Triggers options

To create a trigger for your task, you can define triggers that are based on time or specific events such as:

- **On a schedule** - use this option to create a trigger based on a scheduled criteria.
- **At log on** - select this option to run the task when a user logs on to the computer.
- **At startup** - use this option to run the task when the computer starts up.
- **On Idle** - select this option to run the task after the computer enters an idle state.
- **On an event** - use this option to run the task when specific event entries are added to an event log.
- **At task creation/modification** - select this option if you want to run the task as soon as it is created or when the task is modified.
- **On connection to user session** - use this option to run the task when a user session is connected to the local computer or from a remote desktop connection.
- **On disconnect from user session** - select this option to run the task when a user session is disconnected from the local computer or from a remote desktop connection.
- **On workstation lock** - use this option to run the task when the computer is locked.
- **On workstation unlock** - use this option to run the task when the computer is unlocked.

Specific settings are defined for each option. Go to the respective sections below to view these options.

Creating a Trigger On a Schedule

If you select this option, you can select from one of the following drop-down options from the **Setting occurs** field.

- **One Time** - use this option to run the task once at a specific date and time.
- **Daily -** use this option to run the task once per day every X number of days (**Recurs every** option). For example, you can specify to run a task every 2 or 3 days.
- **Weekly -** use this option to run the task in certain days of the week every X number of weeks (**Recurs every** option). For example, you can specify to run a task each Sunday and Wednesday every three weeks.
- **Monthly -** use this option to identify specific dates of certain months according to these options:
    - **Day of every month(s)** - select a specific date in a month in which you want to run the task. For example, you can define to run a task the 12th of January.
    - **The of every month(s)** - use this option when you do not want to determine specific dates. You can select from options such as **First**, **Second**, **Third**, **Fourth**, or **Last** of a selected week day of a specific month. For example, you can determine to run a task the Second Sunday of March.

> ✅ Use the option **Synchronize across time zones** to make the time relative to UTC (Coordinated Universal Time) instead of the computer time zone that runs the task. Use this setting when you want to run tasks simultaneously in multiple time zones.

After you select your trigger time-based specifications, go to Advanced Settings for more trigger options.

Creating a Trigger at Log on

Use this option if you want the task to run when a user logs on to the computer. You can select from:

- **Any User** - use this option to run the task when any user logs on to the computer.
- **Specified User** - use this option to determine a specific user that will trigger the task.

Creating a Trigger at Startup

Select this option if you want to run the task when the computer starts up.

Creating a Trigger On idle

Select this option to run the task after the computer enters an idle state. You can set the idle settings in the Conditions tab of this wizard.

Creating a Trigger On an Event

Use this option if you want to identify specific event entries added to an event log that will cause to run the task. You can select from:

- **Log** - displays a drop down list with different logs. Choose the log that contains your event.
- **Source** - displays the publisher name. Identify it from the drop-down list.
- **Event ID** - specify the event identifier in the field.

Creating a Trigger at Task Creation/Modification

Select this option if you want to run the task as soon as it is created or when the task is modified. If you select this option you do not need additional settings, but you can configure Advanced Options.

Creating a Trigger On Connection to User Session

Use this option run a task when a user session connects from a local or remote desktop connection. You can specify the following settings:

- **Any User** - use this option to run the task when any user connects.
- **Specifed User** - select this option to specify the user that will cause the task to run.
- **Connection from remote computer** - use this option to run the task when the user connects from a Remote Desktop Connection program from a remote computer.
- **Connection from local computer** - use this option to run the task when the user connects to a user session on the local computer.

Creating a Trigger On Disconnect from User Session

Use this option run a task when a user session disconnects from a local or remote desktop connection. You can specify the following settings:

- **Any User** - use this option to run the task when any user disconnects.
- **Specified User** - select this option to specify the disconnected user that will cause the task to run.
- **Connection from remote computer** - use this option to run the task when the user disconnects from a Remote Desktop Connection program from a remote computer.
- **Connection from local computer** - use this option to run the task when the user disconnects from a user session on the local computer.

Creating a Trigger On Workstation Lock

Select this option to run a task when the computer is locked. You can specify from the following options:

- **Any user** - use this option to run the task when any user locks the computer.
- **Specified User** - select this option to specify the user that will cause the task to run.

Creating a Trigger On Workstation Unlock

Select this option to run a task when the computer is unlocked. You can specify from the following options:

- **Any User** - use this option to run the task when any user unlocks the computer.
- **Specified User** - select this option to specify the user that will cause the task to run.