Advanced Operations

This chapter discusses the advanced operations of Backup Exec. The advanced operations include:

- Verifying data

- Archiving data

- Disk Grooming

- Starting multiple copies of Backup Exec

Verifying Data

The Verify operation verifies the integrity of the tape. Performing a Verify ensures the integrity of the data backed up. The files that do not verify are listed in the Summary window at the bottom of the Job Status window (see Job Status Window on page 3–21). If you perform a verify operation and files do not verify, the tape may be bad. Additional details about files that failed to verify are provided in the log file created as a result of the verify operation. All log files can be view by double-clicking the Job History icon at the bottom of the Backup Exec main window.

Performing a Verify

To perform a Verify operation, follow these steps:

1. Double-click the Tapes icon.

    The tape to be verified must be in the tape drive to be available for selection.

2. Select the tape you want to verify by clicking its check box.

3. Click Operations in the menu bar.

4. Click Verify in the drop down menu.

    The Verify Job window appears.

5. Select the correct tape drive in the Hardware section that contains the tape you want to verify.

6. Click Run Now to start the verify operation.

    The Schedule button allows you to run this job at a later date and time.

A Scanning Catalog Files message box appears before the verify operation begins. Once completed, the Job Status – Verify window appears displaying the progress of the verify operation.

Note: When Backup Exec is running in the background, the minimized Backup Exec icon is animated during the operation. When the animation stops, the operation is completed.

7. Any problems encountered can be viewed in the Summary area of the Job Status - Verify window. You can also review the operation by double-clicking the Job History icon found at the bottom of the Backup Exec main window and then double-clicking on the correct verify job in the list.

8. Click OK after the operation completes.

The Verify Job Window

The following options are available from the Job Verify window:

Job Name	The name you assign the verify job.

Hardware	
Device	This allows you to pick a tape drive to use with this verify job. If only one tape drive is attached to this backup server, the default tape drive will appear. If you have multiple tape drives attached, single-clicking the Device field presents you with a list of attached drives. Click the one you want to process this job.
Magazine	This selection is used with attached autoloaders. This option is grayed-out unless a loader is selected in the Hardware|Device drop-down list found within the Verify Job dialog box.
	If a loader is attached, this field displays the previous magazine that was used to process a job.
Group	This selection is used with attached autoloaders. This option is grayed-out unless a loader is selected in the Hardware|Device drop-down list found within the Verify Job dialog box.
	If a loader is attached, this field displays the previous tape group (within a magazine) that was used to process a job.

Run Now	Initiates an interactive, real-time job.

Schedule	Allows you to schedule the job for processing at a later time using the Backup Exec Scheduler.

Save Job	Allows you to save all selections and Verify Job dialog box information as a job to be run at a later time. A Saved Job appears in the Jobs option on the main menu bar.

Disk Grooming

Archiving Data

This option is used to archive specific directories and/or files from your hard disk to tape. The Archive operation can be used in the following scenarios:

- You want to remove data that is not being used but is vital to retain.

- You need more space on your hard disk.

- You are moving the data to another computer.

  The Archive operation will copy information from disk to tape, verify the information on the tape, and then (at your option) delete the information from the disk.

Note: Backup Exec will not delete data from an Arcada Agent if you decide to run an Archive operation on the agent computer.

Important: When performing a Archive operation, be sure no other users are adding files to the directory or directories where you are about to delete data. Any files added during the Archive may be deleted without being backed up.

Performing a Archive

In this example, we will perform an Archive of one directory. By making multiple selections, you can archive several directories or files.

To perform a archive operation:, follow these steps:

1. In the Backup Selections window, double-click on the drive containing the directory you want to archive.

2. Check the directory you want to archive.

3. Click Archive under Operations in the menu bar.

    The Archive window appears.

The information in the Archive window includes the defaults selected in Settings/Backup in the menu bar. You may override these settings for this particular backup. You can enter a Tape Name and a Backup Set Label. Each may be up to 50 characters.

When performing an Archive, the only backup method available is Copy. Also, for your protection, you cannot append an Archive to a tape that was created with the Backup operation.

4. After making your selections in the Archive window, click Run Now to start the archive operation.

    The Schedule button allows you to run this job at a later date and time. The Save Job button allows you to save this job so it can be run at any time or scheduled later. The Advanced button allows you to select advanced options.

A Scanning Disk Files message box appears before the backup operation begins. Once completed, the Job Status – Archive window appears displaying the progress of the archive operation.

