

1.	Now that a Domain profile has been created and initialized you can	Monitor 💮 Overview 📝 Configure 🛼 Event Log 🔍 Agent Log				
	manually run the first backup.	System Health: All Profiles Are Functioning Correctly.				
	In the Reload web interface click on	Post Office Profiles Status Actions Description				
	your Domain profile "GWDOM".	😑 <u>1. GWP01</u> ) 🗨 🗞 📑   NONE   🛛 🙀 🕵 gwpo1				
		Domain Profiles Status Actions Description				
		I. GWDOM     Image: Second state s				
2.	The overview for the Domain profile will be opened.	💮 Overview 😵 Backups 🚓 Disaster Recovery 📝 Configure 👼 Event Log				
		[1. GWDOM] <u>Domain Profile Status &amp; Information</u>				
	Select the "Backups" tab.	View All Profiles     Profile Status: This profile is functioning correctly.				
		Backup Access Status: Normal - Disaster Recovery is not enabled				
		<ul> <li>Job Status: No job is running for this profile</li> <li>Disk Space in Use: 40%</li> </ul>				
		Name of Latest Backup: NONE				
		Profile Description: gwdom     Disaster Recovery Testing: [Untested]				
		Profile Path: //reload/gwdom				
		Domain Information				
3.	Click on "Reload Job Control".	💮 Overview 👔 Backups 🚓 Disaster Recovery 📝 Configure 👼 Event Log				
		Access Backups for Download				
		Download Most Current Domain Backup [ NONE ]				
		Select Another Domain Backup For Download				
		Download the Most Recently Selected Backup				
		Beload Job Control				
4.	Select "Start a Standard Backup Job".	Reload Job Control				
		Start a Standard Backup Job				
		Clear Queued Jobs for This Profile 2				
		Stop the Currently Running Job for This Profile @				
5.	You will see a note that a backup job has been created and queued.	A Standard Backup Job Request for Profile: GWDOM has been created.				

6. Click on the arrow button to return to the domain profile overview.

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The Reload daemon scans for queued jobs every minute.

7. While you are waiting for the job to begin open the Agent log so you can monitor the job progress.

Select the "Agent Log" tab.

- 8. Monitor the job's progress. This job should not take very long to complete.
- 9. Once the job is finished select the "Overview" tab.

Under "Name of Latest Backup" you should see the current date e.g. "WEDMAR05" instead of "NONE".

10. Optionally you could click on "Latest Backup Status Information".

This will help to monitor the backup times of a profile.

- 11. Return to the home page of Reload by clicking on the "Home" button in the top menu.
- 12. Now that the Domain profile has finished its first job, you can start the first backup job for the Post Office.

Click on the Post Office profile "GWP01".



View All Pro	files
Profile Status:	This profile is functioning correctly.
Backup Access S	tatus: Normal - Disaster Recovery is not enabled
Job Status: No	job is running for this profile
Disk Space in Use	ə: 40%
Name of Latest B	ackup: WEDMAR05
Profile Descriptio	n: gwdom
Disaster Recover	y Testing: [Untested]
Profile Path: /re	load/gwdom

		View All	Profiles	4		
0	Name	of Lates	t Backup:	WEDM	AR05	
0	Time t	o Compl	lete the La	itest Back	up:	15 Second

System Health: A	I Profiles Are Function	ing Correctly.	Reload Jobs Running: 0
ost Office Profiles	Status	Actions	Description
<u>1. GWP01</u>		<b>III III</b>	gwpo1
Domain Profiles	Status	Actions	Description

13. The overview for the Post Office 🔘 Overview 🙀 Backups 🚙 Disaster Recovery 📝 Configure 👼 Event Log profile will be opened. [ 1. GWPO1 ] Post Office Profile Status & Information Select the "Backups" tab. View All Profiles Profile Status: This profile is functioning correctly. Backup Access Status: Normal - No backup is loaded 😝 Job Status: No job is running for this profil Disk Space in Use: 40% Name of Most Current Backup: NONE Profile Description: gwpo1 Profile Path: /reload/gwpo1 Post Office Information 14. Click on "Reload Job Control". 🜔 Overview 💕 Backups 🚓 Disaster Recovery 📝 Configure 👼 Event Log Turn on Access to Backups 😹 Turn On Access to the Most Current Backup [ NONE ] Arr Turn On Access to Other Backups Turn Off Access to Backups Reload Job Control 15. Select "Start a Standard Reload Reload Job Control Backup Job [SmartPurge Enabled]". Start a Standard Reload Backup Job [SmartPurge Disabled] Start a Standard Reload Backup Job [SmartPurge Enabled] Clear Queued Reload Jobs for This Profile 📀 Stop the Currently Running Reload Job for This Profile 📀 16. You will see a note that a backup job A Standard Backup Job Request for Profile: GWPO1 has been created. has been created and gueued. G 17. Click on the arrow button to return to the domain profile overview. P Monitor 💭 Overview 📝 Configure 👼 Event Log 🔍 Agent Log 18. The post office job will take another five minutes to run and can be System Event Log Weighter Control Log Weighter Contrel Log Weighter Contrel Log Weighter Contrel Log monitored via the Event Log. Select the "Event Log" tab. 19. Monitor the job's progress. Refresh the browser page every Creation The: Hd:44:59 PROFILE: GMPO1 - FINISHED JOB FOR PROFILE: GMPO1 DATE: Wed Mar OS TIME: 14:44:59 PROFILE: GMPO1 - JOB TYPE: STANDARD (INTERNATAL DATE: Wed Mar OS TIME: 14:45:00 PROFILE: GMPO1 - TOTAL TIME TO FINISH: 2 MILNICE DATE: Wed Mar OS TIME: 14:45:00 PROFILE: GMPO1 - UISX SPACE IN USE AT JOB EHD: 4 minute. View Entire Log

20. Once the job is finished select the "Overview" tab.

Under "Name of Latest Backup" you should see the current date e.g. "WEDMAR05" instead of "NONE".

