

Windows 2000 Backups

Scheduled Microsoft Backups

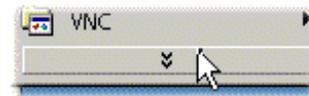
If you purchased your Windows 2000 Server from Compusource, our systems engineers will have setup a scheduled backup on your server. You can check the results of the automated backups by following the instructions in this document.

To begin, log in as an *Administrator* on the Windows 2000 Server. Next, start the *Microsoft Backup* utility. Access *Backup* by going through the following menus: *START > Accessories > System Tools > Backup*.



Figure 1: Accessing Backup

TIP: If you do not see the Accessories group, click on the down arrow at the bottom of the main *Programs* group to display rarely used menus.



You will be presented with the following screen. Click on the *Tools* menu, and select the *Reports* option to read the report.

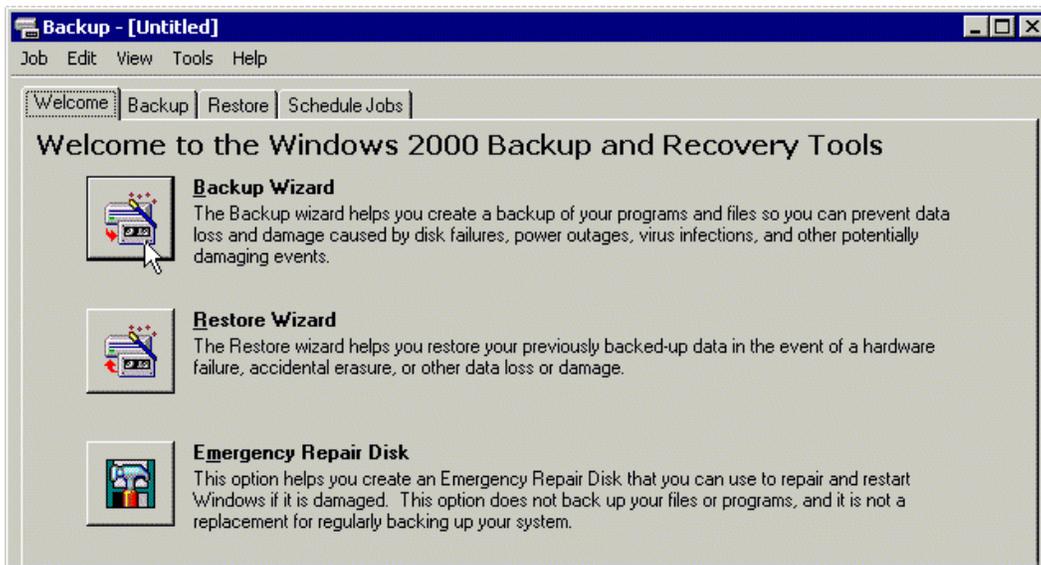


Figure 2: Windows 2000 Backup Welcome Screen

You will see a box appear, which will show up to 10 dates. Select the line dated from last night. This will be your most recent backup, and should be the top line.

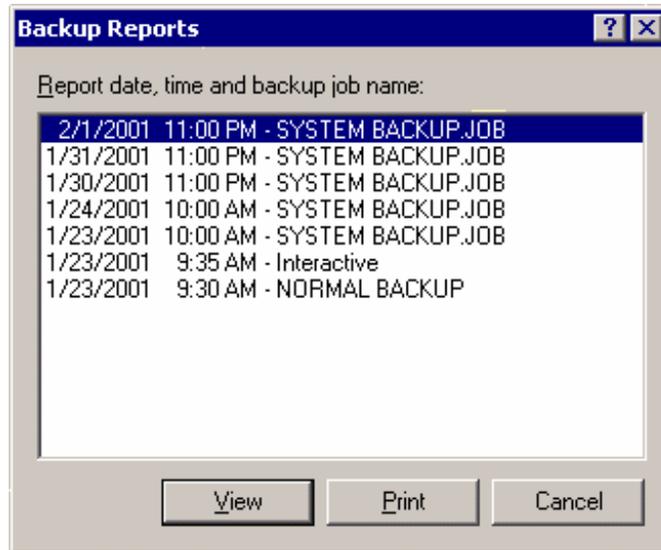


Figure 3: Windows 2000 Backup Reports window

Once you have selected the most recent backup report, click on the *View* button.

The backup report has two sections... *Backup* and *Verify*. In the top section, look for the lines that read

**Backup of "C:" and
Backup of "System State"**

We want to make sure that the started *and* completed OK. To do so, look for the lines that read:

**Backup started on 2/1/2001 at 11:10 PM.
Backup completed on 2/1/2001 at 11:12 PM.**

For every drive that is backed up, there will also be a corresponding *Verify* section. Repeat the process in the *Verify* section, looking for the lines that read:

**Verify of "C:" and
Verify of "System State"**

Then, find the lines that read:

**Verify started on 2/1/2001 at 11:22 PM.
Verify completed on 2/1/2001 at 11:24 PM.**

If you see both the words *started* and *completed* for *C:* and *System State*, then your backup was good. Otherwise, you may want to run a manual backup.

On the next page you will find an example of a backup report, and the lines to look for which indicate a good backup.

Sample Backup Report

Backup Status
Operation: Backup
Active backup destination: 4mm DDS
Media name: "Media created 2/1/2001 at 11:00 PM"

Backup of "C: "
Backup set #1 on media #1
Backup description: "Set created 2/1/2001 at 11:00 PM"
Backup Type: Normal

Backup started on 2/1/2001 at 11:00 PM.
Backup completed on 2/1/2001 at 11:10 PM.
Directories: 459
Files: 12600
Bytes: 911,659,394
Time: 9 minutes and 32 seconds
Media name: "Media created 2/1/2001 at 11:00 PM"

Backup of "System State"
Backup set #2 on media #1
Backup description: "Set created 2/1/2001 at 11:00 PM"
Backup Type: Copy

Backup started on 2/1/2001 at 11:10 PM.
Backup completed on 2/1/2001 at 11:12 PM.
Directories: 121
Files: 1899
Bytes: 246,754,708
Time: 2 minutes and 18 seconds

Verify Status
Operation: Verify After Backup
Active backup destination: 4mm DDS

Verify of "C:"
Backup set #1 on media #1
Backup description: "Set created 2/1/2001 at 11:00 PM"
Verify started on 2/1/2001 at 11:13 PM.
Verify completed on 2/1/2001 at 11:22 PM.
Directories: 459
Files: 12600
Different: 0
Bytes: 911,659,394
Time: 9 minutes and 5 seconds

Verify of "System State"
Backup set #2 on media #1
Backup description: "Set created 2/1/2001 at 11:00 PM"
Verify started on 2/1/2001 at 11:22 PM.
Verify completed on 2/1/2001 at 11:24 PM.
Directories: 121
Files: 1899
Different: 0
Bytes: 246,754,708
Time: 2 minutes and 21 seconds