SmartBackup Task Scheduler Configuration Guide

Updated: March 2022.

Windows Task Scheduler allows you to automate many tasks in Microsoft Windows, and in this guide, we will show you the steps to create and schedule recurring tasks for the three SmartBackup functions, Backup, Archive, and Export. This will allow SmartBackup to run automatically on your computer, creating backups and exports of your critical sheets on a daily, weekly, monthly etc. basis.

In Microsoft Windows, Task Scheduler is a tool that allows you to create and run almost any task automatically and on a recurring basis. With this tool, you can start applications, run commands, and execute scripts at a specific day and time, or you can also trigger tasks when a specific event occurs.
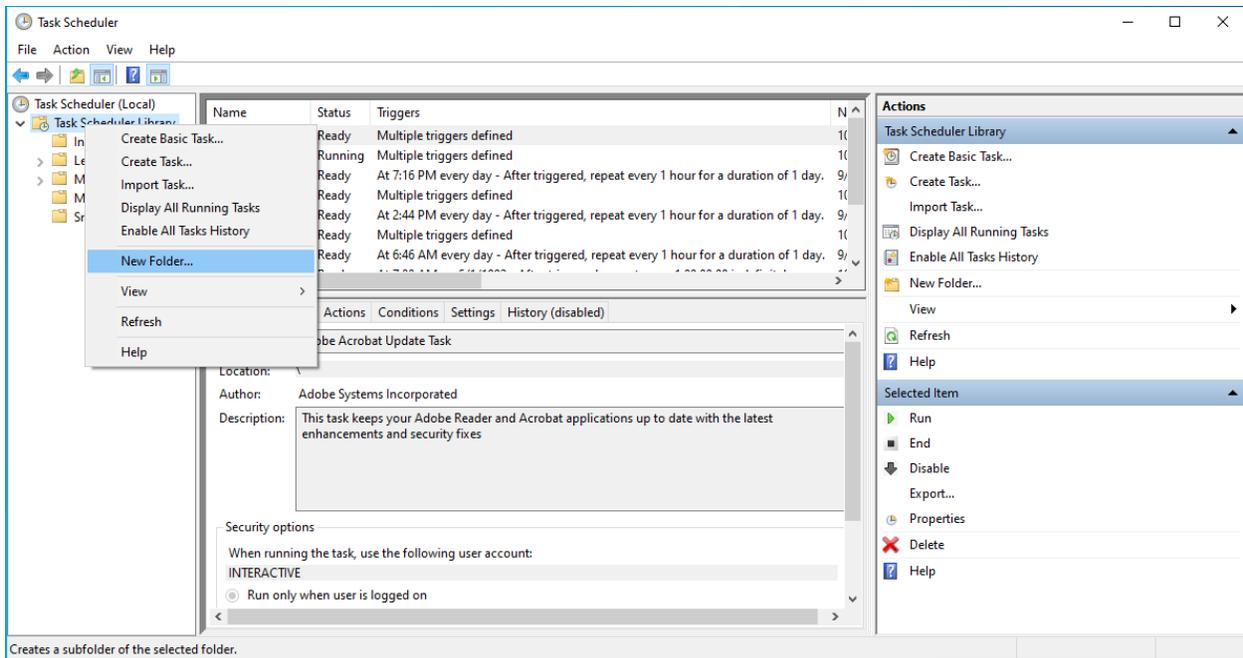
Task Scheduler works by keeping track of the date, time and events on your computer and executes the task as soon as the conditions are met.

In this guide, we will walk you through the steps to get started with the Task Scheduler tool to setup a recurring task that runs the SmartBackup Backup, Archive, or Export function on your computer.

