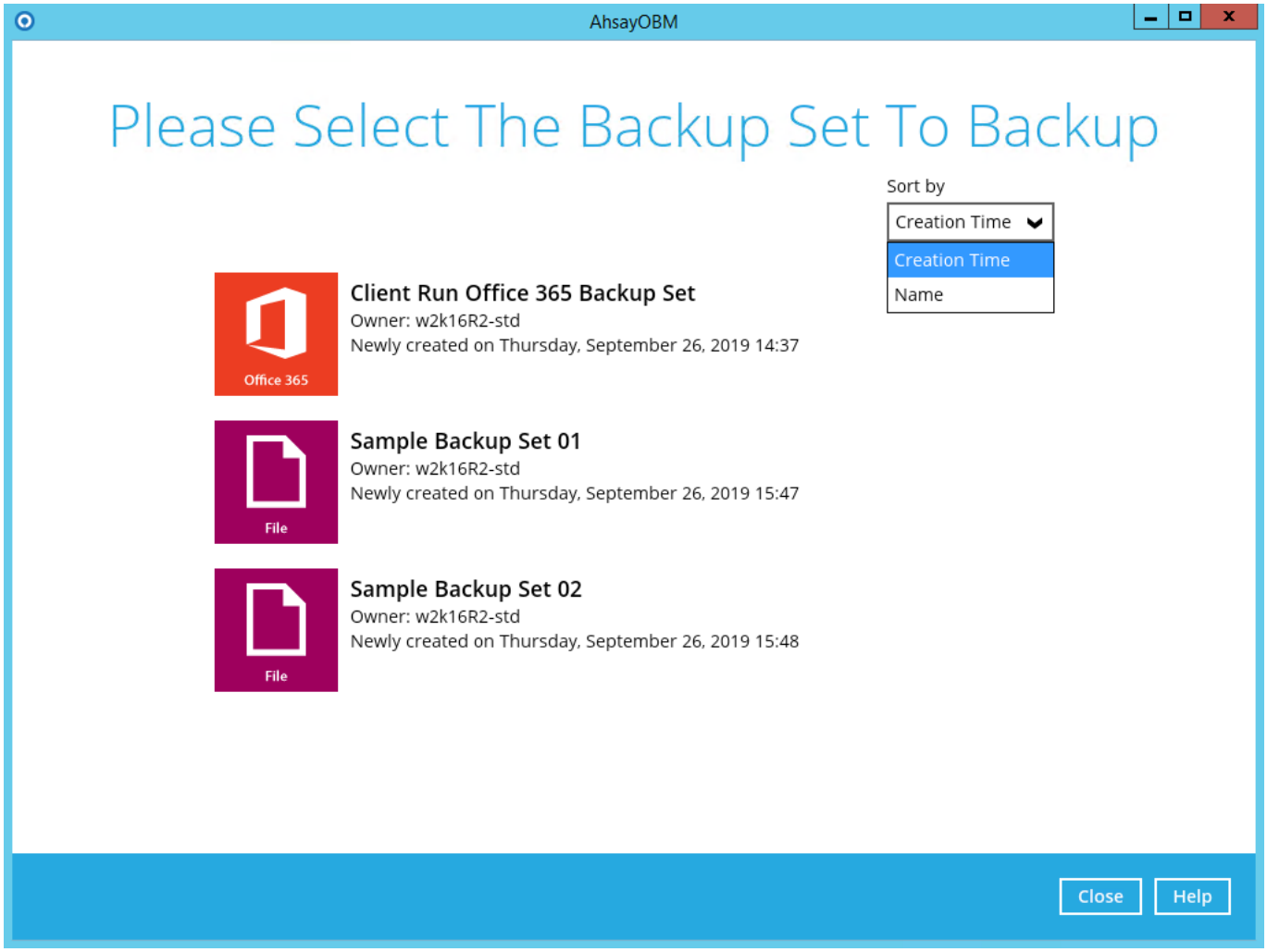
6. Running Backup Job

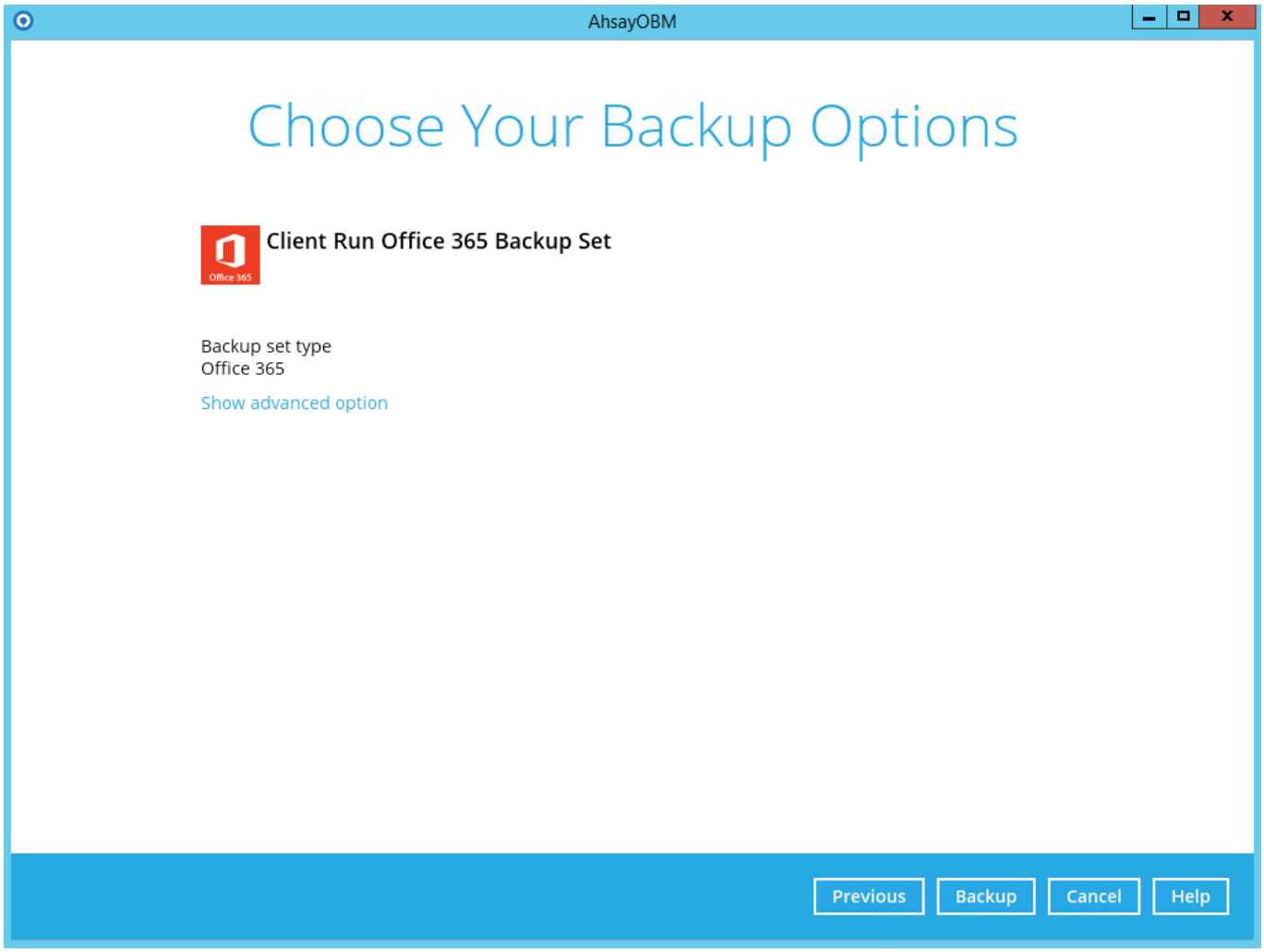
1. Login to AhsayOBM according to the instructions in Login to AhsayOBM.

