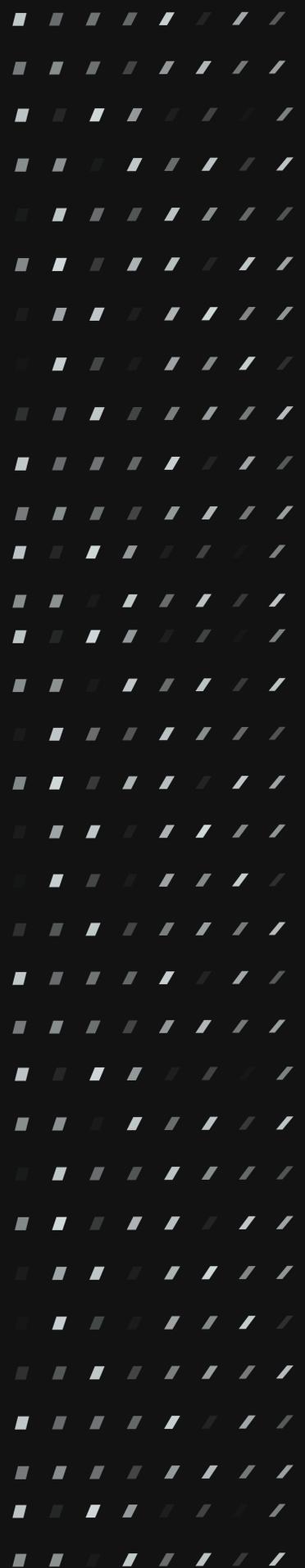


# Creating Schedules, Running a Backup Job and Restoring to a Previous Backup

---



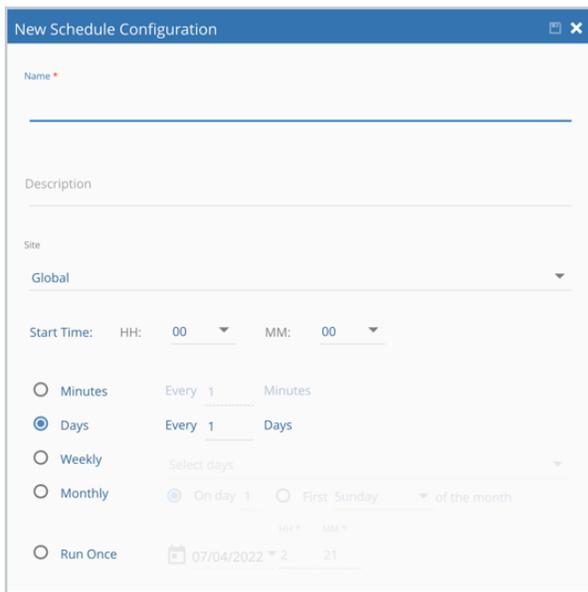
**Pre-requisite:** You must have added a Device and run your first backup. If not, please refer to the 'Getting Started With BackBox Evaluation Guide' on how to add your first Device and run your first backup.

BackBox allows you to schedule any action. Actions can be set to run hourly, daily, weekly, or monthly. The Schedules screen lists all the schedules defined in the system. You can add more schedules to the list as well as delete any of them.

The Schedules screen displays the name given to the schedule, the description, the assigned site, the date the schedule was created, when it was last modified, the type, and whether it is in use or not.

## Adding a New Schedule

- 1 On the Schedules screen, click the Add button. The New Schedule Configuration dialog box appears:



- 2 Fill in the fields and specify the interval and time for the new schedule and click Save.

## Deleting a Schedule

**To delete one or more schedules:**

- 1 Select the schedule(s) you wish to delete.
- 2 Click the Delete Button.
- 3 A prompt appears requesting confirmation.
- 4 Click Yes.

Clicking Backups on the Sidebar displays the Backup Jobs screen. The screen lists all the backup operations that have been defined in the system, as well as when they are scheduled to run, the current status of the backup, and other relevant information.

Clicking on Queue displays the current jobs in the backup queue. Clicking on History displays the backup history of each device in the system.

