



Scheduling a backup or changing backup frequency

SaaS Backup For Salesforce

Rachel Lithman
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If you add a Sandbox Instance in SaaS Backup for Salesforce, by default, all data in the Sandbox is unprotected until you manually move it to a protected backup tier. After data in your Sandbox or Production Instance is protected, you can choose at any time to move it to a different backup tier.

Steps

1. From the left-pane navigation, click **Services**.



2. If you want to move an organization in your Production Instance, click **Production Instances**.



If you want to move an organization in your Sandbox Instance, click **Sandbox Instances**.



3. Select the correct instance category for the organization you want to move.
 - Click the number above **PROTECTED INSTANCES**, if the organization you want to move is currently protected by a backup policy.
 - Click the number above **PENDING INSTANCES**, if the backup status of the organization you want to move is pending,
 - Click the number above **UNPROTECTED INSTANCES**, if the organization you want to move is currently unprotected by a backup policy.

4. Select the new tier.

Only tier 2 and tier 3 backups are available for Sandbox Instances. Sandbox Instances cannot be backed up under the tier 1 policy. Production Instances can either be in the tier 1 policy or unprotected. Production Instances cannot be backed up under the tier 2 or tier 3 policies.

The organization is moved to the new backup tier.

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