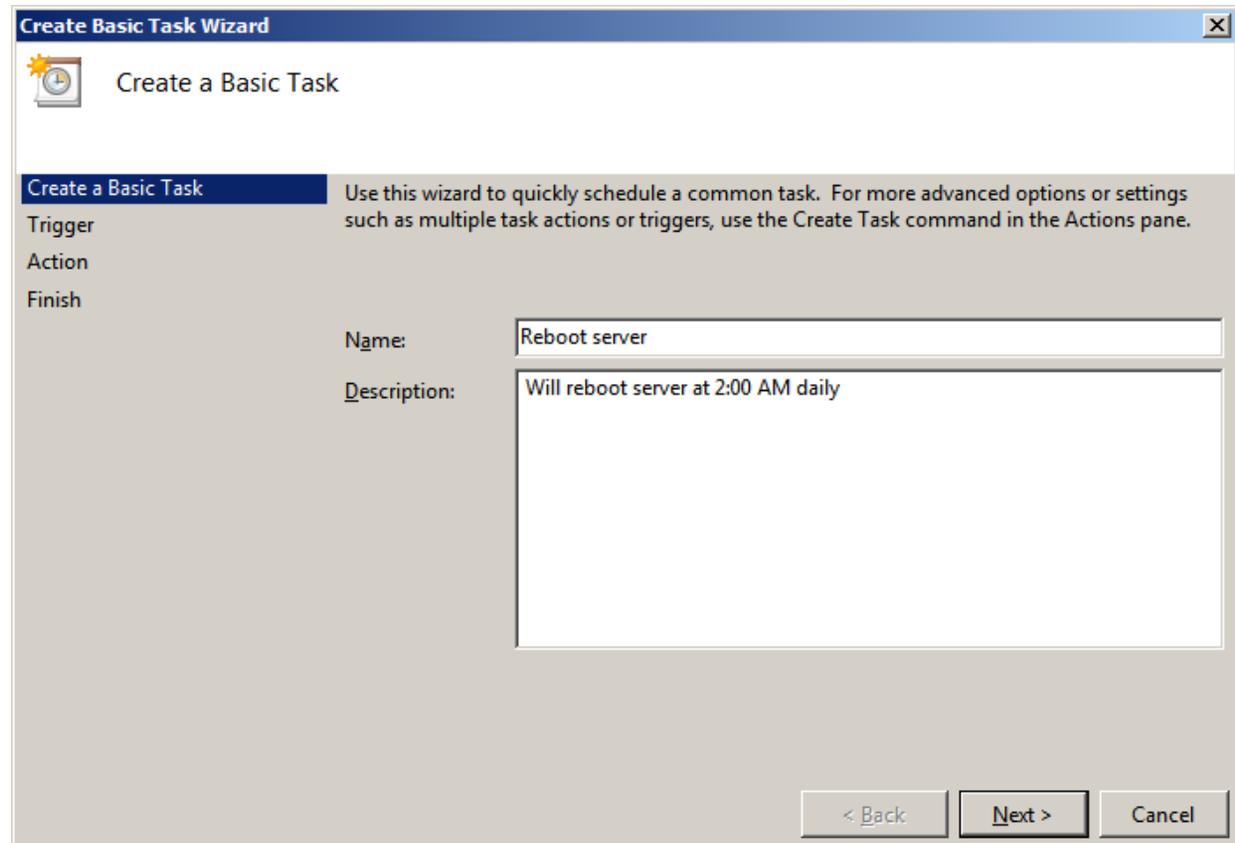
The Task Scheduler window will open and we can select Create Basic Task on the right pane.



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

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.

Trigger
Action
Finish

Name: Reboot server

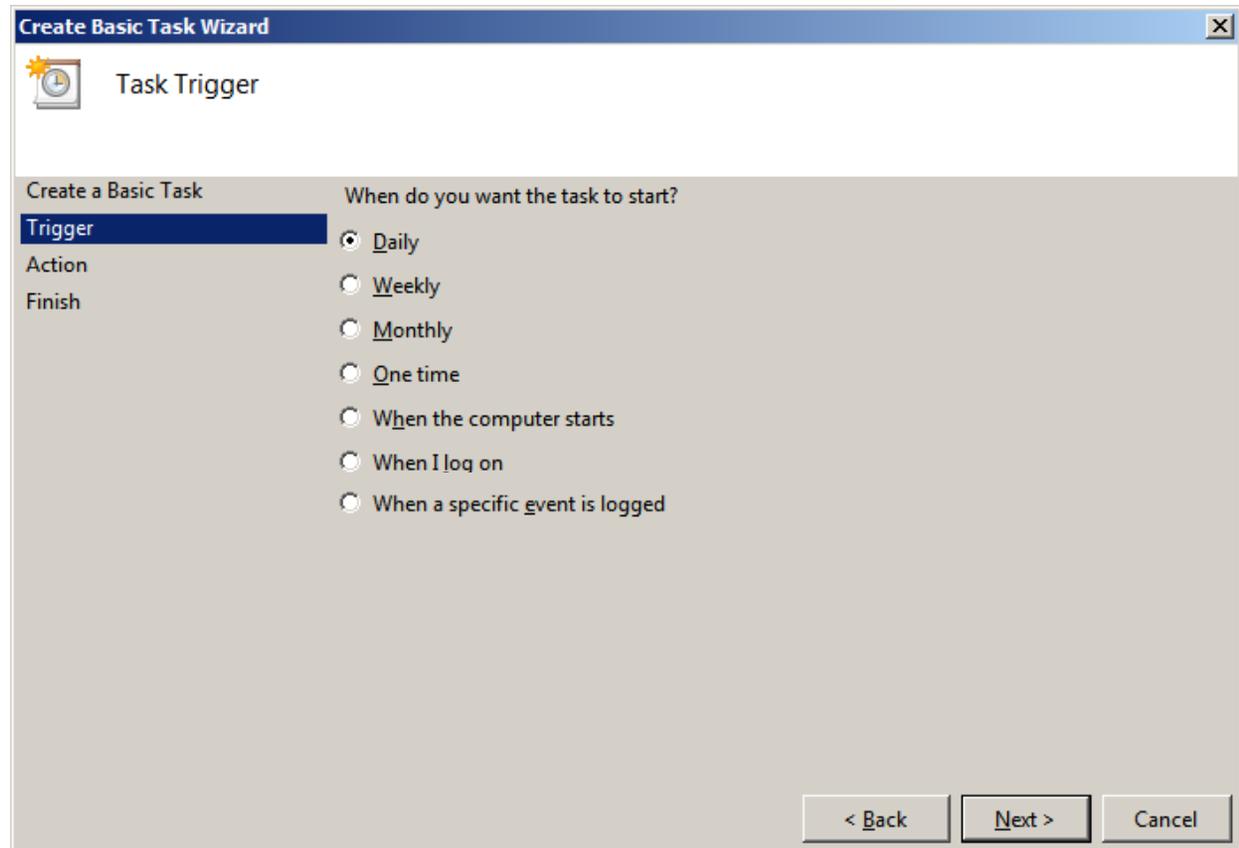
Description: Will reboot server at 2:00 AM daily

