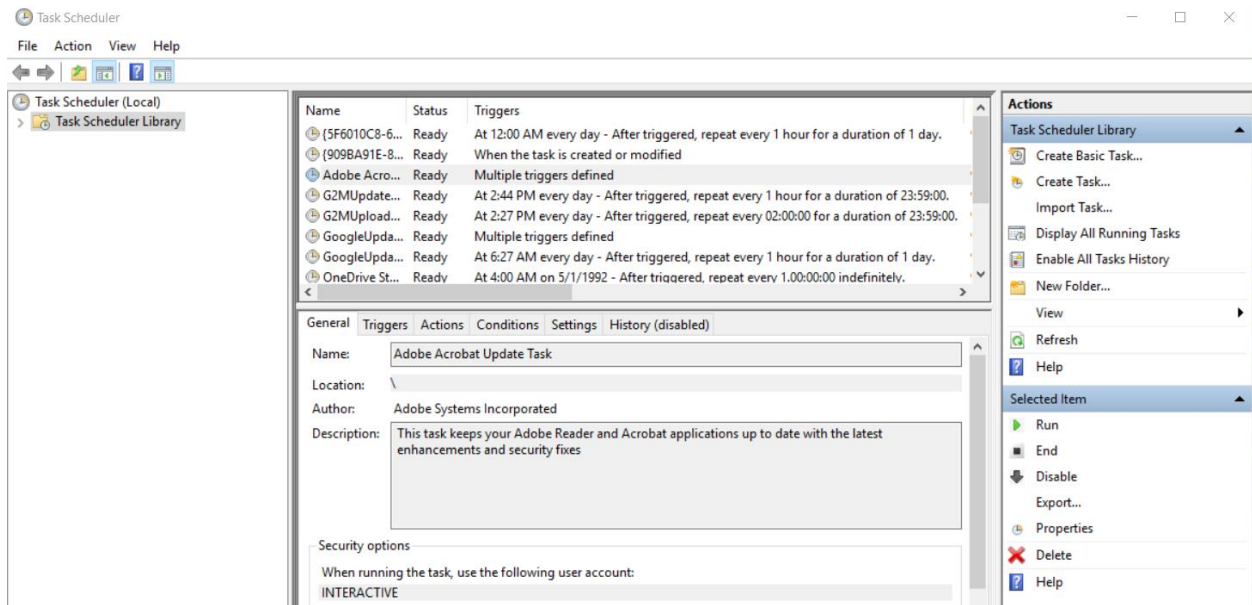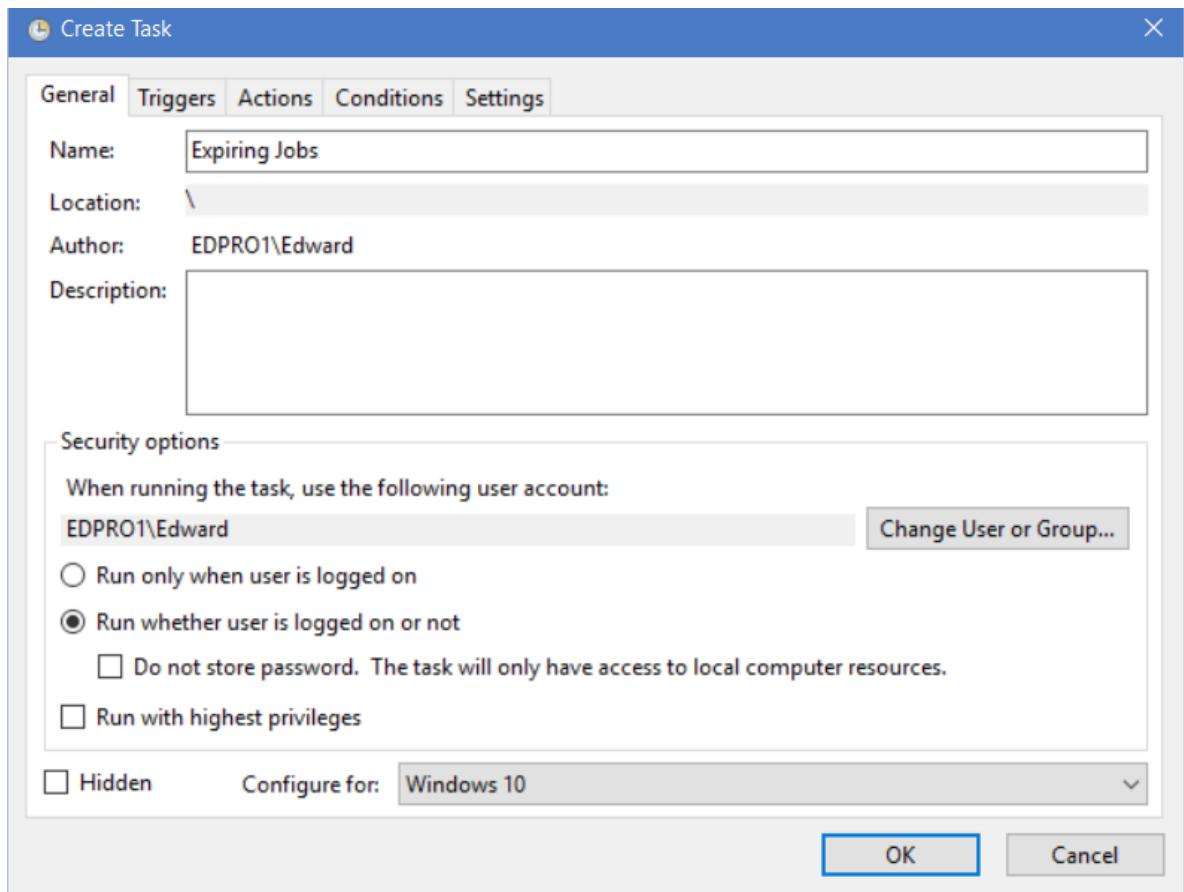# Using Windows Task Scheduler to Automate Scheduled Tasks

