



How to Monitor and Manage Backup Jobs With Backup Exec for Windows Servers And a Single Tape Drive

Before day closes

Insert the backup tape labeled for that day. If it is Tuesday, insert the tape labeled **TUESDAY** completely into the backup drive.

When day begins

Most backup jobs should be complete when an office opens at 9AM. If this is not your case, get to know when your backup jobs complete. G&Z Systems can tell you this, or you will learn by using the Backup Exec (BEX) management graphical user interface (GUI). If there was a holiday, you will most definitely need to <u>Check the BEX GUI</u> (see below) and likely need to cancel an active job.

Check Email notification

If a notification has been set up, open the Microsoft Outlook client on the recipients desktop and look for a report from BEX. It might look something like this:

🖃 Date: Today

🉈 🕘 bex@g-and-z.local 🛛 🛛 🛛 Backup Exec Alert: Job Success (Server: "BRAINIAC5") (Job: "Daily Diff Dupe")

Contraction (

If you do not see **Job Success** open the email and the attached job log and try to determine the cause of failure. *Note:* Some backups may always show failure or warnings if particular components of BEX software are not licensed. <u>Get to know what an acceptable job log looks like.</u>

If you do not see an email, then the next step is to open the BEX GUI.

Check BEX GUI

On the backup server, login and open the BEX management GUI. Click the **Job Monitor** tab and examine what is happening.

<u>If your backup job is still active</u> check the **Job Status** column. If it is asking for media (and there will be an associated media alert on the **Alerts** tab. In most cases, you will not be able to run the backup job now, so you will have to cancel the job. If you can run the job now, insert a tape and follow the on-screen prompts to get the job started.

Cancel an active job

Right-click on the active job and pick Cancel.

Symantec Backup Exec - [Job Monitor]										
jile Edit Yiew Network Iools Window Help										
Backup 🔻 Restore 🔻 Job Setup Job Monitor Alerts Reports Devices Media										
General Tasks	۲	Job	List	Cale	ndar	The Job Status may say something else here.				
□ Hold job queue □ Hold schedule Delete Properties		Current Jo	obs -5lt JobName	ems Device	Name	Job Type	Current Operat	. Job Status		
		Active Sched	Backup Can	C <u>a</u> ncel		Backup	None	Queued		
		Sched	Daily D	Hold Schedule Respond to alert		Duplicate		Linked to another job		
Active Job Tasks	۵	Sched	Weekly Weekly	<u>R</u> efresh	F5	Backup Duplicate		Scheduled Linked to another job		
Cancel all Hold all schedules				View History						

BEX will confirm your request, click Yes:

Cancel Job							
₩.	Are you sure you want to cancel the job "Backup 00089"? Click YES to cancel the job. Click NO if you don't want to cancel the job.						
	Yes No						

It will take some time to cancel and you will see this in the monitor:

🖕 Symantec Backup Exec - [Job Monitor]											
ie Edit View Network Iools <u>Wi</u> ndow Help											
Backup 🔻 🛛 Restore 🔻 🗌 Job Setup 🛛 Job Monitor 🔹 Alerts 🗧 Reports 👘 Devices 👘 Media											
General Tasks	Job List	Calendar	Calendar System Summary								
U Hold job queue	Current Jobs - 5 Iter	ms									
□ Hold schedule	State Job Name	 Device Name 	Job Type	Current Operat	Job Status						
Delete	🔁 Active 🔰 Backup 00089	9	Backup	None 🤇	Cancel pending						
Properties a	Daily Diff	OVERLAND VTL	Backup		Scheduled						

When	it has	finished	cancelling,	you will	see this	s in the	Job	History	portion	of the	screen	below:
Window	Holp											

Job Setup Job Monitor			Alerts Reports Devices Media											
	Job	Job List Ca		Caler	Calendar System Sur			n Summary						
	Current J	obs - 4 lte	ems									Filter:	Filter - A	4l
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	4													
	Job Histo								Filter:	Filter - A	.II			
	Job Name				Device Name		Job	Туре	Job St	atus	Start Time	End Time	r -	Ī
	🔩 Backup 00089			HP 1		Backup		Canceled		10/10/2007 10:58	10/10/2007	11:0		
	🖳 Daily Diff Dupe			QUANTUM 1		Dup	uplicate Suc		sful	10/9/2007 11:55 PM	10/10/2007	12:3		
	R Daily Diff				HD 5			ackup Success		sful	10/9/2007 11:00 PM	10/9/2007.1	1.55 PM	

Be sure to insert today's tape in the drive now!