< Back Next > 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.

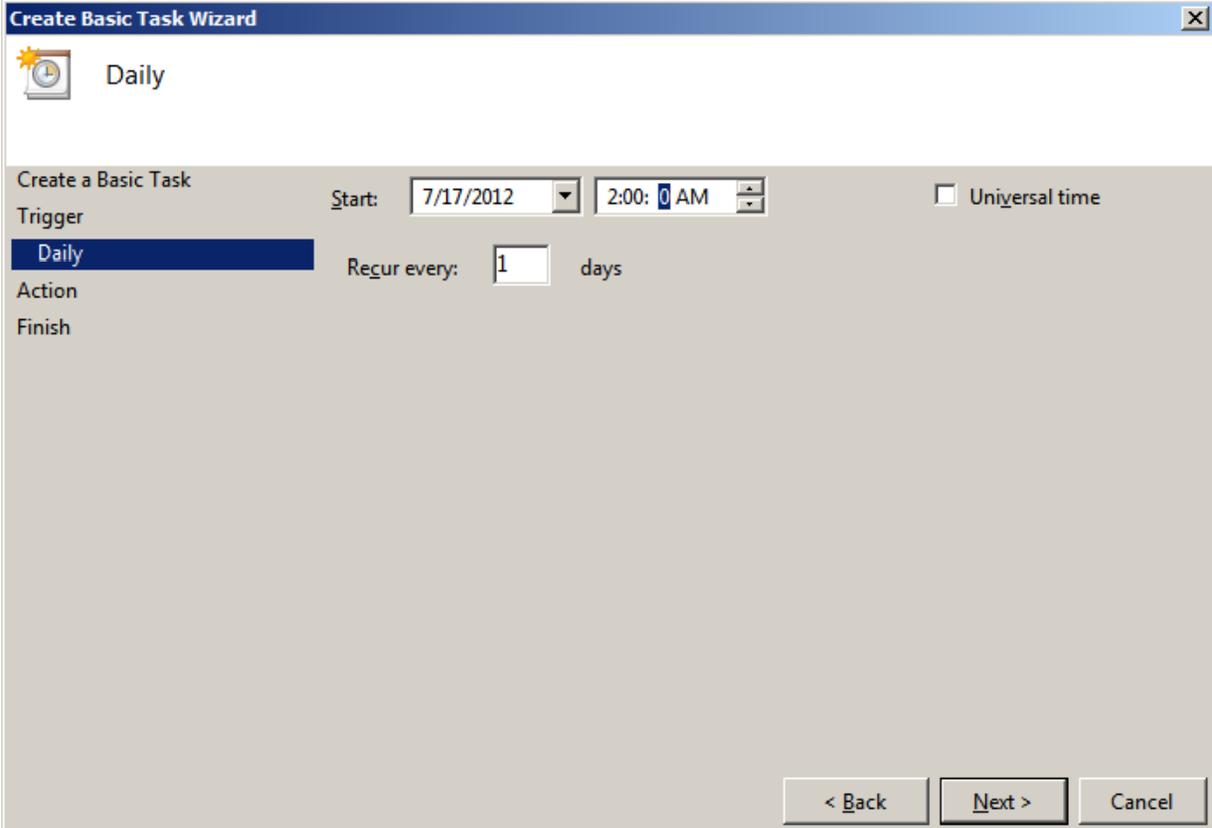


The screenshot shows the 'Create Basic Task Wizard' window, specifically the 'Task Trigger' step. The window title is 'Create Basic Task Wizard' and the subtitle is 'Task Trigger'. The main area is titled 'When do you want the task to start?' and contains a list of radio button options: 'Daily' (selected), 'Weekly', 'Monthly', 'One time', 'When the computer starts', 'When I log on', and 'When a specific event is logged'. On the left side, there are three tabs: 'Trigger' (selected), 'Action', and 'Finish'. At the bottom right, there are three buttons: '< Back', 'Next >', and '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.



