

Turns the Full System Backup schedule On or Off. If you choose Off, the specified time is saved until you wish to turn the scheduled Full System Backup On again.

Lists the currently selected time for your Full System Backup to run.

Saves all the changes you have made without closing this dialog box.

Lists the items that are currently scheduled.

**Note:** Full System Backup cannot be erased.

Lists what happened the last time each scheduled item was run. For example: when, successful, not successful.

Select the executable file (such as a fileset that you created \*.FST) that you wish to run at the scheduled time. Either type it in or use the Browse button.

Click on this button to display the Explorer so that you can select the item that you wish to schedule.

Type a description of the scheduled item for reference.



Click on these buttons to indicate which day(s) of the week the scheduled item should run.

Click on these buttons to set the time of day and indicate AM/PM (if not in 24-hour time) for the scheduled items to run.

Click Help Topics to return to the list of topics.

### **Adding your own scheduled item**

1. Click the What's Scheduled tab.
2. Click the Add Schedule... button.
3. Select the item to be scheduled and specify the day(s) and time in the Schedule Item window. Any executable (\*.exe file) or associated file (for example, \*.bmp files automatically open Paint) will work.

**Note:** Schedule only one item for any minute.

4. Click the OK button to return to the What's Scheduled list.
5. Click OK to save your changes and minimize Colorado Scheduler.

### Turning on Automated Daily Backups

- 1 Click the Automated Daily Backup tab.
- 2 Click the **On** button.
- 3 Click Apply to save your changes  
or  
Click OK to save your changes and minimize Colorado Backup.
- 4 Automated Daily Backup will backup your entire system (including the registry file) each day at the designated time.

**Note:** At the scheduled time, make sure that:

- your computer is turned on
- Windows 95 is running
- Colorado Scheduler is running
- your tape drive contains a formatted tape with enough room to backup all your local drives

## Running a scheduled item

- 1 [Add any item to the list.](#)
- 2 At the scheduled time, make sure that:
  - your computer is turned on
  - Windows 95 is running
  - Colorado Scheduler is running

**Changing a schedule**

- 1 Click the What's Scheduled tab.
- 2 Highlight the item whose schedule you wish to change.
- 3 Click the Modify Schedule button.
- 4 Make any desired changes on the Schedule Item window.
- 5 Click the OK button to return to the What's Scheduled list.
- 6 Click OK to save your changes and minimize Colorado Scheduler.

**Verifying that the scheduled item worked**

- 1 Click the Schedule Results tab.
- 2 Find the scheduled item that you wish to verify.
- 3 Read the information about the last time that this item was run.



