

## Schedule a Task, Program or Process to Start Automatically in Windows 7

### Overview

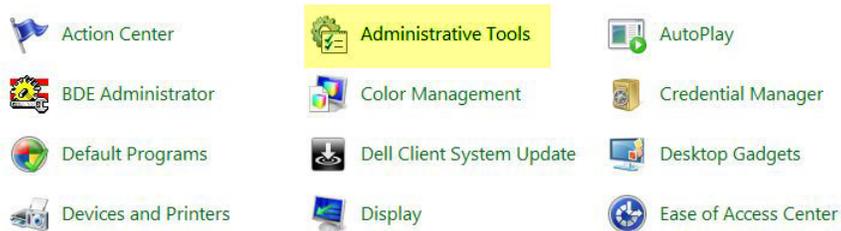
Click here for [XP version instructions](#).

This document provides instructions on how to use the Windows 7 Task Scheduler to schedule a task to automatically run at users' specific times. By using Task Scheduler, you can schedule tasks such as system tools such as the Disk Defragmenter or schedule selected events in Collection-Master to run at a future time. The Windows Task Scheduler starts when Windows starts, and runs in the background. Tasks can be scheduled to run daily, only at certain times (such as when the firm is closed or at Collection-Master startup).

**NOTE:** If a process or task starts in Collection-Master, all security policies still apply. If the process (start-up command) requires answers they will not be automatically answered when the process or task runs.

### Procedure

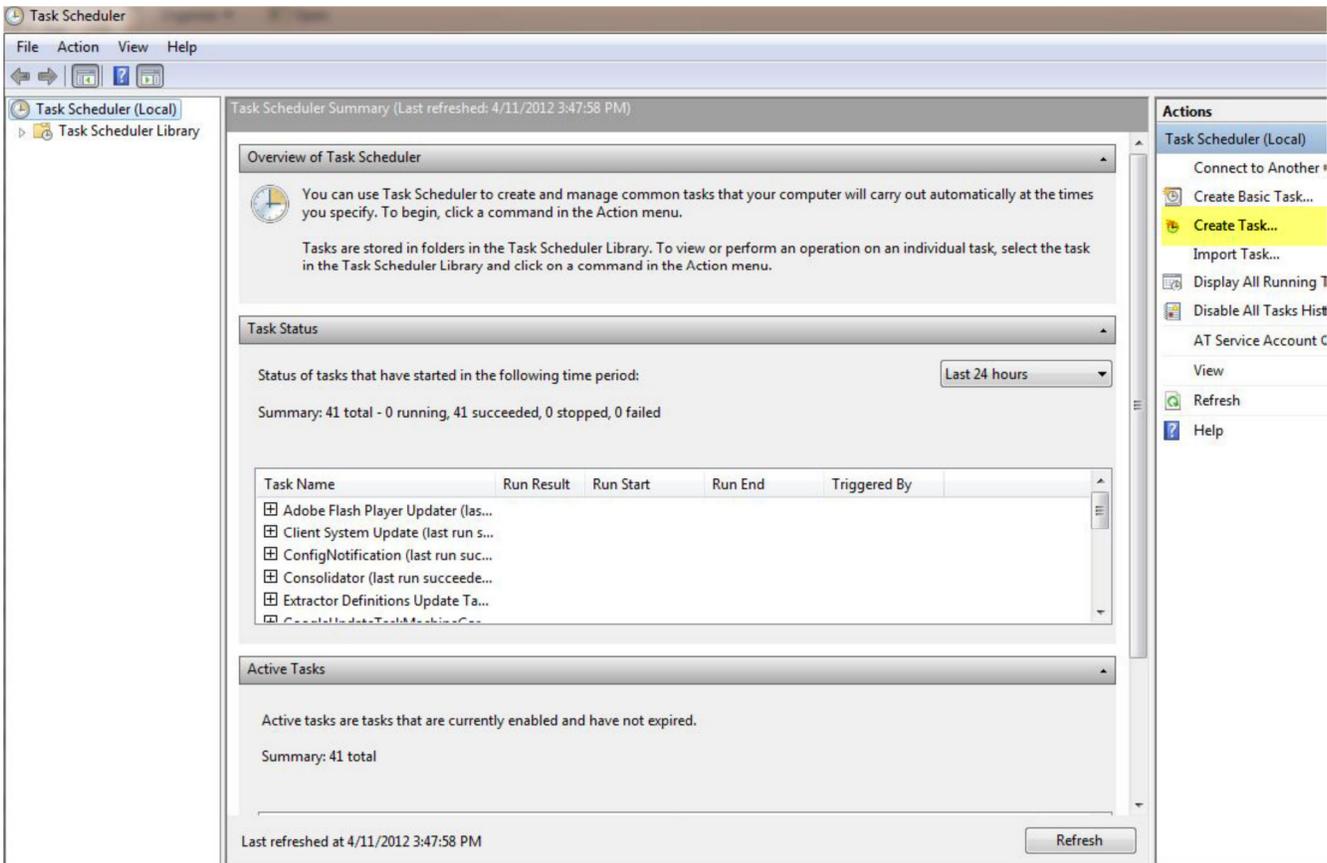
1. Open the Windows Control Panel.
2. Click on **Administrative Tools**. This example uses a screen capture of the control panel in "Classic View."