The screenshot shows the 'Create Basic Task Wizard' dialog box, specifically the 'Daily' step. The window title is 'Create Basic Task Wizard'. The main area is titled 'Daily' and contains the following fields and options:

- Create a Basic Task**: A section header.
- Trigger**: A section header.
- Start**: A date field set to '7/17/2012' and a time field set to '2:00:00 AM'. There is a 'Universal time' checkbox which is unchecked.
- Recur every**: A field set to '1' followed by the text 'days'.
- Action**: A section header.
- Finish**: A section header.

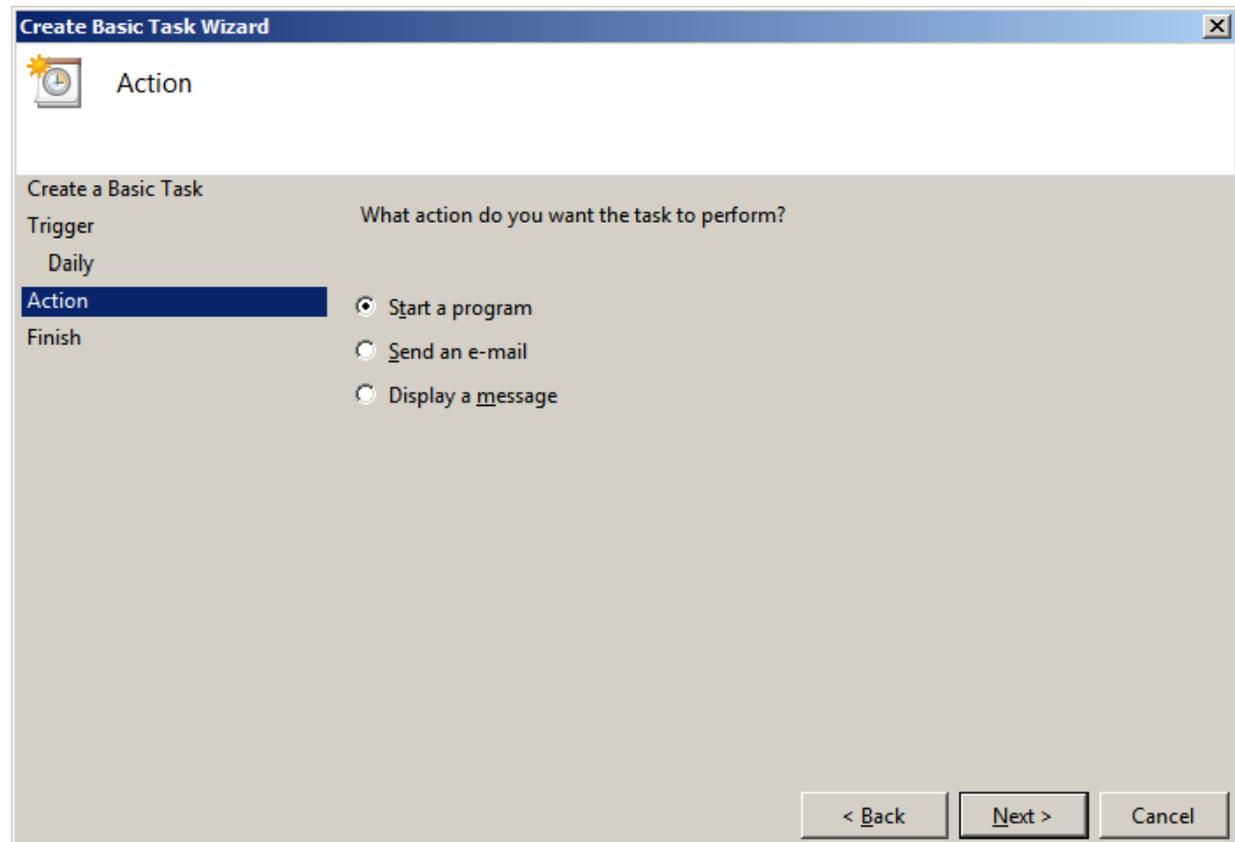
At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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.