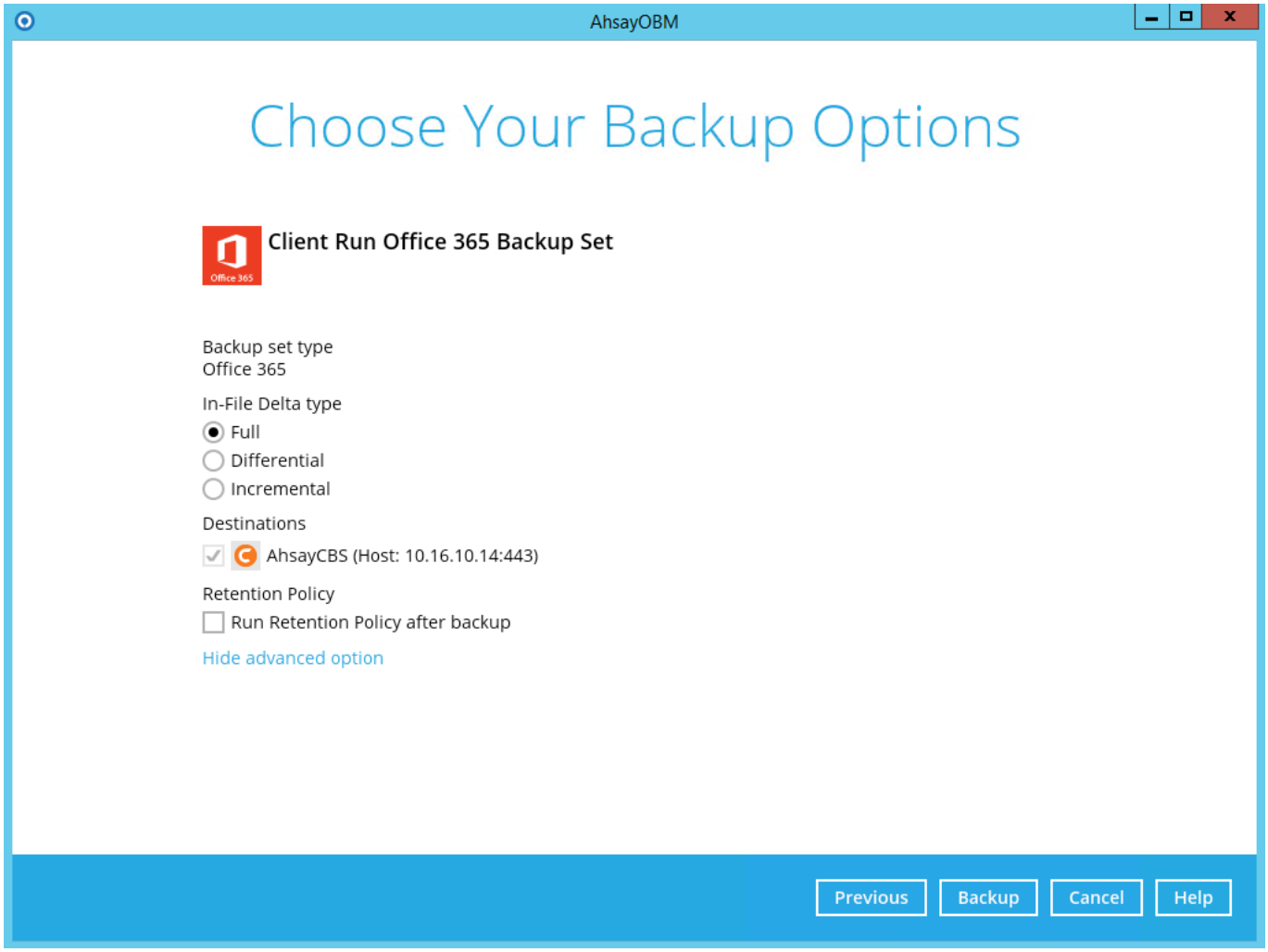
2. Click the **Backup** icon on the main interface of AhsayOBM.

3. Backup sets can be sorted by Name or by Creation Time. By default, it is sorted by Name. Select the backup set which you would like to start a backup for. In case you want to modify the In-File Delta type, Destinations and Retention Policy settings, click **Show advanced option**.

