Using Task Scheduler for SmartBackup Archive on Microsoft Windows

Introduction:

Task Scheduler allows you to automate many tasks on Microsoft Windows, and in this guide, we'll show you the steps to create and schedule a recurring **Archive** task for SmartBackup from AcuWorkflow.

On Windows, Task Scheduler is a tool that allows you to create and run virtually any task automatically. Typically, the system and certain apps use the scheduler to automate maintenance tasks (such as disk defragmentation, disk cleanup, and updates), but anyone can use it. 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 tabs of the time and events on your computer and executes the task as soon as the condition is met.

Whether you're trying to use the Task Scheduler to run a task at a specific time or when an event occurs, you can create a task in at least two different ways using the basic and advanced settings.
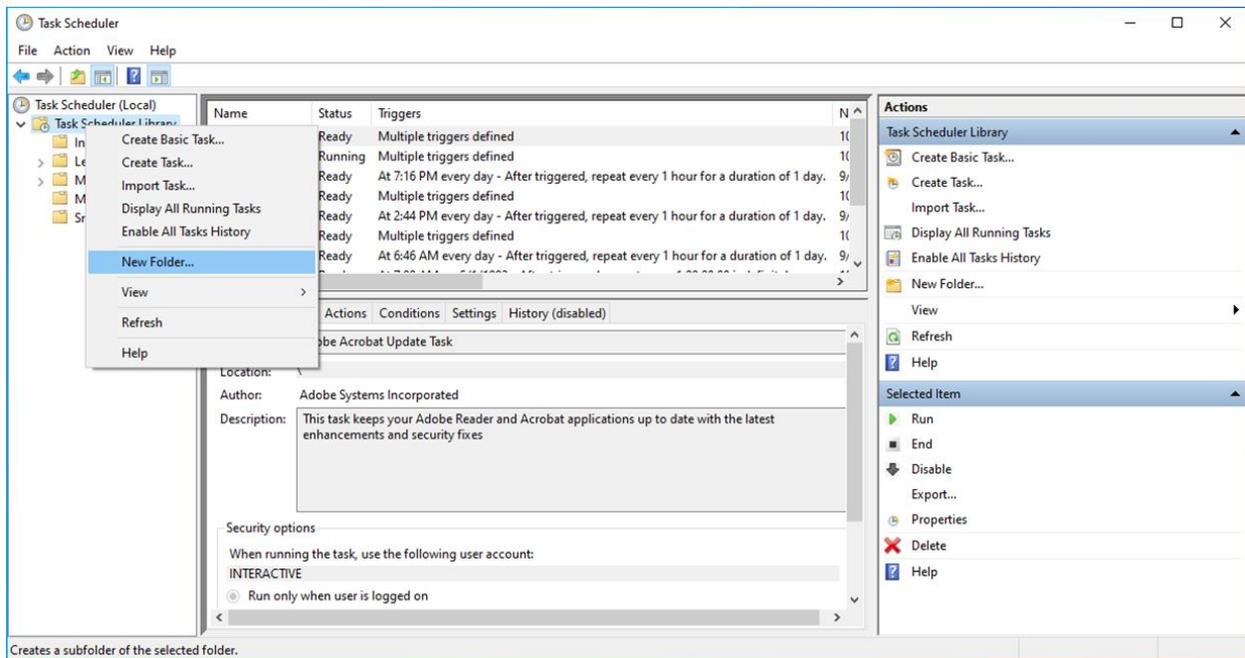
In this guide, we'll walk you through the steps to setup a recurring task that runs the SmartBackup Archive function on your computer.

> **Note**: The Archive function in SmartBackup is used to manage the number of Backup copies in your "vault" workspace in Smartsheet. It should be scheduled to run at least once a week, so that you don't end up creating too many Backup copies in the vault.

Create the Task:

To create the task using basic settings on Windows, use these steps:

1. Open Start.
2. Search for Task Scheduler and click the top result to open the experience.
3. Right-click the "Task Scheduler Library" branch and select the New Folder option if you have not created one for **SmartBackup** before. If you already have a folder for **SmartBackup**, then you use that folder and skip this step.
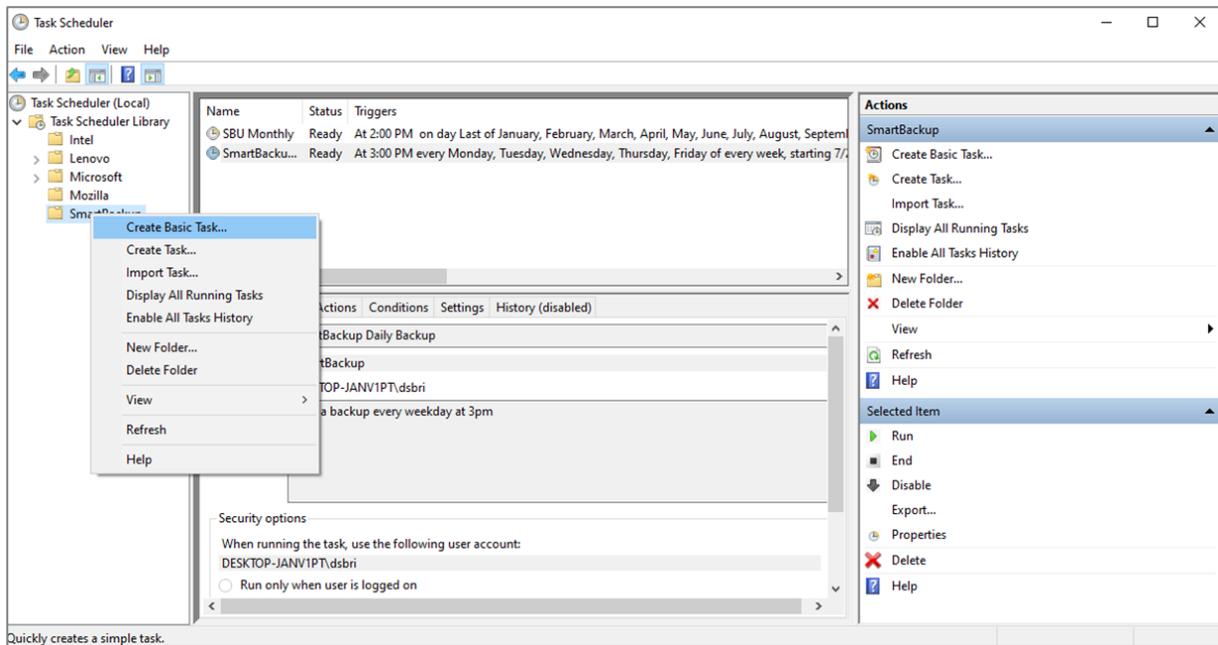

Type a name for the folder. For example, SmartBackup.

Click the OK button.