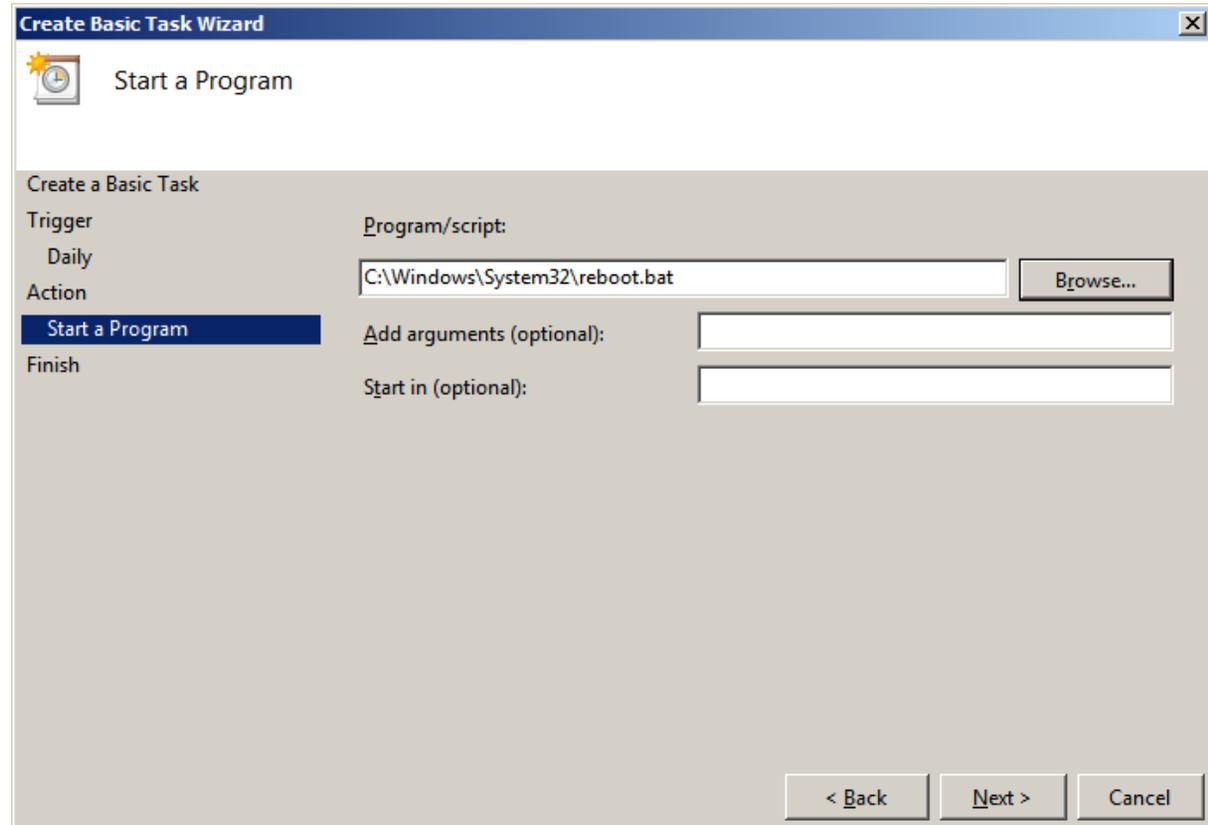
We push the Next button to advance.



Start a Program Window

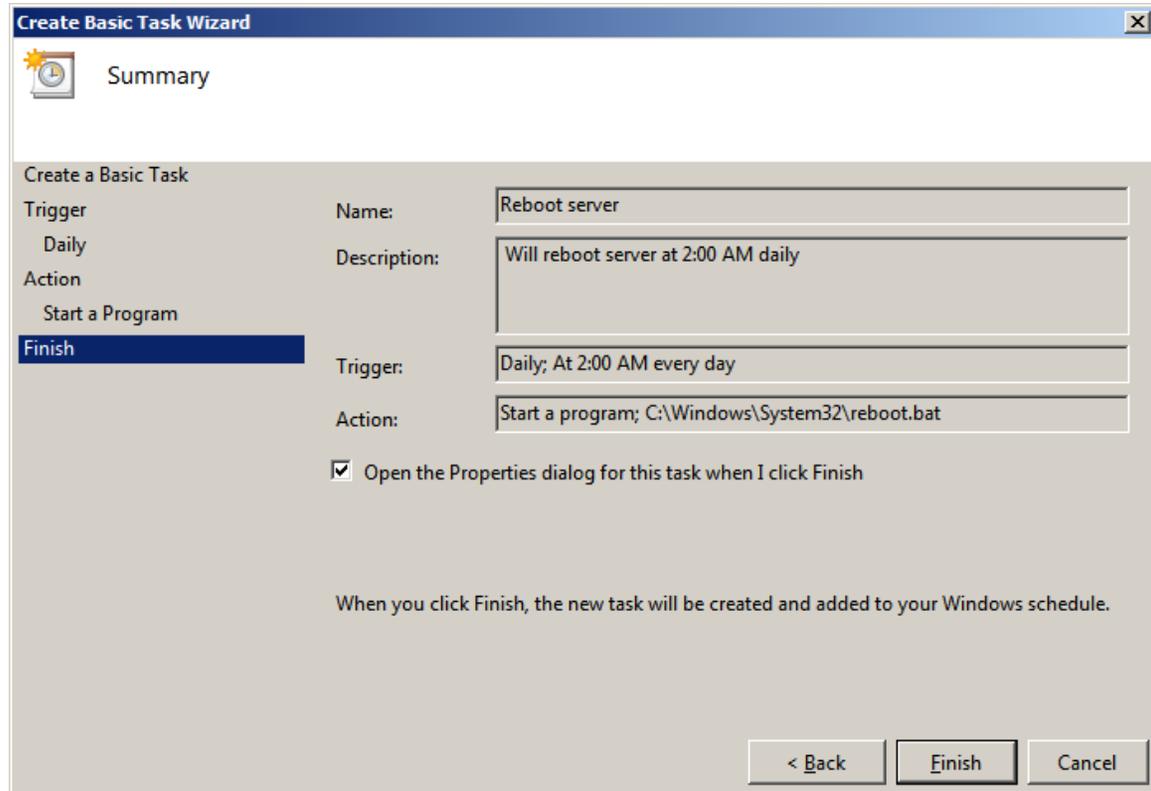
We select the batch file we made to restart the server. We saved the Reboot.bat file in the C:Windows, System32 folder.

We press the Next button to carry on.