To create a task using basic settings in Windows Task Scheduler, use these steps:

1. In Windows, open Start or Search.
2. Search for Task Scheduler and click the "Task Scheduler" app to open the application.
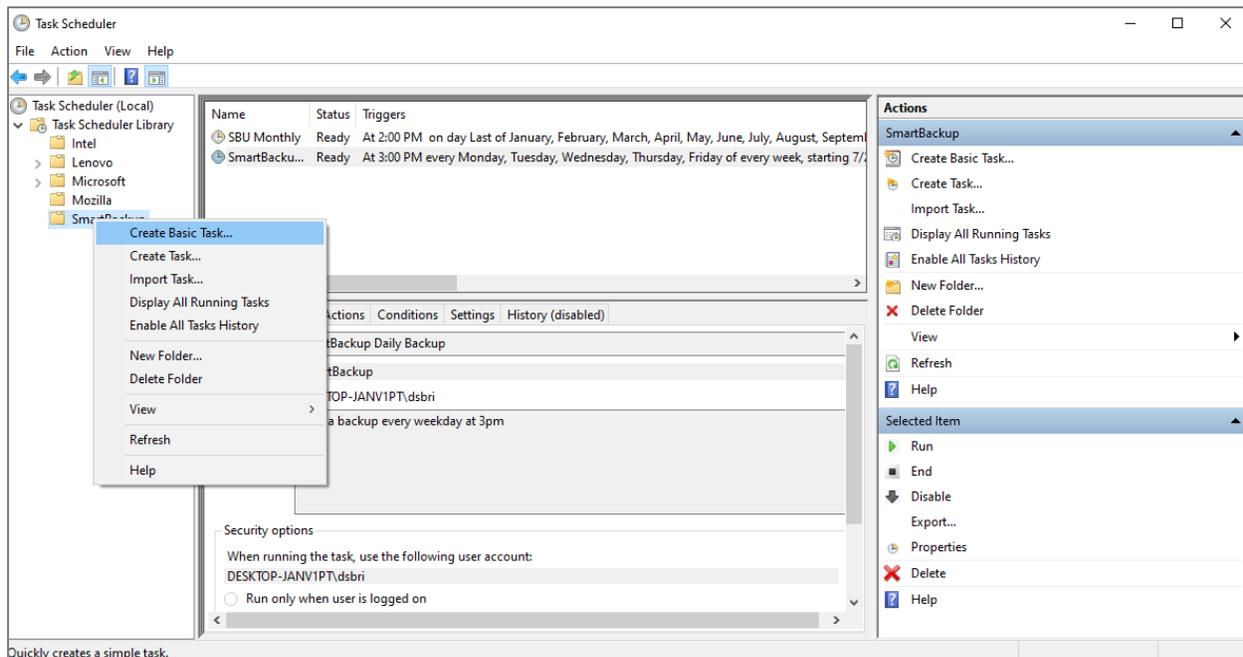3. Right-click the "Task Scheduler Library" branch and select the "New Folder" option.

Type a name for the folder. For example, SmartBackup.
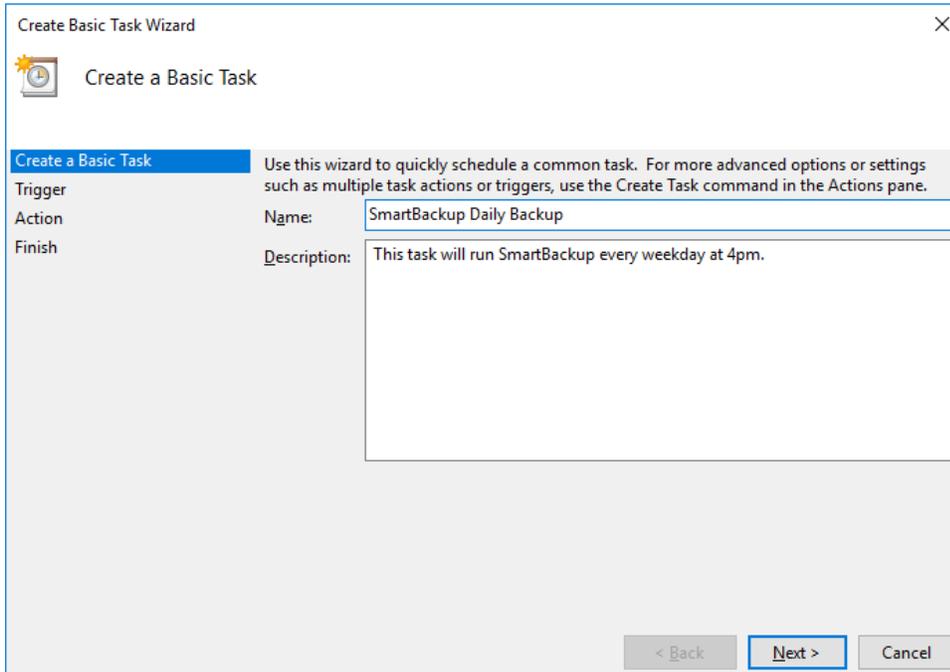
Click the OK button.

