**Creating a Task to Run a SQL Script**

Running SQL scripts based on a schedule is the most powerful and useful feature of the Task Scheduler.

Perform the following steps to create a task to run an SQL script:

**1**          Start WinSQL Professional and connect to the desired database.

**2**          Create a query and save it with an .SQL extension.

For more information, see “[Writing SQL Scripts](http://www.synametrics.com/WinSQLUsersGuide/topics/idh-topic250.htm%22%20%5Cl%20%22Writing_SQL_Scripts).”

**3**          From the **Tools** menu, click **Scheduler**. The following window displays:



**4**          Double-click **Add New Task** in the **Existing tasks** pane, OR click **Add Task**. The following window displays:



**5**          Use the following information to specify the desired parameters:

|  |  |
| --- | --- |
| **Field** | **Description** |
| **Task Name** | Name for this task |
| **Task Type** | Type of task to run |
| **Email Status** | Select an option from the drop down menu for the type of e-mail status message you wish to receive.**Note:**If you elect to send a status email, you must configure the outbound e-mail parameters by clicking**Configure email server (**http://www.synametrics.com/WinSQLUsersGuide/topics/images/image(1).gif**).**For more information, see “[Configuring the email server](http://www.synametrics.com/WinSQLUsersGuide/topics/idh-topic940.htm%22%20%5Cl%20%22Configuring_email_server).” |
| **Attach output file in email** | Click to select this option if you want to attach the output file in the status e-mail. |
| **Inherit global settings for email recipients** | Select this option to deliver a task status e-mail to all recipients that have been globally configured in WinSQLORClear this check box to send a task status e-mail to a select group of recipients. If this option is selected, a window displays that allows you to enter specific e-mail addresses. |
| **Terminate WinSQL Professional once task is completed** | Click to select if you want WinSQL Professional to terminate once the task has run. |
| **Script file name** | Name of the script file created and saved in step 2. |
| **Output file name** | The name of the file that contains the results (and any warnings or error messages) of the script. |

**Configuring the email server**

**1**          Click the **Configure email serve**r () icon to the right of the **Email Status** field. The following window displays:



**2**          Complete the fields on the **Email Server** section of this window, and then click **OK** to close the window and return to the **Schedule Task Editor** window, where the newly-created task displays in the **Existing tasks** pane.

**Note: SMTP server host**and**Email recipient are required fields.**All others are optional.

If you are unsure how to complete these fields, contact your information technology (IT) department.

**3**          Ensure the desired task is selected, and then click **Modify Schedule** to assign a schedule to the task.

**Important note:**WinSQL Professional is tightly integrated with the Windows operating system for task scheduling. Therefore, your login ID *must* have sufficient rights to run the desired task.

**4**          Click the **Task**, **Schedule**, and **Settings** tab to assign the desired options to the task.

**Notes:**

Consult the Windows operating system documentation or online help for further information about scheduling tasks.

Confirm the system date and time are correct on your computer. Scheduled tasks rely on this information to execute tasks on a specified date and at a specified time.