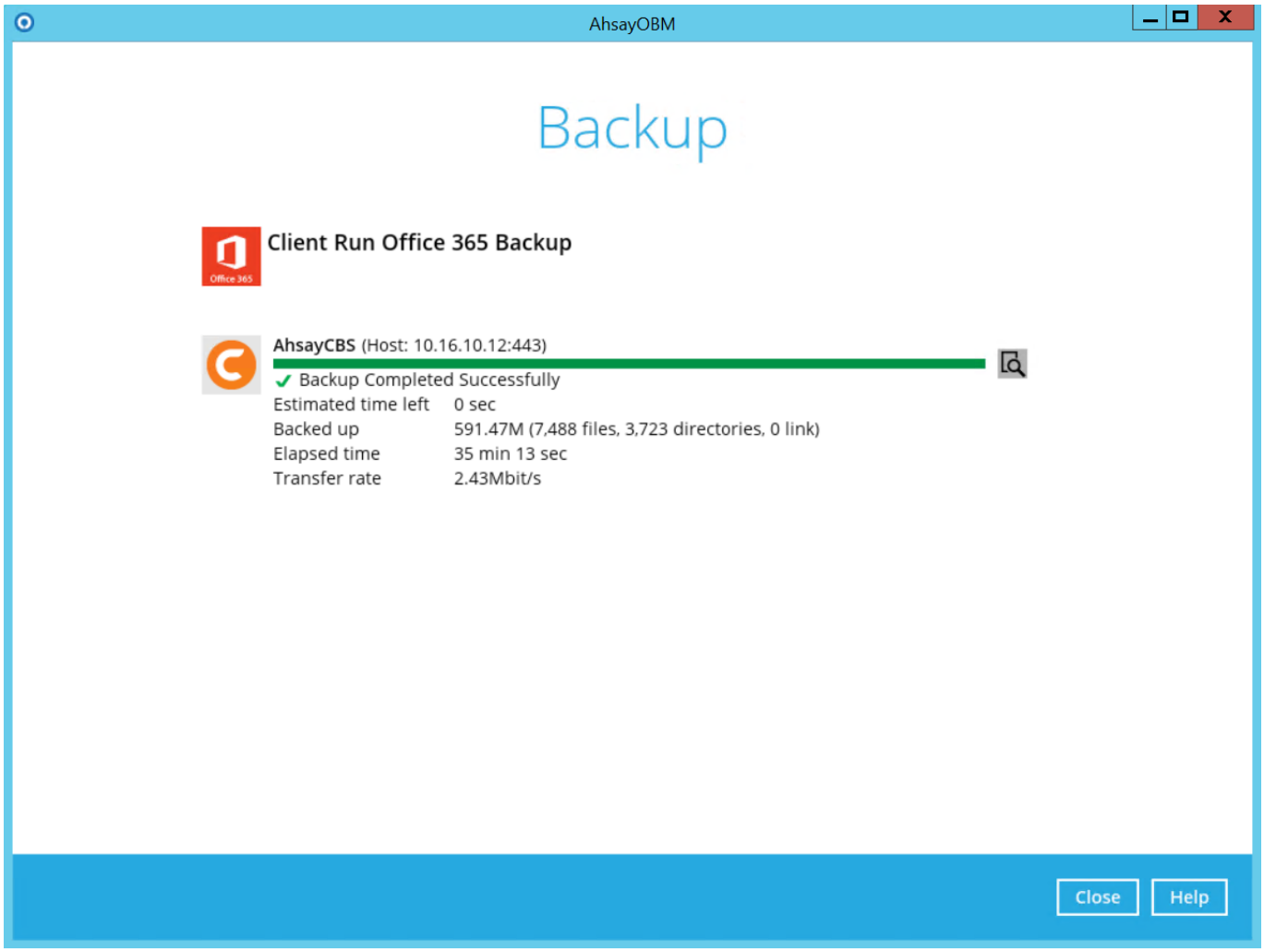


4. If you would like to modify the In-File Delta type, Destinations and Retention Policy Settings, click **Show advanced option**.

