Overview

Task Scheduler is a tool that enables you to schedule tasks (such as Disk Defragmenter) to run regularly, when it's most convenient for you. Task Scheduler starts each time you start Windows, and runs in the background.

When Task Scheduler is running on a computer with Windows 95, this icon   appears next to the clock on the taskbar.

On computers running Windows 95, you can double-click the Task Scheduler icon on the taskbar to open Task Scheduler. On computers running either Windows 95 or Windows NT, you can also open Task Scheduler by clicking **My Computer** and then clicking the Scheduled Tasks folder.

Opening Task Scheduler enables you to:

- Schedule a task to run daily, weekly, monthly, or at certain times, such as   when the computer starts or is idle.

- Change the schedule for or turn off an existing task.

- Customize how a task will run at its scheduled time.

{button ,AL("andsage;andat")} <u>Related Topics</u>

Using Task Scheduler with the Windows 95 Plus! System Agent

Windows 95 Plus! contains a task-scheduling tool named System Agent. If Plus! was installed on your computer when you installed Internet Explorer 4.0, System Agent   was automatically upgraded to Task Scheduler. All tasks previously scheduled by using System Agent were converted to Task Scheduler tasks and appear on your Task Scheduler task list.

Task Scheduler works with Plus! applications in the same way that System Agent did; for example, once you upgrade or compress a drive using DriveSpace 3, Task Scheduler schedules Compression Agent to run at regular intervals, just as System Agent automatically scheduled Compression Agent in the same situation..

Help for System Agent still appears in your Windows 95 Plus! Help file. This Help is no longer valid, because   it applies only to System Agent.

{button ,AL("overview")} Related Topics

Using Task Scheduler on Windows NT

If your computer runs Windows NT, you can also use the **at** command to schedule tasks automatically. (The **at** command is not available on computers running Windows 95.)

Task Scheduler is not the same as the **at** command, but the two work together. When you schedule a task by using the **at** command, it appears in the list of tasks in the Task Scheduler window.

You can use Task Scheduler to modify the properties of a task scheduled by using the **at** command. However, if you do, you must continue to use Task Scheduler to access the task. You will no longer be able to access it by using the **at** command.

To specify the user account to be used to run tasks scheduled by the **at** command, open the Scheduled Tasks folder in **My Computer**, click the **Advanced** menu, and then click **AT Service Account.**

{button ,AL("overview;ataccount")} Related Topics

To schedule a new task

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 In the list of tasks, click **Add Scheduled Task**.

3 Follow the instructions in the Add Scheduled Task Wizard to schedule the task.

4 If you want to make advanced settings for the task (such as setting it to run repeatedly each time it runs), be sure to mark the **Open Advanced Properties of the Task** check box in the final screen of the wizard.

Tips

• If you want to make advanced settings for the task (such as setting it to run repeatedly each time it runs, or specifying parameters for the task command), be sure to mark the **Open Advanced Properties of the Task** check box in the final screen of the wizard.

• To have a new task run repeatedly each time it runs, mark the **Open Advanced Properties of the Task** check box in the final screen of the wizard , then click the **Schedule** tab and click **Advanced**.

• If the task program requires parameters, mark the **Open Advanced Properties of the Task** check box in the final screen of the wizard, then click the **Task** tab and type them in the **Run** box, after the task path.

• Make sure that the system date and time for your computer are accurate. Task Scheduler relies on this information to know when to run scheduled tasks. To check or change the date and time, double-click the time on the taskbar.

{button ,AL("turnon;modtask;start ")} <u>Related Topics</u>

To remove a scheduled task

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 Right-click the task that you want to remove, and then click **Delete**.

Tip

- Removing a scheduled task only removes the schedule from the list of schedules. The program file is not removed from the hard drive.

- You can also remove the schedule for the selected task by pressing the DEL key.

To modify a scheduled task

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 Right-click the task you want to modify, and then click **Properties**.

3 To change the program you want to run, in the **Run** box, type the path for the task, or click **Browse**.

   To change the schedule for the task, click the **Schedule** tab.

   To customize the settings for the task, click the **Settings** tab.

Tips

• On computers running Windows NT, if you change the program being run or the user account used to run it, you must supply the password for the user account.

• If the task program requires parameters, type them in the **Run** box, after the task path.