3. Click on **Task Scheduler**.



4. Click on **Create Task** - Located in the right pane.

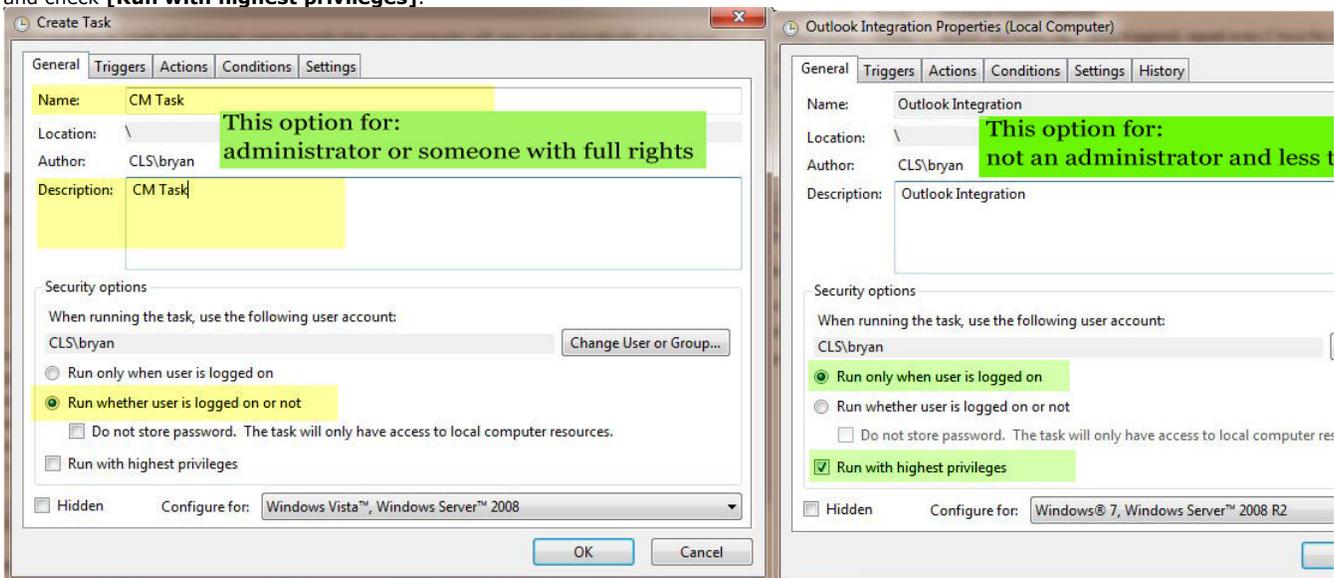


5. Type the name of the automated task - user defined in the **Name:** field.

6. Type a description in the **Description:** field.

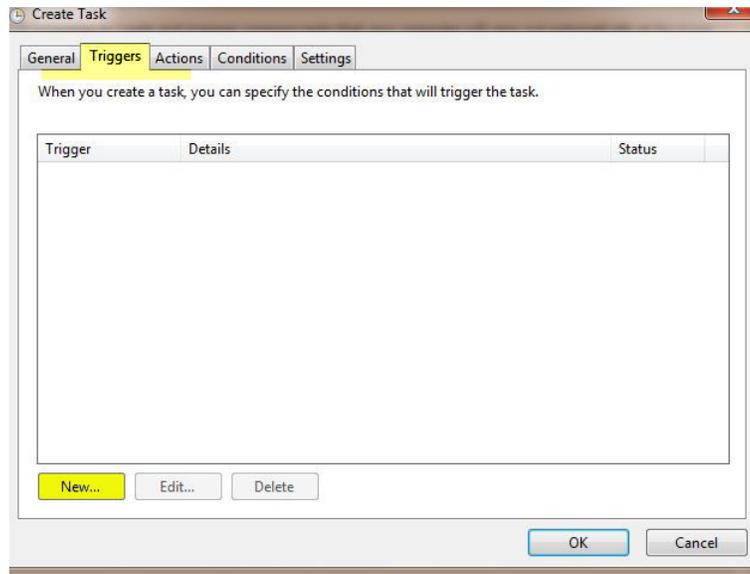
7. Perform either step 7a or 7b depending on your administrative rights.

