

Create a backup policy

The SQLsafe Backup Policy wizard allows you to create backup maintenance plans across your enterprise. A SQLsafe Backup Policy is defined as a set of databases for which a set of backup operations will be performed according to a defined schedule. If you choose to create backup jobs for this policy, SQLsafe creates SQL Server jobs for the specified backups.

How do you access the Backup Policy wizard?

You can access the Backup Policy Wizard from any of the following paths:

- Go to the task bar, click **Create Policy** and then choose **Backup Policy**.
- On the Policies tab, click **Create New Policy** located on the **Operation Summary** section of the **Backup Policies Status** window. This option is only available before you create your first backup policy.
- On the Policies tab, right-click the Backup Policies folder and select **Create Backup Policy**.
- From any tab, go to the **File** menu, select **Create Policy** and then **Backup Policy**.
- You can also find this option on the **SQLsafe Today** view, by going to the **Common tasks** and then selecting **Create New Policy**.

To get started with the Backup Policy wizard:

1. Name the policy.
2. Select the databases you want to back up.
3. Select backup options.
4. Specify where you want to store the backup files.
5. Schedule when and how often you want the backup to occur.
6. Get email notifications about the policy status.