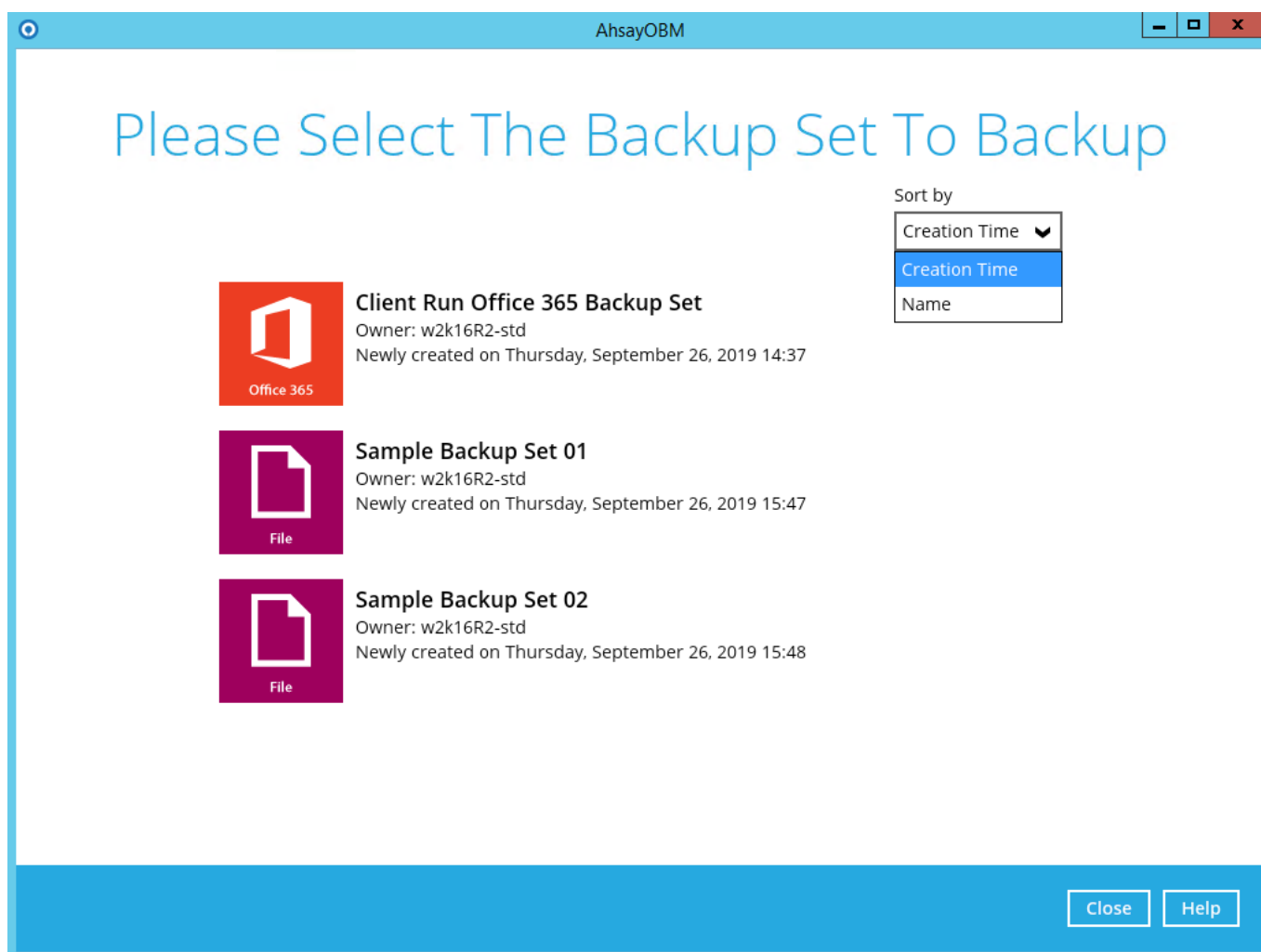


## 6. Running Backup Job

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

AhsayOBM

## Choose Your Backup Options


 Client Run Office 365 Backup Set

Backup set type  
Office 365

In-File Delta type

☒ Full  
☐ Differential  
☐ Incremental

Destinations

☒  AhsayCBS (Host: 10.16.10.14:443)

