

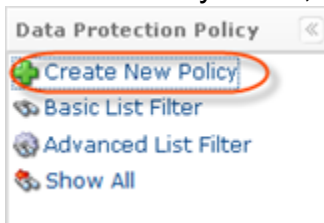
Defining the Archive Schedule

Follow the instructions below to set a schedule for a new or existing Archiving Policy.

1. Click on Policy in the Main Menu to open the Policies window.

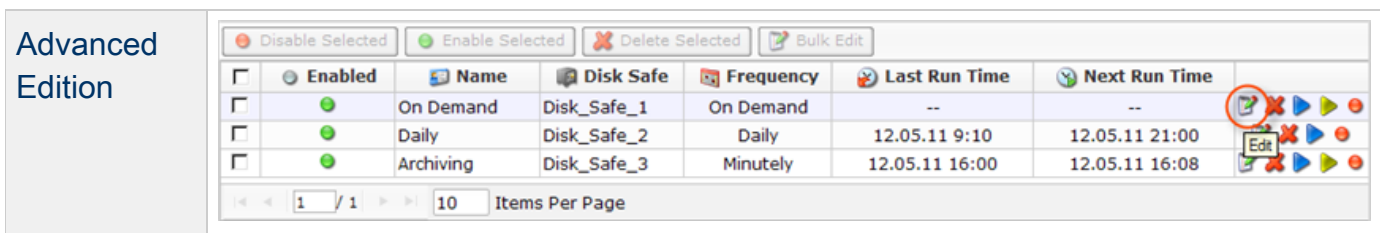


2. In the Policy menu, click on Create New Policy.






Or

Select an existing policy from the list and click Edit.



Enterprise Edition

	Name	Disk Safe	Agent Name	Frequency	Last Run Time	Next Run Time	
<input type="checkbox"/>	CpanelPolicy		Cpanel	Daily	22-Jul-11 12:00 AM	22-Jul-11 06:00 AM	   Edit

1 / 1 10 Items Per Page

3. The Create New Policy/Edit Policy window will open. Select the Data Retention tab.

Create New Policy

Policy Settings **Data Retention** File Excludes Advanced Excludes Databases Control Panels Advanced Policy Settings

Identification

Enabled

Name

Description

Disk Safe

Agent

Disk Safe

Scheduling

Replication Schedule Replication schedule is ON DEMAND, policy must be manually ran.

Merge Schedule Recovery points are being merged on a DAILY schedule.

4. Click the Add Archiving Schedule button.

Create New Policy

Policy Settings Data Retention **Data Retention** File Excludes Advanced Excludes Databases Control Panels Advanced Policy Settings

