

Backing Up a File Server

Basics:

- Never turn the File Server off (Except for summer)
- Leave the Monitor off.



Backing Up:

Mornings

- Turn on the monitor of the server.
- Open the Retrospect software
- Click on the tab "Reports."
- Click to open the log.
- Look over the log at the previous backup information. There will be two backups running each day. One to the internal drive and one to an external device (tape or hard drive).
- Report **red** carrots to BCL.
- Turn off monitor.
- Put in the tape for the day or switch the external drive when necessary.

Evenings

- The server is set to backup every evening Monday through Friday.

Freedays

- When school days are skipped due to freedays, just pickup with the correct days tape. Skip the day that was missed.