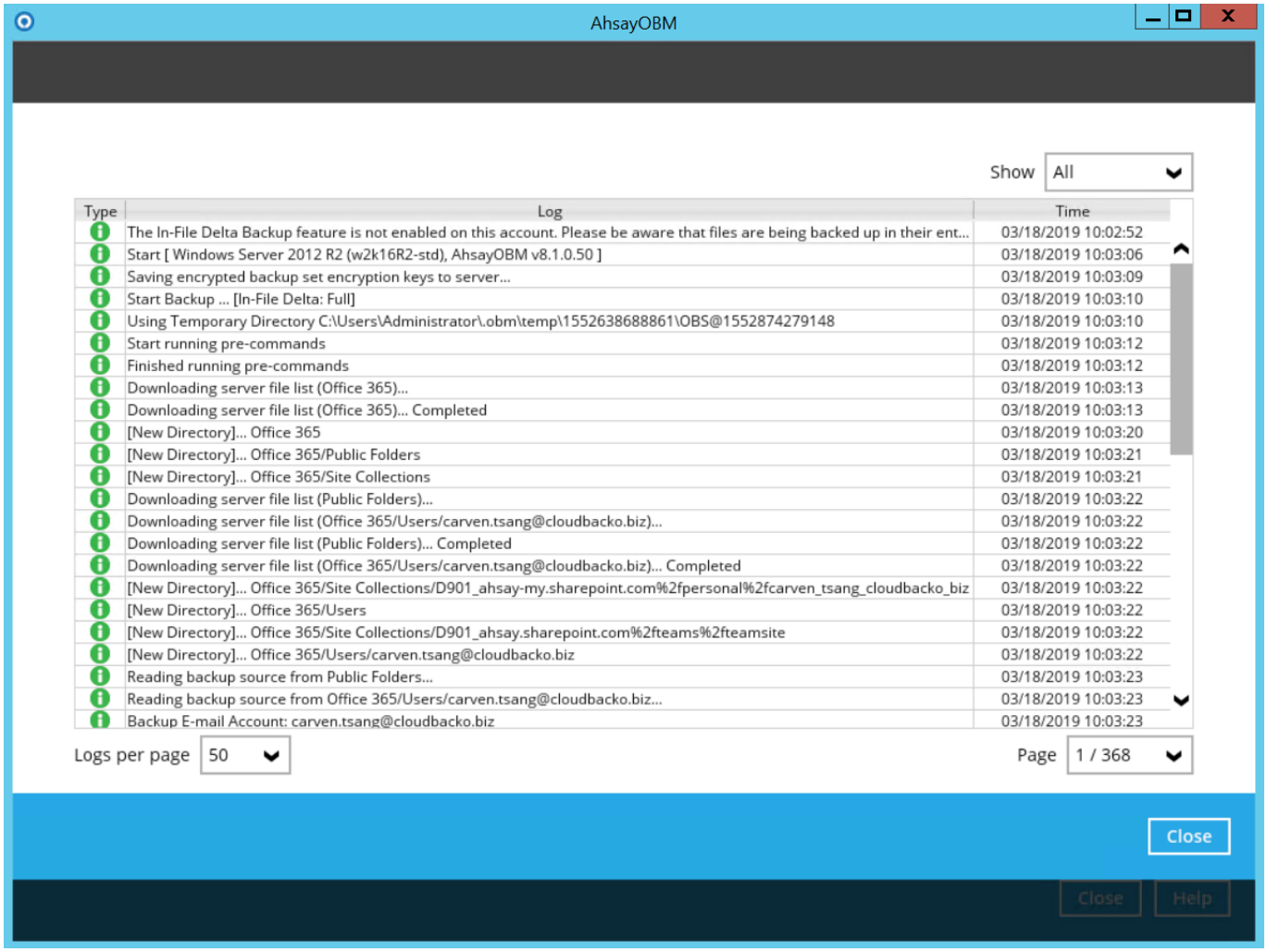

AhsayOBM
Choose Your Backup Options
Client Run Office 365 Backup Set
Backup set type
Office 365
Show advanced option
Previous
Backup
Cancel
Help



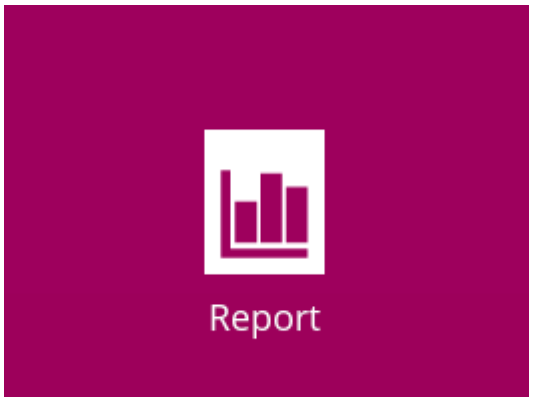