Run Task Scheduler
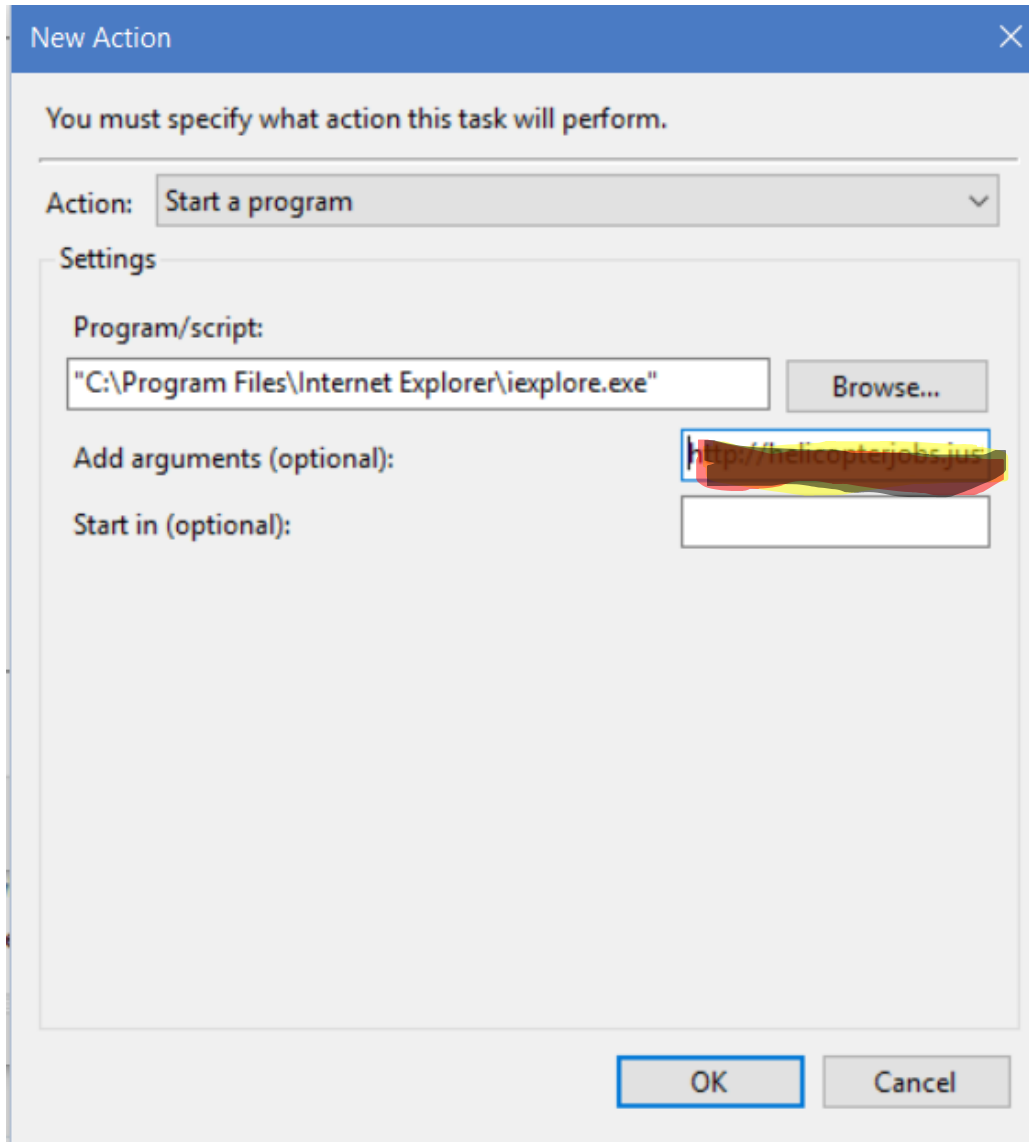

Create Task

Using Windows Task Scheduler to Automate Scheduled Tasks

Enter a name to describe the task such as "Expiring Jobs". Select "Run whether use is logged in or not". Click on the Actions Tab. Click on the NEW button.

Create a New Action – Tells the Scheduler What to Do

For Program/Script enter the disk location for the Microsoft Edge Browser:

