

# How to create a snapshot schedule

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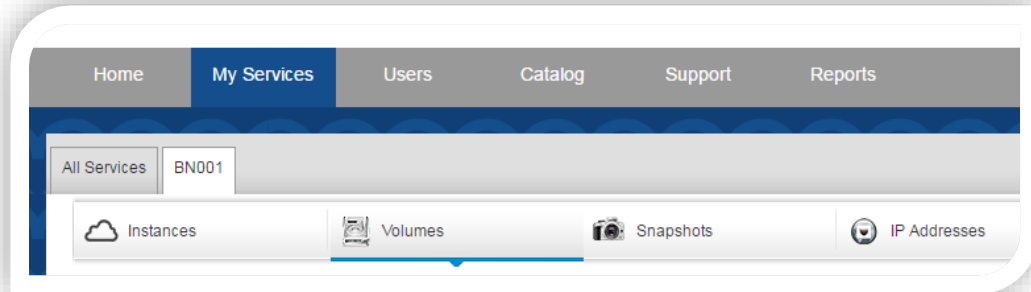
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## I. General

- Regarding the Snapshot Schedule function, please note that:
  - o It can only be used with volumes
  - o It can only be performed if NO existing VM snapshot

## II. Where to create snapshot schedule

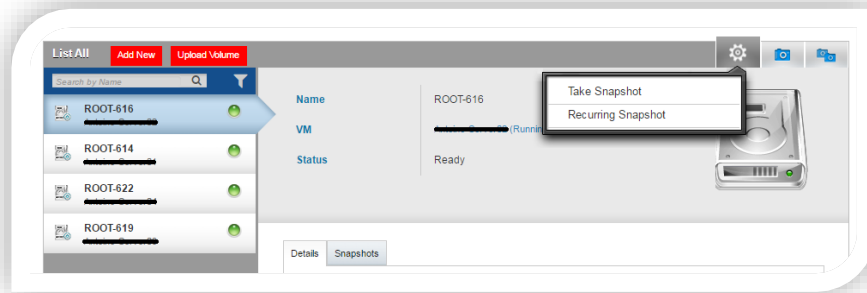
- Go to: <https://myportal.leapgio.cloud/>
- Login with your credentials
- Click on **GIOCloud Portal** on the horizontal top menu
- On the **GIOCloud Portal** click on the **My Services** tab located on the top horizontal menu
- Click on **Manage Resources**
- Click on the **Volumes** tab



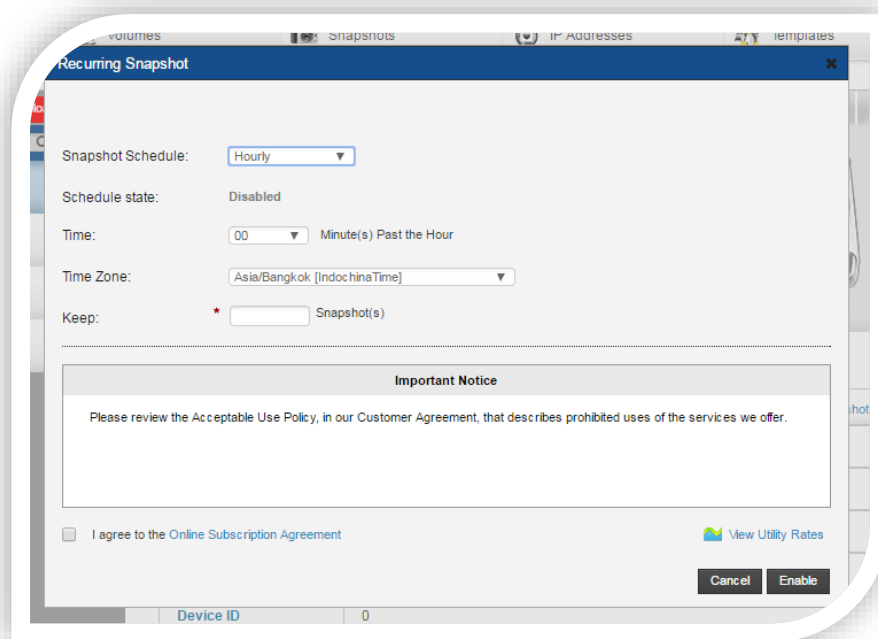
## III. How to use the snapshot schedule function

### A. Create a schedule

- Select the **volume** from the left menu which you need to schedule a snapshot for
- Click on the **gear icon** and select **Recurring Snapshot**



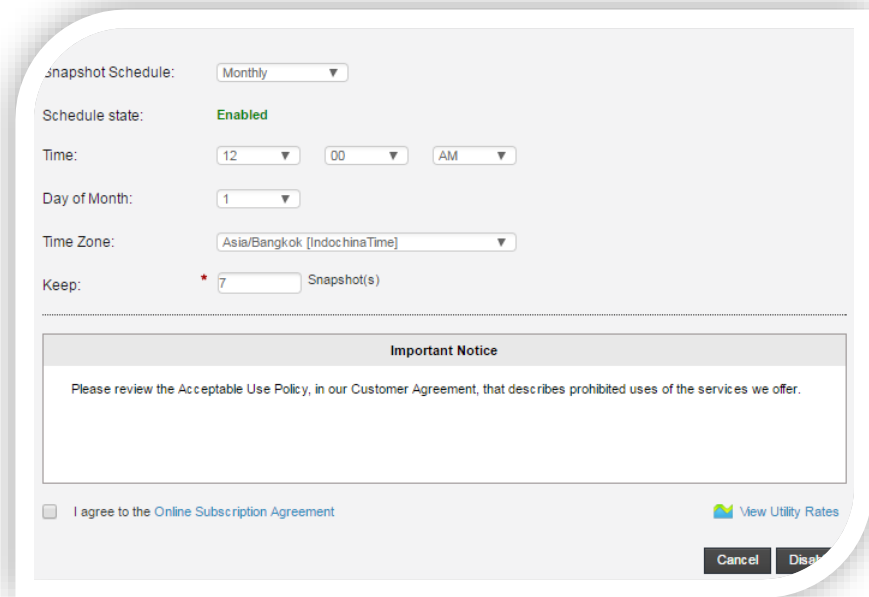
- On the next window that pops-up, you need to provide:
  - o The type of snapshot schedule: Hourly, Daily, Weekly, or Monthly
  - o Schedule state: **Disabled** if no schedule has been created yet. Once created, it will show **Enable**
  - o The time: An exact time can be chosen (for Daily, Weekly, or Monthly) or a number of minutes past the hour (for Hourly)
  - o The day/day of the week: Only if you have chosen a Weekly or Monthly schedule
  - o The time zone
  - o The number of snapshots to keep before deletion (the retention period): Maximum is 7
- Once the fields are all filled up, check that **you agree on the terms** and click **Enable**



- Once Enabled, the schedule snapshot will be performed based on your requirement.

## B. Disable a schedule

- If you need to disable a schedule snapshot, select a volume and click on **Recurring Snapshot**. You will then see if a schedule snapshot is **Enabled** or not on the **Schedule State** field. To disable, just click on **Disable**.
- In the below example, the **Monthly** Scheduled Snapshot is **Enabled**, so it can be **Disabled**.



Snapshot Schedule: Monthly

Schedule state: **Enabled**

Time: 12 00 AM

Day of Month: 1

Time Zone: Asia/Bangkok (IndochinaTime)

Keep: \* 7 Snapshot(s)

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