## The Backup Jobs Screen

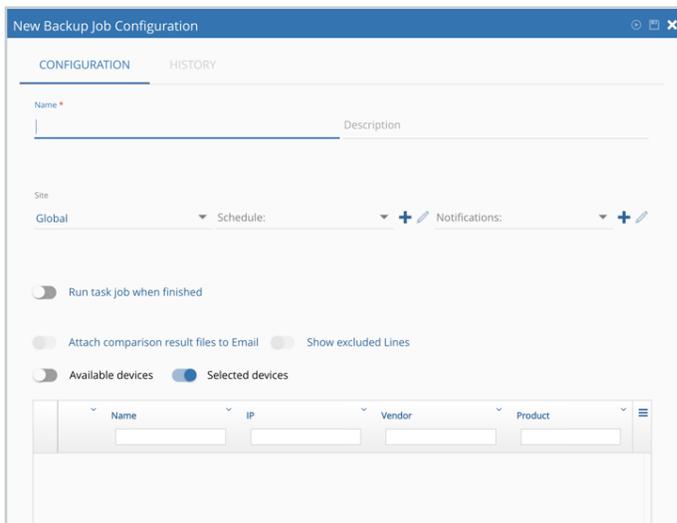
The Backup Jobs screen displays a list of backup jobs along with their schedule, notification, next execution, site, and status.

## Adding a Backup Job

BackBox allows you to add additional backups to meet your needs.

To add another backup job:

- 1 On the Backup Jobs screen, click the Add button. The New Backup Job Configuration dialog box appears:



- 2 Complete the fields with the desired parameters.
- 3 Click the Add Devices button (under Site:) to display a list of available devices. Available columns display item type (with an icon), device name, IP, vendor, site, and group to which the device belongs to.
- 4 Click one or more devices which you want to add to the backup job and click the Add button.
- 5 To remove a device from this list, click the Remove Device button.

Field	Description
Name	Type a name that identifies the new backup.
Description	Type a brief description of the backup – this field is optional but recommended.
Site	Select the name of the site to which the device is assigned. If the site is locked to an agent, you cannot run a backup from Global. Sites can be locked to an agent in the Agent screen, which is located under Settings in the Sidebar.
Schedule	Select a schedule for the backup. You can create a new schedule by clicking the Add Schedule button <b>+Add</b> next to the Schedule list or select a schedule from the list. For further details, see the
Notifications	Select the notification configuration to be implemented regarding the completion/failure of the backup. If the notification configuration includes E-mail, below notifications, an additional button is displayed on the screen enabling you to attach comparison result files to the E- mail. In addition, you can click the Add Notification button <b>+Add</b> next to the Notifications list to configure a new notification. For further details, see the chapter on Notifications.
Run task job when finished	In case you want to run a task job in the end of a backup job, you can turn on the switch and select which task job you want to run
Attached comparison results file to email	In the notification of a backup job select this to get PDF reports of changes in the text-based configuration

## Deleting a Backup Job

### To delete a backup job:

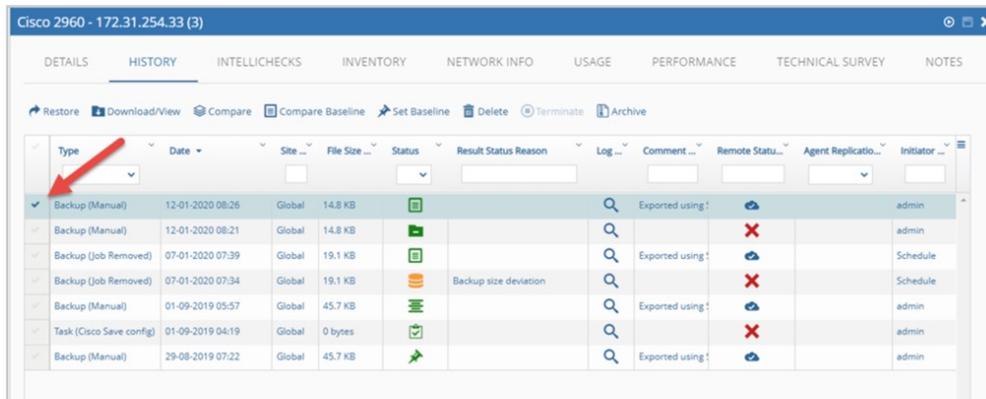
- 1 On the Backup Jobs screen, select the Backup Job to be deleted.
- 2 Click the Delete button. The Delete Backup Job dialog box appears requesting confirmation.
- 3 Click Yes.