Expand the "Task Scheduler Library" branch and select the **SmartBackup** folder you just created.

Click the **Action** menu.

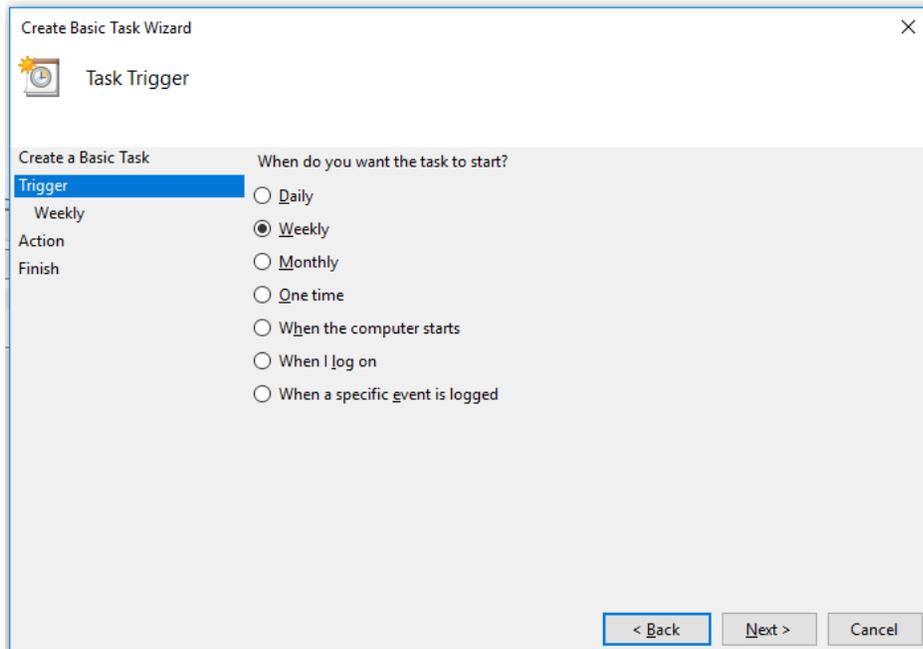Select the **Create Basic Task** option.

In the "Name" field, type a short descriptive name for the task. For example, **SmartBackup Daily Backup**, **SmartBackup Daily Export**, or **SmartBackup Monthly Archive**.

(Optional) In the "Description" field, create a description for the task.

Click the Next button.

Select the Weekly option.

Task Scheduler allows you to select from several triggers, including on a specific date, during startup, etc. Depending on your requirements, you will need to configure additional parameters. In this case, we will be selecting the option to run a task every weekday. If you would like to run certain tasks like the Archive task every month, then you would choose the "Monthly" option.