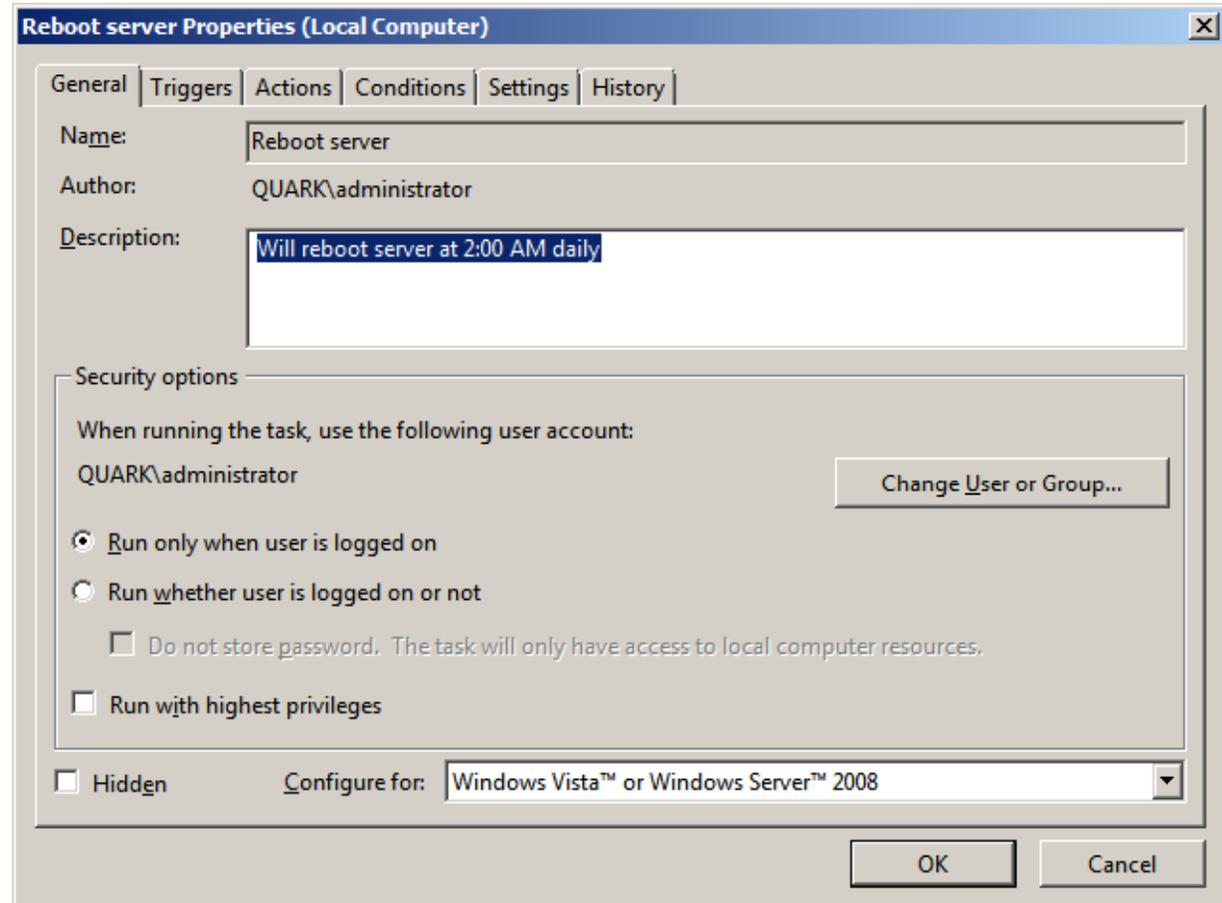
Summary Window

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



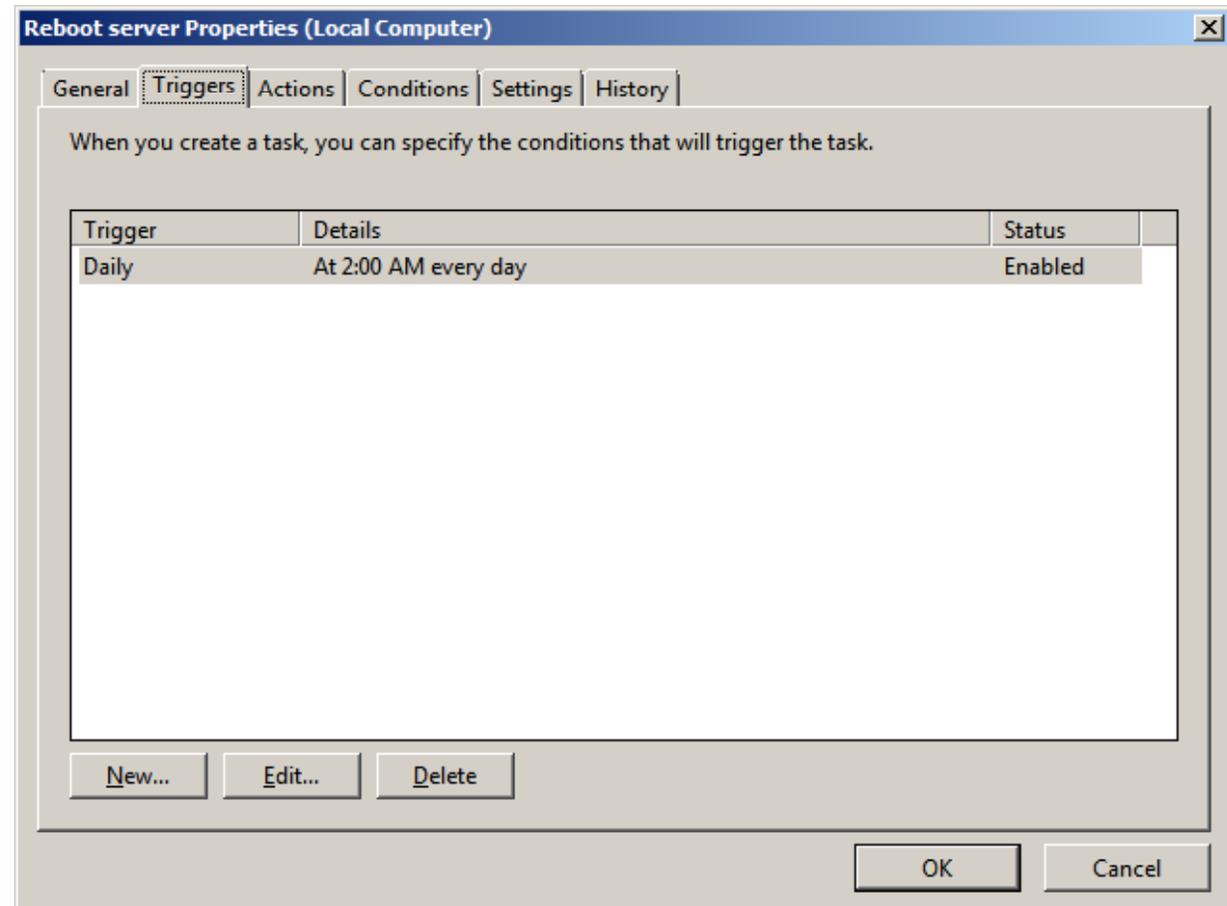
Reboot Server Properties – General Tab

