Launch the Check Backup application from the Desktop shortcut. If there is no shortcut on your desktop, Check Backup can be found in your Programs Directory, which is located in the Tivoli Storage Manager folder.

Click "Yes" when the User Account Control window pops up.

It may ask for your username. Click OK.
Click on the **Backup/Restore** tab located at the top of the window, and then click on the **Run a Backup** button.

**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 6:00 am to 8:00 am.*

Your last successful backup was on:

Unable to locate the backup reports. Please initiate a backup from the Backup/Restore tab.

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**Run a Backup**

You can use the Check Backup to initiate a manual backup of your files. Click the icon to the right to start a backup. This will open a new window.

*Backups are not available from 6 am to 8 am.*

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**Restore a File**

The TSM GUI application must be launched in order to restore a file that has been lost or deleted. Click the icon to the right to launch the TSM GUI.

*File restores are not available from 6 am to 8 am.*
The backup of your files will begin. Once this process is finished, the status of the backup will be displayed in the desktop window. When finished viewing the report, Quit the application.