   "C:\Program Files\Internet Explorer\iexplore.exe"

Or the disk location of a different browser – such as Chrome

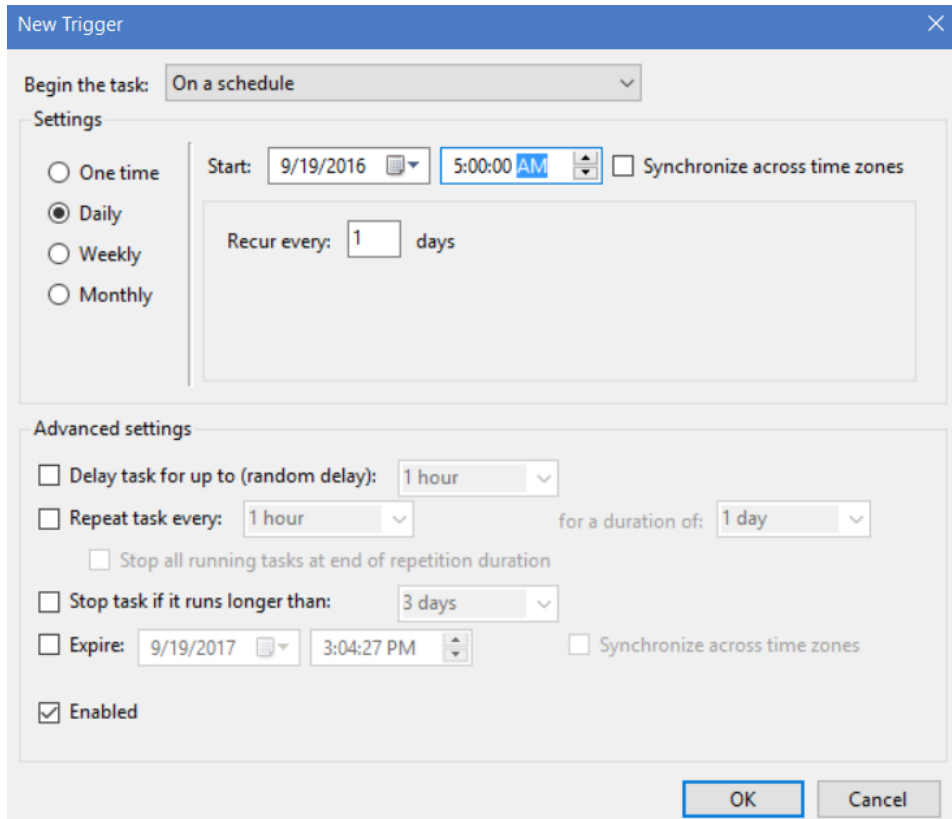   "C:\Program Files (x86)\Google\Chrome\Application\chrome.exe"

Add the URL to execute in the box labelled "Add Arguments". Example:
http://yoursite.com/backoffice/EM/EMadminST_ListingExpire.aspx

