Open the Start Menu.

Find the CheckBackup icon and click it.

CheckBackup
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:
3/11/2013 7:05:01 PM
Click the Restore a file icon.

**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.**

**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.**
Tivoli Storage Manager Backup Client will then open.
Welcome to IBM Tivoli Storage Manager. Click below to perform a task.

**Backup**
Backup and Restore copies of data that are frequently updated.

- **Backup**
  Copies files to server storage to prevent loss of data.

- **Restore**
  Restores saved files from server storage.

**Archive**
Archive and Retrieve copies of data that are preserved for a specific period of time.

- **Archive**
  Creates an archive copy in long-term storage.

- **Retrieve**
  Retrieves an archive copy from long-term storage.
Click the arrow to expand the files system. For example, to restore a file on the desktop click the arrow on File Level, Expand the “+” on Users, click arrow on First_Lastname, click the Desktop folder, and in the right hand pane find the file to restore. Place a checkmark in the box and click the Restore button.

By default the file will be restored to the original location. Click the Restore button.
The restore will then begin.

When the file has been restored successfully, click ok.

Close the Restore Report.
Close the Tivoli Storage Manager.
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.

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.