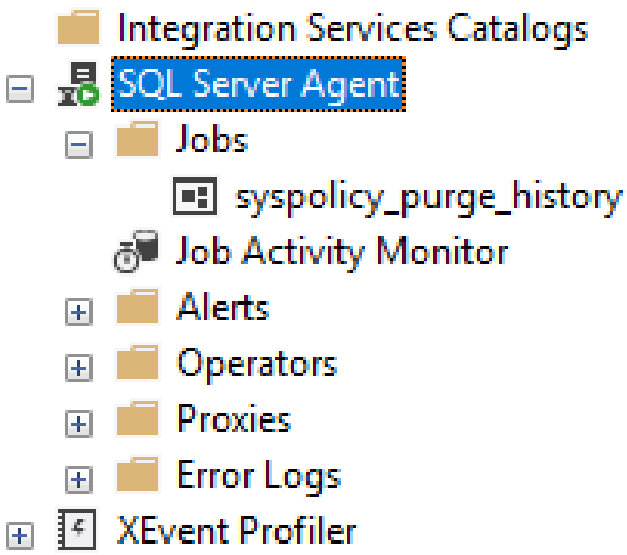
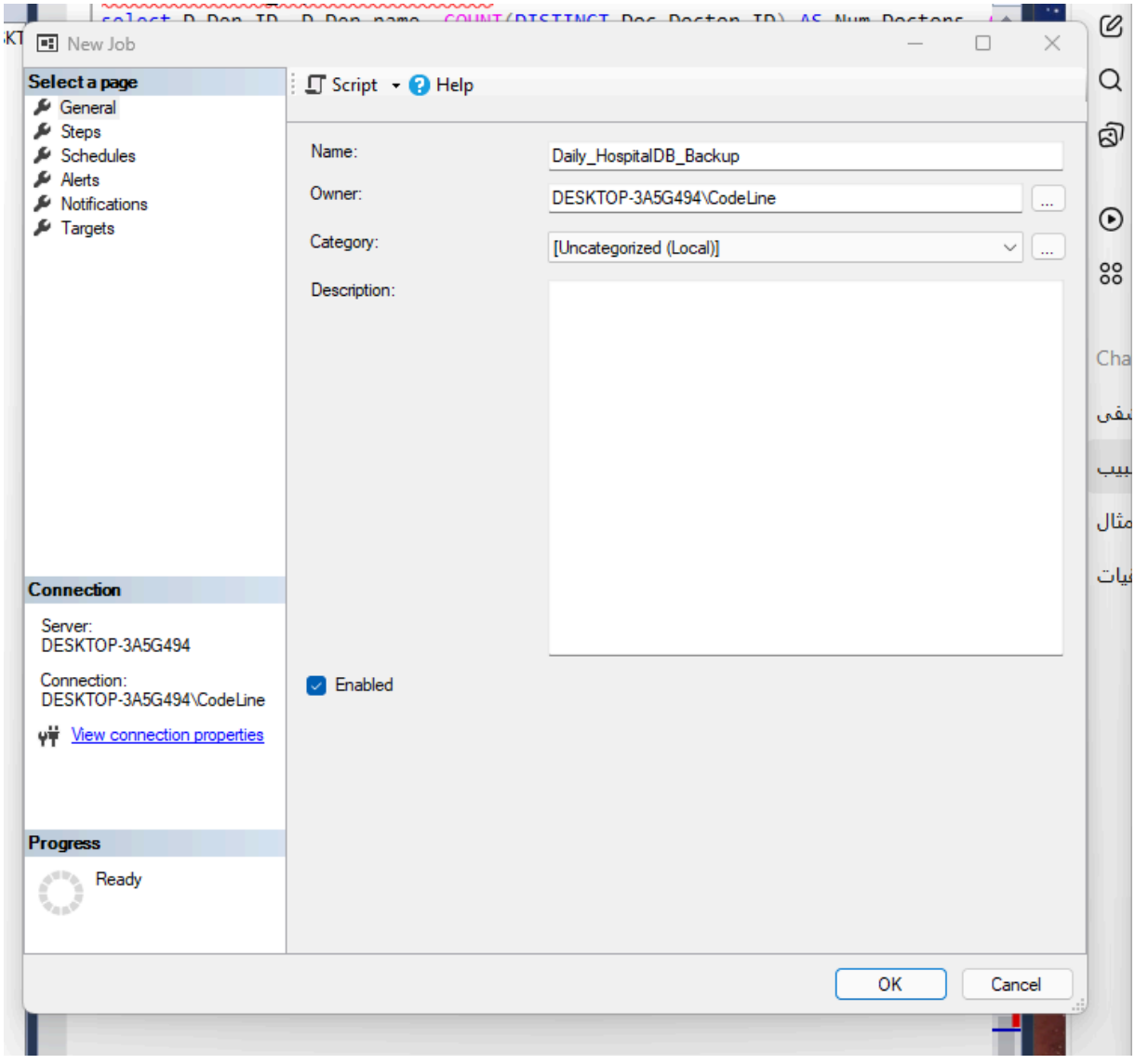
1. Open SQL Server Agent