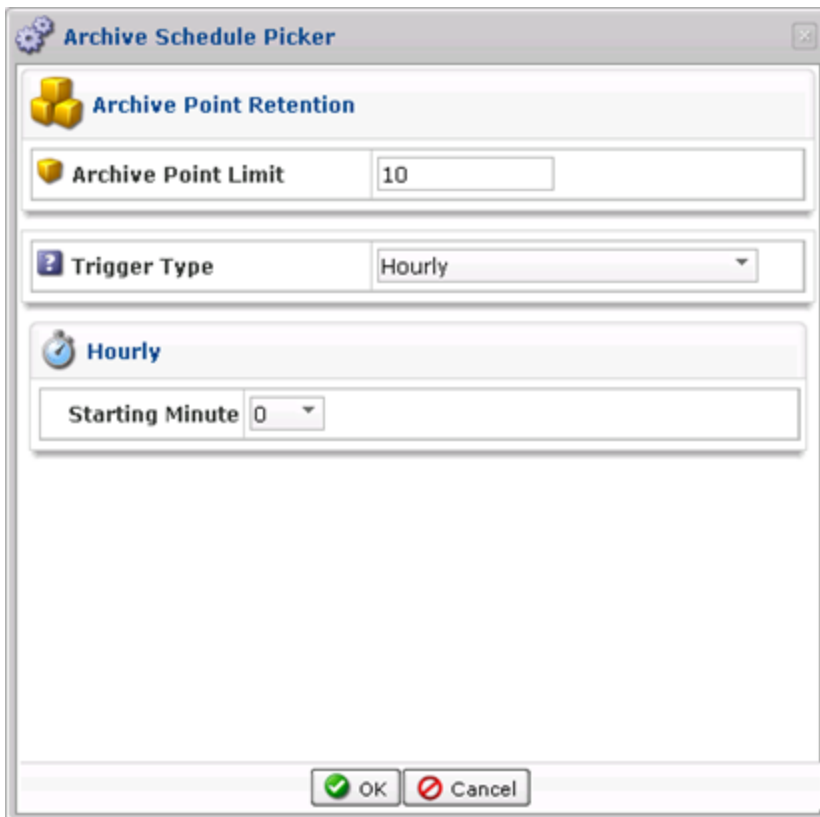
Recovery Point Retention

Recovery Point Limit

Recovery Point Archiving Schedules

Trigger Type Archive Point Limit Next Run Time

5. The Archive Schedule Picker window will appear.



The screenshot shows a dialog box titled "Archive Schedule Picker". It has a close button in the top right corner. The dialog is divided into several sections:

- Archive Point Retention**: A section with a yellow cube icon. It contains a field labeled "Archive Point Limit" with the value "10".
- Trigger Type**: A section with a question mark icon. It contains a dropdown menu currently set to "Hourly".
- Hourly**: A section with a clock icon. It contains a field labeled "Starting Minute" with a dropdown menu set to "0".

At the bottom of the dialog, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

Here you can set the Archiving Trigger Type, which is the type of archiving schedule. There are five options available - hourly, daily, weekly, monthly, and yearly. You can set the specific time for the archiving process depending on the selected trigger.

- Hourly Archiving

The screenshot shows the 'Archive Schedule Picker' dialog box. It has a title bar with a close button. Below the title bar is a section titled 'Archive Point Retention' with a yellow cube icon. Under this section, there is a field for 'Archive Point Limit' with the value '10'. Below that is a 'Trigger Type' dropdown menu set to 'Hourly'. Under the 'Hourly' section, there is a 'Starting Minute' dropdown menu set to '25'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

You can select the starting minute. The archiving policy will be launched every hour at that minute.

- Daily Archiving

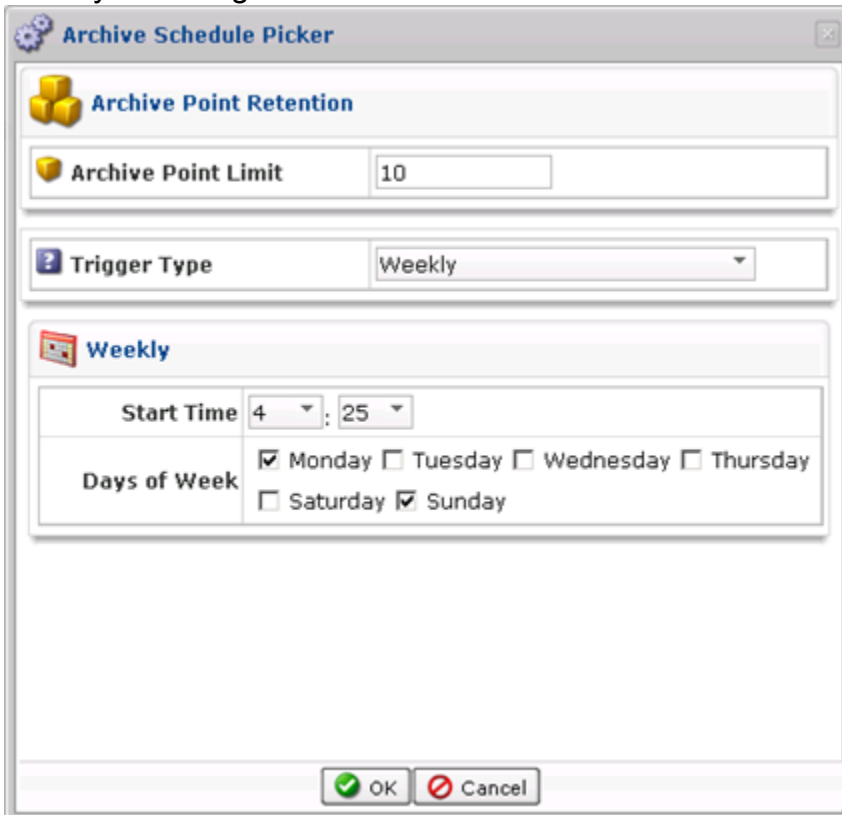
The screenshot shows the 'Archive Schedule Picker' dialog box. It has a title bar with a close button. Below the title bar is a section titled 'Archive Point Retention' with a yellow cube icon. Under this section, there is a field for 'Archive Point Limit' with the value '10'. Below that is a 'Trigger Type' dropdown menu set to 'Daily'. Under the 'Daily' section, there is a 'Starting Minute' dropdown menu set to '25'. Below that is a 'Hours of Day' section with a grid of checkboxes for each hour of the day. The checked hours are 12AM, 7AM, 2PM, and 9PM. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Hours of Day	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can select the starting minute and the hour(s). The archiving policy will be launched