21. Optionally you could click on "Latest Backup Status Information".

This will help to monitor the backup times of a profile.

You can compare the time of the latest backup to the average backup time.

22. On your live system the jobs will usually not be started manually but will be run according to the backup job schedule.

By default the Post Office profile is set to run a daily job at 20:00 and the Domain profile will run a daily job at 01:00. To change the schedule go to the profile and select the "Configure" tab.

Click on "Configure Backup Job settings" and "Standard Backup Schedule".

For example you could change the schedule time to 22:00 to make sure that the backup is run when the GroupWise system is not very active.

Make sure to save the changes for each day.

23. At the top of the "Configure Backup Job settings" you can find the setting "Limit the Number of Standard Backups". By default Reload will be saving 14 standard backups. To save a different number of backups enable this setting and change the number of days.



P	Latest Backup Status Information
ł	View All Profiles
•	Name of Latest Backup: WEDMAR05
•	Time to Complete the Latest Backup: 2 Minutes 8 Seconds
•	Average Time to Complete Backups: 2 Minutes 8 Seconds
•	Backup Completion Date and Time: Wed Mar 5 14:44:59 CET 201

## 💮 Overview 🔮 Backups 📣 Disaster Recovery 📝 Configure 👼 Event Log 👼 Agent Log

🎲 Confi	igure All	Profiles
Use This	Section	to Configure Standard (Daily) Backups
Limit the	Numbe	r of Standard Backups: Disabled Edit 7 Edit
The lates D	20:55	Continue
Minua-D	21:00	) Settings
$\bigcirc$	21:05	
Standa	21:10	Schedule
	21:15	
N) 0 0	21:25	
Config	21:30	chedules
	21:35	
😑 Use Stan	21:40	kup Schedule: Enabled Edit
	21:45	
Sunday	21.50	It
Monday	27.00	dir.
inoniauy	22:05	
Tuesday	22:10	dit
Wadnasday	22:15	18
weunesday	22:20	ur
Thursday	22:25	dit
	22.30	

24. With a daily backup you can make sure that you always have a backup of your emails that is not older than 24 hours. Additionally you can enable Intra-Day Backups to lower the time frame of lost emails in case of a disaster on your GW server.

With Reload 4.1 you can now configure two Intra-Day backups in the web interface. Enable the backups and select the time of each Intra-Day backup. Make sure to save the changes afterwards.

- 25. In older Reload versions Intra-Day backups could only be configured in /etc/crontab. If you updated to Reload 4.1 from an older version and want to use the Intra-Day configuration in the Reload web interface click "Edit" and select "Done" for "Remove All Reload Job References from Cron".
- 26. If you enabled Intra-Day backups open the crontab file by typing "vi /etc/crontab" in the Linux console to check if the Intra-Day backups were added successfully.
- 27. The script (reloadh) that is started in the first line of the Reload section is not related to Intra-Day backups and is added to the crontab by default. The script checks if the Reload daemon is running. It the daemon is not running it will be automatically restarted, to make sure that the backups will run.
- 28. To use more than two Intra-Day backups copy the last three lines and change the time of the backup and the number of the backup in the comment to have a better overview in crontab. If you use more than one profile, make sure to use the correct profile name.

Save the file afterwards.

29. You can also use the "reloadj" command in the console to start a manual job. Type reloadj -help to get more information on the syntax. Intra-Day Backup Settings Intra-Day Backup: Disabled Edit Hour: 4 Edit Minute: 0 Edit 2nd Intra-Day Backup: Disabled Edit Hour: 12 Edit Minute: 0 Edit

- Time Expire Duplicate/Intra-Day Backups: Enabled Edit Expire After: 48 Edit Hours
- Remove All Reload Job References from CRON: Do It Edit

			Terminal			×
File	Edit	View	Terminal	Help		
relo	ad:/	# vi	/etc/cro	ntab		^

\*/1 \* \* \* \* root /usr/sbin/reloadh
#RELOAD\_PROFILE\_gwpol\_FIRST\_CRON\_JOB\_DEFINITION\_BEGIN
0 4 \* \* 1-5 root /usr/sbin/reloadj -i -p gwpol
#RELOAD\_PROFILE\_gwpol\_FIRST\_CRON\_JOB\_DEFINITION\_END
#RELOAD\_PROFILE\_gwpol\_SECOND\_CRON\_JOB\_DEFINITION\_BEGIN
0 12 \* 1-5 root /usr/sbin/reloadj -i -p gwpol
#RELOAD\_PROFILE\_gwpol\_SECOND\_CRON\_JOB\_DEFINITION\_END