Offsite Backup User Guide

Performing a "Seed-Load" Backup to External Hard Disk

If you have a lot of data (e.g. 300GB) to backup to the backup server, it would take a considerable amount of time to perform the first full backup through the Internet. If you run into this problem, you can use the Seed Loading Utility to backup your backup set to local hard disk (instead of directly to the backup server) and then transport the backup data to your offsite backup provider. This could then save you days (even weeks) of performing your first full backup.

1. Open the OBM backup software from the System Tray or from the Start Menu
2. Setup your backup set and select ALL the source files or databases that you wish to backup.
3. Click on **[Backup Schedule]** for the backup set and remove all time schedules; OR click on the backup set name and un-tick "Run scheduled backup on this computer". This is important so that your offsite backup will not try to execute before the seed-loaded data can be integrated on the offsite backup server. Running any offsite backup after performing a seed-load backup will invalidate your seed loaded data. Do NOT perform another backup until advised by your offsite backup provider.
4. Select the backup set on the left panel and press the **[Start Backup]** button on the toolbar.
5. Select **[Local Hard Disk (Seed Load Utility)]** to start backing up your files to local hard disk and press the [OK] button.
6. Enter a directory where you want all backup files to be stored in the **[Destination Directory]** field and press the [Start] button.
7. You should get the message "Backup Completed Successfully" as shown below after all backup files are spooled to the directory you specified.
8. Transport the data specified in the **[Destination Directory]** on your external hard disk to your offsite network backup provider as per their instructions.
9. Once you have been advised that your data has been seed-loaded on the offsite backup server, you must re-enable the **[Run scheduled backup on this computer]** option. Ensure appropriate time schedules are setup under the **[Backup Schedule]** section for your seed-loaded backup set.