# Configuring schedule

The **Schedules** tab of the SQL safe Backup Policy Wizard allows you to schedule the frequency and duration of your backup operations. For each backup type, enter the appropriate information in the schedule fields according to your backup requirements.

You can specify when your operation will begin, how frequently backup jobs will be executed, and the respective duration of these operations. You can also choose to run the operation "On Demand," allowing you to manually execute the associated jobs with your preset options.

Each backup operation can have a different schedule. For instance, perhaps you decide you want to run full backups monthly, differential backups once a week, and transaction logs during business hours every day.

How do you know what frequency to set?

The schedule of your operations should be determined by how much data you can afford to lose in the event of a catastrophic failure. The schedule should be developed in agreement with your backup strategy. For example, for lab or development instances, you may want to schedule on-demand or have weekly backups. For critical production instances, you may want to schedule full backups every day with transaction log backups every hour.

How do you set the schedule?

You can set up a schedule by defining the following options:

| Field | Description |
| --- | --- |
| Occurs | Unit of Frequency:<br><br>   ○ On Demand<br>   ○ Daily<br>   ○ Weekly<br>   ○ Monthly |
| Daily Frequency | Time of day:<br><br>   ○ Occurs once at `HH:MM:SS AM/PM`<br>   ○ Occurs every `N` Hours/Minutes starting at `HH:MM:SS AM/PM`, ending at `HH:MM:SS AM/PM` |
| Duration | Length of time:<br><br>   ○ Start date `mm/dd/yyyy`<br>   ○ End date `mm/dd/yyyy`<br>   ○ No end date |

ⓘ  When an operation does not occur as scheduled, the backup policy will consider it "missed."  SQL Safe can notify you about this missed operations if you configure this respectively.

Once you configure the schedule of your backup operations, click **NEXT** to configure notifications .

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