Click the Next button.
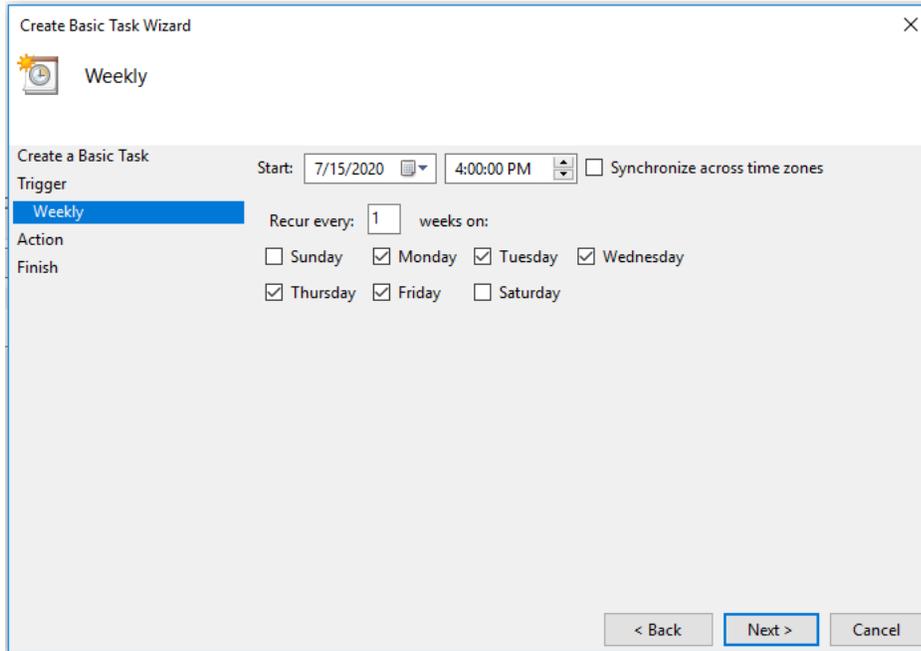
Confirm the **Start Date** and specify the **Start Time**. Then use the checkboxes to check the days that the task will run. Typically, this will be every weekday, but you can choose specific days as needed.

Note: You will most likely be creating multiple tasks. One for Backup, one for Export, and one for Archive. When you do, then be sure to either select different days for these tasks to run, or if they will all run on the same day, then choose different Start Times for each task. This will avoid potential conflicts.

Click the Next button.

