

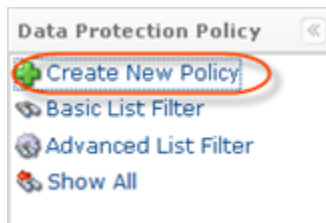
## Defining the Archive Schedule

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.

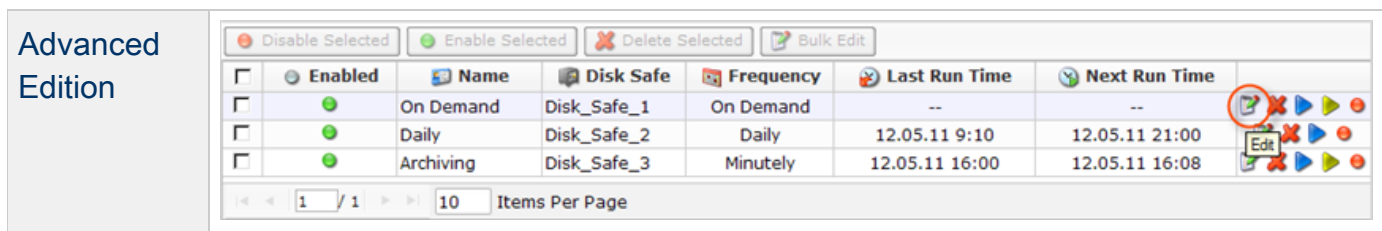


2. In the Policy menu, click on Create New Policy.






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 |    |

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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 SQL Server Ex...

**Identification**

Enabled

Name

Description

**Disk Safe**

Disk Safe Select a Disk Safe

**Scheduling**

Replication Schedule  Hourly, 0 minutes after the hour

Merge Schedule  Daily at 12:00AM

4. Click the "Add Archiving Schedule" button.

**Create New Policy**

Policy Settings Data Retention File Excludes Advanced Excludes SQL Server Ex...

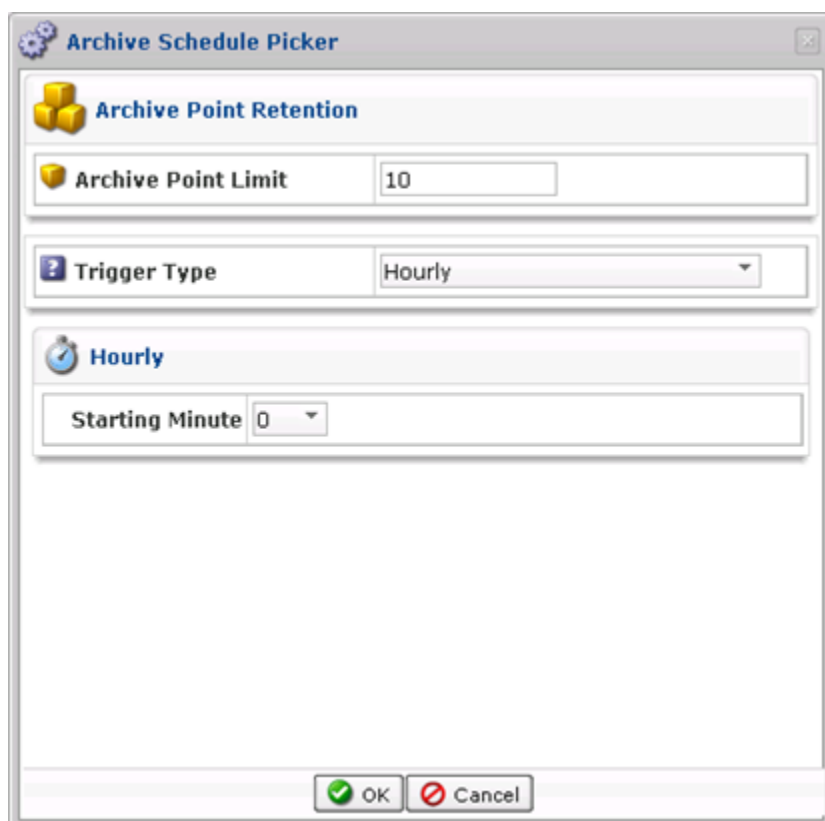
**Recovery Point Retention**

Number of Recovery Points to Retain

**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 the value "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 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 "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.

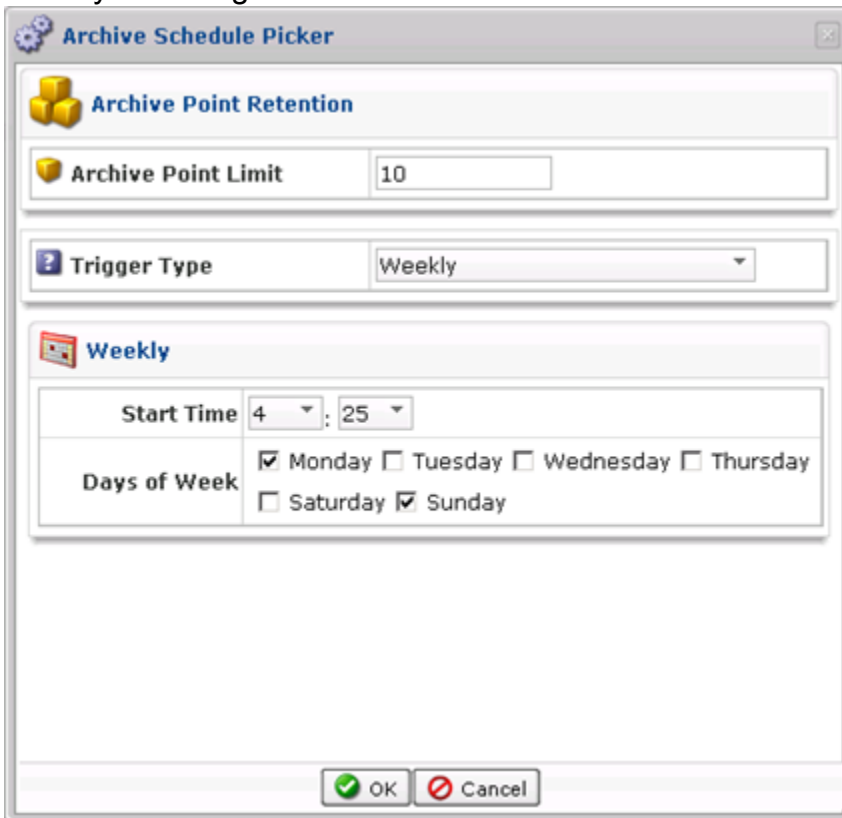
You can select the starting minute. The archiving policy will be launched every hour at that minute.

- Daily Archiving

The screenshot shows the "Archive Schedule Picker" dialog box. It has a title bar with a 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 "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 list of checkboxes for each hour of the day. The checkboxes for 12AM, 7AM, 2PM, and 9PM are checked. At the bottom of the dialog are "OK" and "Cancel" buttons.

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 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' selected in dropdown menus. Below the start time is a 'Days of Week' section with checkboxes for Monday, Tuesday, Wednesday, Thursday, Saturday, and Sunday. Monday, Saturday, and Sunday 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. This section contains a field for "Archive Point Limit" with the value "10". Below that is a "Trigger Type" dropdown menu set to "Yearly". The "Yearly" section is expanded, showing "Start Time" as "4 : 25", "Day of Month" as "1", and "Months of Year" with checkboxes for January, February, March, April, May, June, July, August, September, October, November, and December. The "November" checkbox is checked. 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 the "OK" button to apply the settings.

