

# Adding an Add Logs Directory Task

The Add Logs Directory task enables scanning a single or multiple logs directories to XpoLog, and automating their execution using a scheduler. This feature should be used, as opposed to the Administration > Add Logs Directory menu item, when you want to add multiple logs directories (as opposed to a single log directory), or to automate the execution of a single or multiple log directories (as opposed to manual execution).

Configuration of an Add Logs Directory task for adding a single logs directory to XpoLog is similar to the configuration of the Administration > Add Logs Directory feature; it requires specifying the path to the logs directory. For a logs directory that resides on a remote machine (SSH or Windows Network), it also requires specifying a connectivity account to the remote machine.

Configuration of an Add Logs Directory task for adding multiple logs directory to XpoLog requires specifying the path to an XML-based Scanner Configuration file, which contains the configuration for the addition of multiple logs from multiple servers and/or directories to XpoLog. For a detailed explanation on creating the XML-Based Scanner Configuration file, see [Creating an XML-Based Scanner Configuration File](#).

## To add an Add Logs Directory task:

1. Open the Tasks console (see [Tasks](#)), and click the **New Task** button  
OR  
In the XpoLog Manager homepage, under **More Actions**, click **Add Task**.
2. In the page that opens, select the **Add Logs Directory** option, and then click **Continue**.  
The Add Logs Directory Task page opens.
3. In **Name**, type the name of the new task.
4. In **Description**, type a description of the new task; optional.
5. In **Parent Folder**, click **select** and select the folder under which the new folders and logs are to be added.
6. Under **Configuration**, if the tasks configuration is specified in an external file, select the **Use a scanner configuration file** option, and in **Configuration file path**, either type the full path name to the scanner configuration file or browse to it, or click on Upload File to upload the external file.  
Otherwise, select the **Scan a specific directory** option, and proceed as described in the *Scanning a Single Logs Directory* section below.
7. Optionally, configure **Advanced Settings** (see [Configuring Advanced Settings](#)).
8. To automate task execution, open the **Schedule** tab, and configure the scheduler as described in [Scheduling a Task](#).
9. Click **Save**.  
The Add Logs Directory task is saved.

## Scanning a Single Logs Directory

The Scan a Specific Directory option is used for bringing in a single logs directory from any of the following locations:

- **Local** – The logs directory is on the same machine as XpoLog Center.
- **Windows Network** – The logs directory is on a remote Windows machine.
- **Over SSH** – The logs directory is on a remote UNIX machine (with SSH connecting protocol).

Adding a **Windows Network** or **Over SSH** logs directory requires connecting to their server using a connectivity account.

## To scan a single logs directory:

1. In **Location Type**, select the location of the log directory to add: **Local**, **Windows Network**, or **Over SSH**.
2. For a Windows Network or Over SSH location, in **Connection Details**, select the authentication account required to connect to the server where the selected directory resides, or click the **new** link to add an authentication account to the system (see [Address Book](#)).
3. In **Directory Path**, type the path to the directory that contains the log files  
OR  
Click **Browse** and in the System Files Browser (of the local, Windows Network, or Over SSH machine) that opens, expand the folders to get to the desired directory, and then click **Select** to display the path to the logs directory in **Directory Path**.
4. In **Collection Policy**, select a predefined collection policy.