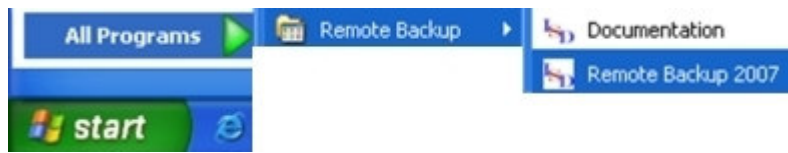


How to Create & Delete Backup Schedules

Creating a new schedule allows you to control which files and folders go into which group. It also allows you to remote backup different computers, departments, or data files at a time that best suites your needs. Since all that is required is a mapped drive to your server, internal backups and data processing throughout the day can be segregated to different areas of the server. A schedule can then be created to remote backup that area of the server as required.

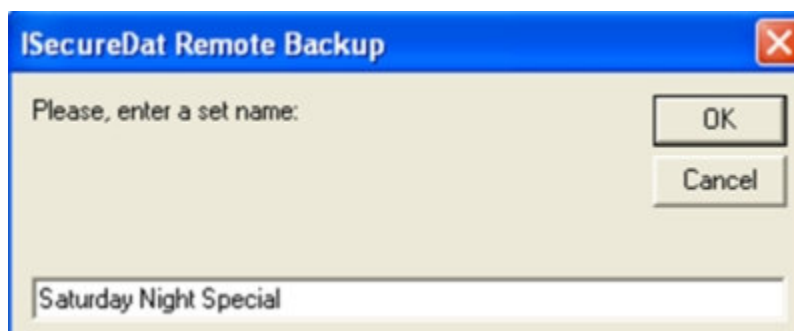
Load your ISD application by either double clicking the icon in the lower right tool bar or click the “Start” button, go to “All Programs”, find the **Remote Backup** folder. Allow it to expand then click the **ISD Remote Backup 2007** program execution link.



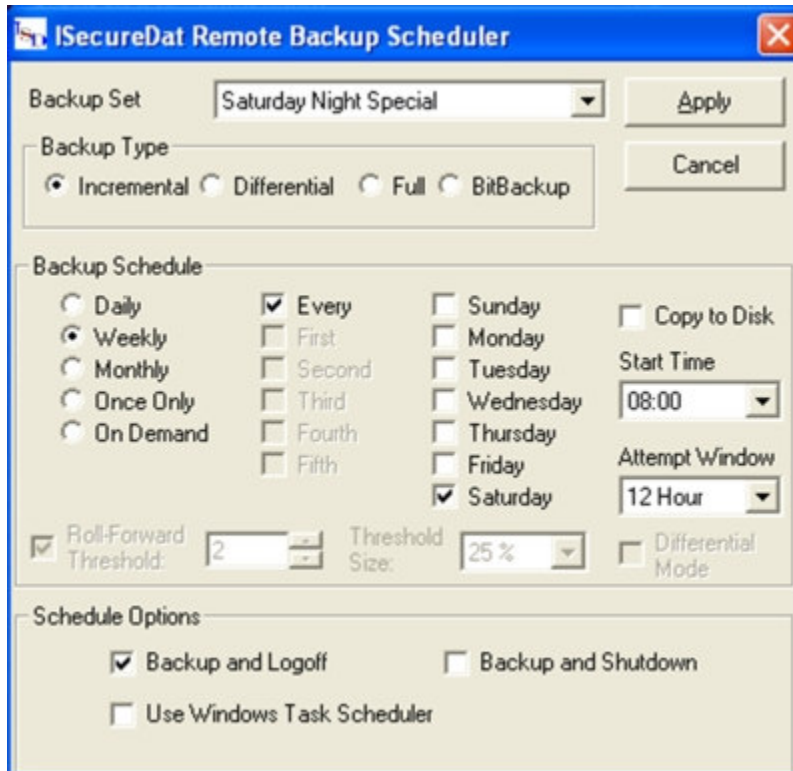
To create a new schedule click **File** then click **New**.



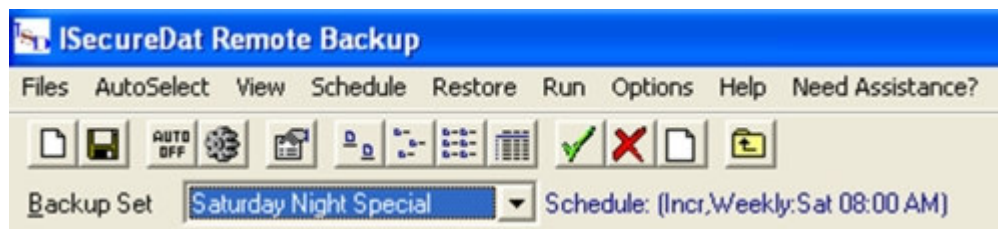
Give your new schedule a meaningful name like *Accounting Department Backup*. Click **ok**



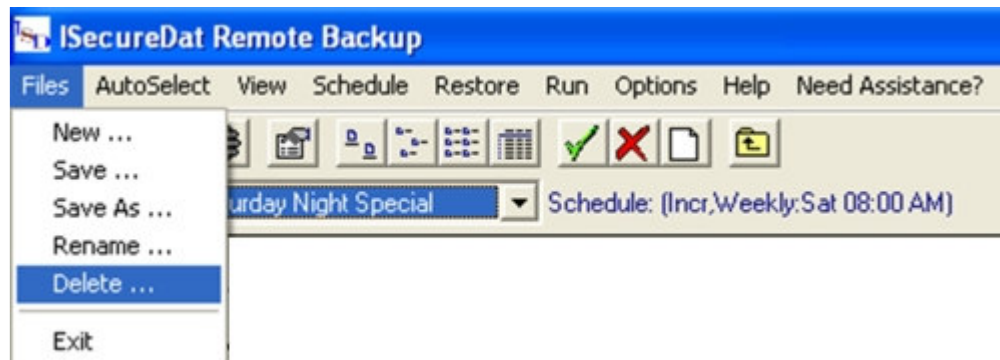
The schedule options are then opened where you set the type of backup you want and frequency of backups. For a better definition of each backup type go to: http://www.isecuredat.com/faq_client.html and select the “what are the different types of backups?”



Once completed, your new schedule will be displayed in the Backup Set box. You can use the down arrow to select a schedule and then make adjustments to it as needed.



To delete a schedule, simply pick the schedule you want to remove in the Backup Set box, click the **Files** and select **Delete** from the drop down menu.



Deleting a schedule also gives you the option to have the files associated to this schedule removed from the ISD server as well. Make this choice wisely.

