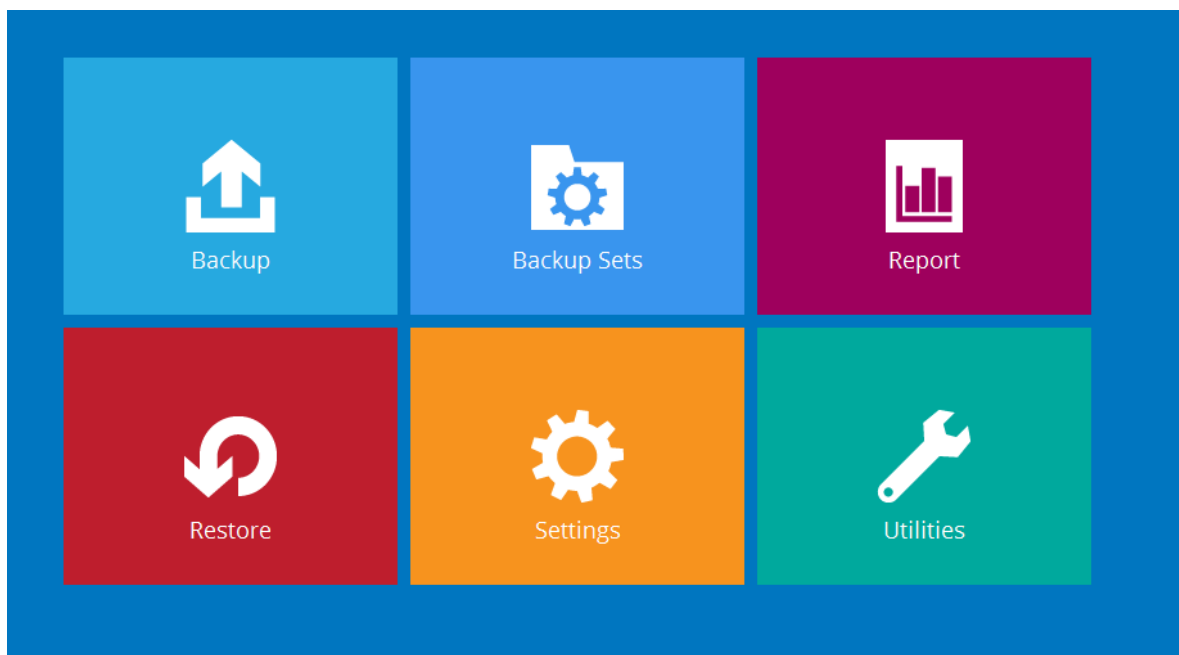# How to Seed your initial Backup

Seeding an initial backup can be very useful if you have a large amount of data to backup or have a slow upload connection to the internet.

We can do seeding via FTP or sending a disk via post. Please follow the steps below based on what type of seeding you wish to do.

FTP or Post Seeding

To create a seed, first create yourself a backup set with all the data you require to be backed up.

1. Click on Backup Sets

2. Add backup Set

3. Name the backup set and select backup type. For this example, we are using a File Backup

Create Backup Set

Name

Demo Backup Set

Backup set type

📄 File Backup ⌄

4. Now select data required. As default, there are default location options like Desktop, Documents, Favourites and Outlook for the user logged in only, if the data is not under that user you need to remove the ticks and then select "I would like to choose the files to backup"

