



Focus University Instructional Guide

Topic: Master Schedule Snapshots

The Master Schedule Snapshots screen is used to restore the master schedule and student schedules from system backups or manually created backups during the scheduling process. System backups are created automatically based on the [scheduled job](#) "Master Schedule Snapshots." This is set to run every hour but can be modified as needed. Manual backups can be created as needed. Hourly system backups are saved for 24 hours. Daily system backups are saved for 2 weeks. Manual backups are saved for 6 months.

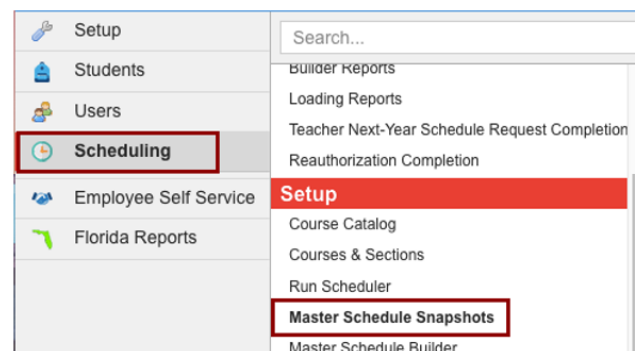
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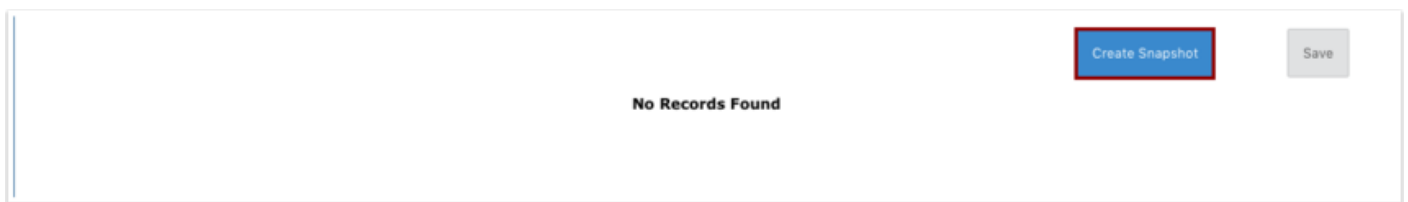
Creating a Manual Snapshot

Manual snapshots can be created as needed. Before making a change that could significantly affect the master schedule and student schedules, create a snapshot so that the schedules can be restored back to a previous point.

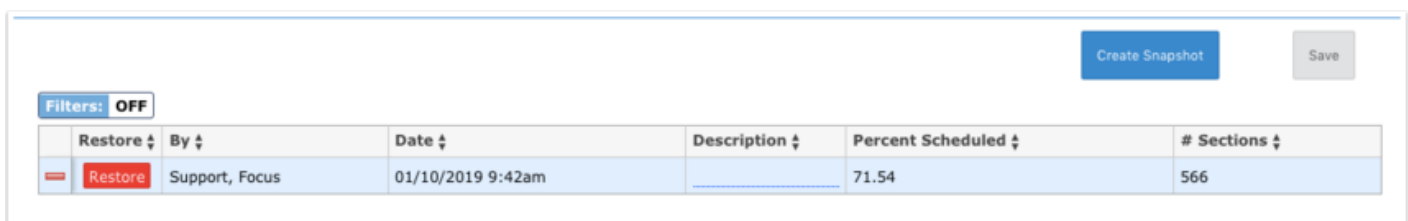
1. In the **Scheduling** menu, click **Master Schedule Snapshots**.



2. Click **Create Snapshot** at the top of the screen.



The snapshot is created and added to the list. The user who created the snapshot, the date and time the snapshot was created, the percent of students scheduled, and the number of sections in the master schedule are displayed.





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3. To add a description to the snapshot, click the **Description** field and enter the text.

Entering a useful description is recommended so that you and others involved in scheduling will know what this snapshot will restore.

4. Click **Save**.

Restore	By	Date	Description	Percent Scheduled	# Sections
☐	Support, Focus	01/10/2019 9:48am	fore doing A/B days	71.54	566

Restoring the Master Schedule and Student Schedules

1. Next to the snapshot you want to use, click **Restore**.

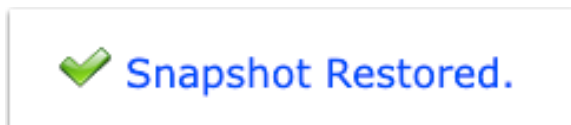
Restore	By	Date	Description	Percent Scheduled	# Sections
☐	Support, Focus	01/10/2019 9:42am		71.54	566

2. In the pop-up window, select **Master Schedules**, if needed.

Selecting Master Schedules will revert the master schedule to the snapshot. Student Schedules is always selected by default. This will revert student schedules to the snapshot.

3. Click **Yes** to continue.

A green check mark and confirmation message is displayed at the top of the screen.



Please select the schedule types to restore:

- ☒ Master Schedules
- ☒ Student Schedules

Are you sure you want to continue?

Cancel Yes

Deleting a Snapshot

1. Next to the snapshot you want to delete, click the red minus sign.

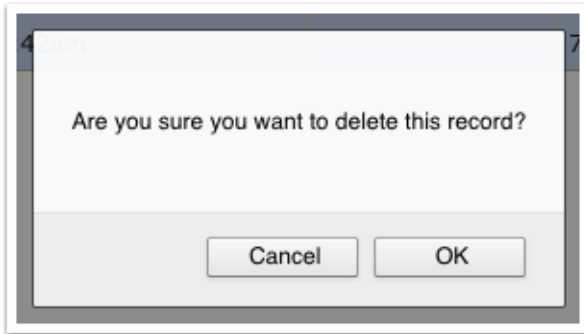
Restore	By	Date	Description	Percent Scheduled	# Sections
☐	Support, Focus	01/10/2019 9:42am		71.54	566



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2. In the confirmation message, click **OK**.



3. Click **Save**.

Create Snapshot

Save

Filters: OFF

Restore	By	Date	Description	Percent Scheduled	# Sections
Restore	Support, Focus	01/10/2019 9:42am		71.54	566