7a. If you are an administrator or if you have full control over the batch file's location, select the **[Run whether user is logged in or not]**  
 7b. If you are not an administrator or if you do not have full control over the batch file's location, select the **[Run only when user is logged on]** and check **[Run with highest privileges]**.



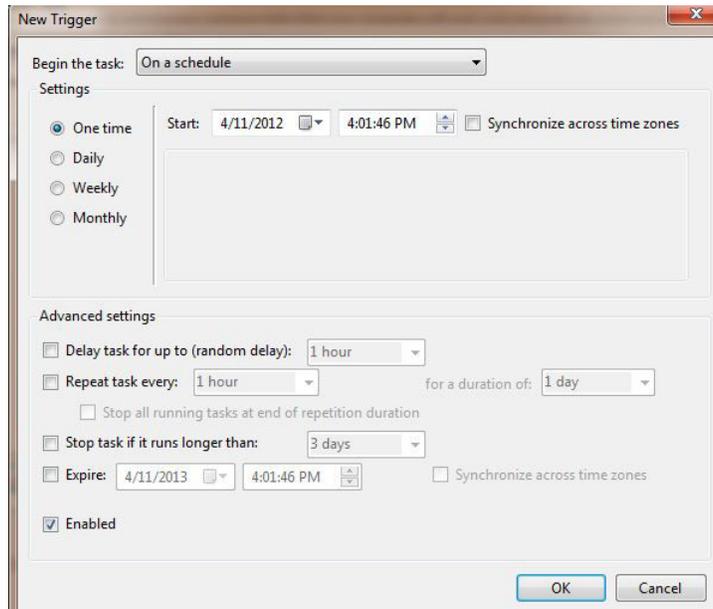
8. Click on the **Triggers** tab at the top.

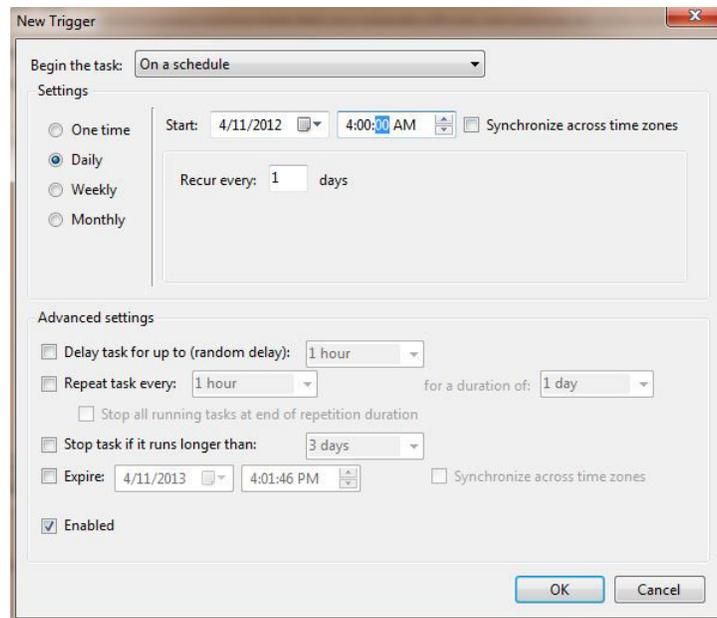
9. Click on the **[New]** button



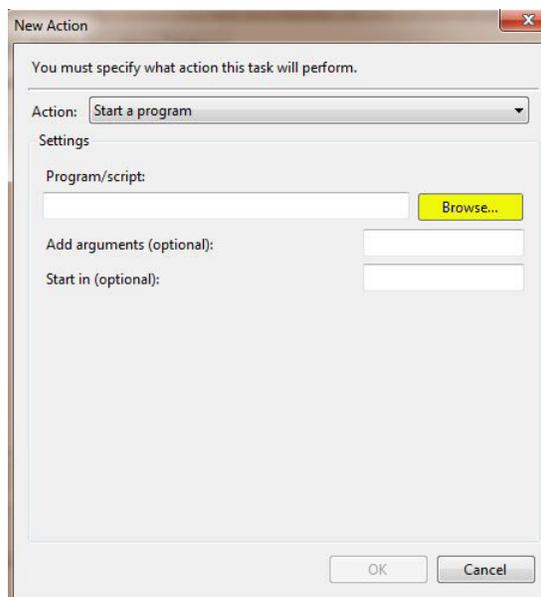
10. Select the options that you would like to use to schedule your task.

