

# Self-Service Portal - Create a Backup Job

## Procedure

1. Click on the **Jobs** tab.
2. Click **Create...**
3. Enter a **Job Name** and **Description**
  - a. Under **Retention policy** enter the number of restore points to keep on disk (the default is 14).
  - b. Click **Next**.
4. Click **Add** to add virtual machines or vApps to the job.
  - a. EvolveIP recommends grouping similar VMs with similar OS and applications into the same job. Veeam deduplicates and compresses the data of VMs contained in the same job.
  - b. Expand your **vCloud Organization** and select vApps or VMs.
    - i. You can CTRL or SHIFT click multiple VMs at the same time.
  - c. Click **Exclusions** if you want to exclude any VMs from the backups.
    - i. For example, you select a vApp containing multiple VMs, but don't want one backed up.
  - d. Click **Up** or **Down** to re-order the VMs if desired. VMs at the top will be start to be processed first.
  - e. Click **Next**.
5. Enable **Guest OS Processing** (Application-Aware backups) if desired and click **Next**.
6. Specify **Job Scheduling**.
  - a. You can set the job to run daily or just on specific days of the week.
  - b. You can set the job to run Monthly.
  - c. Any other advanced scheduling options you will need to create a ticket with [support@evolveip.net](mailto:support@evolveip.net) and specify the job you want scheduled.
    - i. It is best to create the job and not enable the job to run automatically in this case.
  - d. Edit the **Automatic Retry** options if desired.
  - e. Set a **Backup Window** if desired.
  - f. Click **Next**.
7. Specify **Email Notifications**.
  - a. Check the box to **Enable e-mail notifications**.
  - b. Enter **Recipients** that should receive job notifications.
    - i. If entering multiple you can use the comma or semi-colon to separate email addresses.
  - c. Enter a **Subject** for the notification emails.
  - d. Enable on **Success**, **Warning**, or **Error**.
  - e. Enable **Suppress notifications until the last retry**.
    - i. This option will wait until the last retry of the job before sending out notification to reduce the amount of emails you receive.
8. Click **Finish** to complete the job creation.