• If the path to the task program includes spaces, put double quotation marks (") around the entire task path.

• Make sure that the system date and time for your computer are accurate. Task Scheduler relies on this information to know when to run scheduled tasks. To check or change the date and time, double-click the time on the taskbar.

{button ,AL("start")} Related Topics

To stop a scheduled task that is currently running

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 Right-click the task that you want to stop, and then click **End Task**.

Tips

• If a scheduled task starts another program, this command stops only the original scheduled task, not the second task.

• To restart a task, right-click the task, and then click **Run**.

{button ,AL("disableall")} Related Topics

To temporarily turn off all scheduled tasks

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 On the **Advanced** menu,   click **Pause Task Scheduler**.

   This is useful if you are running another program (such as a game) or installing software, and you don't want scheduled tasks to run at the same time.

Tips

- When Task Scheduler is paused, the Task Scheduler icon on the taskbar looks like this: .

- Tasks that would have run while Task Scheduler is paused are not run until their next scheduled time.

- To resume the schedules for all tasks, click the **Advanced** menu, and then click **Continue Task Scheduler**.

{button ,AL("disabletask")} Related Topics

To run a task immediately

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 Right-click the task you want to start, and then click **Run**.

Tips

- You can end the task by clicking the **File** menu, and then clicking **End Scheduled Task**.

- If a task should have run but did not, check the log (by clicking **View Log** from the **Advanced** menu) to see why.

{button ,AL("disabletask")} Related Topics

To view a log of past scheduled tasks

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 On the **Advanced** menu, click **View Log**.

To turn off Task Scheduler

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 On the **Advanced** menu, click **Stop Using Task Scheduler**.

Note

- When you turn off Task Scheduler, your scheduled tasks will not run and Task Scheduler will not start automatically the next time you start Windows.

{button ,AL("turnon")} <u>Related Topics</u>

To start Task Scheduler

▸   If your computer runs Windows 95, click the **Start** button, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Scheduled Tasks**.

If your computer runs Windows NT, click the **Start** button, point to **Programs**, point to **Administrative Tools**, and then click **Scheduled Tasks**.

{button ,AL("turnoff")} Related Topics

To set the At service account (Windows NT only)

1 Open the Task Scheduler window by clicking **My Computer** and then clicking the Scheduled Tasks folder.

2 On the **Advanced** menu, click **AT Service Account**.

3 Click **System Account**, or click **This Account,** and then type the user account to be used to run tasks scheduled by using the **at** command.

4 If you clicked **This Account**, type the correct password for the account in the **Password** and **Confirm Password** boxes.

Tips

• If you click **System Account,** the **at** command tasks are run using the LocalSystem account, which has administrative privilege.

• The account you specify must have enough privilege to run any tasks you will schedule by using the **at** command. For example, if you schedule programs that can be run only by administrators, the account you specify must be an administrator account.

• For Help on an item, click [?] at the top of the dialog box, and then click the item.

{button ,AL("andat")} <u>Related Topics</u>

To view scheduled tasks on a remote computer

1 Click the **Network Neighborhood** icon.

2 Click the computer on which you want to view scheduled tasks.

3 Click the Scheduled Tasks folder.

Tips

- You can view tasks on a remote computer running Windows NT only if you are an administrator on that remote computer.

- You can edit tasks on a remote computer running Windows 95 only if that remote computer has remote registry software installed and shares the $x\$$ share, where x is the hard drive on which the Scheduled Tasks folder resides. The computer running Windows 95 must also specifically list your user account as having remote registry access. You can specify which users have remote registry access to a computer running Windows by clicking the **Passwords** icon in **Control Panel**.

Troubleshooting Task Scheduler

If the task you schedule does not run when you expect it to, right-click it in the task list and then click **Properties**. In the **Task** tab, make sure the **Enabled** check box is marked. In the **Schedule** tab, make sure the schedule is set correctly.

If a task program does not run correctly, you may need to supply command arguments for it. To find out more about a program and its arguments, try one of the following:

- If the program has online help, look in that help.
- Try typing the following at a command prompt, where *program* is the name of the program.

  program **/?**

Help is available for each item in this group. Click [?] at the top of the dialog box, and then click the specific item you want information about.

Lists tasks and shows when they are scheduled to run, when they last started, when they last ended, and what the results were.

Displays the name of the scheduled task.