11. Click the **[OK]** button.

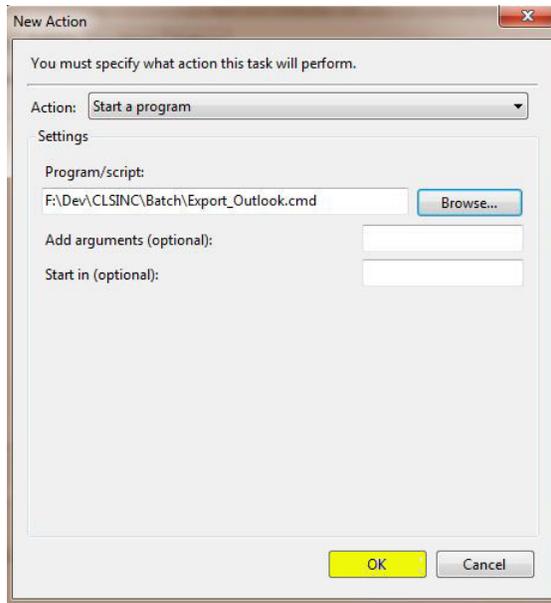




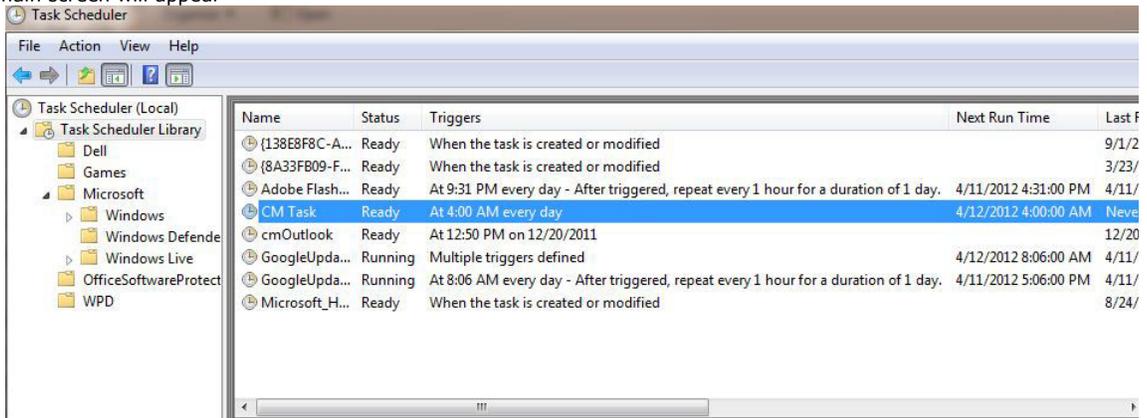
12. Click on the **Actions** tab at the top of the screen.
13. Click the **[Browse...]** button to find your program/file that you would like the scheduler to run.



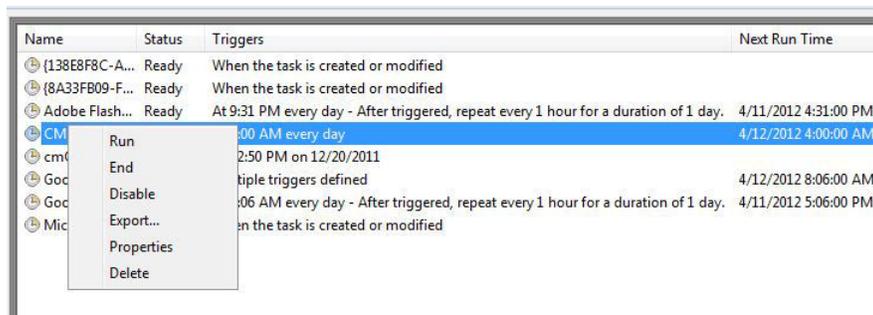
14. This example would run the Collection Master Outlook Integration module.
15. Click **[OK]**.



The task scheduler main screen will appear



16. To remove this task from the list of scheduled tasks, complete steps 1,2 and 3 above. Highlight the task that you want to stop/delete a event.



17. Click on **Delete** to Delete the task, or you can disable the task as well.