5. Click **Backup** to start the backup and wait until the backup is finished.



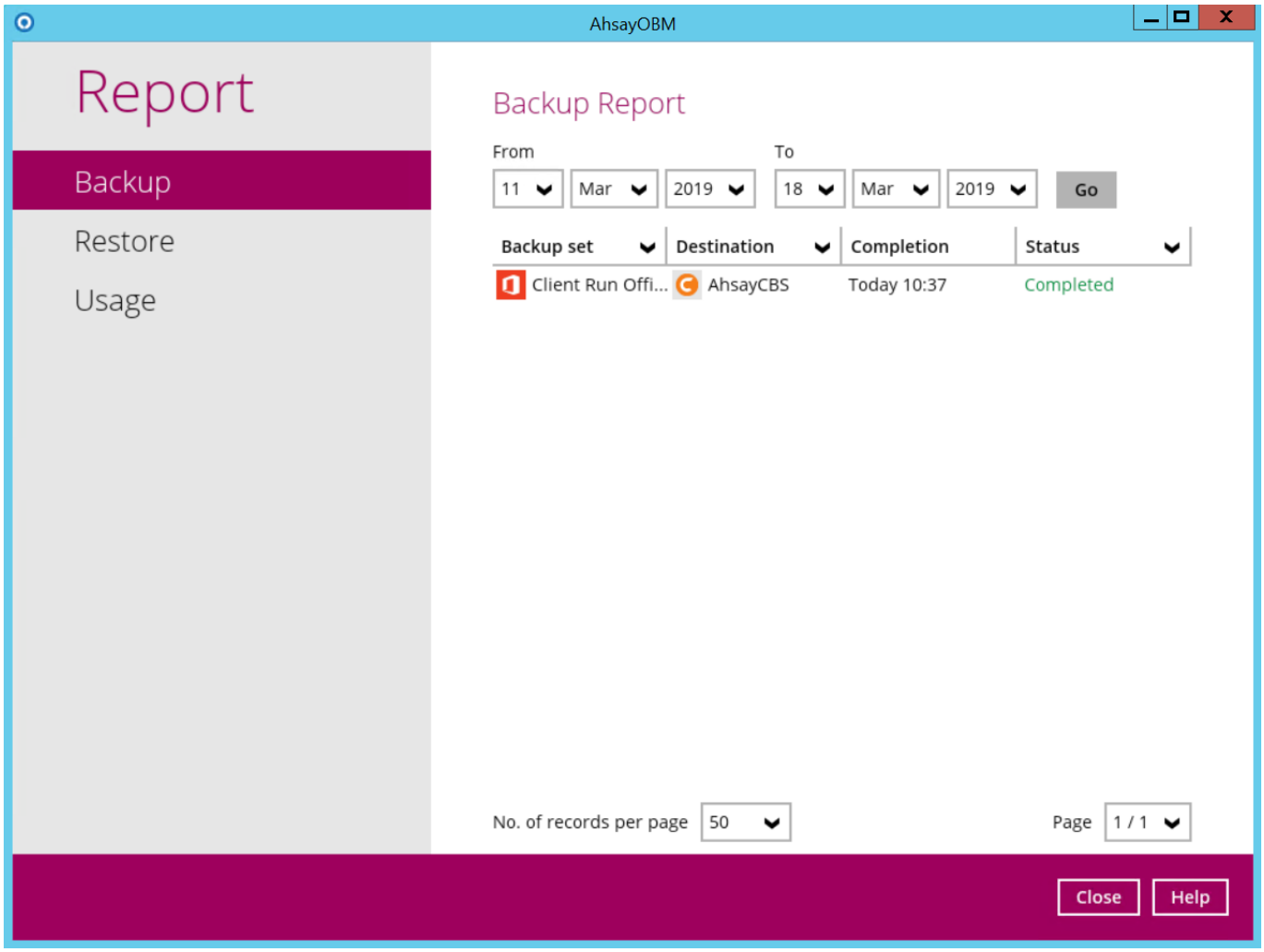
6. Check the log of your backup by clicking this icon . It will show you the log of your backup with corresponding date and time.



