

After Vaultwise has added the Host to your system, you can create your first Backup of the Host. To create the first Backup, follow the instructions below.

1. Open the Web browser connecting to the Vaultwise CDP Server Web Interface (<https://dc4.utropicmedia.com:8081>) and log in.



Standard Login

User Name

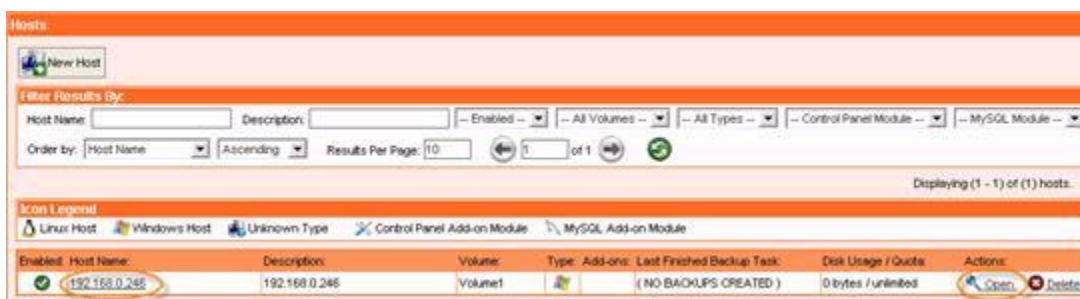
Password

Login

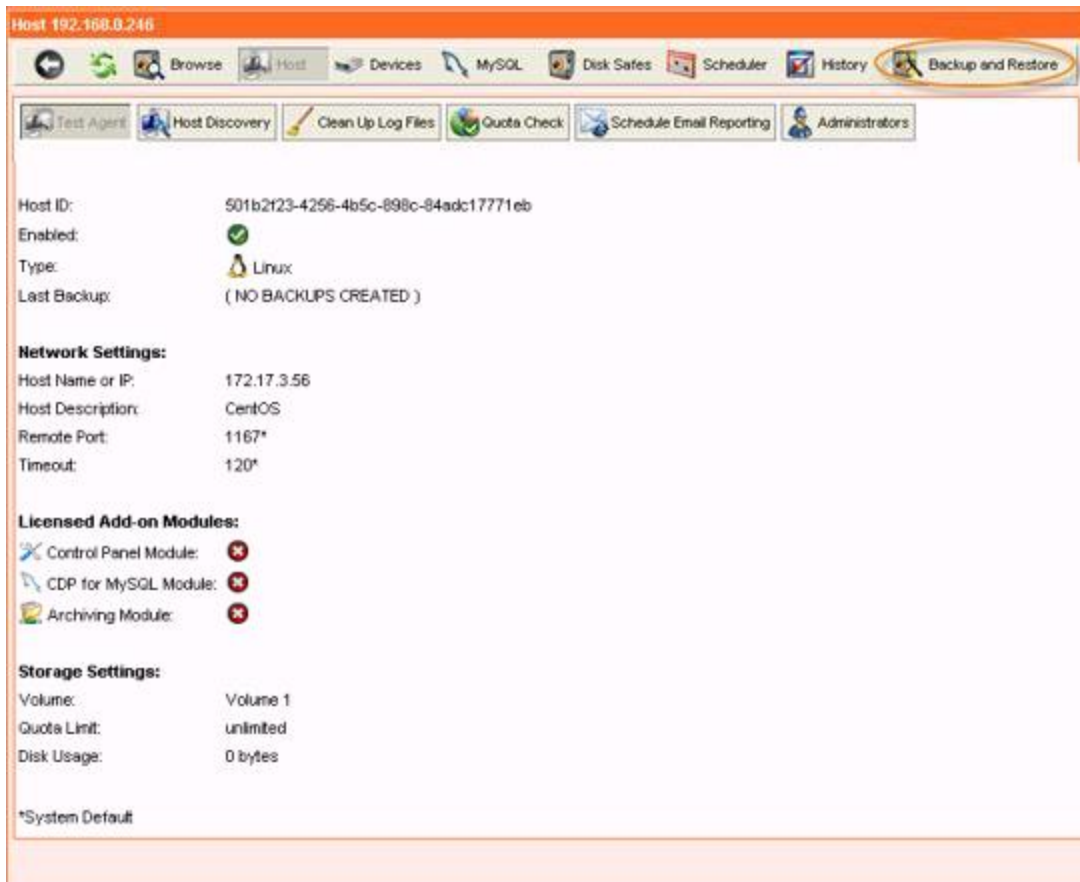
2. When the page has loaded, you should see the "Hosts" tab of the interface. If the "Hosts" page does not open, click on "Hosts".



3. Select the Host you want to Backup by clicking on the appropriate Host Name link in the "Host Name" column. Or you can click on the corresponding "Open" link under "Actions".