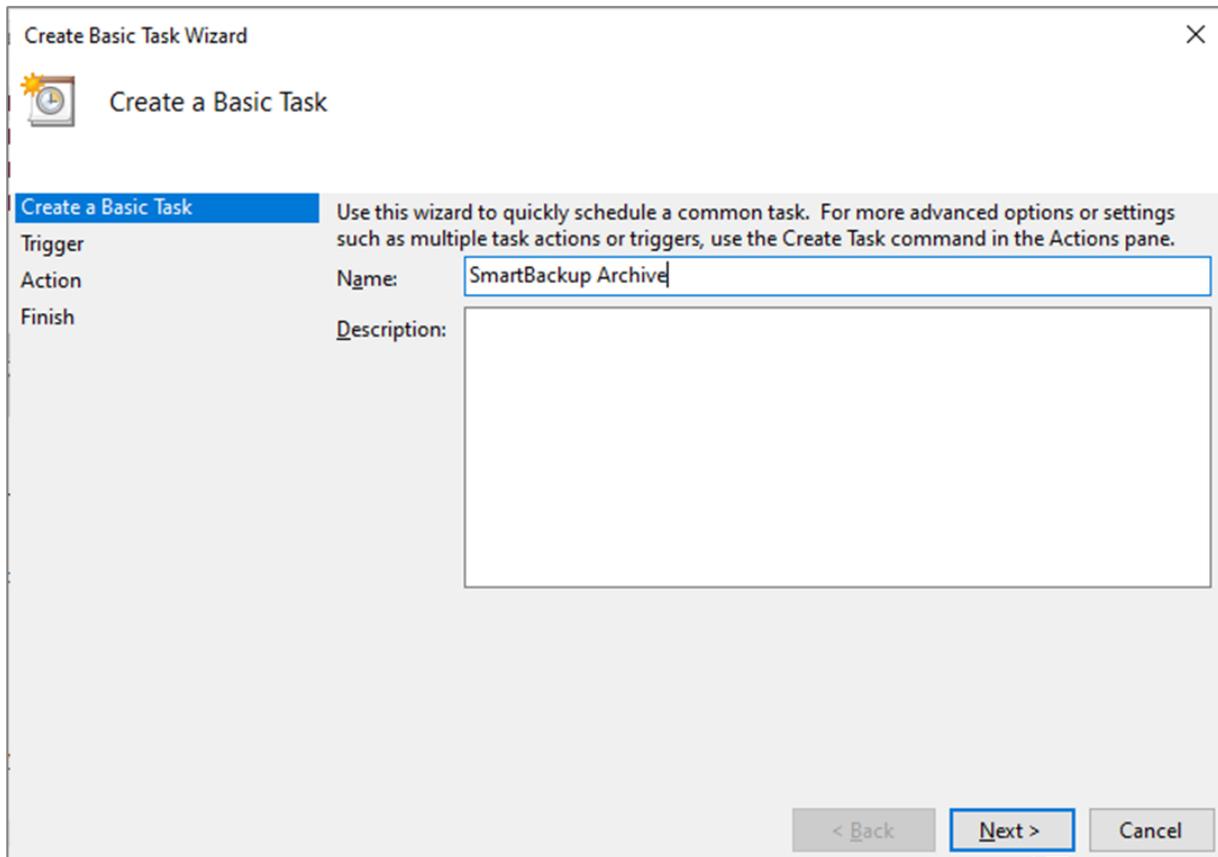## Create a new Archive Task

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

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 Archive**.
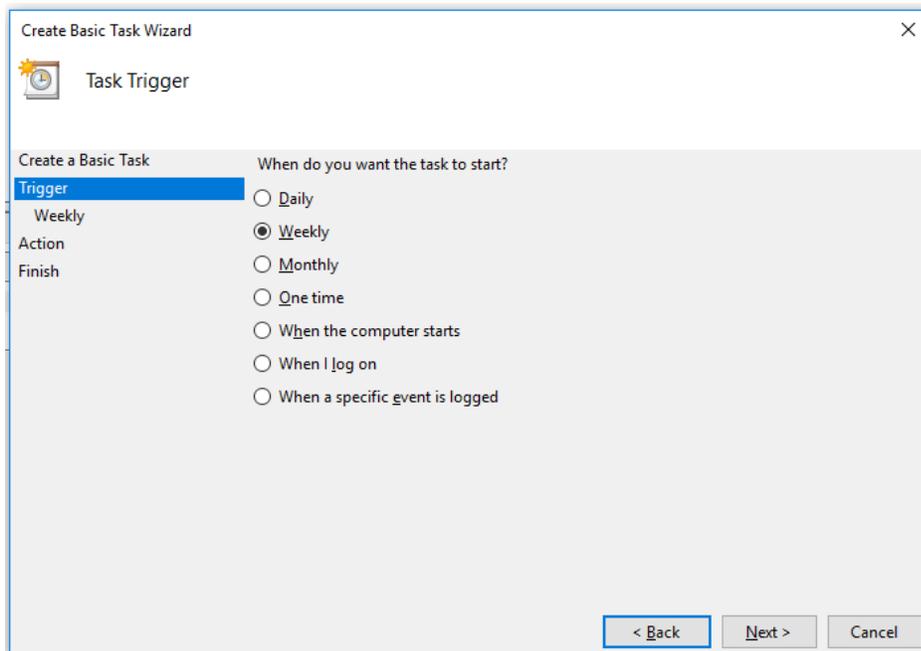

(Optional) In the "Description" field, create a description for the task.

