Selecting Databases

Use the **Membership** tab of the SQL Safe Backup Policy Wizard to select which SQL Server instances and databases you want to monitor with this policy.

Follow these steps to select your instances and databases:

1. Click **Add/remove Instances** and choose the instances from where you want to backup databases. Click **OK**.
2. For each selected SQL Server instance, define which databases SQL Safe will take into account for this policy. You can select from the following options: **All Databases**, **All User Databases**, **All System Databases**, **Specific Databases**. When choosing one of the database options, the policy will automatically include the relevant databases as they are added on the server and the Edit Database Selection window opens.

   - In the Edit Database Selection window some options are available depending on the databases you chose in the previous step. You can use the WildCard option or the Manually option to exclude or include specific databases from your backup.

   > ⊘ When you use the WildCard options:
   >
   > - **%** or * - substitutes one or more characters
   > - _ - substitutes a single character
   > - \\ - type double backlash to avoid it acting as the escape character
   > - [abc] - searches for abc
   > - [^abc]- searches and matches for those characters that are not abc
   > - [a-c] - searches and matches a, b, or c

3. Click **OK**.

Once you select your databases, click **NEXT** to configure your backup options.

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