


Self-Service Portal - Run and Monitor Backup Jobs

Summary


If needed you can manually start and monitor a backup job from the Self-Service portal. Once started, you can then monitor the job progress. You are also able to review past job logs from the same location.

Procedure

Running a Backup Job

1. Click on the **Jobs** tab.
2. Click on the empty space to the right of the job name you wish to run, this will highlight the job.
3. Click  to start the job.
4. Click **Status** to monitor the progress of the job if desired.


Monitoring Job Progress

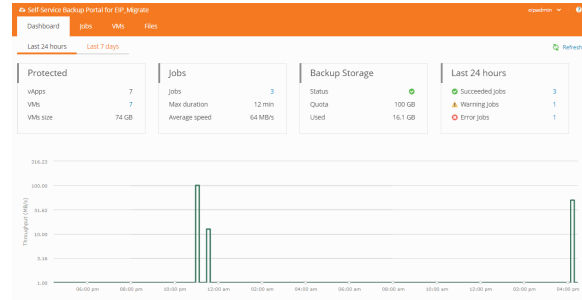
1. Click on the **Jobs** tab.
2. Click on the **Status** of the job you want to monitor.
 - a. Click  to update the page view if needed.
3. Click **Details** to see the overall status of the job.
4. Click next to a VM to monitor progress of the individual VM.

Reviewing Job Logs

1. Click on the **Jobs** tab.
2. Click on the **Name** of the job you want to review.
 - a. This will load the job history for review.
3. Click on the **Status** of the backup job's date and time you want to review.
4. The initial page will provide information for each VM and vApp including the rate at which they backed up as well as how much data was transferred.
5. Click **Details** at the top of the page to review the job as a whole.
 - a. Click **Export** to export the details to an XLS document.
6. Click the empty space to the right of an **Object** to review details for that specific object.
7. Click the **x** on the breadcrumbs to return back to the **Jobs** tab.

Stopping a Backup Job

1. Click on the **Jobs** tab.
2. Click on the empty space to the right of the job name you wish to run, this will highlight the job.
3. Click to  stop the job.
4. The job will complete the task it is working on and then stop.
 - a. Depending on what step the job is on, this may take some time.
 - b. You can click on the **Status** to monitor the progress.
5. Once stopped, the job will show failed.



Name	Type	Status	Latest Run	Next Run	Description
WebApp	Backup	Success	8/28/2018 8:15:43L...	8/28/2018 1:00:00 AM	Created by equinox at 8/21/2018 10:57 am
SQL Backup	Backup	Working	8/27/2018 11:42:36L...	8/28/2018 11:30:00 PM	Backup containing SQL Servers
DC File	Backup	Success	8/27/2018 11:18:25L...	8/28/2018 11:00:00 PM	Created by equinox at 8/21/2018 10:48 am

