

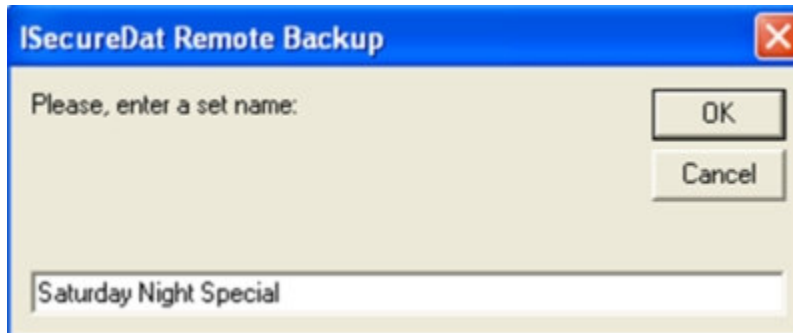


# **Backup Sets**

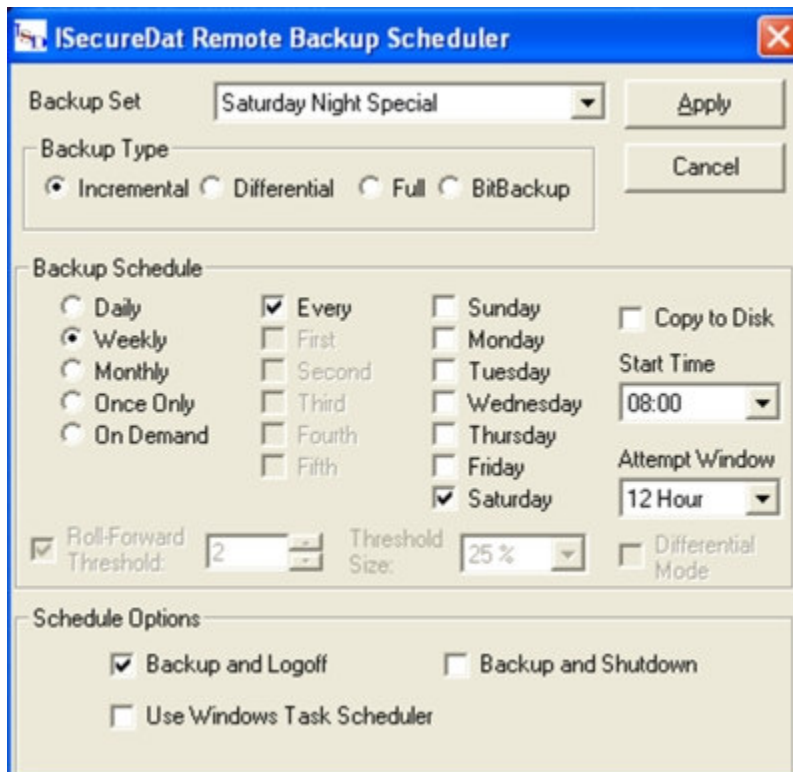
How to Create & Delete Backup Schedules



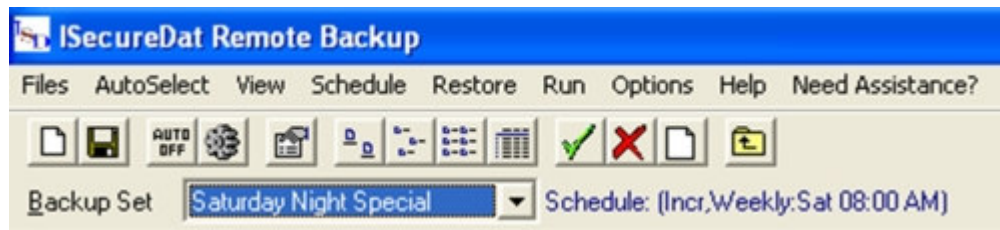
3) Enter a descriptive name for your new set. This should be something that has meaning to you and to others who may be involved with the backups at some time, either in file restoration or backup selection. It could be by department, a specific subnet like the "Accounting Department" subnet, or even by specific servers serving a particular group of workstations like the engineering department.



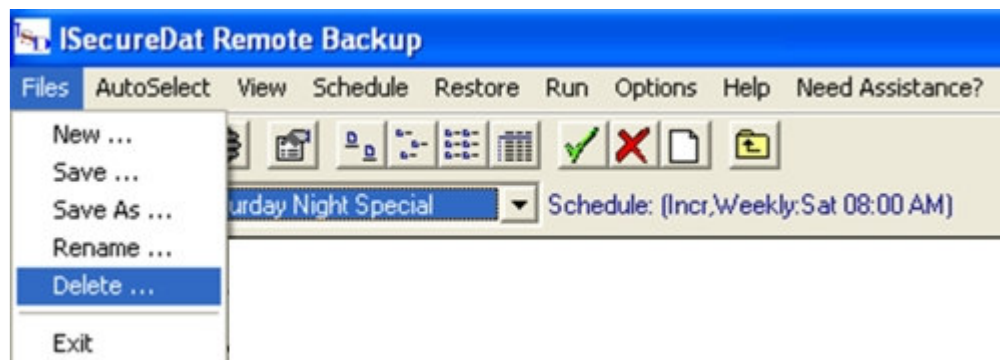
4) The schedule options are then opened where you set the type of backup you want and frequency of backups. For a better definition of each backup type go to: [what are the different types of backups?](#)



5) Once completed, your new schedule will be displayed in the Backup Set box. From here you can select the files (and folders) you want in this set. To select a different set, simply click the down-arrow on the right side to select the set you wish to edit and make adjustments as needed.



6) Deleting a schedule is done by simply pick the schedule you want to remove in the Backup Set box. Click **Files** and select **Delete** from the drop down menu.



7) You will be given the option of deleting the files associated with this schedule from the ISD server as well. Make this choice wisely, ISD cannot undelete these changes.