Click OK

Using Windows Task Scheduler to Automate Scheduled Tasks

Create a Trigger – Tells the Scheduler When to Do It

Click on the Triggers Tab and click the New Button – enter settings as illustrated to run a task every day at 5:00AM:
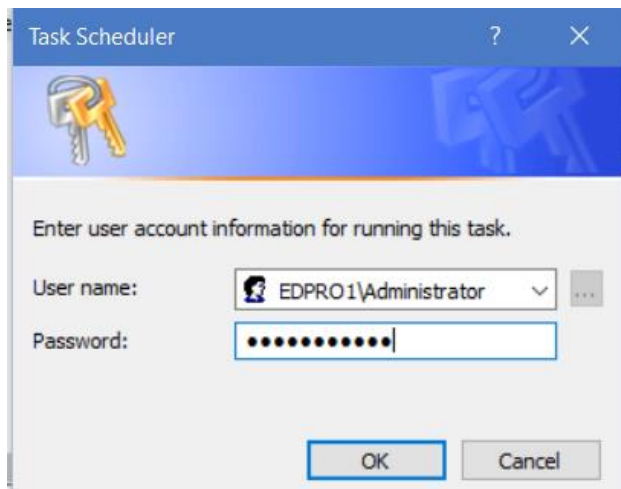

Click OK

Enter Computer Username/Password – this is the login account on your computer that is used to run the task.

Then click OK.

Using Windows Task Scheduler to Automate Scheduled Tasks

Summary

After you have setup the task you will see its name in the list of scheduled tasks on the computer. You can edit the task to adjust any of the settings you have entered or delete the task if you no longer need to run it.
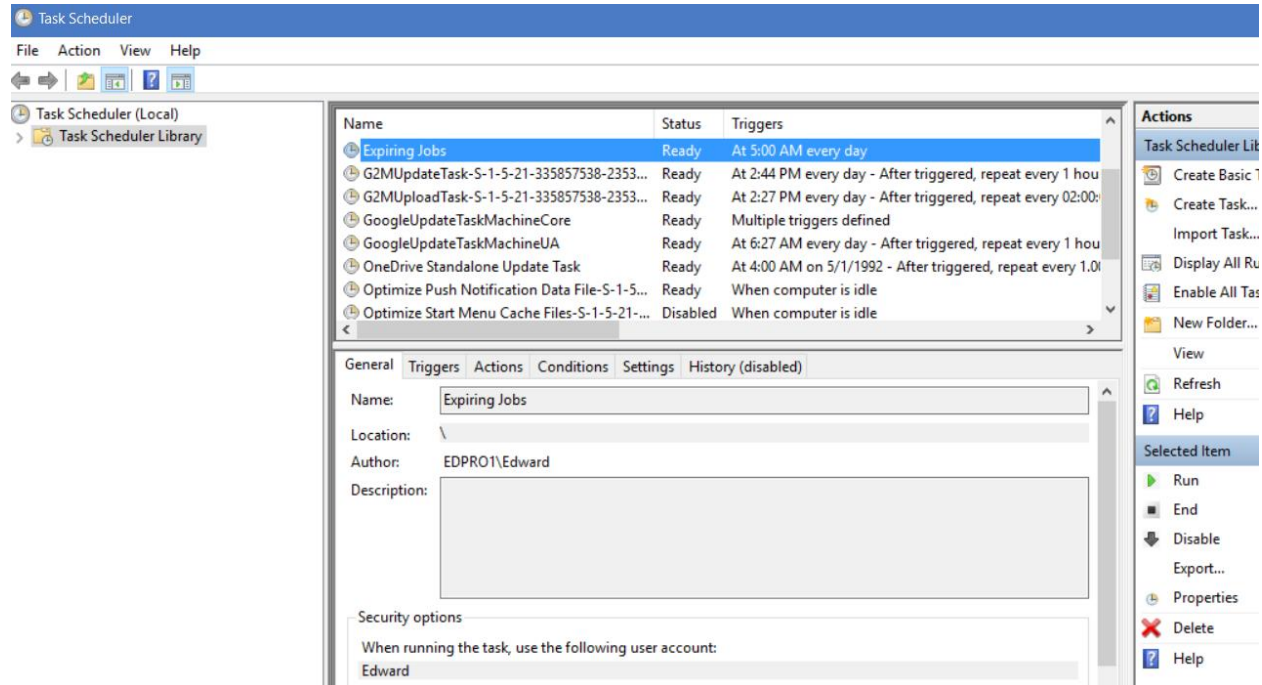
You can repeat this process to setup any number of scheduled tasks that will automatically run on the computer at the designated time.

One Final Note:

The illustrations above are created using a Windows 10 computer. You may see slight screen differences on older versions of Windows but the process and terminology is basically the same.

For additional information about using Task Scheduler, search online for "Windows Task Scheduler".