Backups Checklist

Consoles that need to be checked. The checking of these consoles is reflected in the Daily Startup Procedure.

☐		Retrieve tapes for the next backup set from the safe. Current approximate quantity: 9 DLT + 1 LTO = 10 tapes.

If today is…	*Then pull…*
Monday of the first week of the month	The WEEK 1 backup set
Monday of the second week of the month	The WEEK 2 backup set
Monday of the third week of the month	The WEEK 3 backup set
Monday of the fourth week of the month	The WEEK 4 backup set
Monday of the fifth week of the month	The WEEK 5 backup set
Tuesday, Wednesday, or Thursday	No action needed.
Friday of the first week of the month	The FRIDAY 1 backup set
Friday of the second week of the month	The FRIDAY 2 backup set
Friday of the third week of the month	The FRIDAY 3 backup set
Friday of the fourth week of the month, that is not the last Friday of the month	The FRIDAY 4 backup set
The last Friday of the month	The MONTH backup set
The last Friday of the year	The YEAR backup set

☐		Prepare backup for SIDEVSQL
	☐	Retrieve old tapes from the SIDEVSQL loader.
	☐	Match to new tape set. For SIDEVSQL, these tapes may be marked "DEVSQL" or "SIMAN"
	☐	Place the new tapes in the autoloader. Currently, **four weekly tapes** are used (two in front, two in the back (slots 6 & 7)) and **three full tapes** are used (slots 1 – 3). *NOTE: This autoloader is partitioned. See inside of loader cover for current partition settings. To load weekly tapes into slots 6 & 7, see below.*
	☐	Log onto SIDEVSQL and open BackupExec. Navigate to the Devices tab and run the inventory. This will command the loader to inventory the tapes in the slots. *Note: SIDEVSQL uses BackupExec version 8.5.* **WARNING: Failure to perform this step will prevent the software and the loader from knowing that the old backup set has been replaced with the new one.** *NOTE: It may take some time for the inventory to complete.*

KEY:		RULES:
☐	Task was not performed	• Outside checkboxes denote parent tasks
☑	Task was performed	• Inside checkboxes denote child tasks
⊟	Task performance not required.	• Parent tasks are not complete unless each of the associated child tasks are complete.

	☐	Rename the tapes according to the naming convention (e.g., "SIDEVSQL_FRIDAY1_TAPE1") if applicable.
	☐	If you renamed any tapes (above), add the renamed tapes to the appropriate media set. Friday tapes belong in the "Full Backup" set; weekly tapes belong in the "Weekly Backup" set. **WARNING: Failure to perform this step will prevent the software from using the renamed tape, and any backup jobs using the tape will fail.**
	☐	Ensure the inventory completed successfully and the job is scheduled for this evening.
	☐	Log off of the server.
☐		Prepare backup for NLTDEMO
	☐	Retrieve old tapes from the NLTDEMO loader
	☐	Match to new tape set. For NLTDEMO, these tapes may be marked "DMZ".
	☐	Place the new tapes in the autoloader. Currently, only two tapes are used. *NOTE: This autoloader is partitioned. See inside of loader cover for current partition settings. To load weekly tapes into slots 6 & 7, see below.*
	☐	Log onto NLTDEMO and open BackupExec. Navigate to the Devices tab and run the inventory. This will command the loader to inventory the tapes in the slots. *Note: NLTDEMO uses BackupExec version 8.5.* **WARNING: Failure to perform this step will prevent the software and the loader from knowing that the old backup set has been replaced with the new one**. *NOTE: It may take some time for the inventory to complete.*
	☐	Rename the tapes according to the naming convention (e.g., "NLTDEMO_FRIDAY1_TAPE1") if applicable.
	☐	If you renamed any tapes (above), add the renamed tapes to the appropriate media set. Friday tapes belong in the "Full Backup" set; weekly tapes belong in the "Weekly Backup" set. **WARNING: Failure to perform this step will prevent the software from using the renamed tape, and any backup jobs using the tape will fail.**
	☐	Ensure the inventory completed successfully and the job is scheduled for this evening.
	☐	Log off of the server.
☐		Prepare backup for NLTFILES
	☐	Retrieve old tapes from the NLTFILES loader
	☐	Match to new tape set. For NLTFILES, these tapes are the LTO type – slightly thinner and (currently, with this batch of tapes, anyway) purple. May be marked "NAS".

How to load weekly tapes into slots 6 & 7 on DLT drives:

☐	Please the last two tapes IN ORDER into slots 1 & 2. For example, if you have a total of four tapes, marked "A", "B", "C", and "D", place tape "C" into slot 1 and tape "D" into slot 2.
☐	Press the MODE key until the LCD reads "Load Slot"
☐	Press the SELECT key TWICE.
	The first tape (tape "C" in our example above) will be moved into position.
☐	Press the MODE key until the LCD reads "Load Slot"
☐	Press the SELECT key TWICE.
	The second tape (tape "D" in our example above) will be moved into position.

Naming Convention

Use the following convention for naming new tapes/renaming old tapes:

*{server name}_{schedule name}*_TAPE*{tape number}*

Where

- *{server name}* is the name of the backup unit (which corresponds to the name of the server the backup unit is connected to). Current names are OPUS, SIDEVSQL, NLTFILES, NLTDEMO, SIMAIL.

- *{schedule name}* is the name of the backup schedule, as follows:

WEEK*n*	The backup schedule which is used for daily backups during the *n*th week of the current month, where *n* is an integer from 1 to 4. Example: WEEK1 refers to daily backups which occur during the first week of the month.
FRIDAY*n*	The backup schedule which is used for full backups on the Friday of the *n*th week of the current month, where *n* is an integer from 1 to 4. Example: FRIDAY1 refers to the full backup which occurred on the first Friday of the current month.
MMM	The full backup which is taken on the final Friday of a given month. Example: MAR refers to the final full backup which occurred in the month of March.
year	The full backup which is taken on the final Friday of a given year. Example: 2003 refers to the final full backup which occurred on the last Friday of 2003.

- *{tape number}* refers to an ordinal assigned to a tape in a series. The first tape in a series – even if it is the only tape in a series - will always be marked as tape number 1.

Examples:

- The second of a series of tapes for \\OPUS on the Week 1 schedule should be named "OPUS_WEEK1_TAPE2"
- The only SIMAIL tape for the third Friday of the month should be named "SIMAIL_FRIDAY3_TAPE1".

These tape names are to appear on the physical tape label AND the media label that Backup Exec uses to identify each tape.

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