

How to automate batch files using Task Scheduler on Windows

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It can be quite tiring having to run batch files over and over again during certain times or events on your computer. Luckily, Windows provides a way for you to automate that process so you don't always have to do it manually.

This tutorial will show you how to automate a batch file using Task Scheduler.

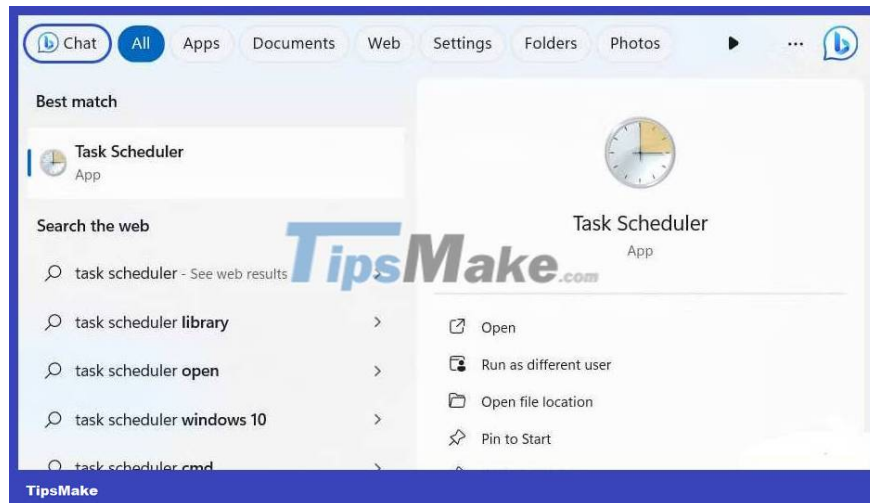
Should batch files be scheduled on Windows?

Of course, not all batch files need to be automated. But if they contain tasks that you need to perform consistently, automating the process will ensure that you don't miss a beat. For example, if you created a batch file to automate repetitive tasks, such as creating backups or opening certain programs when you log on to your computer, you can Automate those batch files.

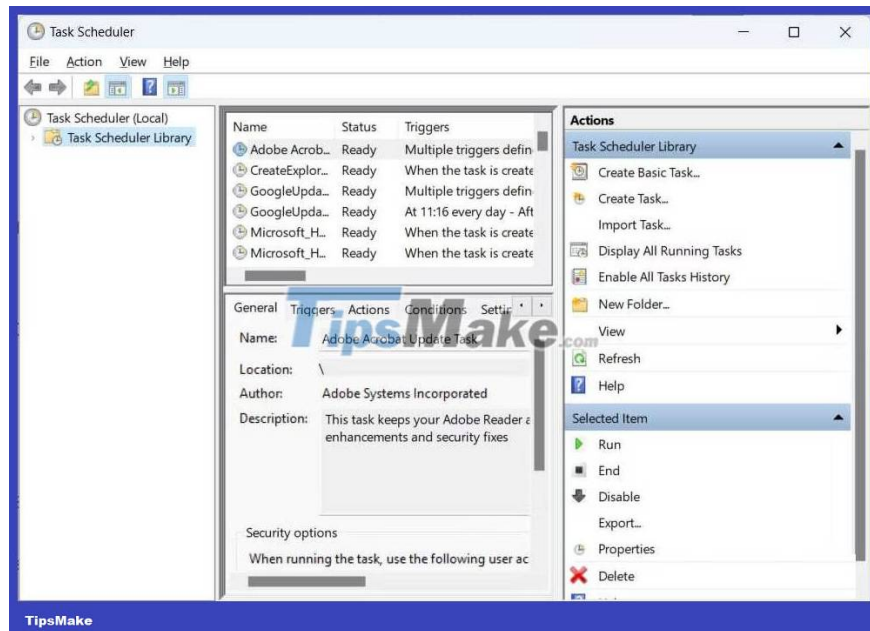
It's an effective way to ensure that you don't forget to run the batch file at specific times or when certain events occur. Not to mention it also saves you time and effort, especially if you have many batch files to run, allowing you to work more efficiently.