If you are overwriting the tape, a Replace Information message box appears warning that all data will be replaced on the tape. Click Yes to continue. If you click No, an Append Information dialog box appears asking if you want to append information to the tape; click Yes to append to this tape (only if it is an Archive tape) or click No to be prompted for a new tape.

Since this is the Windows NT environment, you may let the backup run in the background while you go on to perform other tasks. If you plan to do this, keep in mind, if you selected to back up open files or wait for open files to close, Backup Exec may issue prompts requiring a response from you.

The archive operation automatically performs a verify operation after the data is backed up. If the verification of data fails, the archive operation will stop and you will be notified of the failure. If you get a verification failure, investigate the problem (use the Job History feature), correct the problem, and start the archive operation again.

After the data is backed up and verified, the Copy Tape window appears.

5. If you want to make another copy, insert another tape and click Yes. If you do not want another copy, click No.

    The Delete Archived Files dialog box appears next.

6. If you want to delete the data off the hard drive that was just backed up to tape, click Yes. If you do not want to delete the data, click No.

Important: When performing a Archive operation, be sure no other users are adding files to the directory or directories where you are about to delete data. Any files added during an Archive may be deleted without being backed up.

7. When the operation completes, click OK.

Disk Grooming

Backup Exec provides a disk grooming feature that allows you to use Windows NT's last access date to archive unused, static files from the server to tape. The NTFS and HPFS file systems support the last access date capability as does the VFAT file system under Windows NT, however, files accessed while the VFAT file system is used under DOS will not be properly selected.

Using the Advanced Backup File Selection dialog box, along with an Archive operation, you can select files based on the last access date. This allows you to back up unused files from disk to tape, verify the information on the tape, and then delete the unused files from the disk.

To perform disk grooming:

1. Select the drive you want to groom and click the Advanced Backup File Selection button on the menu bar.

2. Click Only files not accessed in the last [number] days.

3. Enter the desired number of days or use the up or down arrow buttons to select the number of days.

4. Click OK.

   At this time, you may select any other criteria for specifying which files you want groomed. For example, enter *.doc to archive all of your document files not accessed in the last X days.

5. Click Operations|Archive from the menu bar.

   An Archive dialog box appears.

6. Click Run Now.

   The Schedule button allows you to run this job at a later date and time. The Save Job button allows you to save this job so it can be run at any time or scheduled later. The Advanced button allows you to select advanced options.

A Scanning Disk Files message box appears before the backup operation begins. Once completed, the Job Status – Archive window re-appears displaying the progress of the backup operation.
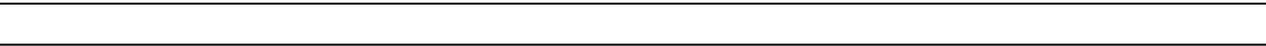
If you are overwriting the tape, a Replace Information message box appears warning that all data will be replaced on the tape. Click Yes to continue. If you click No, an Append Information dialog box appears asking if you want to append information to the tape; click Yes to continue.

Once completed, the Job Status – Archive window re-appears displaying the progress of the backup operation.

7. Click OK after the operation completes.

   In addition, you can create an archive job for this operation and schedule the job to run unattended.

Important: When performing a disk grooming operation, be sure no other users are adding files to the directory or directories where you are about to delete data. Any files added during a disk grooming operation may be deleted without being backed up.

Starting Multiple Copies of Backup Exec

Starting Multiple Copies of Backup Exec

More than one copy of Backup Exec can be started at the same time. If you have more than one tape drive on your system, starting multiple copies of Backup Exec enables you to perform several tape operations simultaneously.

Important: If you are running multiple tape drives on the backup computer, each instance of Backup Exec must be associated with an available tape drive. Multiple instances of Backup Exec cannot access a single tape drive.

If your backup server has multiple tape drives connected to it, you can set the same start time on multiple jobs simple by assigning a different tape drive to the job. You can do this for each job, depending on the number of tape drives attached to your backup server. For example, if you have three tape drives, you can schedule three different backup jobs to start at the same time as long as each is assigned a different tape drive.

To assign a tape drive to a job, simply make all job selections as you normally would. Click the button of the operation you want to run.

Example: Backup

In this case, the Backup Job dialog box appears. Label the job. Review the other fields in this dialog box, making changes as necessary. In the Hardware section of the box, click the Device field. A list of connected tape drives attached to the backup server appears. Select a tape drive. Click Schedule and schedule a specific time to run the job. Click OK. The job is now assigned to a particular tape drive on the backup server. You can schedule another job to launch at the exact same time as long as you assign the job to a different tape drive in the Hardware|Device field. Simply repeat the above process.

Disk Grooming