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## Backup Schedules

<https://campus.barracuda.com/doc/77402613/>

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The schedule page allows the scanning for, and backing up of, new, and modified files at the following specific time intervals:

- By the minute
- Hourly
- Daily
- Weekly

The Schedule page displays start and end time options for interval-based backups for the following backup types:

- Files and Folders
- Physical Imaging
- Hyper-V Rapid Recovery
- VMware QuickSpin

#### By the Minute and Hourly Recurrences

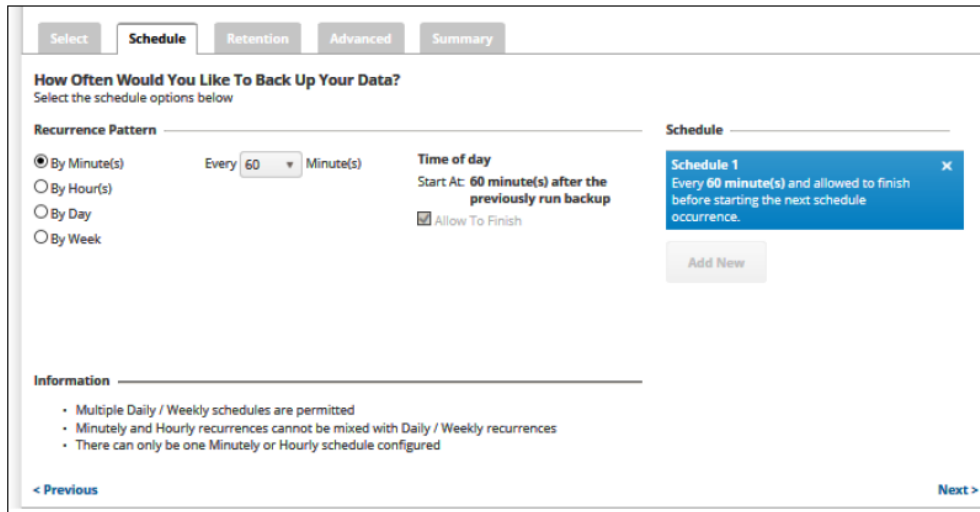
You cannot select a by the minute or an hourly recurrence with a daily or weekly schedule.

Only one by the minute or hourly recurrence can be scheduled.

You can select a recurrence pattern by minutes for the following intervals:

- 15
- 30
- 45
- 60
- 90
- 120

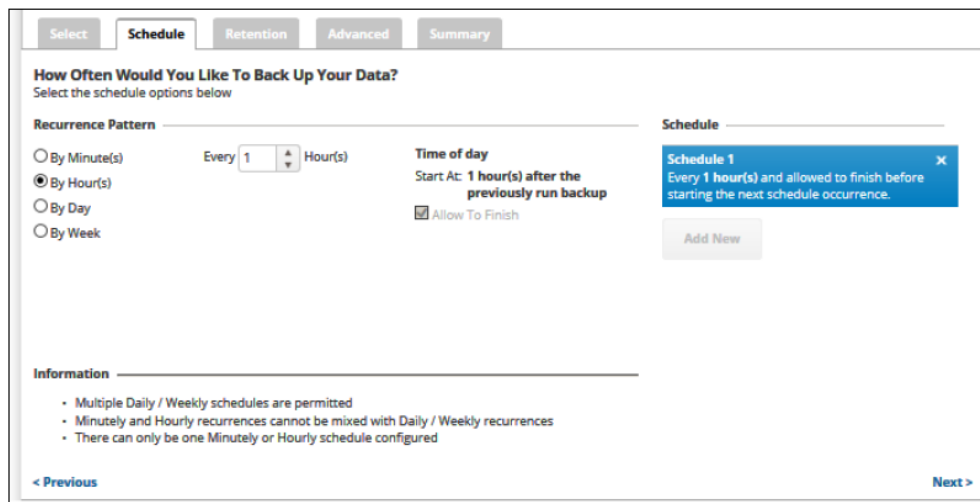
For a by the minute recurrence pattern, you may select any number of minutes. The default setting is 60 minutes, as shown below.