Schedule a batch file to run automatically on Windows

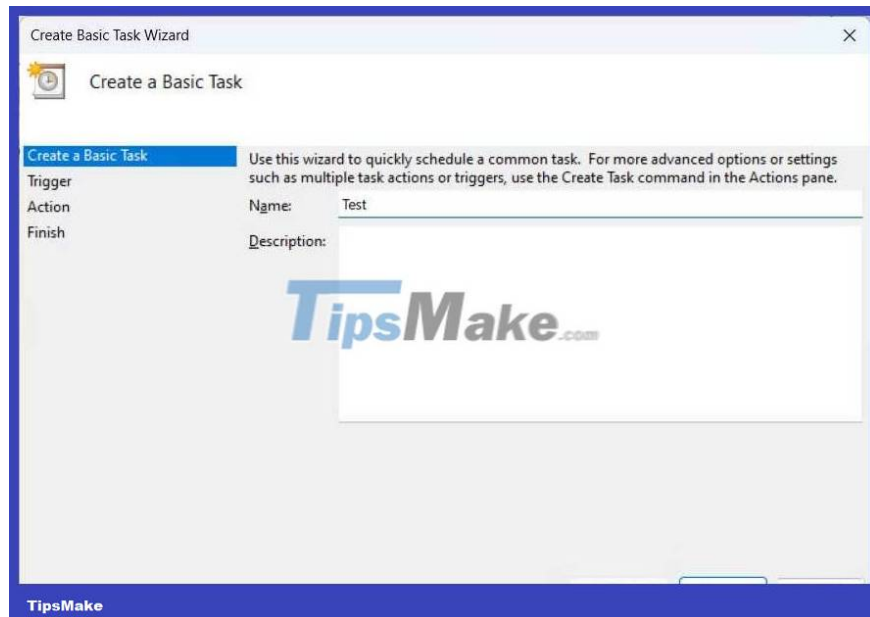
To start the batch file automation process, you will have to open Task Scheduler. To do that, click **Search** on the Taskbar and enter **Task Scheduler** in the search box. In the results click Task Scheduler to open the application.



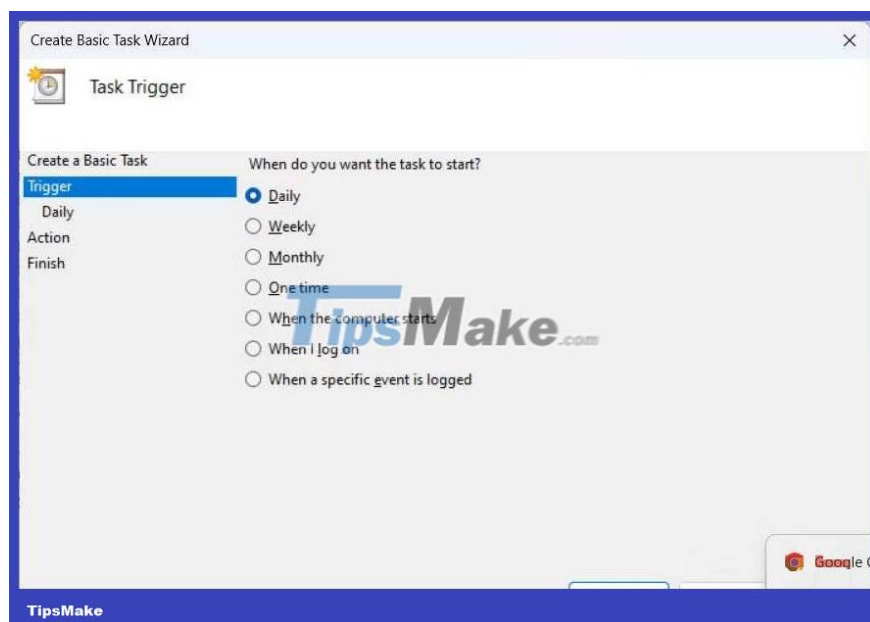
In the right panel, under **Actions** , click **Create Basic Task** .



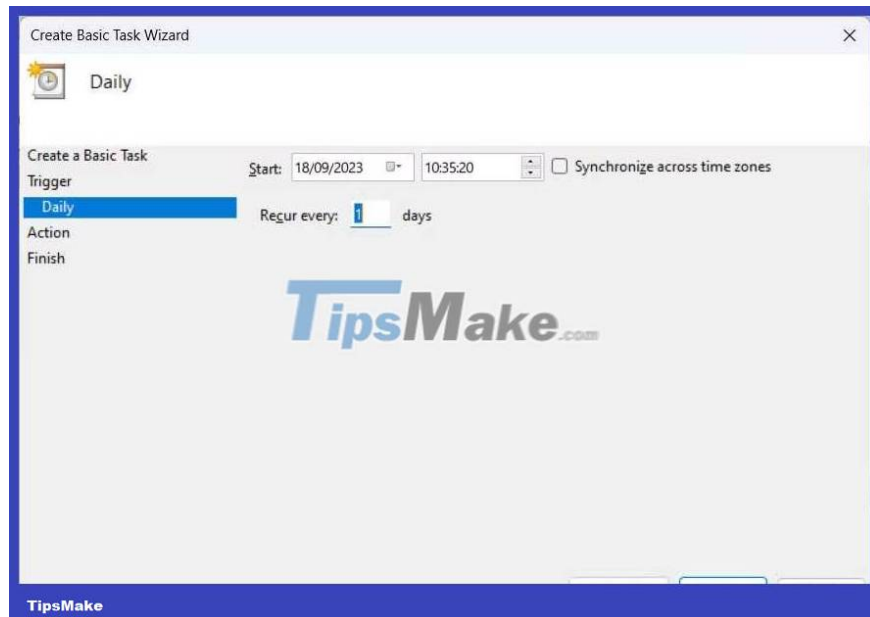
Give the task a descriptive name and then click **Next** . **The Description** section is optional but you should fill it in so you don't forget what the task is.