Select the "Start a program option" to launch an app, run a command, or execute a script file.
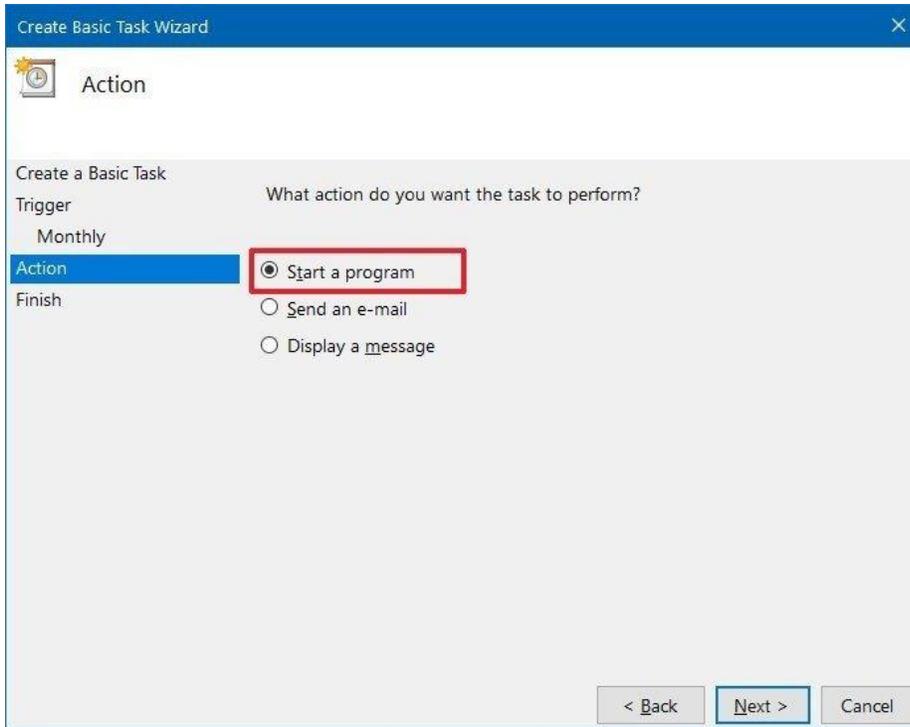
In the "Program/script" field, specify the path for the application.
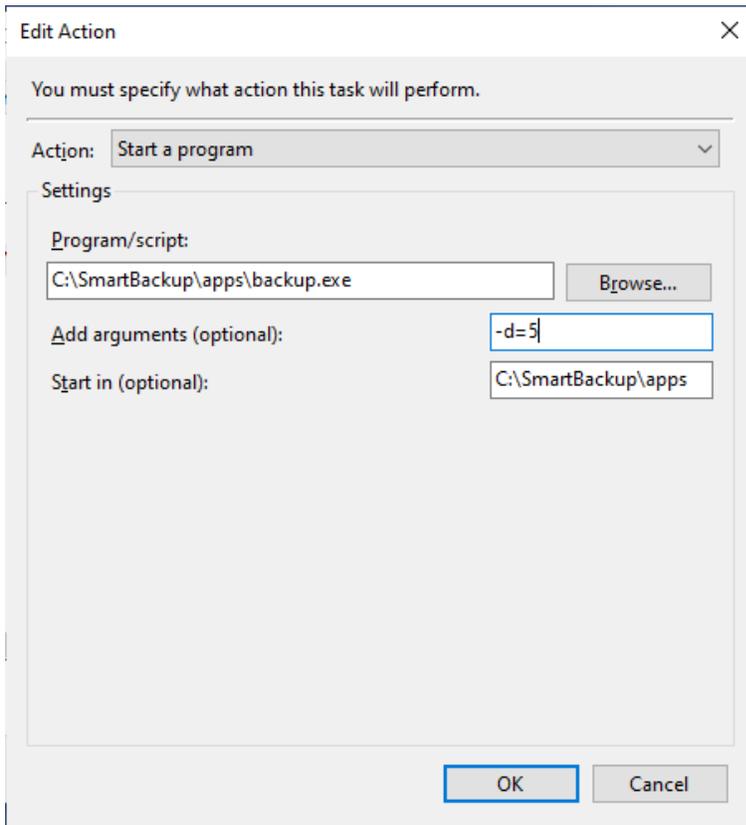
In this case you want to specify the path to the SmartBackup application. Click the Browse button to find it on your local drive. Usually, this path will be as follows:

- For Backup: **C:\SmartBackup\apps\backup.exe**
- For Export: **C:\SmartBackup\apps\export.exe**
- For Archive: **C:\SmartBackup\apps\archive.exe**

In the "Add arguments" field, you can specify arguments to run the task with special instructions. In the case of SmartBackup you can specify to **Backup** or **Export** only those sheets that have been modified in the last 14 days, for example, by entering "**-d=14**". Or if you would like to backup or export only those sheets that have changed in the last week, then enter "**-d=7**".

For the **Archive** function, the "day" parameter has a slightly different meaning. When invoking the archive.exe function the "number of days" parameter is "**-a=x**" and this means that Archive will create archive copies of any backup copies in the value that are older than "x" number of days.