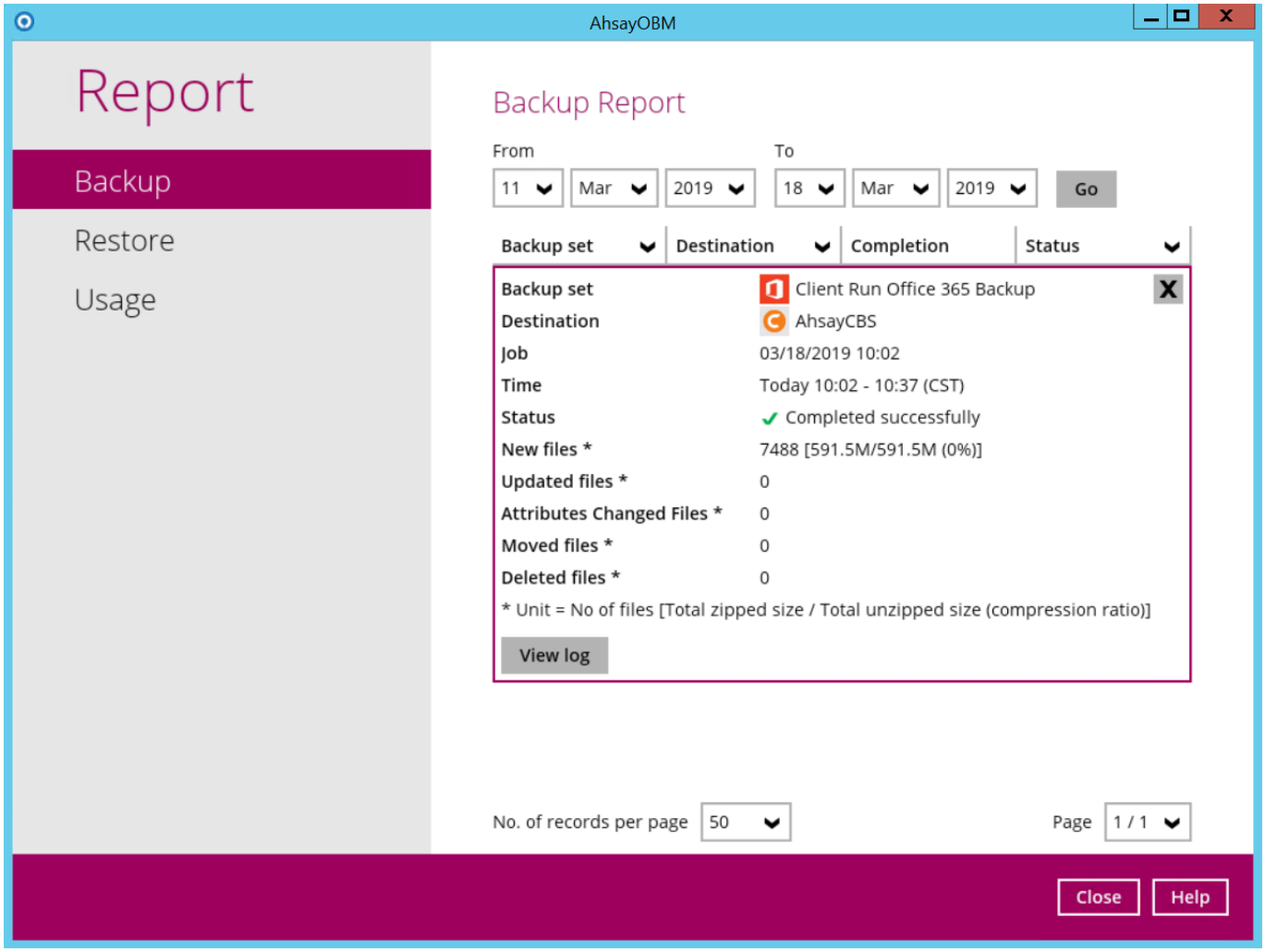
To view the report, go to the **Report > Backup**