- Connect to your SQL Server instance with sufficient privileges



2. check SQL Server Agent is Running

- right-click on it and choose Start.
- then create new job. Right-click on SQL Server Agent → Select New Job
- job name: Name: Daily_HospitalDB_Backup
- then click ok

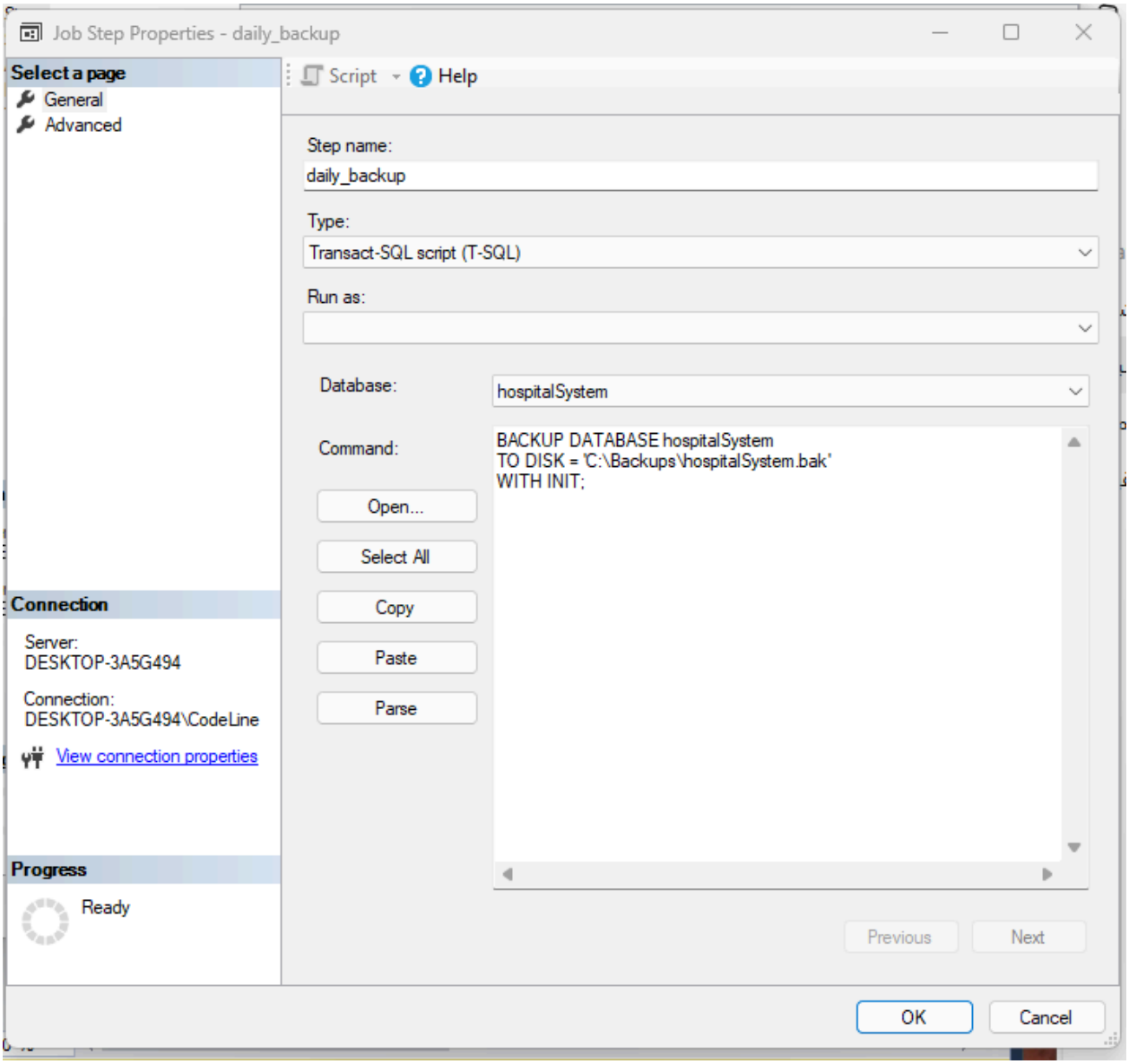


3- Add a Step to Perform the Backup

- Go to the Steps page (left side) → Click New...