In the "Start In (optional)" field, enter the path to the SmartBackup installation. By default, this will be **C:\SmartBackup\apps**
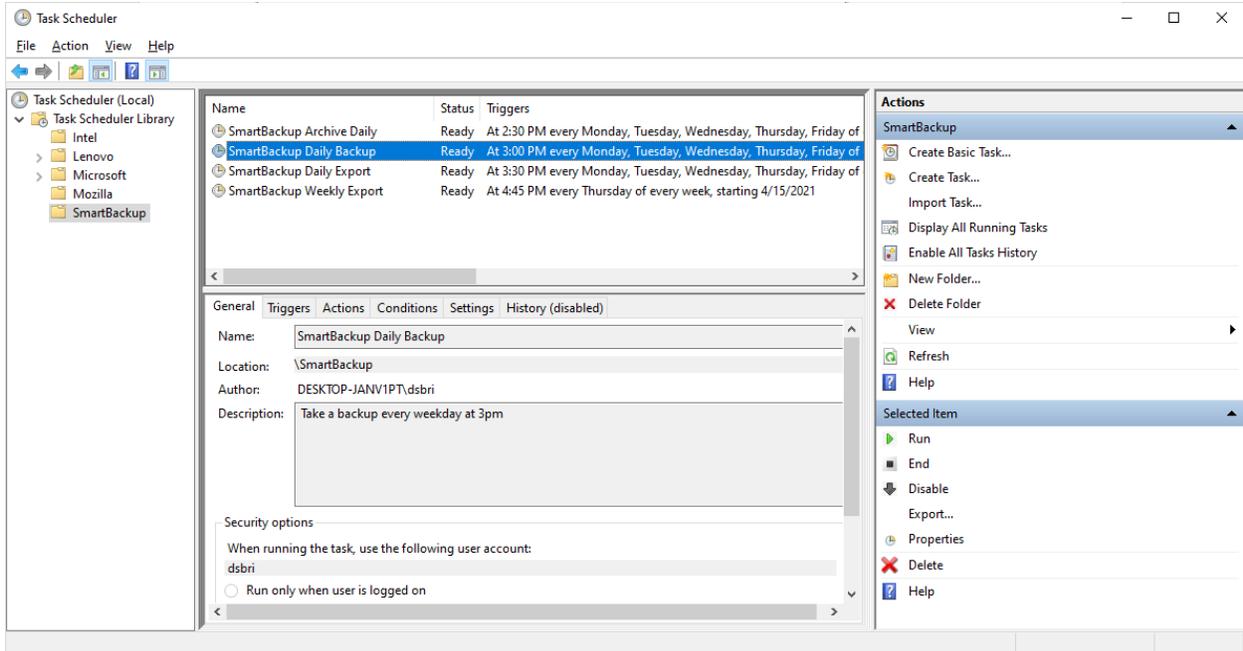
Click the Finish button.
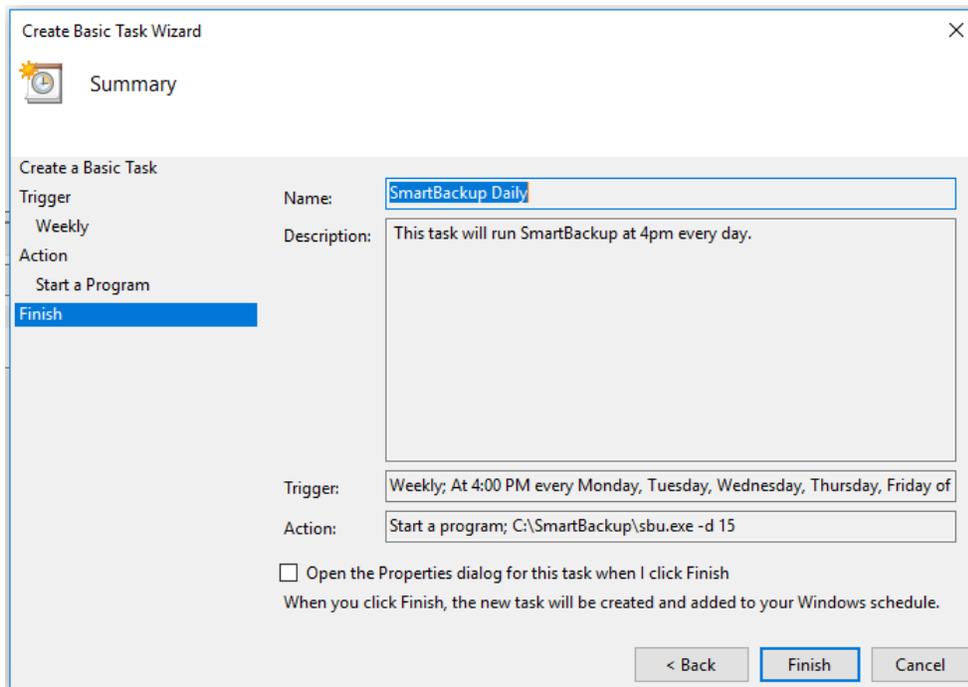
Once you have completed these steps, the task will be saved, and it will run automatically on the schedule you specified.