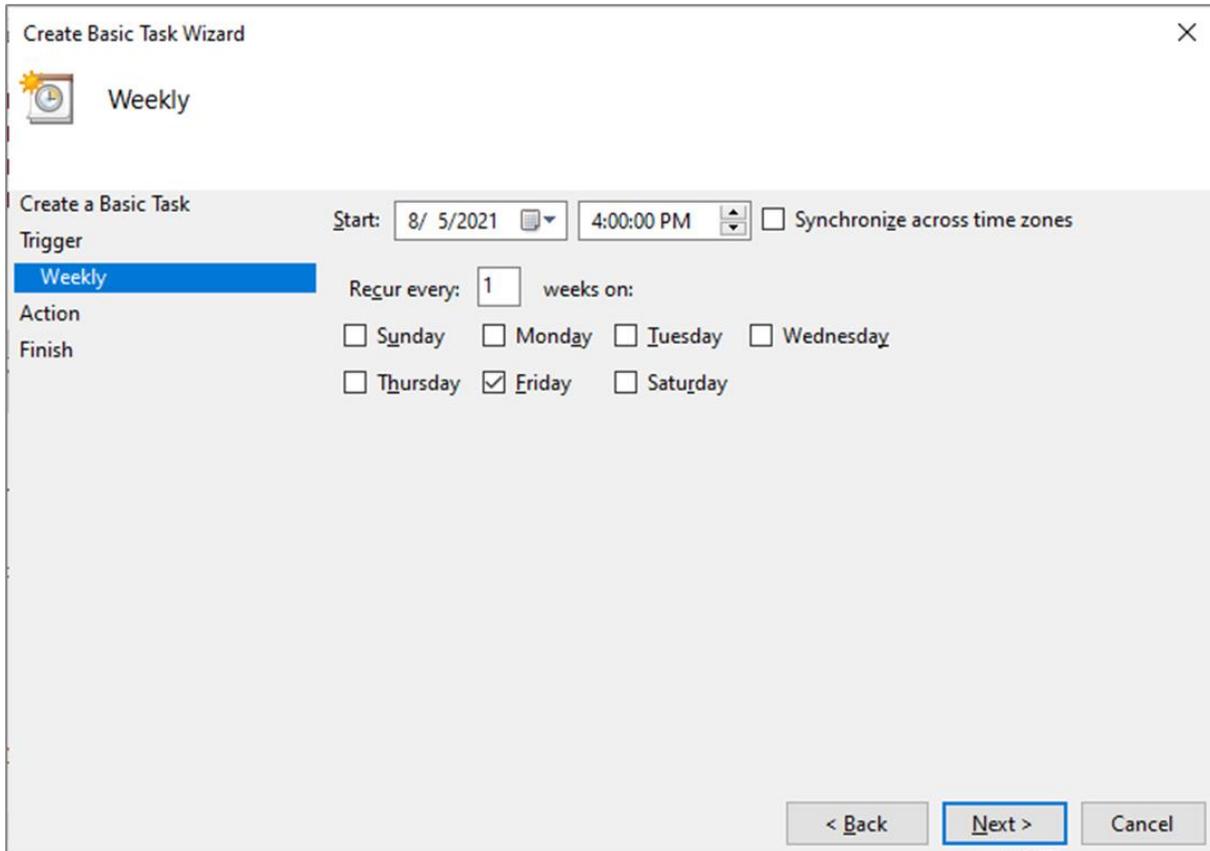Click the Next button.

Task Trigger:

The next step is to configure the start time and schedule for the task.

As we suggest that you run the Archive function once per week, you can select the Weekly option.

Task Scheduler allows you to select from several triggers, including on a specific date, during startup, or when you or a particular user signs in. Depending on your requirements, you'll need to configure additional parameters. In this case, we'll be selecting the option to run the Archive task once a week, and you can select which day it will run. It is suggested to run **Archive** every Friday at the end of the day.
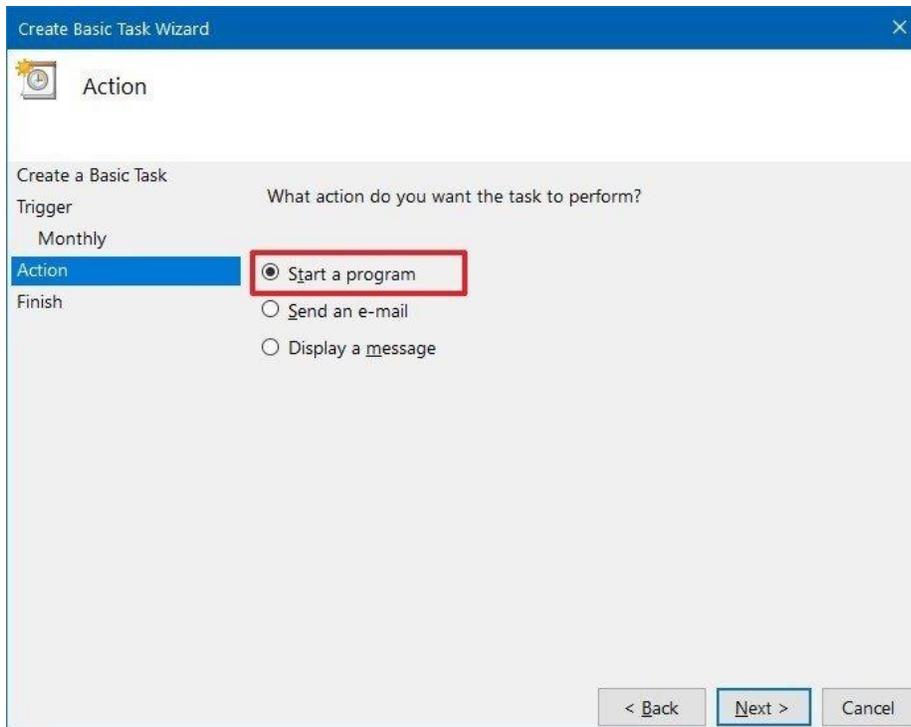
Click the Next button.