The screenshot shows the 'Schedule' tab of the configuration interface. The title is 'How Often Would You Like To Back Up Your Data?' with a sub-instruction 'Select the schedule options below'. Under 'Recurrence Pattern', 'By Minute(s)' is selected. The frequency is set to 'Every 60 Minute(s)'. Under 'Time of day', 'Start At: 60 minute(s) after the previously run backup' is selected, and the 'Allow To Finish' checkbox is checked. A 'Schedule' list on the right shows 'Schedule 1' with the description 'Every 60 minute(s) and allowed to finish before starting the next schedule occurrence.' and an 'Add New' button below it. An 'Information' section at the bottom lists: 'Multiple Daily / Weekly schedules are permitted', 'Minutely and Hourly recurrences cannot be mixed with Daily / Weekly recurrences', and 'There can only be one Minutely or Hourly schedule configured'. Navigation links '< Previous' and 'Next >' are at the bottom.

This option sets a backup to run every 60 minutes. The backup is allowed to finish before starting the next schedule occurrence.

For an hourly recurrence pattern, you can select from 1 to 999 hours. The default setting is 1 hour, as shown below.



The screenshot shows the 'Schedule' tab of the configuration interface. The title is 'How Often Would You Like To Back Up Your Data?' with a sub-instruction 'Select the schedule options below'. Under 'Recurrence Pattern', 'By Hour(s)' is selected. The frequency is set to 'Every 1 Hour(s)'. Under 'Time of day', 'Start At: 1 hour(s) after the previously run backup' is selected, and the 'Allow To Finish' checkbox is checked. A 'Schedule' list on the right shows 'Schedule 1' with the description 'Every 1 hour(s) and allowed to finish before starting the next schedule occurrence.' and an 'Add New' button below it. An 'Information' section at the bottom lists: 'Multiple Daily / Weekly schedules are permitted', 'Minutely and Hourly recurrences cannot be mixed with Daily / Weekly recurrences', and 'There can only be one Minutely or Hourly schedule configured'. Navigation links '< Previous' and 'Next >' are at the bottom.

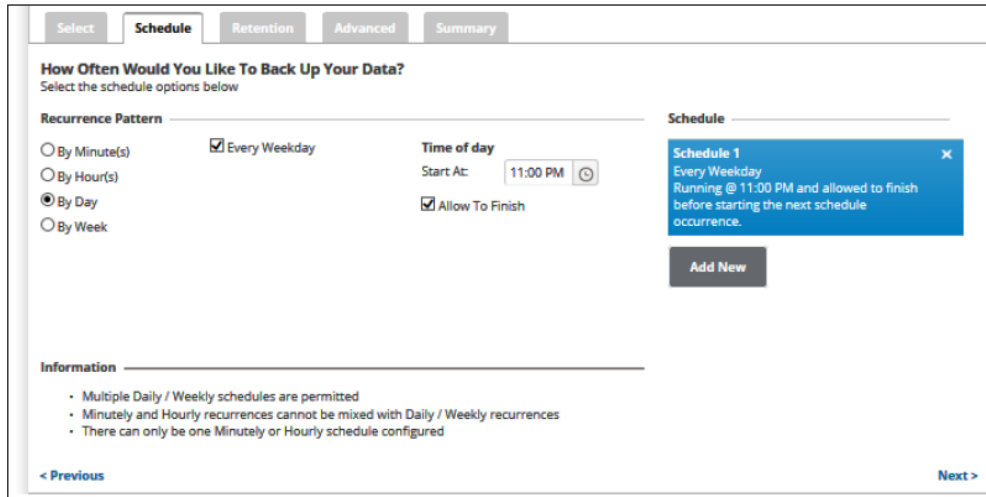
This option sets a backup to run every 1 hour. The backup is allowed to finish before starting the next schedule occurrence.

### Daily and Weekly

You can set multiple daily and weekly schedules.

You cannot select a daily or weekly recurrence with a by the minute or an hourly schedule.

The default setting for a daily recurrence is every day.