Provides a space for you to type a note or other information about the scheduled task.

Provides a space for you to type the user account for running the scheduled task. If the scheduled task requires administrative-level privilege to run, this account must be have administrator privileges.

Click this to browse through folders to find the file you want to run.

Provides a space for you to specify the folder that contains the program file or some related files. Sometimes, programs need to use files from other locations. You may need to specify the folder where these files are located so that the program can find them

Provides a space for you to type the path for the file you want to run as a scheduled task.

If the task program requires parameters, type them in the **Run** box, after the task path.

If the path to the task program includes spaces, put double quotation marks (") around the entire task path.

Click this to provide the password for the account you specify in the **Run as** box. You must type the correct password for the account.

Provides a space for you to type your password. Asterisks will appear instead of what you type.

Provides a space for you to type and confirm your password. Asterisks will appear instead of what you type.

Specifies that you want the scheduled task to run at the specified time. This box is checked by default.

Starts the task only after you have not used your keyboard or mouse for the period of time specified. If the task is scheduled to repeat, the first run of the task occurs only if the computer has been idle for the specified period of time.

If the computer is not idle when the task first tries to start, Task Scheduler will keep checking to see if the computer is idle for the amount of time specified in **If computer is not idle at scheduled start time, retry for up to**.

If the computer does not become idle during this time, no occurrences of the task will run.

Specifies how long that Task Scheduler will keep checking to see if the computer is idle, if **Only start the scheduled task if the computer is idle for** is checked and the computer is not idle at the scheduled time.

If the computer does not become idle during this time, no occurrences of the task will run.

Specifies the number of minutes that must pass without keyboard or mouse use before the task starts.

Stops the scheduled   task if you begin using the computer while the task is running.

Prevents the scheduled task from starting while your computer is running on batteries.

Some programs frequently access your hard disk, which drains the batteries faster. Selecting this check box can extend the life of your batteries.

Stops running the task when your computer starts running on batteries.

Deletes the task file from your computer's hard drive after the task has finished running and no more runs of the task are scheduled. This is most useful for tasks you schedule to run only once.

Stops the task after it has been running for the specified amount of time.

Click this to see additional scheduling options.

Click this to see advanced scheduling options.

Specifies a start date for the scheduled task.

Runs the task repeatedly, at the interval specified after **Every**.

Specifies how often (in minutes or hours) the task should repeat.

Specifies an end date for the scheduled task.

Stops all instances of the task that are still running at the deadline specified by **Time** or **Duration**. This option is useful if your tasks don't stop automatically.

If this box is not checked, the task will continue running, even after the deadline. This is useful if, for example, your task takes one hour to run but starts 15 minutes before the deadline. However, if the task does not automatically stop when it has finished running, you might need to stop it.

Shows the current schedule(s) for the task.

Specifies that the repetition of the scheduled task should end at a defined time, or that repetition should last for a certain duration after starting.

Specifies the time at which the scheduled task will stop repeating.

Specifies how long the task will run repeatedly.

Defines how often the task will run.

Specifies the time of day for the task to start, if it is scheduled daily, weekly, monthly, or once.

Click this to set additional scheduling options for the task. For example, you can define start and end dates.

Runs the scheduled task only once, starting at the specified date and time.

Runs the scheduled task daily, starting at the specified date and time. Click the up or down arrow to specify how often you want the task to run.

Specifies how often (in weeks) the task should run. You can select multiple days each week to run the task.

Specifies the day you want the task to start.

Specifies the day you want the task to start. Type a number or click the arrows to set a new day.

If you specify a day between 29 and 31, the task will run only in months that contain that day.

Specifies the month you want the task to start. You can select multiple months to run the task.

Specifies a day of the month to run the task. In the first list, specify whether you want the task to run on the first, second, third, fourth, or last occurrence of a certain weekday during the month. In the second list, click the exact weekday you want.

Specifies how long the computer must be idle before the scheduled task starts.

Click this to create an additional schedule for the current task. This way, you can specify a task to run on multiple schedules (such as on every Monday and on the first day of each month).

Click this to stop the task from running on the selected schedule. The selected schedule is deleted from the list of schedules.

Click this to create a different schedule for the task. Using this feature, you can create multiple schedules.

Click this to delete any of the different schedules you have created for a task.

Click this to view and change the application-specific settings for the scheduled program.