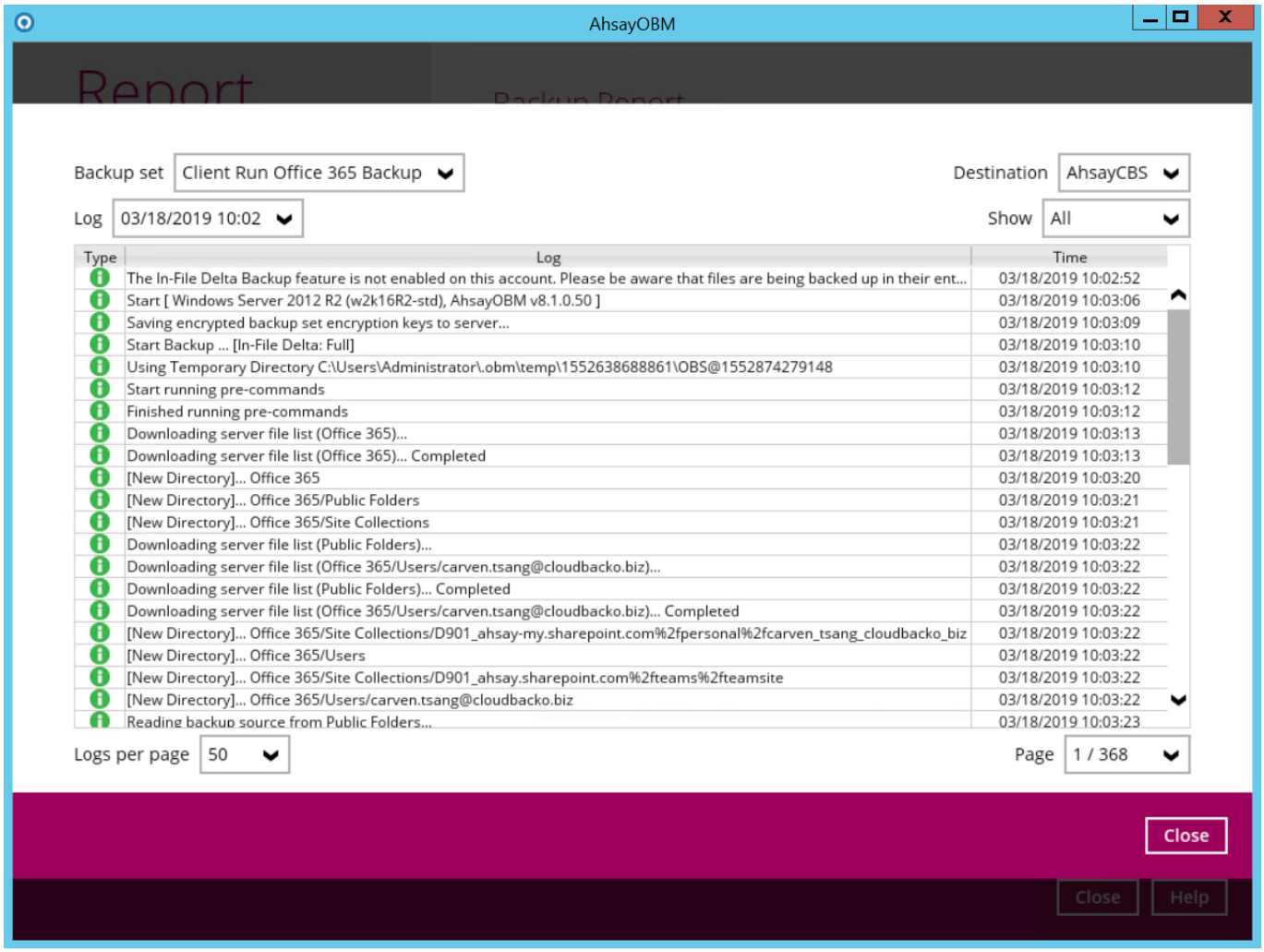


In this Backup Report screen, you can see the backup set with corresponding destination, completion date and time, and status.