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.



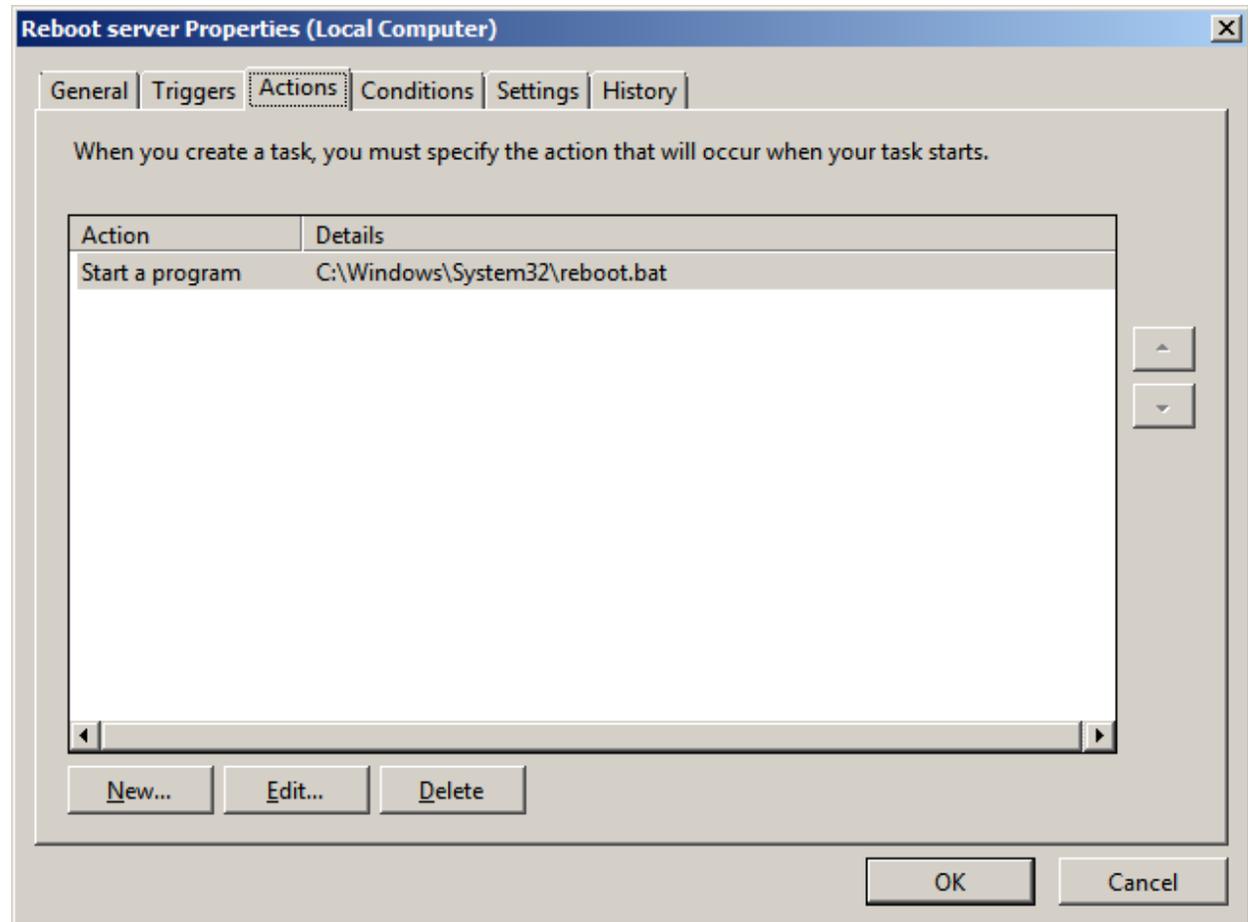
Reboot Server Properties – Triggers Tab

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.



