

## Tutorial - A Simple Backup

<https://campus.barracuda.com/doc/43844031/>

For some organizations, a simple backup of selected files to a local backup device may be sufficient for many needs. A simple backup can also illustrate many additional backup features. Organizations with more complex needs can use this simple backup as a starting point from which to explore the more advanced capabilities of Yosemite Server Backup.

To perform a simple backup

1. Make sure the device is powered up. Insert a blank piece of media. You do not need to format the media. If necessary, Yosemite Server Backup formats media when it runs the job.
2. Start the Administrator. The initial view shows a list of tasks to choose from. Double-click the **Backup** icon to start creating a backup job.
3. Enter a job name, such as "My First Backup," and click **OK**. The job name can be a simple friendly name that can be used to recognize a job.
4. Select folders and files to back up. Navigate down the network, machine, and file system to locate the files that you want to back up. Check the box to select the files/folders to be backed up. By selecting the check box next to a folder, you select all subfolders and files within the container.

The top left section of a job's **Properties** page is called the Task bar. It shows the different configuration tasks available to fully configure a job. Default values are supplied for many of the settings so you don't have to visit all of them. A bold label highlights your current position.

5. Select the device to which you want to backup your files. Click on the **Devices** link in the Task bar.

You can click on the + sign to the left of a device type (e.g., **Tape Devices**) to display all available devices of that type. If not already selected, select the device you want to use for the current backup by clicking the associated check box. The Device View allows you to locate and select devices by type, regardless of where they are in the network. The Network view allows you to locate select devices on specific machines. If you select a class of devices, like Tape Devices, the job selects from all available devices in the class when the job runs, even if a drive was not available when the job was created.

Click **Encryption** in the Task bar if you want to change the default encryption or compression settings. By default, encryption is off and compression is on. For more information, see [Configure Encryption and Compression](#).

This option should be used with care. It requires an encryption passphrase. If you lose the passphrase, you will not be able to recover your data.

6. Click on the **Configuration** link to view your job settings, the media that the job will use, and how the media will be formatted. For this example, accept the default settings. For more information on backup job options, see [Step 4 - Configure Backup Schedule Settings](#).

With the settings in this tutorial, this job overwrites the media when you run it again. If you do not want to overwrite these settings, select **Write Mode** of **Append to all media** in the **Modes** section of the **Configuration** page.

7. You may ignore the **Advanced** options for this tutorial.
8. Click **OK** to complete the backup job configuration. Click **Yes** at the prompt to view the new job (command) in your Home folder.
9. Select the new job object and click **Run** on the Command bar to start the job. Hold the cursor over the Yosemite Server Backup icon (the Quick Access program) in the Windows System tray, normally in the bottom right corner of your screen. You can see that the job is running.
10. The status of the job is visible in the lower left hand pane, the **Info bar**, of the Administrator. Alternately, click on the **Status and Logs** link in the top left hand area — the **Navigation bar**. For more detailed information click on **Status** in the **Command bar**. The job's **Properties** page opens and shows the status of the running job.

During execution of the job you may notice a flashing red button in the lower right portion of the screen. This indicates an alert that requires your intervention. Click the button to view details of the alert and resolve the issue.

Quick Access is installed and available on all Windows clients but it only runs automatically on the Domain Server.
11. It is a good practice to check the logs after a job runs to ensure that there were no problems. Click **Status and Logs** in the Navigation bar. Locate your job in the list, click on the **+** sign to expand the job and select the most recent run. The property pane will show the first page of the job log. To see the entire log, click the **View Log** button in the Command bar.
12. Select the log entry for the backup job and double-click to open it. Scroll through the log to check that everything is OK. If the **Next** button is bold, there are additional pages to check. Click **Close** when you have finished reading the log.
13. You have now created and run your first tape backup job.

Once you have created your backup (or any) job, it can be quickly and easily located again in your Home folder.

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