

Schedule Backup Wizard

Step 1 - Schedule Name

The Schedule Backup Wizard is used to create a new schedule that will backup one or more backup sets at specific intervals.

Backup Schedule Name

This field is the name of the backup schedule. This name is used to identify the backup schedule in the future.

Step 2 - Selecting Backup Sets to Schedule

Since any number of backup sets can be included in a backup schedule, all backup sets are listed in this window. Any backup sets selected in this window will be applied to the new backup schedule.

Step 3 - Schedule Type

There are four types of schedules: daily, weekly, monthly and shutdown/logoff.

Daily backup

This option allows backups to be scheduled every weekday or every few days.

Weekly backup

This option allows backups to be scheduled on specific days of the week.

Monthly backup

This option allows specific days of the month to be selected for backups to be performed. For example, it allows for schedules like, "The [first] [weekday] of the month", or "The [last] [Friday] in the month."

Backup on Windows Shutdown/Logoff

This option allows backups to be scheduled during a Windows shutdown or logoff.

Step 4 - Daily Backup Options

The daily backup options allow backups to be scheduled every weekday or every few days.

Backup every weekday

This option will perform a backup on Monday, Tuesday, Wednesday, Thursday, and Friday.

Backup every [number of days] days

This option will perform a backup every [number of days] days. For example, if the number of days is 2, a backup would be performed every other day.

Step 5 - Weekly Backup Options

The weekly backup options allow backups to be scheduled on specific days of the week.

Repeat every [number of weeks] week(s) on

This option allows you to specify when the schedule should repeat. For example, if the number of weeks is 2, a backup would occur every other week on the days specified.

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

This setting allows specific days of the week to be selected for backups to be performed.

Step 6 - Monthly Backup Options

The monthly backup options allow specific days of the month to be selected for backups to be performed.

Day [day in month] of every [number months] month(s)

This option is used to select a specific day in the month for backup. The [day in month] setting is used to choose the day in the month, and the [number months] setting is used to select the "month repeat" value.

The [place in month] [day in month] of every [number months] month(s)

The option is used to select a day in the month for backup. The [place in month] setting is used to select the "area" in the month for the backup (Ex. "First", "Second", "Third"). [day in month] setting contains placeholders in the month (Ex. "Day", "Weekday", "Monday through Friday"). The [number of months] is used to select the "month repeat" value.

Step 7 - Shutdown/Logoff Backup Options

This Shutdown/Logoff options will allow you to specify if you want the schedule to backup on Windows shutdown or logoff.

Backup on Windows Shutdown

This Shutdown/Logoff options allow backups to be scheduled during a Windows shutdown or logoff.

Backup on Windows Logoff

If this option is set, the schedule will be activated by a logoff from Windows. After the backup has completed, the logoff will complete.

Step 8 - Backup Time Type

After the backup day has been determined, a single backup can be configured on the scheduled day, or multiple backups can be configured on the scheduled day.

Backup once on the backup day

This option is used to configure only one backup on the scheduled day.

Backup multiple times on the backup day

This option is used to configure multiple backups on the scheduled day.

Step 9 - Single Backup Options

This window allows a single backup time to be scheduled in hours, minutes and seconds.

Backup at: [backup time]

This option is used to set the time that the backup should occur. The specific time can be filled in, or the spin button on the right can be used to move the time forward or backward.

After this scheduled backup has completed, you can optionally log off, shutdown, or restart Windows.

Don't perform any action after scheduled backup

This option is used if a logoff, shutdown, or restart is not required after the scheduled backup has completed.

Logoff windows after scheduled backup

This option is used to perform a logoff after the scheduled backup has completed.

Shutdown windows after scheduled backup

This option is used to perform a shutdown after the scheduled backup has completed.

Restart Windows after scheduled backup

This option is used to perform a restart of Windows after the scheduled backup has completed.

Step 10 - Multiple Backup Options

This window allows a repeat count and time range to be configured for multiple backups.

Repeat backup every [number hours] hour(s)

This option is used to set the number of hours between backups. The default is one, which will perform a backup every hour in the time range.

between [start time] and [end time]

This option is used to set a specific time range for backups to occur. The [start time] is when the backups will start occurring. The [end time] is when the backups will stop occurring. The backups will repeat every [number of hours] in the time range. The specific times can be filled in or the spin buttons on the right can be used to move the times forward or backward. If the time *Figure 88 – Multiple Backup Option* range is not set, the default time range is 24 hours starting at 12:00 midnight on the backup day.

Step 11 - Advanced Options

This window allows advanced options to be set for special scheduling properties.

Always perform a full backup

This option will force the schedule to always perform a full backup. This means that even though particular files do not have the archive bit set, the files will be compressed and backed up anyway.

Hide the application when this schedule is activated

This option will cause the application to hide itself upon starting the backup.

Request all other running applications to save

This option will cause a message to be sent to all running applications, requesting them to save their data.

Display 15 second notice to cancel backup

This option will cause a message to be displayed indicating that a scheduled backup is about to be started, and allows the backup to be cancelled.

Step 12 - Summary Information

This window shows the summary information for the new schedule. This information should be reviewed for accuracy. If the information is correct, the "Finish" button can be pressed to create the schedule.

Backup schedule name

This field is the name entered at the beginning of the wizard. This name will be used to identify the schedule in the future.

Number of backup sets in schedule

This field is the number of backup sets that will be backed up when the schedule is activated.

Schedule type

This field is the schedule type, which can be one of the following values: "Daily", "Weekly", "Monthly" or "Shutdown/Logoff".

Backup time type

This field indicates whether the schedule is set to backup once or multiple times on each backup day.

Backup time

This field is the backup time if only one backup is configured for each scheduled day.

Backup Window

This field is the backup time "window" if multiple backups are configured for each scheduled day.

Next Backup

This field is the next backup time for this schedule.