These are the basic configuration steps. However, in some cases you may need to configure a few other parameters, as follows:

In the Task Scheduler, double-click on the any of the SmartBackup tasks that you just created. This will open the task in edit mode.
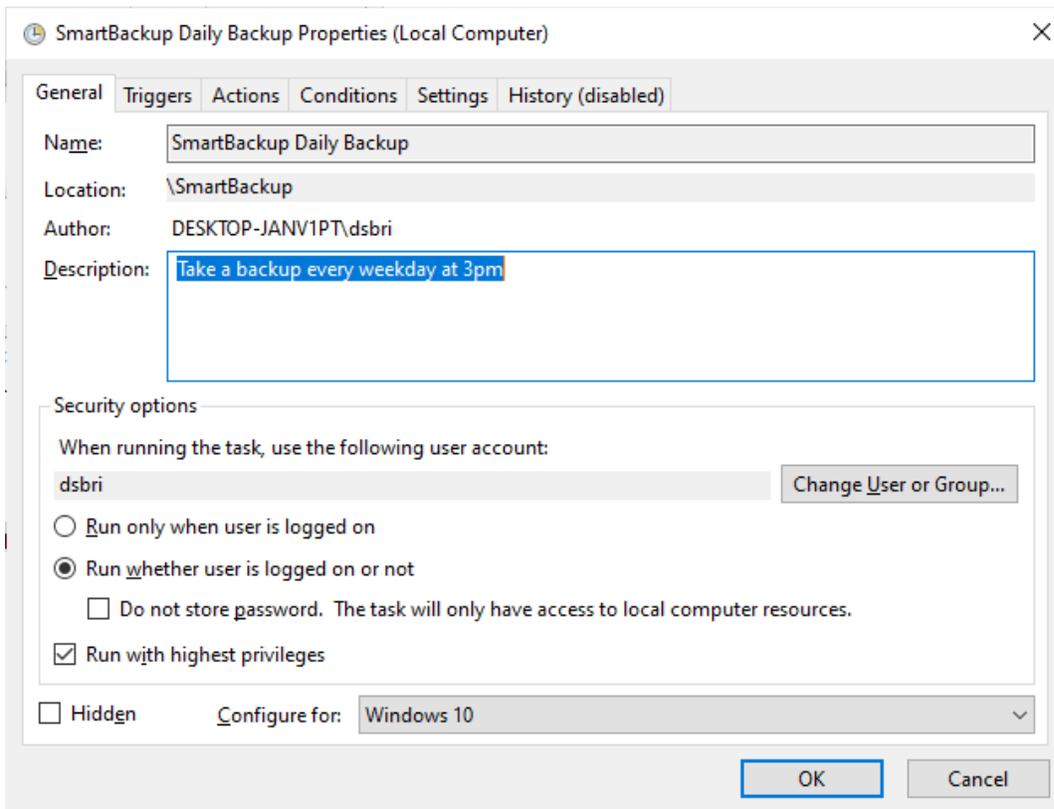
Now select the open called "**Run whether user is logged on or not**".

