Batch Files

A BAT file is known as a batch file runs with DOS and all versions of Windows, under cmd.exe. It consists of a series of line commands in plain text to be executed by the command-line interpreter to perform different tasks, such as running maintenance utilities within Windows.

The use of batch files with TapeTrack is used to run repetitive tasks such as report creation, moving expired Volumes, running reconciliations and scheduling these tasks to automatically run at specified times.

Creating A Batch File

Batch files are created using a text editor such as Notepad and saving the file with a .bat extension instead of a .txt.

Editing A Batch File

To edit a batch file, right click the file and select `Edit`, do not double click to open as this will run the file and execute the commands within it.

Executing A Batch File

Execute the batch file by double clicking the file or right clicking and selecting Run. This will automatically launch the Windows command shell and execute your commands.

If the commands in the batch file need administrative permissions to execute correctly you can right click the batch file and select `Run as administrator`.

Scheduling A Batch File Execution

Using Windows Scheduler you can schedule a batch file to run at a certain time and date such as creating an inventory report every Monday at 9:00 AM or you can set the schedule to run every 15 minutes to update a Library Sync or Slotting allocation.

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