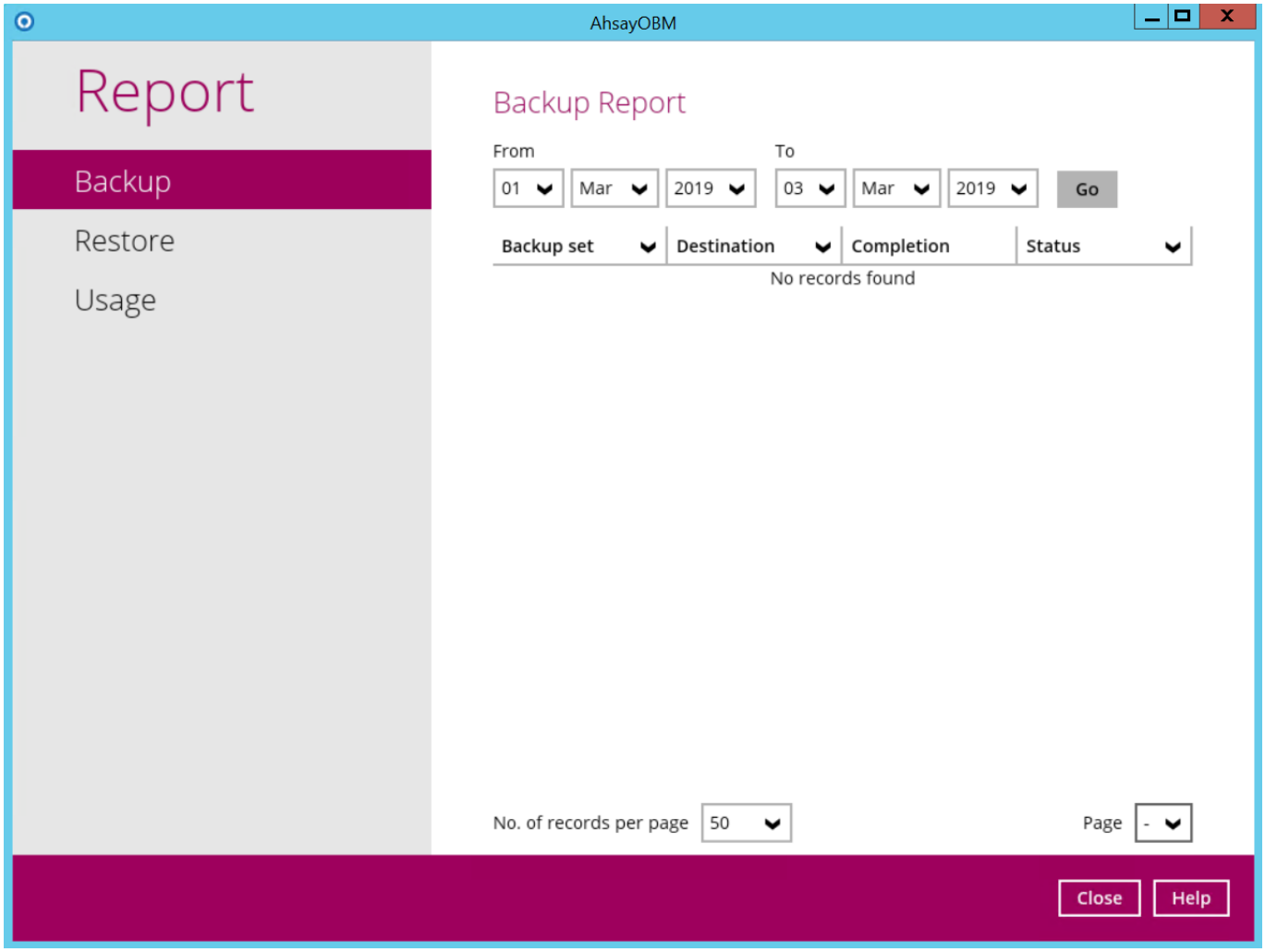
Click the backup report and the summary of the backup will be displayed. You can also click the **View Log**; this will redirect you to the log summary of your backup.


AhsayOBM
Report
Backup
Restore
Usage
Backup Report
From
To
11
Mar
2019
18
Mar
2019
Go
Backup set
Destination
Completion
Status
Backup set
Client Run Office 365 Backup
Destination
AhsayCBS
Job
03/18/2019 10:02
Time
Today 10:02 - 10:37 (CST)
Status
Completed successfully
New files *
7488 [591.5M/591.5M (0%)]
Updated files *
0
Attributes Changed Files *
0
Moved files *
0
Deleted files *
0
* Unit = No of files [Total zipped size / Total unzipped size (compression ratio)]
View log
No. of records per page
50
Page
1 / 1
Close
Help



You can also search for backup reports from a specific period of date. For example, we have the **From** date which is, **01 Mar 2019** and the To date which is, **18 Mar 2019**. Then click the Go button to generate the available reports.

If this is a valid range of dates then backup reports will be displayed unless there were no backup running on the specified dates. A message of **No records found** will also be displayed.



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