Then check the checkbox called "**Run with highest privileges**".

And in the "Configure for:" field, use the dropdown to select the appropriate version of Windows that you are using. In this example we are running Windows 10.
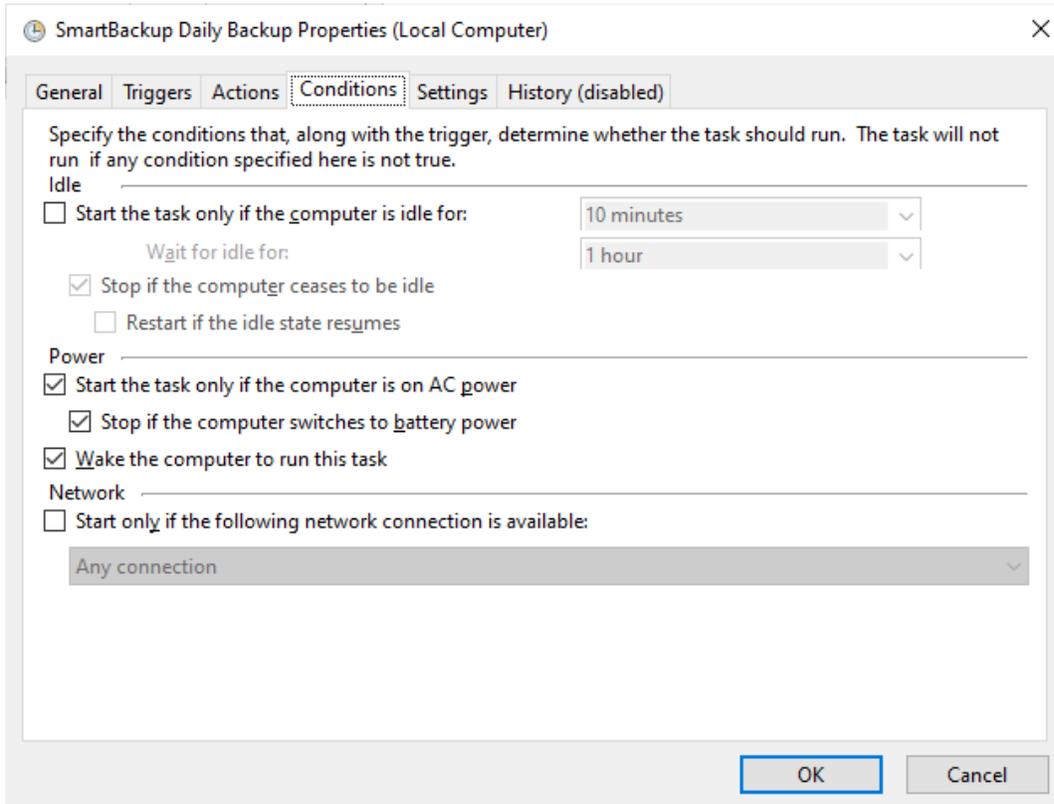
Now, click over to the "**Conditions**" tab and check the checkbox called "**Wake the computer to run this task**".

Next click "OK" to save these changes. Note that at this point you will be prompted for the Password. This will be the Password of the "Author" or logged on user. (In this example it will be "DESKTOP-JANV1PT/dsbri")

At this point, you can close Windows Task Scheduler, and the Tasks will run automaticcaly on the days that you selected, and at the times that you selected.

Questions

Please note that this guide is provided for overall guidance only, and differences may occur depending on the specific conditions and versions of the software on your computer.

You can also find detailed information on the Documentation Portal: https://docs.acuworkflow.com/

If you have any questions about this process or about SmartBackup, please contact us at support@acuworkflow.com, or visit us at https://www.acuworkflow.com.