Backup Source

Select the files and folders that you want to backup

- ☐ 🖥 Desktop
- ☑ 📄 Documents
- ☐ ⭐ Favorites
- ☐ ✉ Outlook
- ☐ ✉ Windows Live Mail
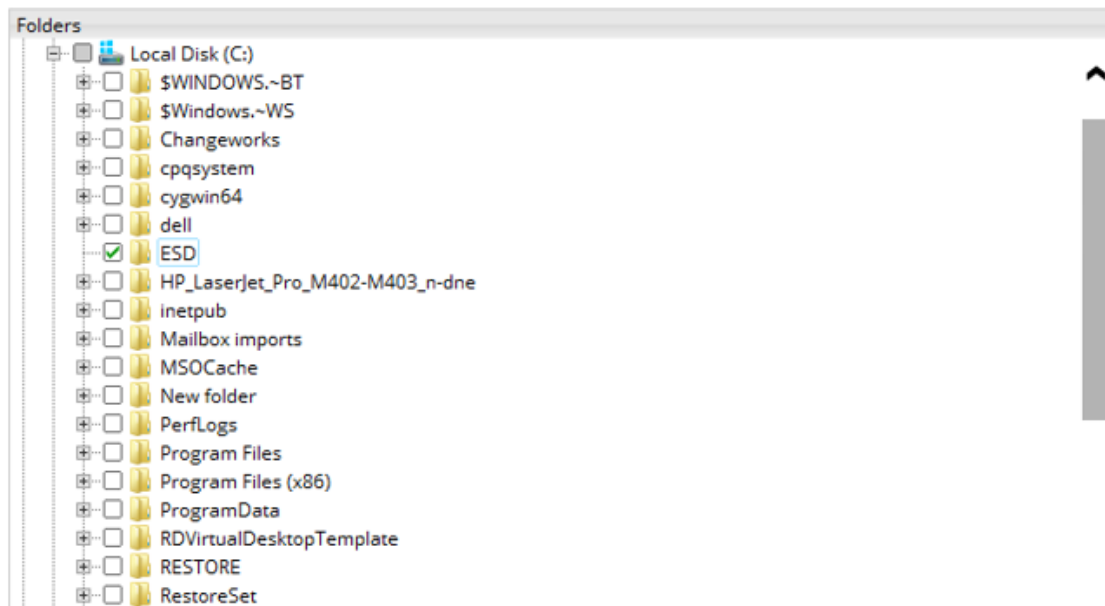
Filter

Apply filters to the backup source

Off ▮▭

I would like to choose the files to backup

5. Navigate to the folders / files you require to backup and click OK

Advanced Backup Source

Folders
- Local Disk (C:)
  - $WINDOWS.~BT
  - $Windows.~WS
  - Changeworks
  - cpqsystem
  - cygwin64
  - dell
  - ☑ ESD
  - HP_LaserJet_Pro_M402-M403_n-dne
  - inetpub
  - Mailbox imports
  - MSOCache
  - New folder
  - PerfLogs
  - Program Files
  - Program Files (x86)
  - ProgramData
  - RDVirtualDesktopTemplate
  - RESTORE
  - RestoreSet

6. Click Next to go to the Schedule Page. Here, **turn off** the schedule and click next

Schedule

Run scheduled backup for this backup set

Off

7. On the destination page, click "+" to add a destination and select Local drive, browse to your seed drive and select a location to seed the data too. In the example below, we have selected Z:\seed and verified the backup client has access by clicking "test" Click OK, then Next