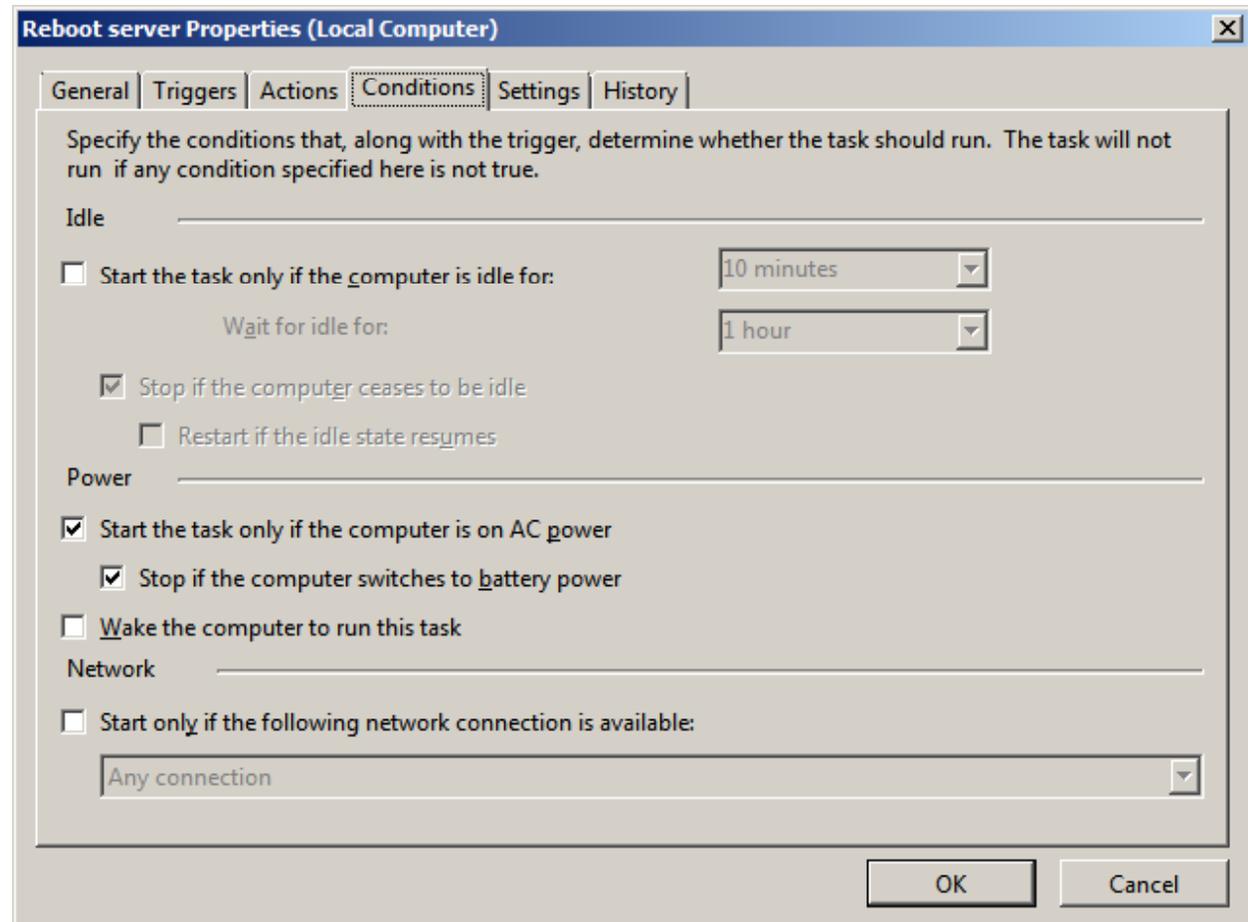
Reboot Server Properties – Actions Tab

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



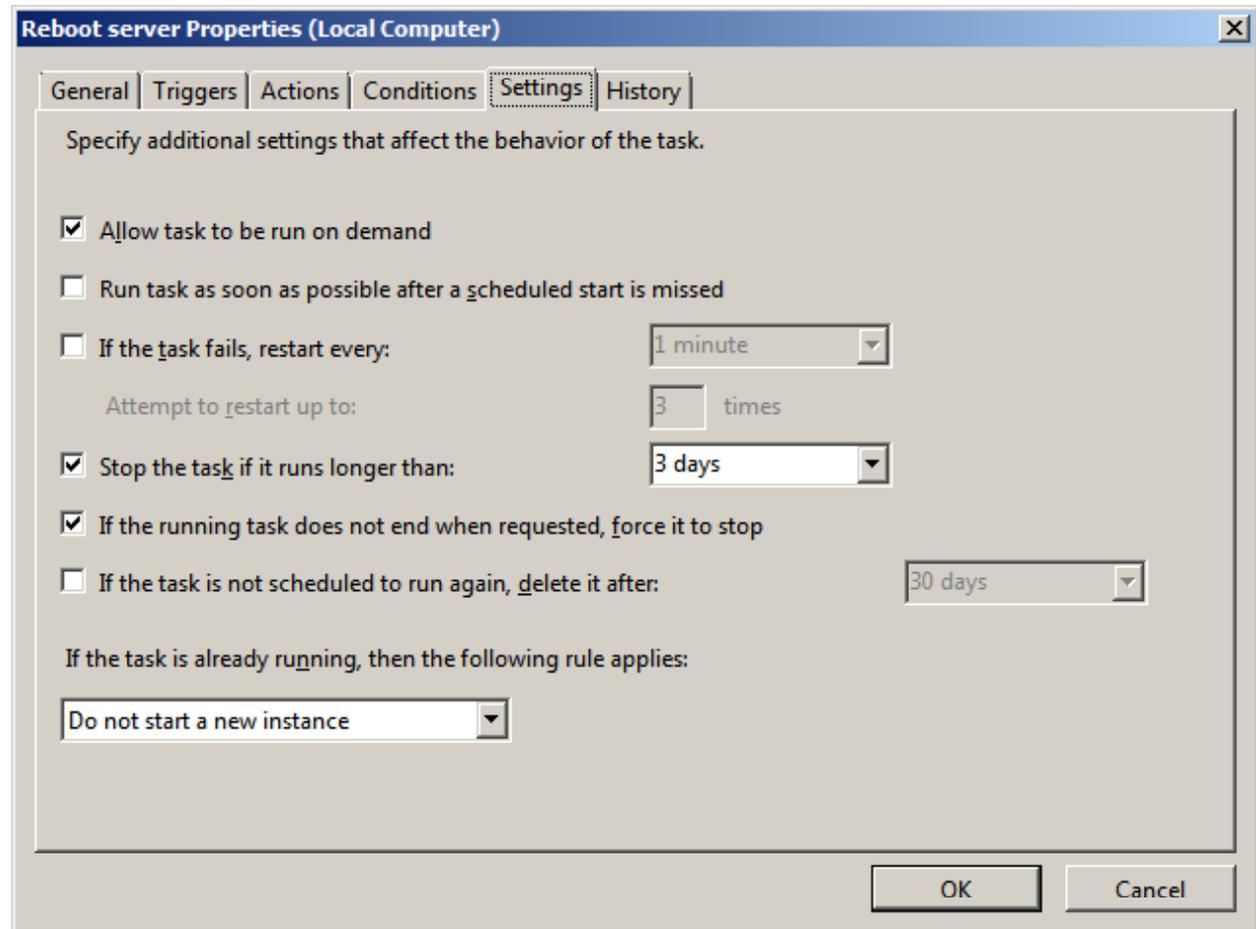
Reboot Server Properties – Conditions Tab

