

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

### Before day closes

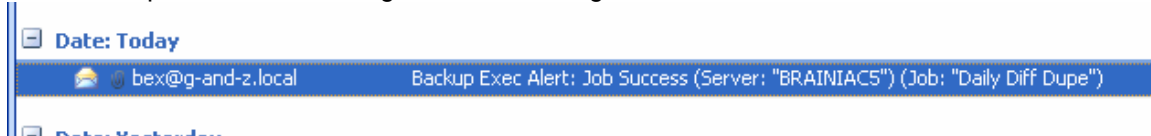
Insert the backup tape labeled for that day. If it is Tuesday, insert the tape labeled **TUESDAY** completely into the backup drive.

### 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 [Check the BEX GUI](#) (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:



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. Get to know what an acceptable job log looks like.*

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

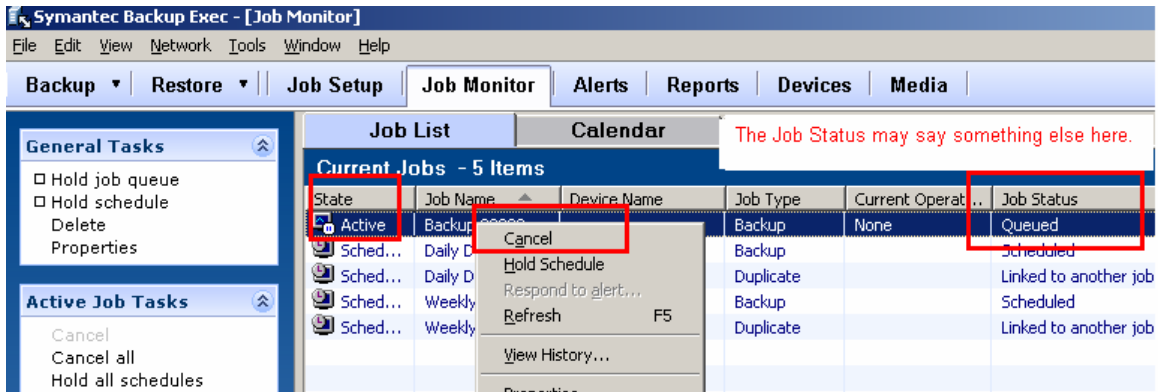
### Check BEX GUI

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

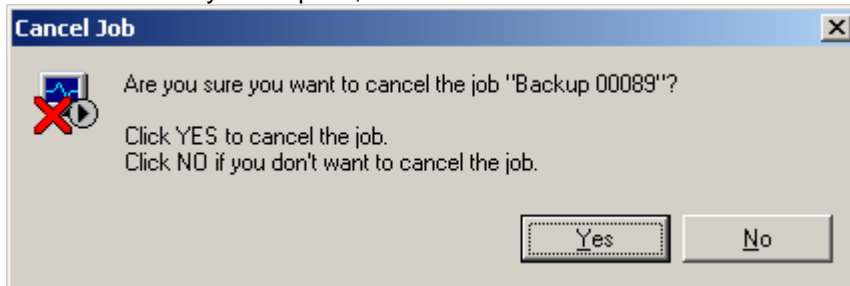
If your backup job is still active check the **Job Status** column. If it is asking for media (and there will be an associated media alert on the **Alerts** tab. In most cases, you will not be able to run the backup job now, so you will have to cancel the job. If you can run the job now, insert a tape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

### Cancel an active job

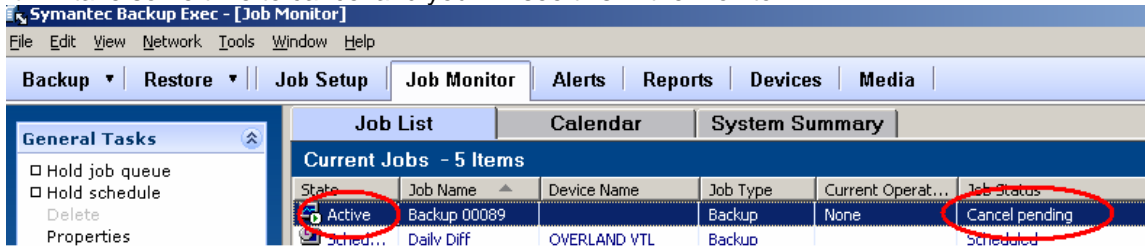
Right-click on the active job and pick **Cancel**.



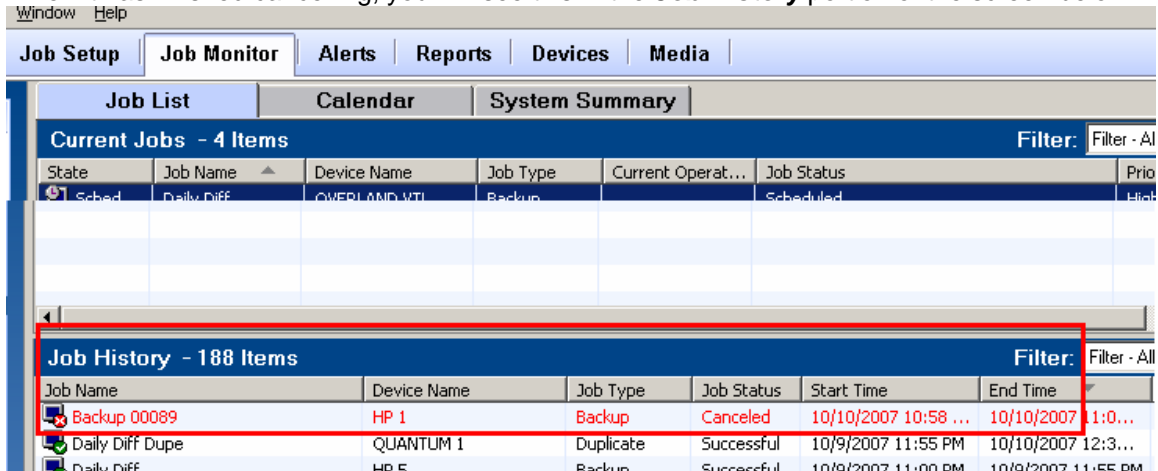
BEX will confirm your request, click Yes:



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



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



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