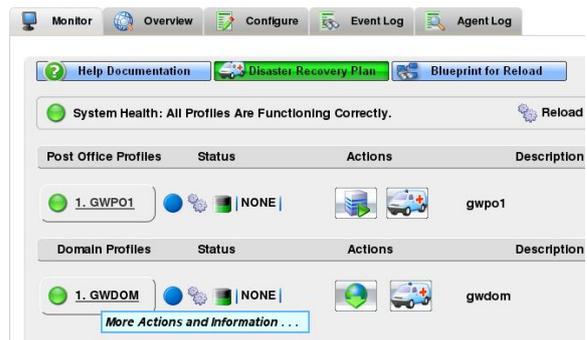


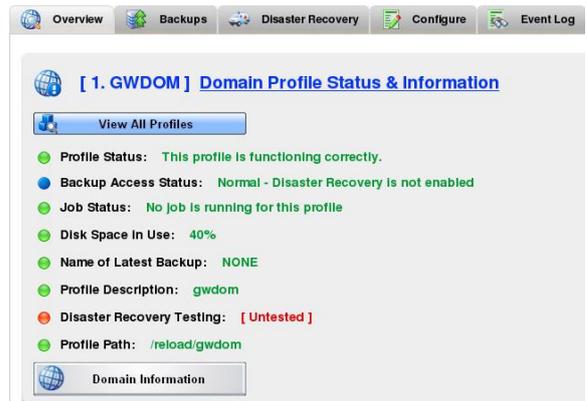
1. Now that a Domain profile has been created and initialized you can manually run the first backup.

In the Reload web interface click on your Domain profile “GWDOM”.



2. The overview for the Domain profile will be opened.

Select the “Backups” tab.



3. Click on “Reload Job Control”.

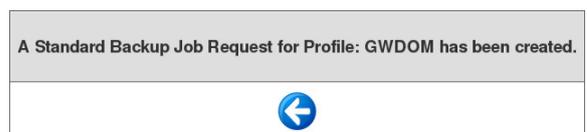


4. Select “Start a Standard Backup Job”.



5. You will see a note that a backup job has been created and queued.

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



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”.

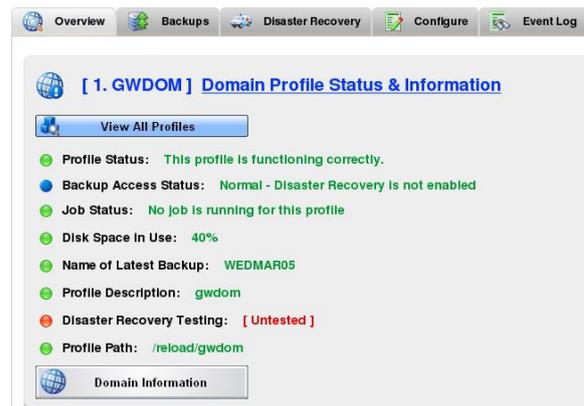
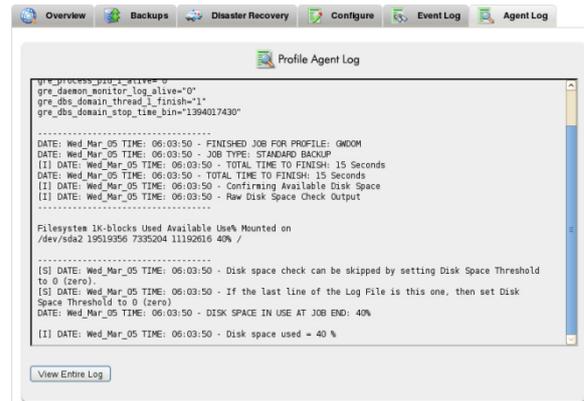
10. Optionally you could click on “Latest Backup Status Information”.

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 “GWPO1”.



13. The overview for the Post Office profile will be opened.

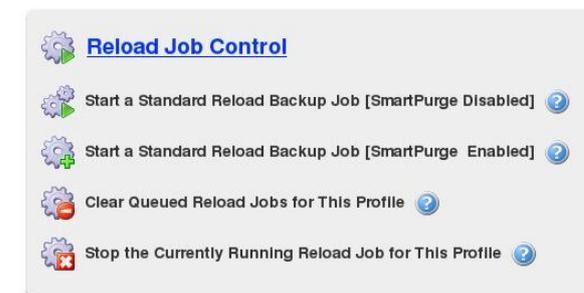
Select the “Backups” tab.



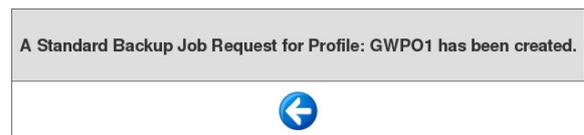
14. Click on “Reload Job Control”.



15. Select “Start a Standard Reload Backup Job [SmartPurge Enabled]”.



16. You will see a note that a backup job has been created and queued.



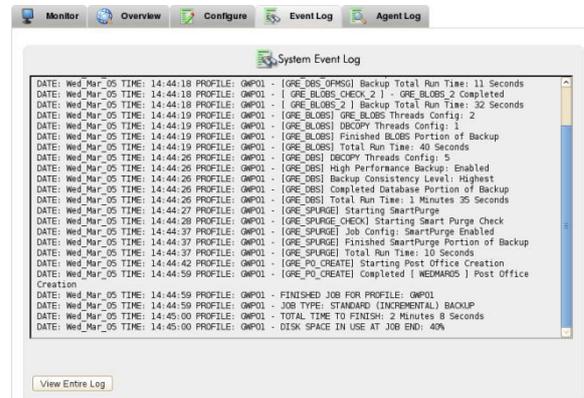
17. Click on the arrow button to return to the domain profile overview.

18. The post office job will take another five minutes to run and can be monitored via the Event Log.

Select the “Event Log” tab.

19. Monitor the job’s progress.

Refresh the browser page every minute.



- 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”.



- 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.



- 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”.

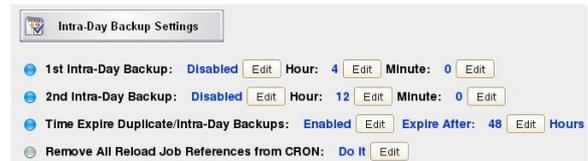
For example you could change the schedule time to 22:00 to make sure that the backup is run when the GroupWise system is not very active.

Make sure to save the changes for each day.



- 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.

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. If 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.

```
*/* * * * * root /usr/sbin/reloadh
#RELOAD_PROFILE_gwp01_FIRST_CRON_JOB_DEFINITION_BEGIN
0 4 * * 1-5 root /usr/sbin/reloadj -i -p gwp01
#RELOAD_PROFILE_gwp01_FIRST_CRON_JOB_DEFINITION_END
#RELOAD_PROFILE_gwp01_SECOND_CRON_JOB_DEFINITION_BEGIN
0 12 * * 1-5 root /usr/sbin/reloadj -i -p gwp01
#RELOAD_PROFILE_gwp01_SECOND_CRON_JOB_DEFINITION_END
```

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.