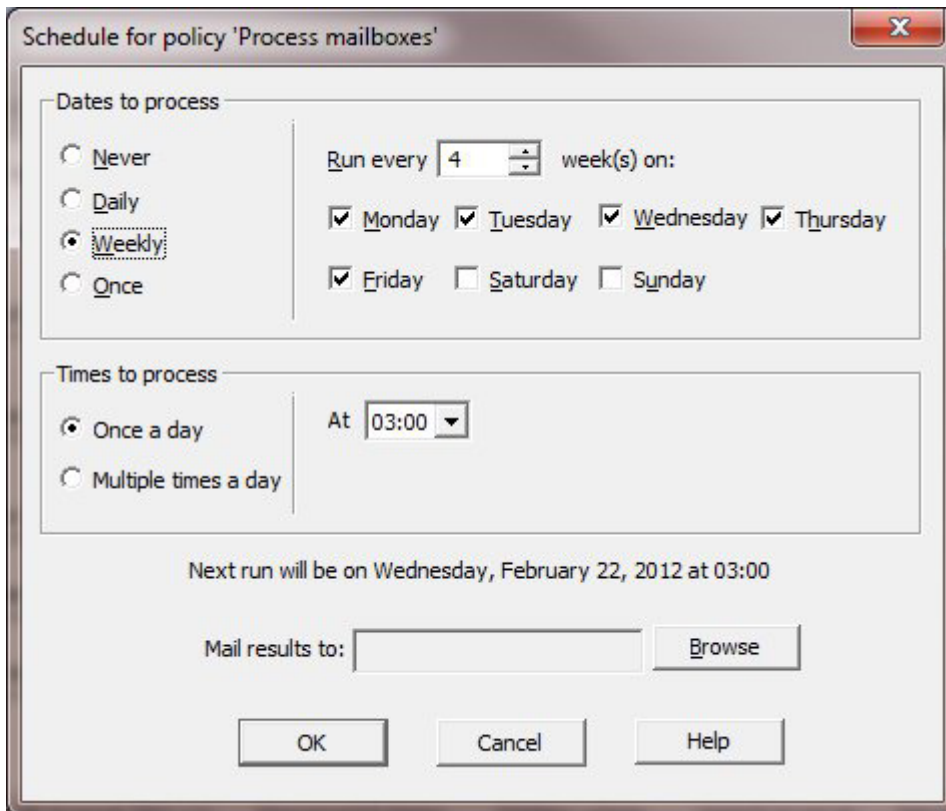


## When to Search

<https://campus.barracuda.com/doc/43222978/>

Use the **When to Search** dialog to specify the policy schedule:



Schedule for policy 'Process mailboxes'

Dates to process

Never

Daily

Weekly

Once

Run every 4 week(s) on:

Monday  Tuesday  Wednesday  Thursday

Friday  Saturday  Sunday

Times to process

Once a day

Multiple times a day

At 03:00

Next run will be on Wednesday, February 22, 2012 at 03:00

Mail results to:

Use this page to set how regularly to run the policy. You can schedule policies to run on specified days, for example, every third Sunday, and, on those days, at specified times, for example, every 2 hours between 9am and 5pm.

## Dates to Process

The available options include:

- **Never**
- **Daily** – Select the frequency, or select only weekdays.
- **Weekly** – Select the frequency and which days of the week to run the policy.

You cannot specify multiple days and multiple weeks. The next run date is calculated based on counting from the beginning of the year, so the task does not necessarily run at the next opportunity just because you have configured it now.

- **Once** – Specify the date on which to run. If this date has passed, the task does not run. This can be useful to test running a task, such as a policy, overnight, without scheduling it to run regularly.

## Time to Process

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The options in the **Time to process** section specify whether to run the policy just once on the selected days (typically overnight) or run several times, in which case the policy starts at the given time and repeats at the given interval until the end time. You can specify a policy running across midnight in this way – for instance, you can have a task running hourly starting at 9pm and ending at 3am. The date is considered to be the date of the start of the block, i.e., 9pm, so you can configure a job running only on Saturdays from 9pm to 3am and it runs on Sunday morning.

If multiple tasks are scheduled to run at the same time, they will run one after the other. A typical configuration would be to have all tasks run at 3am – they will actually each be run in sequence starting at that time.

## Mail Results To

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You can send a success/failure report to specified users. To do so,

1. Click **Browse** to the right of the **Mail results to** field.
2. In the **Add mailboxes** dialog box, use **Ctrl-** and **Shift-**click to select multiple users, and then click **Add** to move those users to the **Selected mailboxes**.
3. Click **OK** to close the dialog.

## Schedule

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If a schedule is set for a policy, it becomes enabled for scheduling. If the schedule is set to Never then it is not enabled for scheduling.



## Figures

1. when\_to\_search.png

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