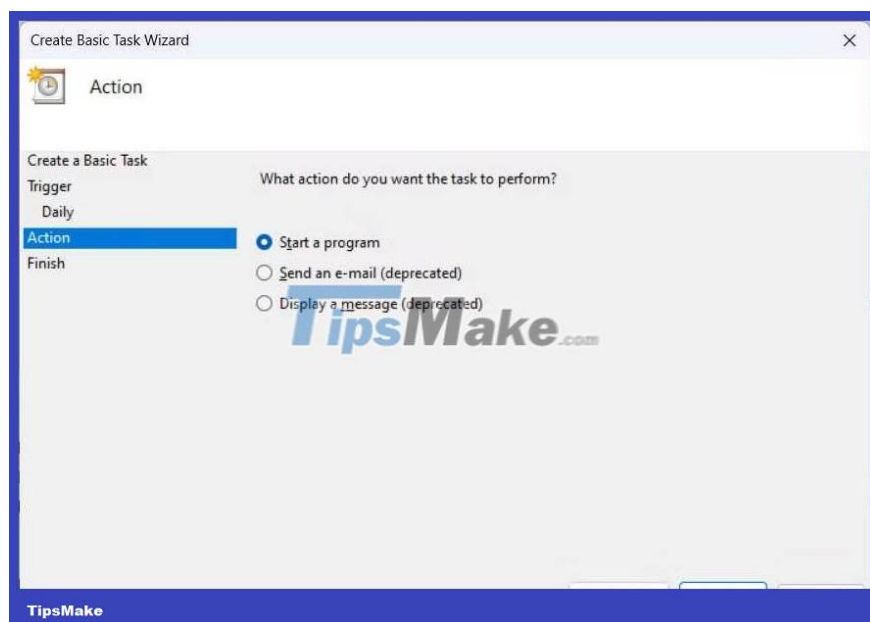
Select a trigger, which is the time you want the task to run, by clicking the appropriate radio button, then click **Next** . For example , **Daily** is selected , meaning to run the task every day.



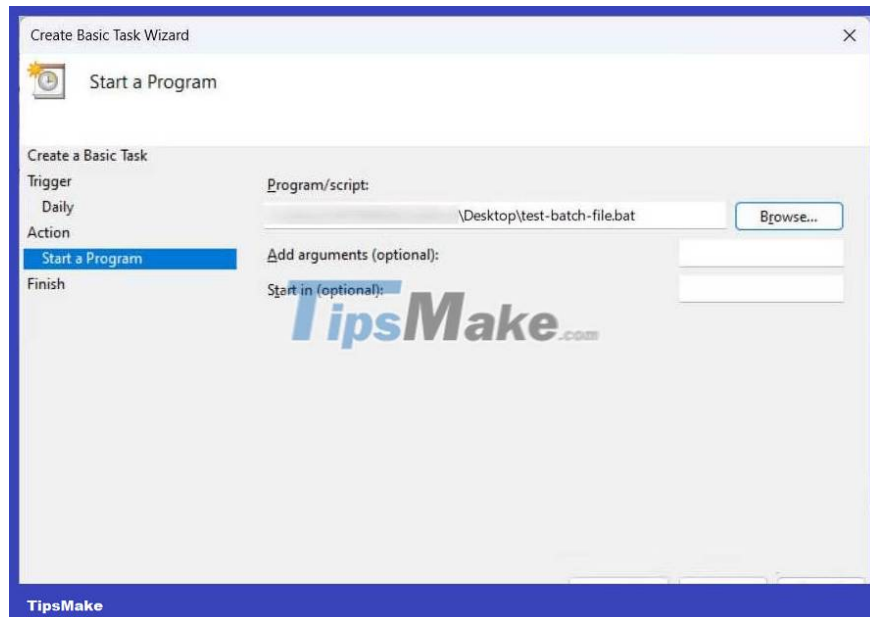
Each trigger has its own parameters that you need to set up. **For the Daily** trigger , you must select a start date and time as well as the number of days the task will repeat. Once you set those up, click **Next** .



Now, you need to select an action and for the example batch file, the **Start a program** button will be selected and then click **Next** .



In **Program/Script** , click **Browse** , select the batch file you want to automate, then click **Next** .



Finally, click **Finish** . Now, Task Scheduler will run that batch depending on the trigger you set (which is **Daily** in the case of the example).

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