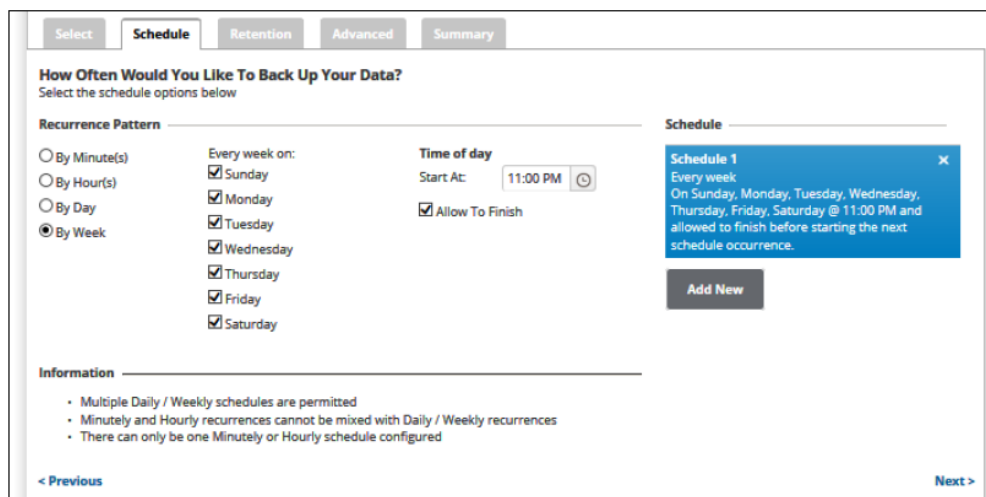
The screenshot shows the 'Schedule' configuration page. Under 'Recurrence Pattern', 'Every Weekday' is selected. The 'Time of day' is set to '11:00 PM'. A 'Schedule 1' summary box indicates it runs every weekday at 11:00 PM. The 'Add New' button is visible.

The default start time is 11:00 PM.

To set backups to run every day of the week other than Saturday and Sunday, select the **Every Weekday** check box.

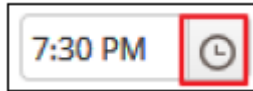
To set backups to run every day, clear the **Every Weekday** check box.

The default setting for a weekly recurrence is every week on every day.



The screenshot shows the 'Schedule' configuration page. Under 'Recurrence Pattern', 'Every week on:' is selected, and all days from Sunday to Saturday are checked. The 'Time of day' is set to '11:00 PM'. A 'Schedule 1' summary box indicates it runs every week on all days at 11:00 PM. The 'Add New' button is visible.

**Start and End times**



Select the clock icon to set Start and End times.

To display the End time option, clear the **Allow to Finish** check box.

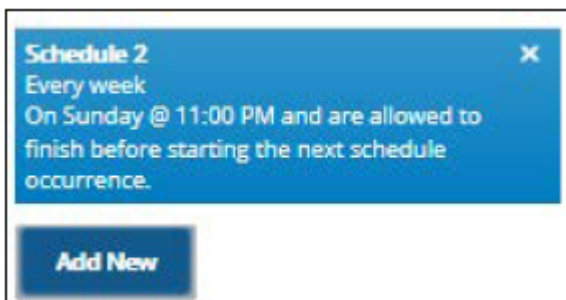
Setting an End time cancels a running backup at the set time even if the backup set is not completely backed up. You must schedule an End time that ends before the scheduled Start time.

Select the **Allow To Finish** checkbox to allow active backups to complete before starting the next scheduled backup. Allow To Finish runs the backup until completion regardless of End time.

### Adding a New Daily or Weekly Schedule

To add additional daily or weekly schedules, perform the following steps.

1. At the Schedule page, click the **Add New** button.  
The new Schedule is displayed, and the **Add New** button is highlighted.




2. Make your selections.  
The new schedule details are displayed.

### Editing Existing Daily or Weekly Schedules

To edit additional daily or weekly schedules, perform the following steps.

1. In the Schedule column, click the schedule details.  
The Schedule is highlighted.
2. Edit daily or weekly times.

The schedule is displayed in the Schedule column. Click the remove  icon to delete schedule.

## Figures

1. Schedule 1.png
2. Schedule 2.png
3. Schedule 3.png
4. Schedule 4.png
5. Schedule 5.png
6. Schedule 6.png
7. Schedule 7.png
8. Remove blue.png

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