## Running a Backup Job

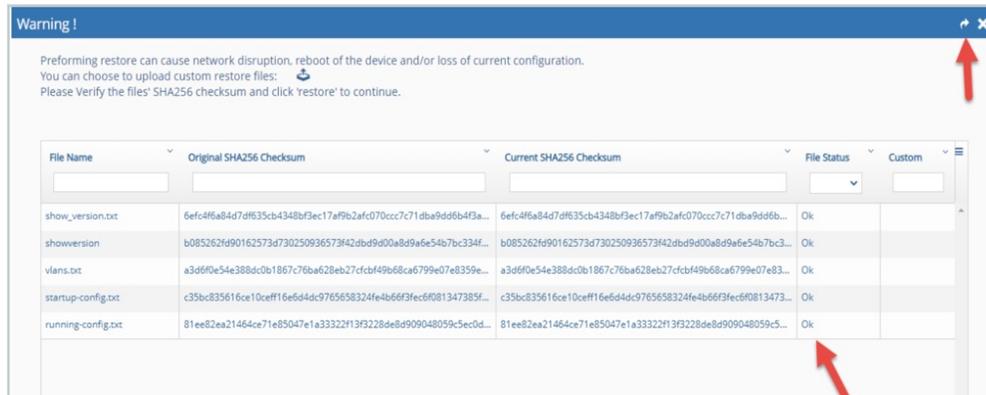
**Backup jobs will run according to the schedule that you assigned them. Their next execution is displayed on the Backup Jobs screen. However, you can run a backup immediately by selecting a backup job and clicking the Run Now button.**

# How to Restore to a Previous Backup

Go to a Device Profile page and click on the History tab on the top of the window.  
 Select a backup you want to restore the device to.



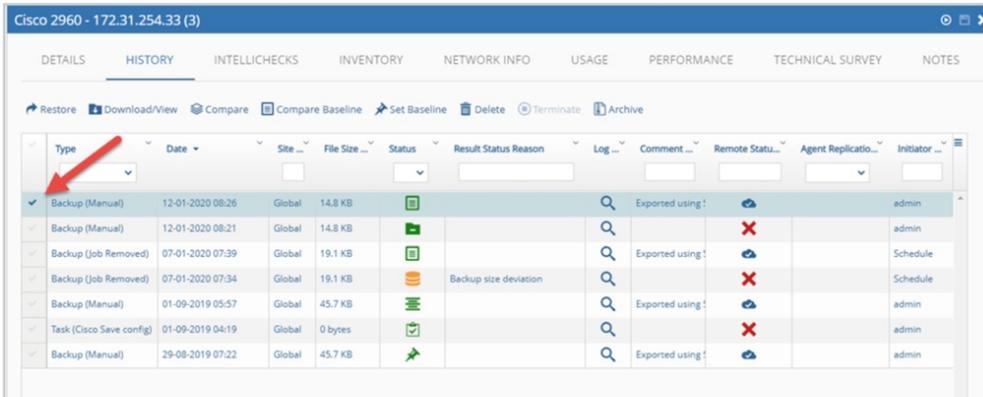
Click the Restore option to have the backup's files rehashed and compared to the original hash values.



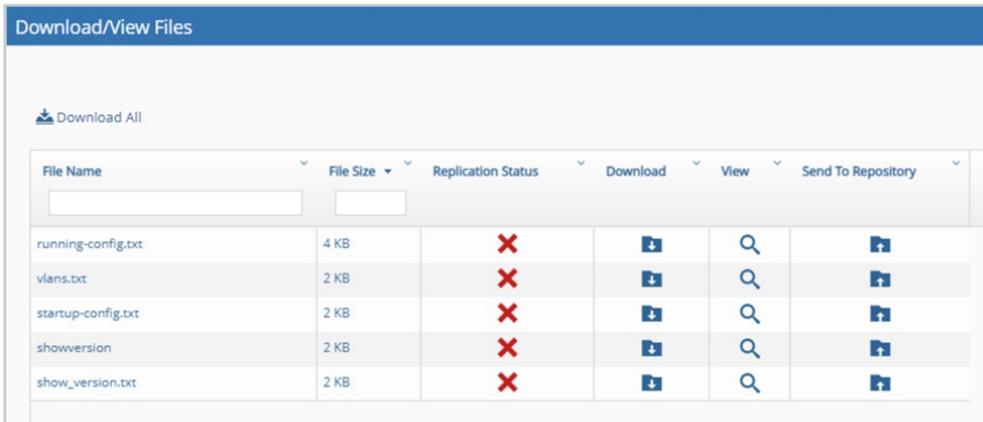
If all the files show a status of 'OK', click the white arrow at the upper right to begin the Restore process.