Confirm the Start Date and specify the Start Time. The Start Time should be set to late in the day, but before the computer is shut down. Then use the checkboxes to check the day that the Archive task will run.
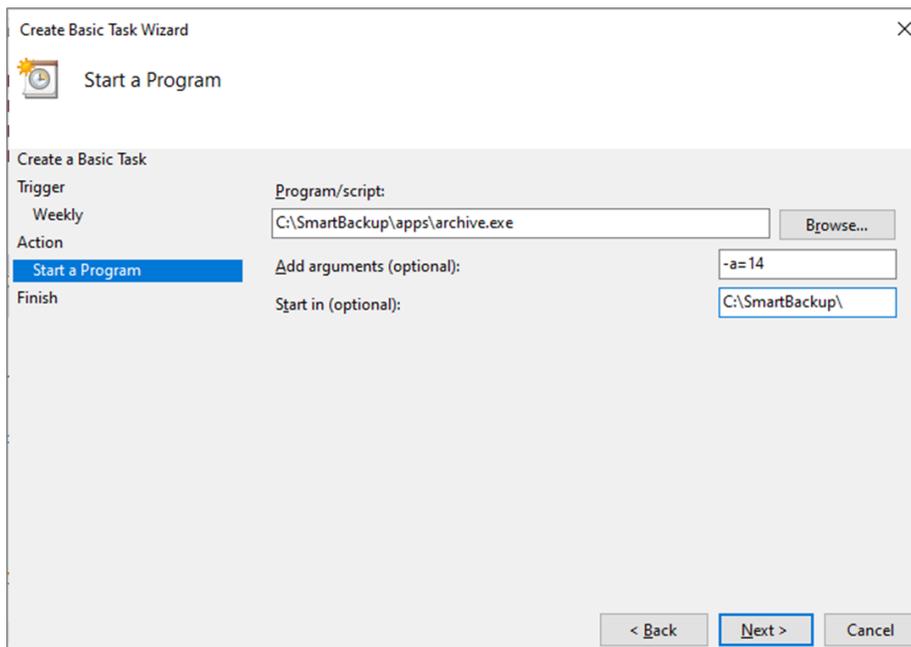
Click the Next button.

Action Screen:

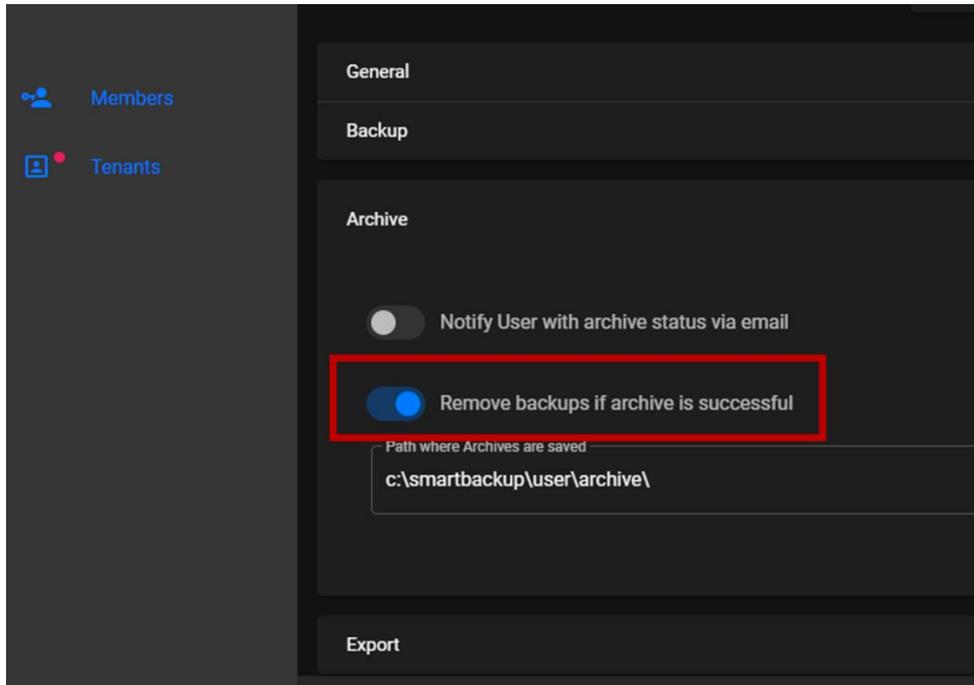Select the "Start a program option" to launch the Archive app [archive.exe].

