Open your Applications Folder.

Find the CheckBackup icon and double click it.

Click Backup/Restore Tab

Monitoring Backups on Your Computer

All Baylor client computers contain mission-critical data representing many invested hours of time. Should a file be accidentally deleted or become corrupted, a saved copy of that file could be recovered if backups are done on a regular basis. Use Check Backup to keep track of the date of your last successful backup. If your last backup occurred more than three days ago, you should initiate a manual backup from the Backup/Restore tab.

Desktop Backups and File Restores may not be available from 11 am to 2 pm.

Your last successful backup was on:
3/7/2013 10:42:52 PM
Click the Run a Backup icon.

Click Continue to start the backup.
Depending on the amount of data that has been added or changed since your last backup, the backup process may take anywhere from 3 minutes to several hours.

When the backup is finished, the Manual Backup Report will display.
Click Quit CheckBackup to close the application.