SCHEDULE A BACKUP FOR DAILY UPDATE

After installing the Windows Server Backup Feature go to the "Tools Menu of the Server Manager", click on it and scroll down to the "Windows Server Backup."



Now the Local Backup Window will be opened. Then on the right hand side you will find an option for "Backup Schedule". Click on this option to create a Schedule for Backup.



Now a "Getting Started" page will be opened where some information about the Backup Schedule will be given. Click on Next button to continue.



Now on the next page you can select "Backup Configuration" that can be either "Full Server" or "Custom". If you select Full Server then a backup of the Full Server will be created and if you select the Custom feature then you will get an option to select the item for which you want to create a backup.



Here I have selected the "Custom" option. After that click on Next.

Step 3

Now you must **select the item** for which you want to create a backup. For that first click on "Add Items".

	Backup So	chedule Wizard	
Select Item	is for Backup		
Getting Started Select Backup Configurat	Select the items that yo you with the most optic	u want to back up. Selecting bare ons if you need to perform a reco	metal recovery will provide very.
Select Items for Backup	Name	*	
Specify Backup Time			
Specify Destination Type			
Confirmation			
Summary			
	<	Ш	
	<	III Add Items	Remove Items
	<	III Add Items	Remove Items Advanced Settings
	< Choosing what to include	III Add Items (de in a backup	Remove Items Advanced Settings

As you select the Add Items a new window will be opened from which you can select the items. Here I have only selected the System State.

Select Items	×
Specify items to include in the backup by selecting or clearing the associated have included in the current backup are already selected.	I check boxes. The items that you
Bare metal recovery System state Local disk (C:) Data (D:)	
	OK Cancel

On clicking the "Ok" button you will see the selected option in the Wizard Window.

	Backup Sched	ule Wizard		
Select Item	s for Backup			
Setting Started Select Backup Configurat	Select the items that you war you with the most options if	it to back up. Selecting you need to perform a	bare metal recovery.	recovery will provide
elect Items for Backup	Name			
pecify Backup Time	U System state			
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	<	III Add Iter	ms	Remove Items
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	< Choosing what to include in a	III Add Iter	ms [Remove Items dvanced Settings

Now you had to specify the "Backup Time" for creating a backup either Once a Day or if you want to create the backup more then once then you can select the second option and specify the frequency of the backup.

Specify Bac	ckup Time			
ietting Started ielect Backup Configurat ielect Items for Backup	How often and when do Once a day Select time of day:	9:00 PM	ackups?	
Specify Backup Time Specify Destination Type Confirmation	 More than once a da Click an available tir Available time: 	y ne and then click A	dd to add it to the Scheduled ti	e backup schedule. me:
Summary	12:00 AM 12:30 AM 1:00 AM 1:30 AM 2:00 AM 2:30 AM 3:00 AM 3:30 AM 4:00 AM 4:30 AM	Add >	9:00 PM	<
	Learn about more sche	duling options		

On the next page you must select the "Destination Type" that can be a volume of the computer, Hard Disk or any remote folder in the shared network. Here I have selected the second option, which is to create a backup on the volume of the computer.

20	Backup Schedule Wizard
Specify De	stination Type
Getting Started Select Backup Configurat Select Items for Backup Specify Backup Time Select Destination Type Confirmation Summary	 Where do you want to store the backups? Back up to a hard disk that is dedicated for backups (recommended) Choose this option for the safest way to store backups. The hard disk that you use will be formatted and then dedicated to only store backups. Back up to a volume Choose this option if you cannot dedicate an entire disk for backups. Note that the performance of the volume may be reduced by up to 200 percent while it is used to store backups. We recommend that you do not store other server data on the same volume. Back up to a shared network folder Choose this option if you do not want to store backups locally on the server. Note that you will only have one backup at a time because when you create a new backup it overwrites the previous backup.
	Choosing a storage location Choosing a storage location < Previous Next > Finish Cancel

On the next page you need to select the **Destination Volume** on which you want to create the backup. For that first click on the "Add" button and then select the destination volume.

20	Ba	ckup Schedule Wizard			x
	Add volumes				ſ
Select Det	Volume	Disk	Capacity	Free Space	
Getting Started Select Backup Configurat Select Items for Backup Specify Backup Time Specify Destination Type	Data (D-)	WUC WD16004403-00W	33.40.36	TS. T LED	
Select Destination Volume Confirmation Summary			OK	Cancel	
	Offsite backups	using multiple destinations		Add Remov	/e
		< Previous Next >	Finish	Cancel	

Now you will see your selection on the Wizard. After that click on Next.

0	Backu	p Schedule Wizard		×			
Select Dest	ination Volume						
Getting Started Select Backup Configurat	Select one or more disks if you want to	Select one or more volumes to store your backups. Use multiple volumes in different disks if you want to store backups offsite.					
Select Items for Backup Specify Backup Time Specify Destination Type	Volume Data (D:)	Disk WDC WD1600AAJ	Capacity 93.40 GB	Free Space 15.71 GB			
Select Destination Volume	<i>E</i>						
Confirmation Summary							
	h			Add Remove			
	Offsite backups usi	ing multiple destinations					
	< 1	Previous Next >	Finish	Cancel			

Now a "Confirmation Page" will be opened that will show you the full configuration of the selection you made.

9	Ва	ckup Schedu	ule Wizard		
Confirmati	on				
Setting Started Select Backup Configurat Select Items for Backup Specify Backup Time Specify Destination Type	You are about t Backup times: Files excluded: Advanced opti Backup destina	o create the fol 9:00 PN None on: VSS Co	lowing backup sch A py Backup	edule.	
alact Dectination Volume	Name	Size	Used Space		
onfirmation	Data (D:)	93.40 GB	77.69 GB		
ûummary	Backup items				
	Name		•		
	() System	n state			
	[< Previous	Next >	Finish	Cancel

On clicking the "Finish" button a "Summary Page" will be opened that will show the status of your backup.

	Backup Schedule Wizard
Summary	
Getting Started Select Backup Configurat Select Items for Backup Specify Backup Time Specify Destination Type Select Destination Volume Confirmation	Status: You have successfully created the backup schedule. Your first scheduled backup will happen at 3/18/2013 9:00 PM.
Summany	
	< Previous Next > Close Cancel