# Schedule a Policy
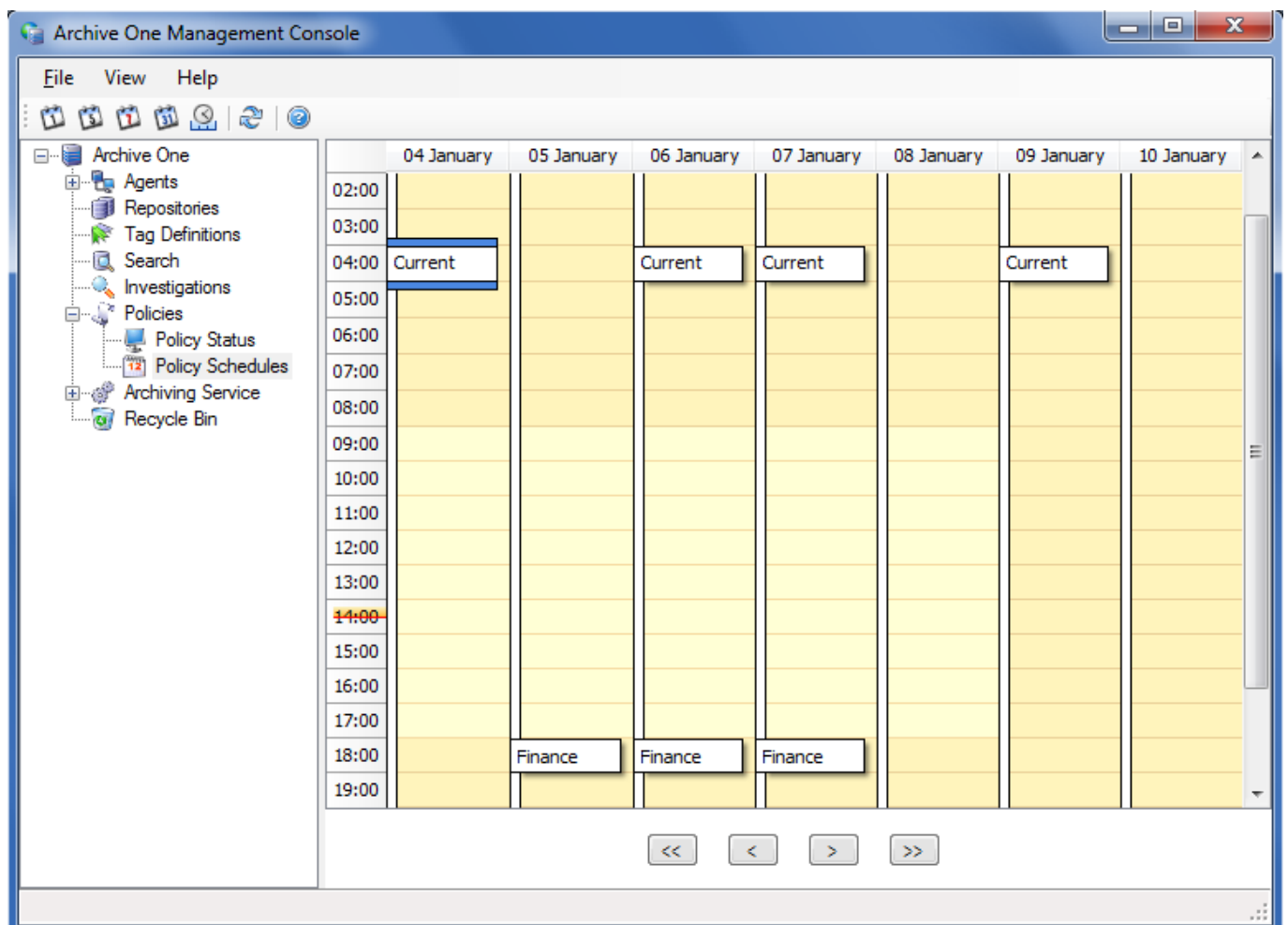
https://campus.barracuda.com/doc/48660858/

> This article refers to the Barracuda ArchiveOne for Files version 7.2.0 and higher.
>
> See Policies Node for additional information.

All policies can be executed immediately via the Management console, or you can define a schedule to run a policy at specified times of the day. A policy schedule allows you to control when ArchiveOne uses your server resources. For example, define a policy schedule to run archiving policies during periods of lower server activity such as weekends or outside your normal office yours. You can also use scheduling to coordinate with other system activities such as backup and anti-virus scanning.

You can view the current schedule of all policies from the Management Console, as shown in Figure 1.

**Figure 1. Scheduled Policy View.**

## Scheduling Modes

You can schedule a policy in one of the following modes:

- Daily – Every day of the week or weekends only;
- Weekly scheduling – Selected days with optional recurrence;
- One off scheduling

Each scheduling mode allows you to configure a policy start time. The policy is then executed at the specified time on the selected day and run until it is completed.

### Daily Scheduling Mode

You can configure a schedule to run every day until further notice or just on weekdays. Additionally, you can run a policy every $N$ days starting from the current day. For example, schedule your policy to run every three days. If you start on Monday, the sequence of subsequent runs is Thursday, Sunday, Wednesday, Saturday, Tuesday, and so on.

### Weekly Scheduling Mode

A weekly schedule allows you to run the policy on selected days. For example, you can specify your policies run on Mondays and Fridays only. You can also set up a recurrence for future weeks. For example, if you set the recurrence to run every four weeks, the policy would run for the current week and would then run on the fourth week after the current week.

### One Off Scheduling Mode

You can set up a one off schedule for a particular day. Once the policy has executed on that particular day, it will not run again until after you set another schedule.

**Figures**

1. scheduled_policies.png