

System Backup

In this section will be able to configure one or more scheduled backup jobs for your Hermes SEG. Backups jobs can be configured to include the system configuration as well as the stored email archive. However, including the stored email archive in a backup job can take a considerable amount of time to complete, so instead we recommend that backups jobs be run without including the email archive and instead configuring an **Email Archive** job under **System --> Email Archive**.

Hermes SEG uses CIFS (Windows Shares) to store system backups. Shares have to be successfully validated first before Backup Jobs can be saved.

Validate Share

By default, when creating a new Backup Job, the **Backup Job Create Mode** field is automatically set to **Validate Share** and the **Save Backup Job** field is **disabled**. The Save Backup Job field only gets enabled when a share is successfully validated.

1. Enter a friendly name under the **Backup Job Name** field
2. Enter an IP Address or a FQDN Host name of the server hosting the share under the **Server** field
3. Enter the name of the share under the **Share Name** field
4. Enter the name of a directory under the share if applicable under the **Directory Name** field
5. Select the **SMB Version** the server hosting the share
6. Enter domain name under the **Domain** field
7. Enter the username who has access to that share under the **Username** field
8. Enter the password for the username from **Step 6** under the **Password** field
9. Enter the Hermes SEG **MySQL Root Username** (Usually root)
10. Enter the Hermes SEG **MySQL Root Password**
11. Enter a valid email address in order to get success or failure notifications from the backup job under the **Backup Notification E-mail** field
12. Select the number of days to retain backup files under the **Backup File Retention** drop-down field. Available options are, **7 Days, 14 Days, 21 Days and 28 Days**. The system will use the Backup File Retention to automatically delete older backups so that your storage doesn't get filled up
13. Select the backup frequency from the **Frequency** drop-down field. Available options are **Daily, Weekly and Monthly**.
14. Enter a date for the backups to start by either selecting a date by clicking the calendar button or by manually entering a date in the form of **mm/dd/yyyy** in the **Start Date** field.

15. Select a time for the backups to start by selecting a time from the **Start Time** drop-down field
16. Select either **Yes** or **No** in the **Include E-mail Archive Data in the Backup Job**
17. Click the **Submit** button to validate the share (**Figure 1**)

Figure 1

System Backup



Add Backup Job

The system requires a Windows (Samba) share in order to perform scheduled backup. Creating a Backup Job requires that you first validate the share and upon successful validation only then you can save the backup job. Fill out all the fields below and click the submit button. If the share is successfully validated, the Save Backup Job selection box will become available. Please [click here](#) to view an estimate of the sizing requirements for your backups.

Backup Job Create Mode

- Validate Share
 Save Backup Job

Backup Job Name (Enter a friendly name to identify this job)

DailyBackup

Server(IP Address or FQDN Host Name)

server.domain.tld

Share Name

shares

Directory Name (If Applicable)

backups/hermes

SMB Version

- SMBv1 (Not Recommended)
 SMBv2 (Windows Server 2008/Windows Vista SP1)
 SMBv2.1 (Windows 2008R2/Windows 7)
 SMBv3 (Windows 2012 and Higher/Windows 8 and Higher)

Domain

MYDOMAIN

Share Username

shareusername

Share Password

MySQL Root Username

root

MySQL Root Password

Backup Notification E-mail

domeone@domain.tld

Backup File Retention

7 Days

Frequency

Daily

Start Time

04:15 AM

Include E-mail Archive Data in Backup Job

- Yes (Recommended)
 No

Submit

Share Validation Successful

If the validation is successful, you will receive the following message (**Figure 2**)

Figure 2

✔ *Success!! Share Validated. Please select "Save Backup Job" selection box on top and click the "Submit" button to save the backup job*

You will also notice that the **Save Backup Job** option will be enabled under the **Backup Job Create Mode** on top of the page. Select the **Save Backup Job** option and click the **Submit** button to save the job (**Figure 3**).

Figure 3

System Backup ?

Add Backup Job

The system requires a Windows (Samba) share in order to perform scheduled backup. Creating a Backup Job requires that you first validate the share and upon successful validation only then you can save the backup job. Fill out all the fields below and click the submit button. If the share is successfully validated, the Save Backup Job selection box will become available. Please [click here](#) to view an estimate of the sizing requirements for your backups.

Backup Job Create Mode

Validate Share

Save Backup Job

The job will be saved under the **Existing Backup Jobs** section on the bottom of the page (**Figure 4**)

Figure 4

Existing Backup Jobs

Delete	Job Name	Server	Share	Directory	Interval	Retention	E-mail Archive	Start Time	Notification Email	Run
✗	cd backup	new.dfs.stokic.com	relay		daily	7	no	11:00:00	cd.backup@stokic.com	▶

Share Validation Unsuccessful

If the validation is unsuccessful, you will receive the following message (**Figure 5**).

Figure 5

⚠ *The Share cannot be validated. Please check all supplied information and try again*

Check the information supplied and share permissions and try validating the share again.

Manually Run Backup Job

Note: Only one Backup Job can be run at a time.

Any saved backup jobs will run according to the schedule you set. Alternatively if you wish to run a job immediately:

1. Click on the green arrow button  under the **Run** column to run any job immediately (**Figure 6**)

Figure 6



Delete	Job Name	Server	Share	Directory	Interval	Retention	E-mail Archive	Start Time	Notification Email	Run
	Backup	server123.com	relay		daily	7	no	11:00:00	admin@server123.com	

2. In the **Confirmation Window**, click the **Yes** button (**Figure 7**). Clicking **No**, will take you back to the System Backup page.

Figure 7

Are you sure you want to run this Backup Job?
Ensure ALL previous instances of this job have completed before clicking the YES button

YES NO

If a Backup Job is in progress, the button under the Run column of every Backup Job will become disabled (**Figure 8**)

Figure 8



Delete	Job Name	Server	Share	Directory	Interval	Retention	E-mail Archive	Start Time	Notification Email	Run
	Backup	server123.com	relay		daily	7	no	11:00:00	admin@server123.com	

Delete Backup Job

If you wish to delete an existing Backup Job and the job is NOT running:

1. Click on the red **X** under the **Delete** column (**Figure 9**)

Figure 9

Existing Backup Jobs

Delete	Job Name	Server	Share	Directory	Interval	Retention	E-mail Archive	Start Time	Notification Email	Run
	hermes	192.168..	shares	backups/hermes	daily	7	no	04:15:00	-	

2. In the Confirmation Window, click the **Yes** button (**Figure 10**). Clicking **No**, will take you back to the System Backup page.

Figure 10

Are you sure you want to delete this Backup Job?

YES

NO

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