# 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 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 **Recitpients** 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 **Supress 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.