every day at that time.

- Weekly Archiving



The screenshot shows the 'Archive Schedule Picker' dialog box. It has a title bar with a gear icon and the text 'Archive Schedule Picker'. Below the title bar is a section titled 'Archive Point Retention' with a yellow cube icon. Under this section, there is a field for 'Archive Point Limit' with the value '10'. Below that is a 'Trigger Type' dropdown menu set to 'Weekly'. The main section is titled 'Weekly' with a calendar icon. It contains a 'Start Time' field with '4' and '25' in dropdown menus, and a 'Days of Week' section with checkboxes for Monday, Tuesday, Wednesday, Thursday, Saturday, and Sunday. The 'Monday' and 'Sunday' checkboxes are checked. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

You can select the starting time and day(s). The archiving policy will be launched every week at that time.

- Monthly Archiving

Archive Schedule Picker

Archive Point Retention

Archive Point Limit: 10

Trigger Type: Monthly

Monthly

Start Time: 4 : 25

Days of Month:

<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8
<input type="checkbox"/>	9	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>	13	<input type="checkbox"/>	14	<input type="checkbox"/>	15	<input type="checkbox"/>	16
<input type="checkbox"/>	17	<input type="checkbox"/>	18	<input type="checkbox"/>	19	<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	21	<input type="checkbox"/>	22	<input type="checkbox"/>	23	<input type="checkbox"/>	24
<input type="checkbox"/>	25	<input type="checkbox"/>	26	<input type="checkbox"/>	27	<input type="checkbox"/>	28	<input type="checkbox"/>	29	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	31	<input type="checkbox"/>	Last

OK Cancel

You can select the starting time and the exact day(s) of the month. The archiving policy will be launched at that time.

Tip
You can click on the Last checkbox to schedule archiving on the last day of every month.

- Yearly Archiving

The screenshot shows the 'Archive Schedule Picker' dialog box. It has a title bar with a gear icon and the text 'Archive Schedule Picker'. Below the title bar is a section titled 'Archive Point Retention' with a yellow cube icon. Under this section, there is a field for 'Archive Point Limit' with the value '10'. Below that is a 'Trigger Type' dropdown menu set to 'Yearly'. A sub-section titled 'Yearly' contains a 'Start Time' field with '4' and '25' selected, a 'Day of Month' dropdown set to '1', and a 'Months of Year' section with checkboxes for each month. The 'November' checkbox is checked and highlighted with a dashed border. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

You can select the starting time, day of the month, and months of the year. The archiving policy will be launched at that time.

6. Click OK to apply the settings.