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.



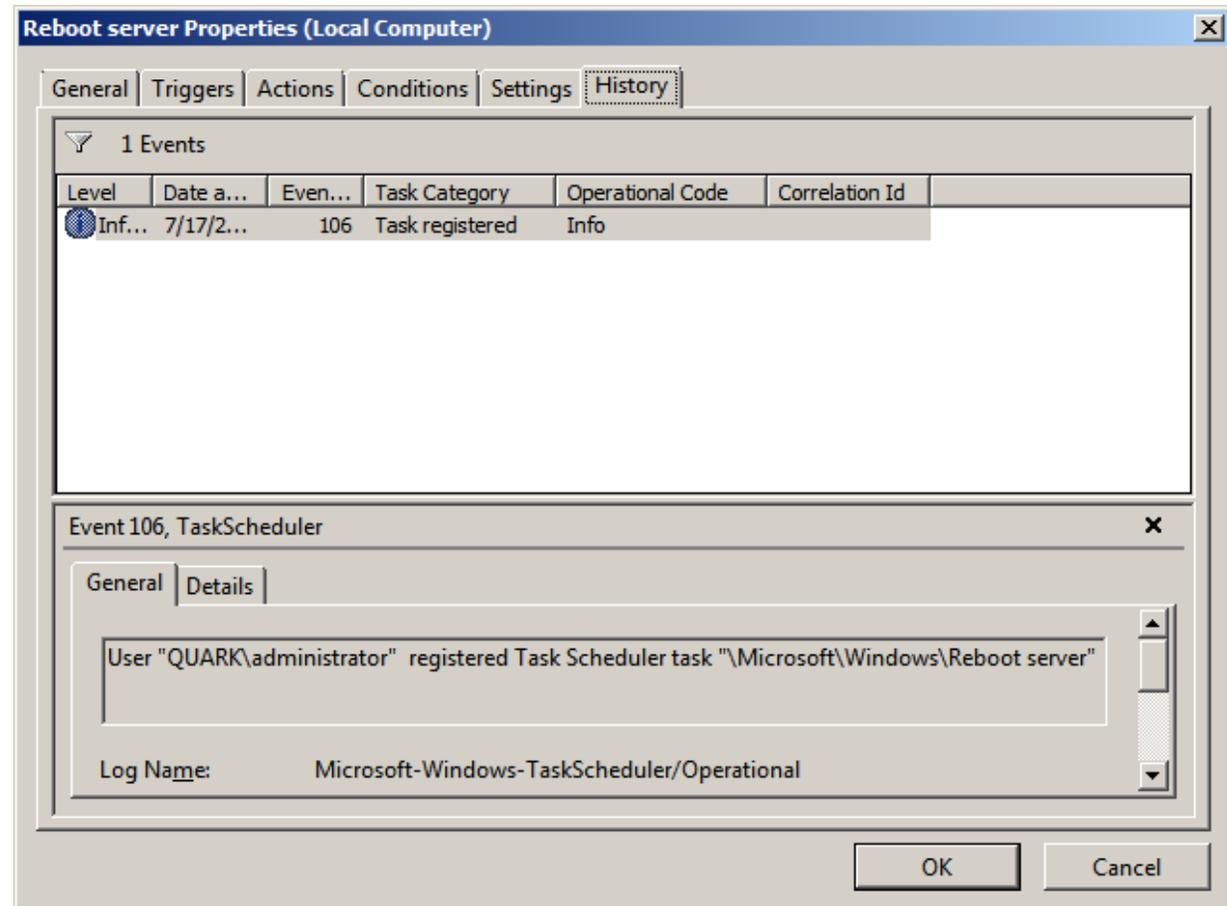
Reboot Server Properties – Settings Tab

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 – History Tab

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



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.