4. Click on "Backup and Restore" in the Main Menu



5. On the following page, click on "Schedule Backup".



6. The "Schedule a new Backup task" form will load.

Host 192.168.0.246 : Schedule a new Backup task

Save Task ☒  
Enabled ☒  
Description   
Recurrence Now

Backup Task Options:

☒ Only keep the last  recovery points  
☒ Defragment data files when finished  
☐ Verify recovery point when finished

Devices to Backup:

☐ All active devices  
☒ Only selected devices:  
☒ Disk 0 (Partition Table) ☒ C:\ - Disk 0 Partition 0 (NTFS)

OK Cancel

7. Enter a description for the Backup Task in the "Description" text box.

Host 192.168.0.246 : Schedule a new Backup task

Save Task ☒  
Enabled ☒  
Description   
Recurrence Now

Backup Task Options:

☒ Only keep the last  recovery points  
☒ Defragment data files when finished  
☐ Verify recovery point when finished

Devices to Backup:

☐ All active devices  
☒ Only selected devices:  
☒ Disk 0 (Partition Table) ☒ C:\ - Disk 0 Partition 0 (NTFS)

OK Cancel

8. Make sure "Now" is selected from the "Recurrence" drop-down menu.

Host 192.168.0.246 : Schedule a new Backup task

Save Task ☒

Enabled ☒

Description First Backup

Recurrence Now

Backup Task Options:

☒ Only keep the last 10 recovery points

☒ Defragment data files when finished

☐ Verify recovery point when finished

Devices to Backup:

☐ All active devices

☒ Only selected devices:

☒ Disk 0 (Partition Table) ☒ C:\ - Disk 0 Partition 0 (NTFS)

OK Cancel

9. Leave the rest of the settings untouched and click on "OK".

Host 192.168.0.246 : Schedule a new Backup task

Save Task ☒

Enabled ☒

Description First Backup

Recurrence Now

Backup Task Options:

☒ Only keep the last 10 recovery points

☒ Defragment data files when finished

☐ Verify recovery point when finished

Devices to Backup:

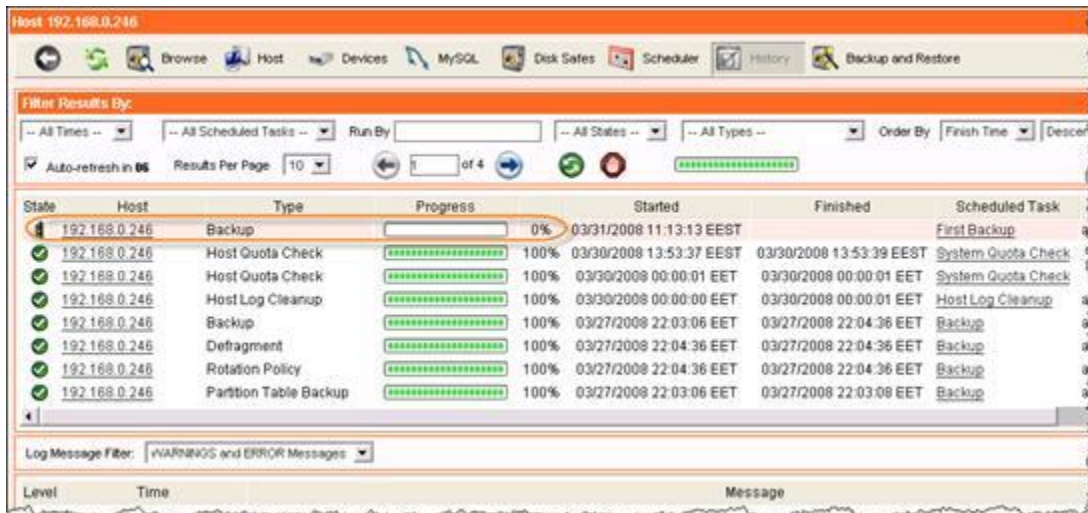
☐ All active devices

☒ Only selected devices:

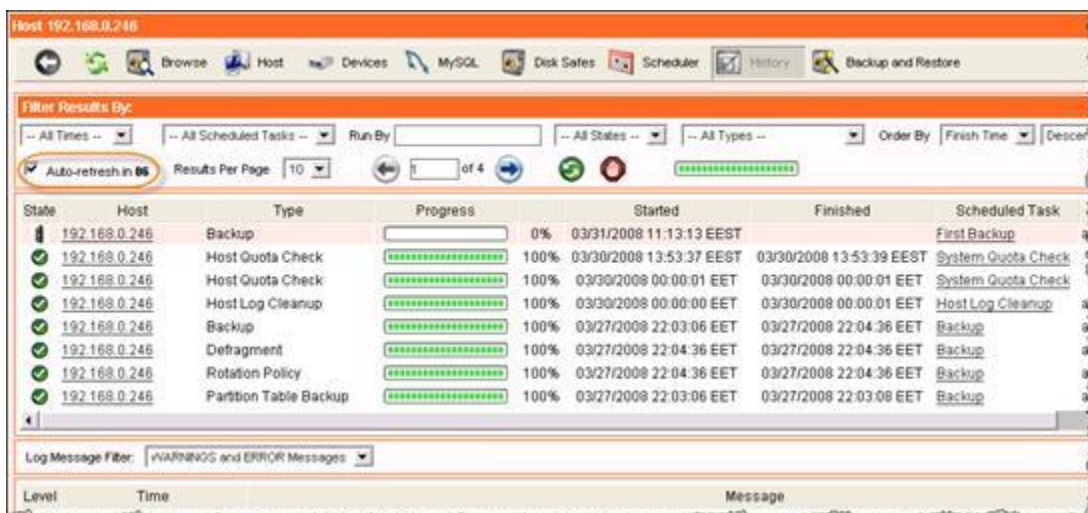
☒ Disk 0 (Partition Table) ☒ C:\ - Disk 0 Partition 0 (NTFS)

OK Cancel

10. When the page has loaded, the event history for the associated Host will be displayed.



11. It is a good idea to click the "Auto-refresh" check box in the upper left corner of the page. Enabling the "Auto-refresh" function will automatically refresh the event list every 20 seconds.



**Notice**  
You can learn how to Restore your backed up files in Restore.