

# FAQ

## Procedure for checking files that have been backed up.

There are several ways you can check the backup activity on your DataFort account.

### To look at a file backup overview.

Log into your account on the DataFort website, [https://datafort.backupsupport.net/login.asp] you will need your user name and password.

You are currently logged in as **MTLaptop** Log Out

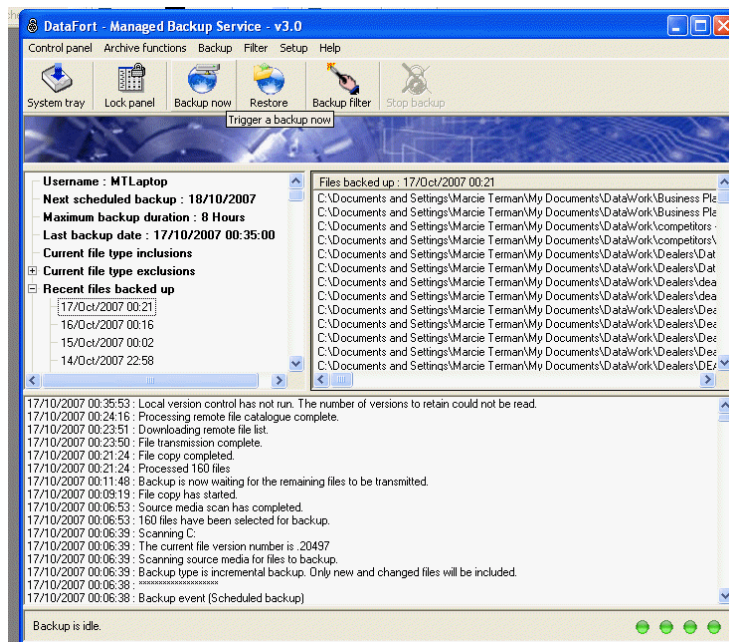
Account Details Generated at: 26 July 2003 16:22:29			Account Status: Active
Last Backup Date:	25 July 2003	Server Connection Status:	GREEN - CONNECTION OK
Account Contract Size:	0MB	Actual Archive Size:	203.04 MB
WARNING - You have exceeded your archive space, your account may be suspended at any time			
<a href="#">Version Control: 5 Versions of changed files are retained</a>	<a href="#">Account Management</a>	<a href="#">View Recent File Transfers</a>	<a href="#">View Recent Failed Backups</a>

**Trouble Reports - Add a new Trouble Report**

Ref	Date Entered	Current Status	Confirm Issue Closed	Re-Open Issue
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Click on the link to 'View Recent File Transfers.' You will be shown a day by day list of the numbers of files backed up. This can be done from any web browser.

### To look at more detailed information about your backups



1. Open the DataFort software by selecting it from your START list, or by clicking on the combination lock icon.
2. As pictured above there are 3 panes of information. The left one is the overview panel where you select what you wish to view. The right hand panel will hold the

detail. The bottom panel always displays a functional log that says precisely what the DataFort software is doing.

3. To view a complete listing of files backed up for a particular date, telescope the 'Recent files backed up' list to select the day you are interested in.
4. Highlight that date and the full list will be displayed in the right hand panel.

**To view files in your backup or to search for a particular file in your backup.**

1. Click on the 'Restore Files' button on the DataFort software. Either use the search button to find a particular file, or allow the system to complete a full file list that you can scan for the needed material.