# BackBox Manual Device Restore

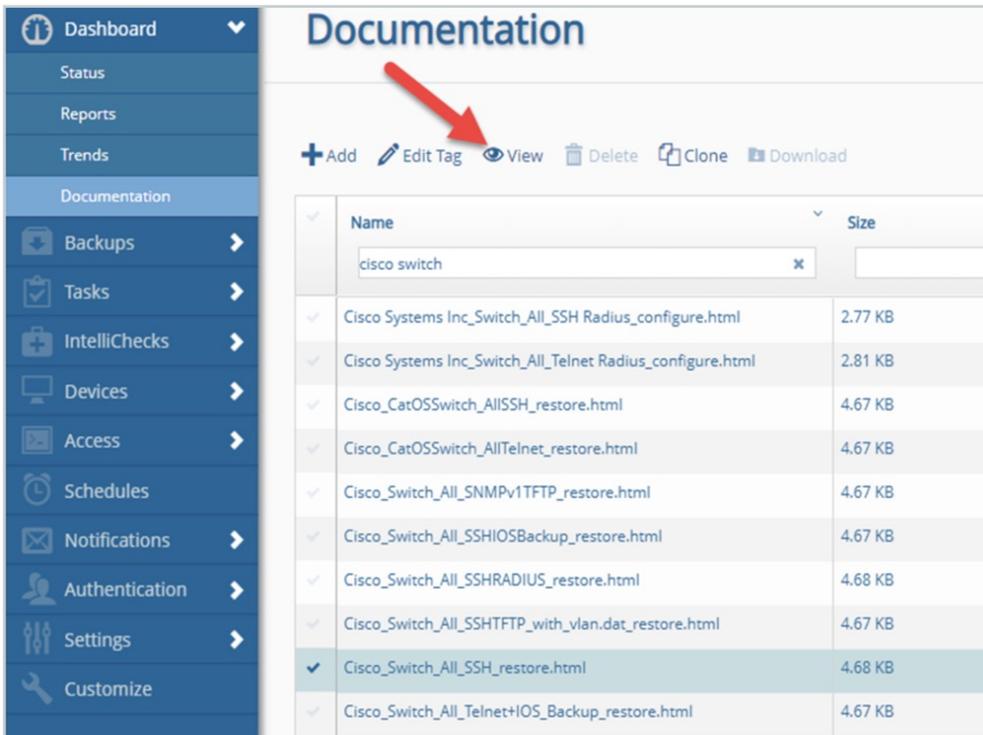
Go to a Device Profile page and click on the History tab on the top of the window.  
 Select a backup you want to restore the device to.



Click the option Download/View to see the files that comprise the backup.  
 Download all the files to a single directory for temporary use.



To see vendor instructions on how to manually restore, go Dashboard->Documentation. Type the vendor's name and product name to see available walkthrough papers. Select the appropriate option, and click View to see the vendor's walkthrough.



For additional information on features and functionality of BackBox visit the BackBox Help Center: [support.backbox.com](https://support.backbox.com)

## Contact Us

+1-833-BACKBOX  
(+1-833-222-5269)



**North America**  
14135 Midway Road  
Greenhill Towers, Suite G250  
Addison, TX 75001 USA  
[info@backbox.com](mailto:info@backbox.com)

**EMEA**  
13 Ha'amal St., Park Afeq,  
Rosh-Haain, 4809249 Israel  
[info@backbox.com](mailto:info@backbox.com)

**APAC**  
[apacinfo@backbox.com](mailto:apacinfo@backbox.com)