New Storage Destination / Destination Pool

Name

UK Cloud Storage

Destination storage

UK Cloud Storage

UK Cloud Storage

Local / Mapped Drive / Removable Drive

New Storage Destination / Destination Pool

Name

Seed

Destination storage

Local / Mapped Drive / Removable Drive

Local path

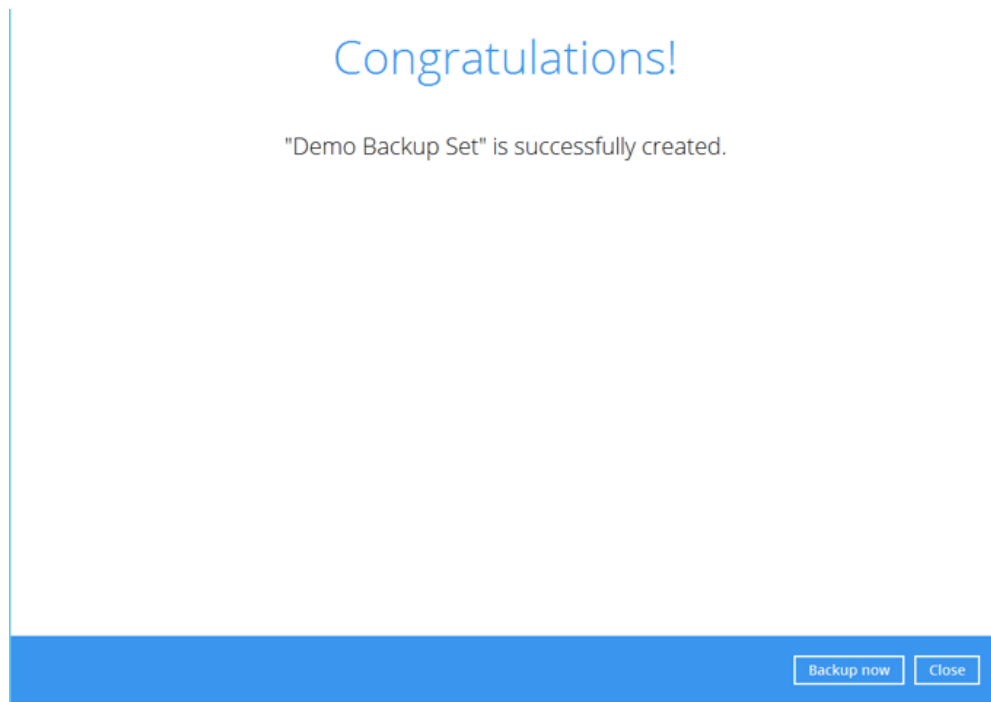Z:\Seed   Change

✔ Test completed successfully

8. If an option displays for Open Direct, turn off and click Next

9. In The encryption window, the default is User Password. this is the most commonly used option so all data will be encrypted using your account password. NOTE - If you forget your Encryption key, we have no way of restoring your data at a later date!
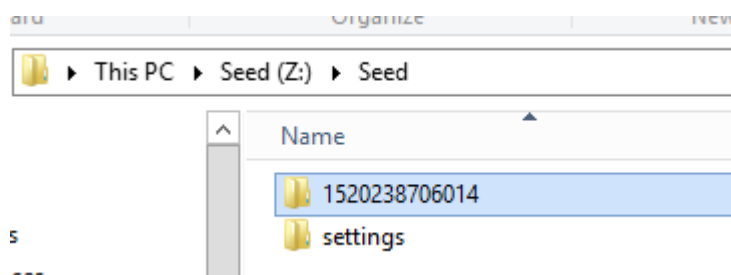
10 You have now created the backup set ready to seed to your seed location. If you're ready to run now, select Backup now, otherwise you can run this later by simply clicking Backup from the main backup window screen
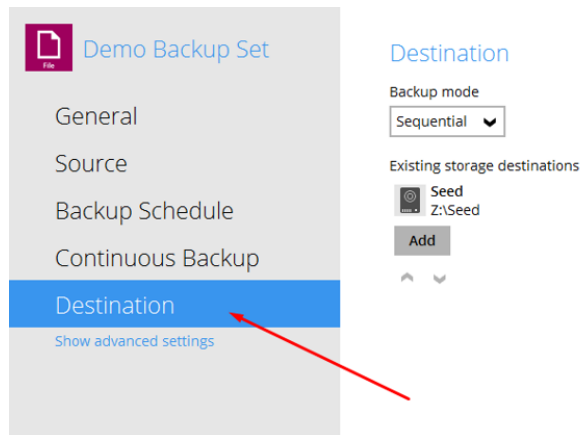
Checking the seed has run successfully

After running the seed backup you should see "Backup Completed Successfully" if not, please contact us so we can see why it failed and if the data on the seed drive is worth sending to us.

It's also worth looking at the seed location to make sure you have data. In the example below you will see there are two folders. Settings and a numeric folder number. Right click on the numeric folder and click properties. The amount of data shown should equal the data size you're backing up allowing for some compression.

11. Please now ask us for FTP login details, once you have these details from us you can upload via FTP using a program such as https://filezilla-project.org/. **Ignore this step if posting a disk to us.**

12. After the FTP upload Open the Backup Client -> Click on Backup Sets -> click on the backup set you have seeded and click Destination

13. Now add cloud as the backup location. Click "+" and select the line above local and click OK

14. Go back to point 12 and now remove the <u>local seed destination only</u> by double clicking on the destination then selecting delete this storage destination and click yes to the warning that will display. It will then be followed by a second warning to delete the data in this location. Select no as the seed drive won't be present.

Don't remove the local copy until the Offsite destination has been added.

Don't delete the data from the seed backup set.

Don't remove the local copy if the local HDD is still attached if your doing the posting seed route.

<u>**Let us know when all this has been done.**</u>

15. We will now copy the data from the FTP location to our systems. If posting please send via special delivery (signed) to: Backup Everything Ltd, Diamond House, 179-181 Lower Richmond Road, Richmond, TW9 4LN. Please put a return address so we can post the disk back. We will copy the data once we receive the disk.

16. Once copied (we will confirm first) you then need to run a data integrity check, to do this, goto the software dashboard and select Utilities on the bottom right box. Run the check ensuring the boxes are unticked. If a pop-up appears saying the statistics are incorrect then just press Yes.

17. Rename the backup set from Seed to something else if you want

18. Add the schedule, the default is 8pm

19. You can then run the backups manually at this time or wait as per the schedule.