- Step name: daily_backup
- Type: Transact-SQL script (T-SQL)
- Database: Choose hospitalSystem
- Command:

```
BACKUP DATABASE hospitalSystem
TO DISK = 'C:\Backups\hospitalSystem.bak'
WITH INIT;
```

- then click ok



4- Schedule the Job

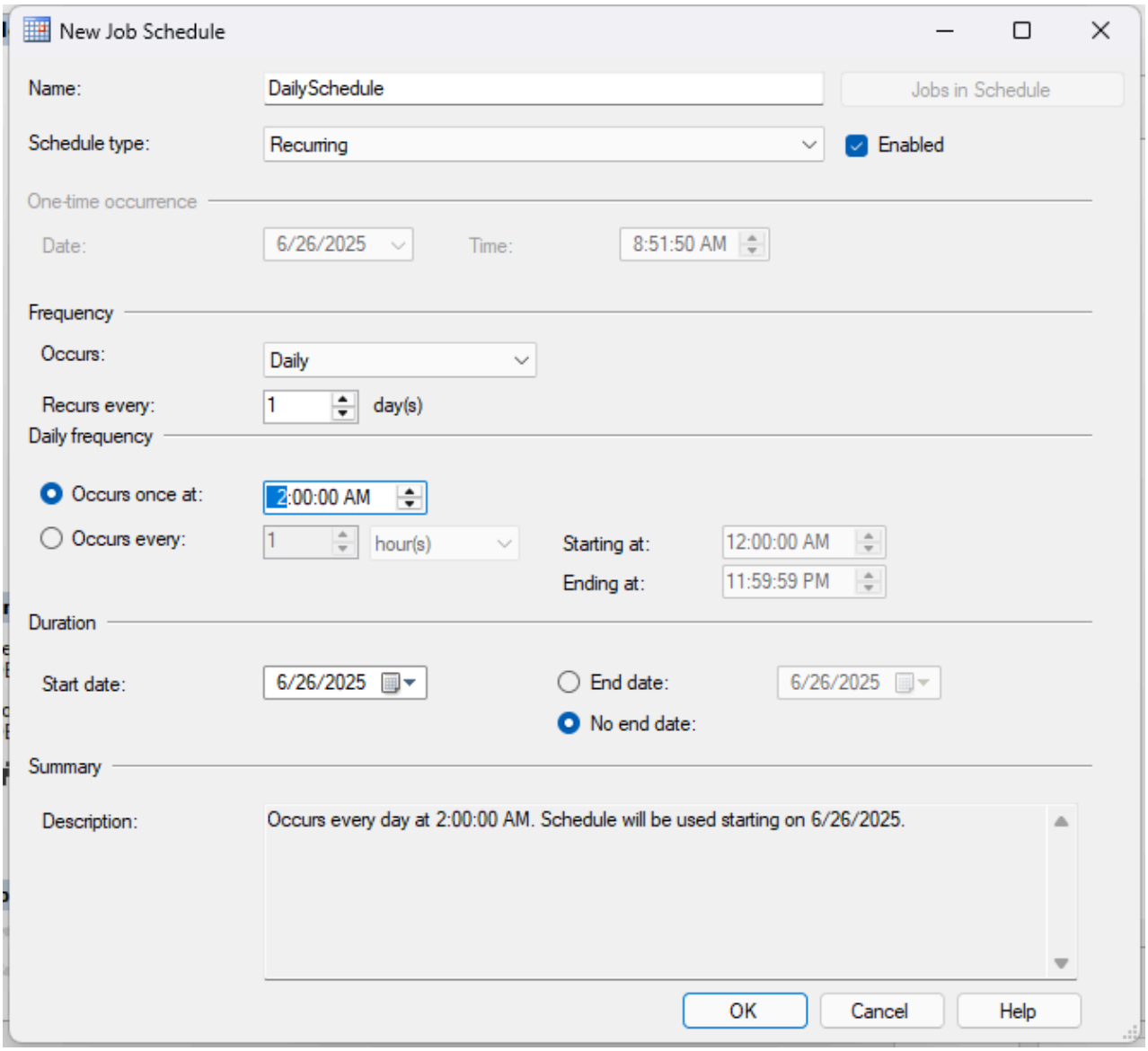
- Go to the Schedules page → Click New
- Name: DailySchedule
- Schedule Type: Recurring