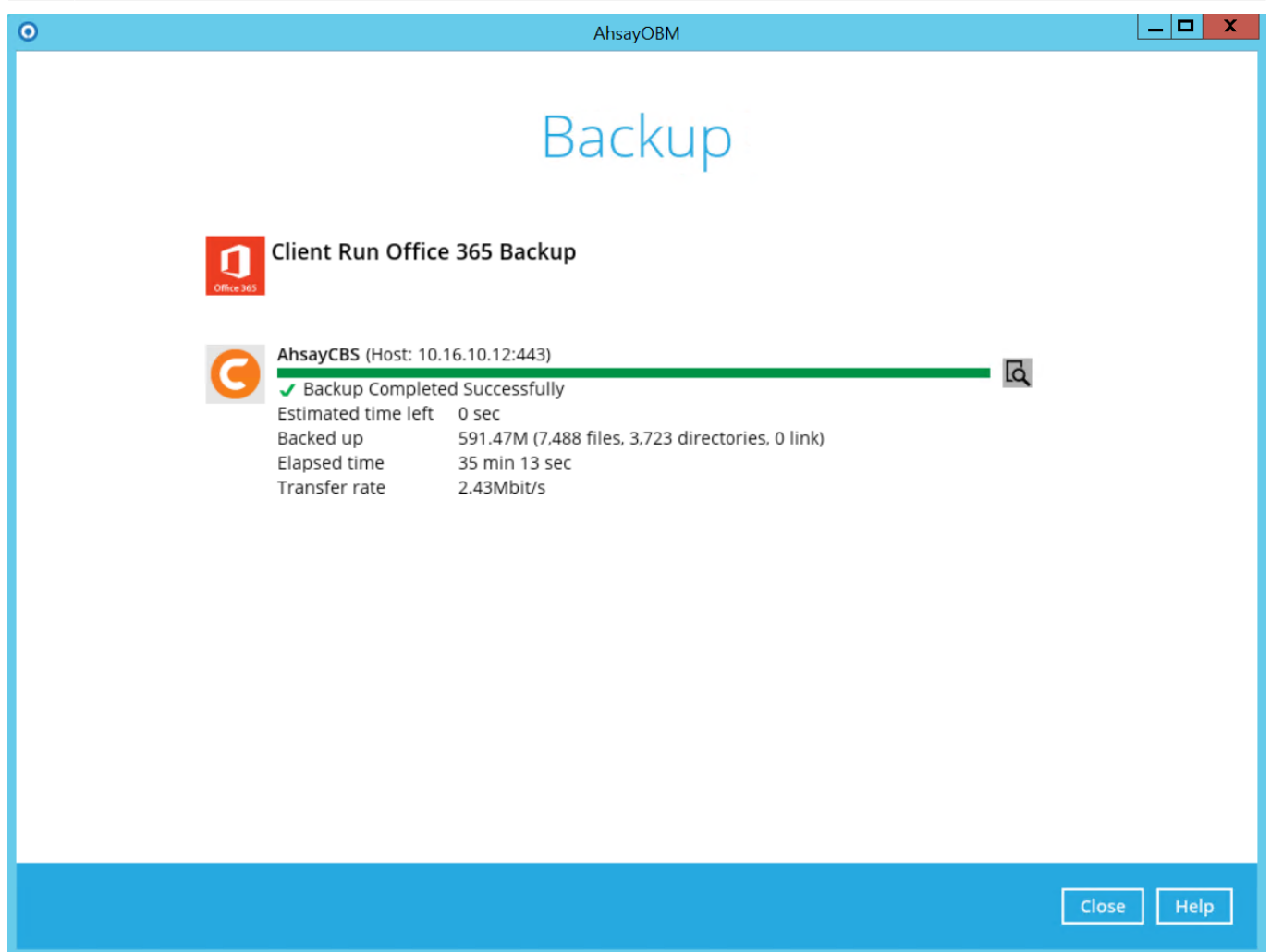
Retention Policy

☐ Run Retention Policy after backup

[Hide 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.

AhsayOBM

ShowAll

Type	Log	Time
i	The In-File Delta Backup feature is not enabled on this account. Please be aware that files are being backed up in their ent...	03/18/2019 10:02:52
i	Start [ Windows Server 2012 R2 (w2k16R2-std), AhsayOBM v8.1.0.50 ]	03/18/2019 10:03:06
i	Saving encrypted backup set encryption keys to server...	03/18/2019 10:03:09
i	Start Backup ... [In-File Delta: Full]	03/18/2019 10:03:10
i	Using Temporary Directory C:\Users\Administrator\obm\temp\1552638688861\OBS@1552874279148	03/18/2019 10:03:10
i	Start running pre-commands	03/18/2019 10:03:12
i	Finished running pre-commands	03/18/2019 10:03:12
i	Downloading server file list (Office 365)...	03/18/2019 10:03:13
i	Downloading server file list (Office 365)... Completed	03/18/2019 10:03:13
i	[New Directory]... Office 365	03/18/2019 10:03:20
i	[New Directory]... Office 365/Public Folders	03/18/2019 10:03:21
i	[New Directory]... Office 365/Site Collections	03/18/2019 10:03:21
i	Downloading server file list (Public Folders)...	03/18/2019 10:03:22
i	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)...	03/18/2019 10:03:22
i	Downloading server file list (Public Folders)... Completed	03/18/2019 10:03:22
i	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)... Completed	03/18/2019 10:03:22
i	[New Directory]... Office 365/Site Collections/D901_ahsay-my.sharepoint.com%2fpersonal%2fcarven_tsang_cloudbacko_biz	03/18/2019 10:03:22
i	[New Directory]... Office 365/Users	03/18/2019 10:03:22
i	[New Directory]... Office 365/Site Collections/D901_ahsay.sharepoint.com%2fteams%2fteamsite	03/18/2019 10:03:22
i	[New Directory]... Office 365/Users/carven.tsang@cloudbacko.biz	03/18/2019 10:03:22
i	Reading backup source from Public Folders...	03/18/2019 10:03:23
i	Reading backup source from Office 365/Users/carven.tsang@cloudbacko.biz...	03/18/2019 10:03:23
i	Backup E-mail Account: carven.tsang@cloudbacko.biz	03/18/2019 10:03:23