In the "Program/script" field, specify the path for the application.

In this case you want to specify the path to the SmartBackup Archive application. Click the Browse button to find it on your local drive. The default location is **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 Archive you can specify to Archive only those backup sheets that are older than 14 days, for example, by entering "**-a=14**".

This means that Archive will create copies of all backups in the vault that are older than 14 days, and if you have set the Archive configuration option to "Remove backups if archive is successful", then the old backup copies in the vault will be removed. This is the recommended approach.
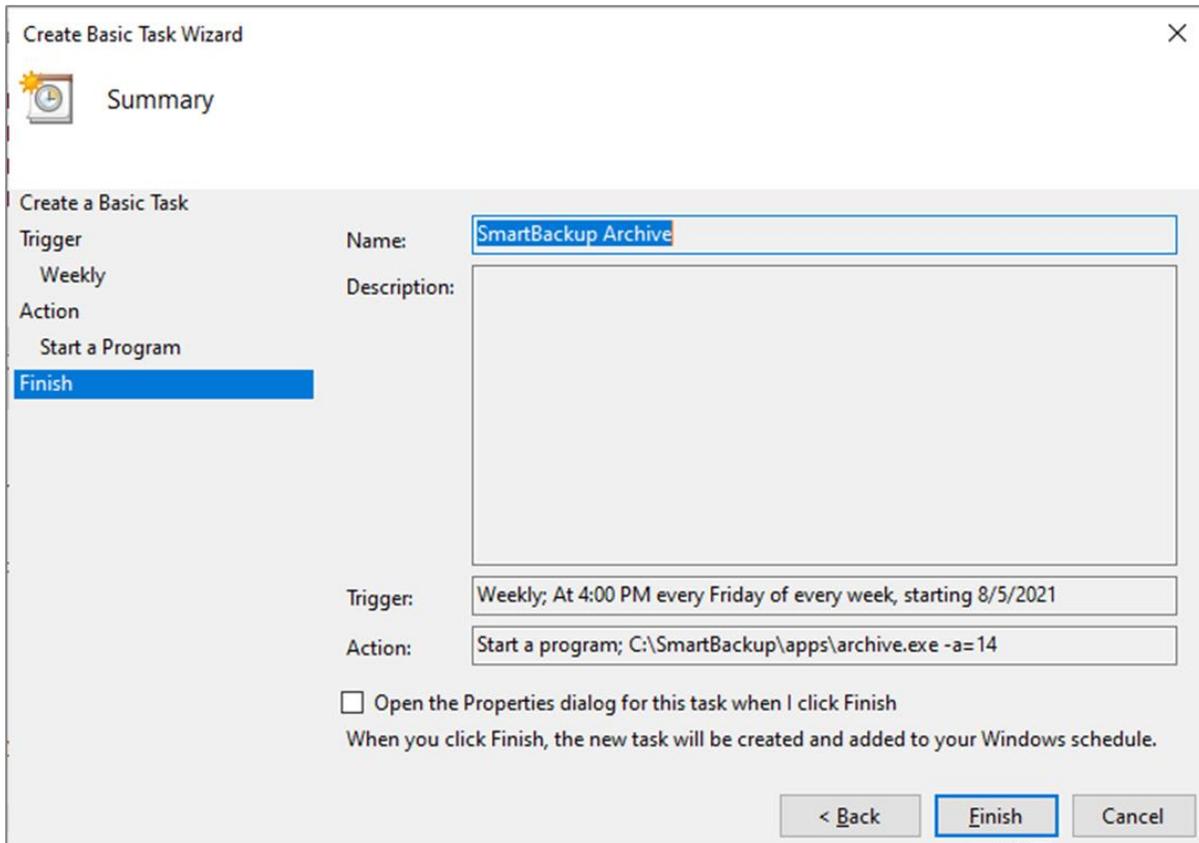

In this way, you can manage the number of backup copies in the vault.

Start In Path:

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 the steps, the Archive task will be saved, and it'll run automatically on the schedule you specified.

Questions

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

For additional details about SmartBackup, please visit the SmartBackup Documentation site.

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