Frequency:

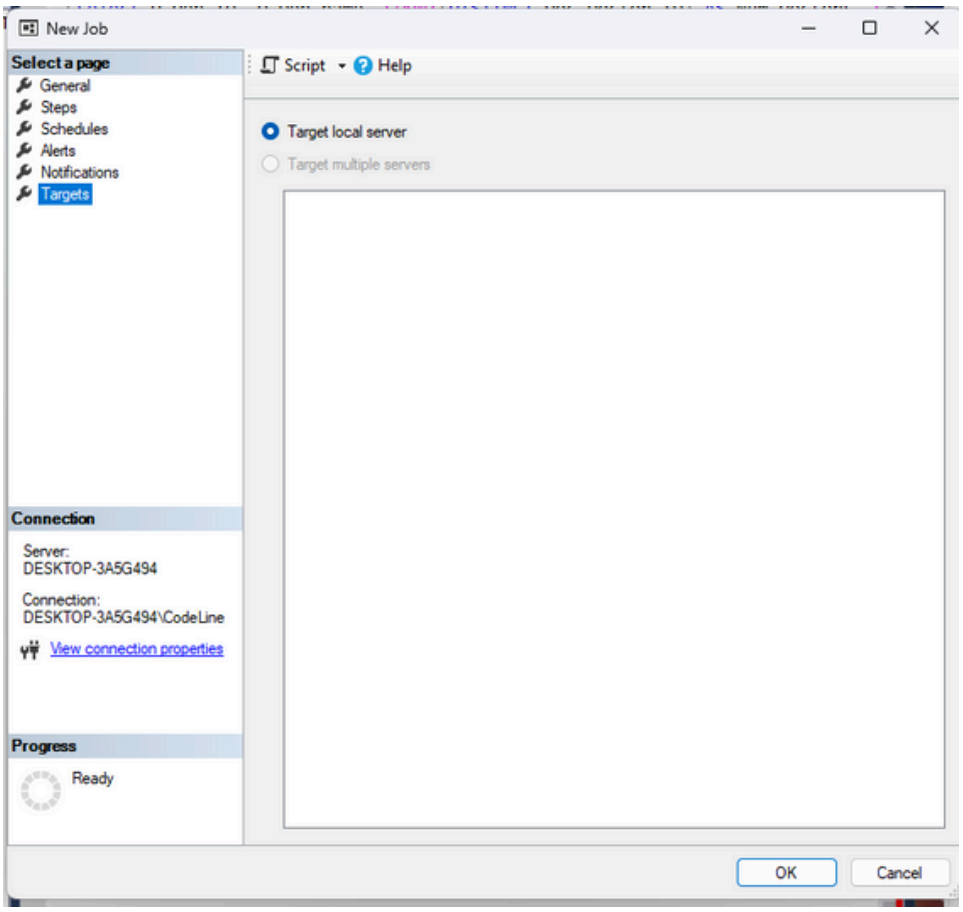
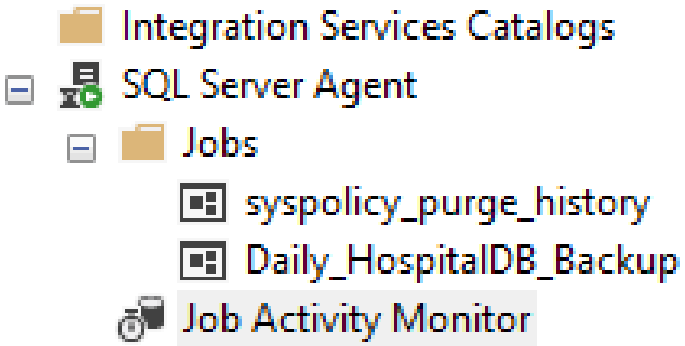
- Occurs: Daily
- Recurs every: 1 day

Daily Frequency:

- Occurs once at: 2:00:00 AM
- then Click OK



Set Job Target (Optional)
On the Targets page, ensure the correct server is selected



Save and Test the Job