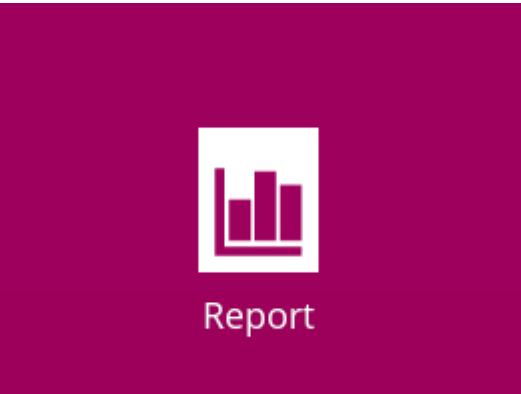
Logs per page50

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Close

CloseHelp

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.

Report

Backup

Restore

Usage

AhsayOBM

Backup Report

From

11

Mar

2019



To

18

Mar

2019

Go

Backup set	Destination	Completion	Status
 Client Run Offi...	 AhsayCBS	Today 10:37	Completed

No. of records per page

50

Page

1 / 1

Close

Help

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.

Report

Backup

Restore

Usage

AhsayOBM

Backup Report

From

11

Mar

2019

To

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

Report

Backup Report

Backup set

Client Run Office 365 Backup

Destination

AhsayCBS

Log

03/18/2019 10:02

Show

All

Type	Log	Time
i	The In-File Delta Backup feature is not enabled on this account. Please be aware that files are being backed up in their ent...	03/18/2019 10:02:52
i	Start [ Windows Server 2012 R2 (w2k16R2-std), AhsayOBM v8.1.0.50 ]	03/18/2019 10:03:06
i	Saving encrypted backup set encryption keys to server...	03/18/2019 10:03:09
i	Start Backup ... [In-File Delta: Full]	03/18/2019 10:03:10
i	Using Temporary Directory C:\Users\Administrator\obm\temp\1552638688861\OBS@1552874279148	03/18/2019 10:03:10
i	Start running pre-commands	03/18/2019 10:03:12
i	Finished running pre-commands	03/18/2019 10:03:12
i	Downloading server file list (Office 365)...	03/18/2019 10:03:13
i	Downloading server file list (Office 365)... Completed	03/18/2019 10:03:13
i	[New Directory]... Office 365	03/18/2019 10:03:20
i	[New Directory]... Office 365/Public Folders	03/18/2019 10:03:21
i	[New Directory]... Office 365/Site Collections	03/18/2019 10:03:21
i	Downloading server file list (Public Folders)...	03/18/2019 10:03:22
i	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)...	03/18/2019 10:03:22
i	Downloading server file list (Public Folders)... Completed	03/18/2019 10:03:22
i	Downloading server file list (Office 365/Users/carven.tsang@cloudbacko.biz)... Completed	03/18/2019 10:03:22
i	[New Directory]... Office 365/Site Collections/D901_ahsay-my.sharepoint.com%2fpersonal%2fcarven_tsang_cloudbacko_biz	03/18/2019 10:03:22
i	[New Directory]... Office 365/Users	03/18/2019 10:03:22
i	[New Directory]... Office 365/Site Collections/D901_ahsay.sharepoint.com%2fteams%2fteamsite	03/18/2019 10:03:22
i	[New Directory]... Office 365/Users/carven.tsang@cloudbacko.biz	03/18/2019 10:03:22
i	Reading backup source from Public Folders...	03/18/2019 10:03:23

Logs per page

50

Page

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Close

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.

From

To

01

Mar

2019

18

Mar

2019

Go

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.

From

To

01

Mar

2019

03

Mar

2019

Go



Report

Backup

Restore

Usage

AhsayOBM

Backup Report

From

01

Mar

2019

To

03

Mar

2019

Go

Backup set

Destination

Completion

Status

No records found

No. of records per page

50

Page

-

Close

Help

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Last update: 2020/04/29 13:37