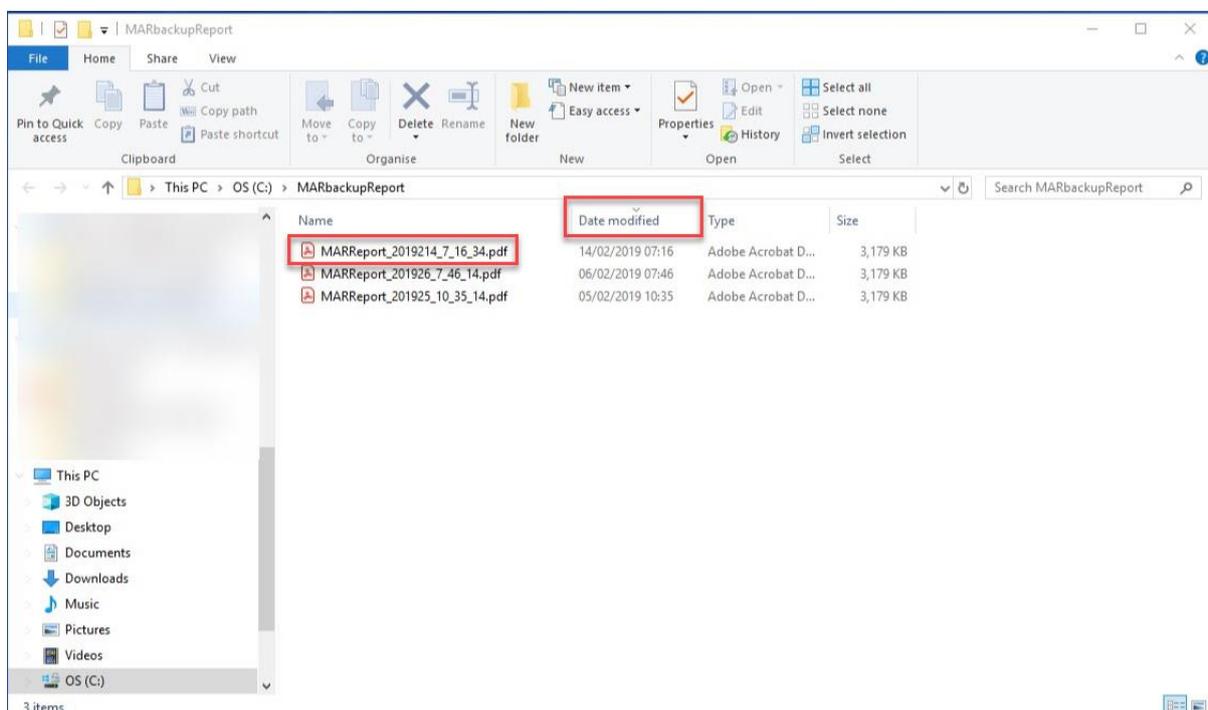


How to Access the Back-up Report MAR Charts

1. Locate the computer that has the backup report service installed
2. Find the shortcut on the computer's desktop
(this will usually be labelled MARbackupReport - Shortcut)



3. Double-click on the shortcut
4. Open the newest pdf file in the folder.
Click on the "Date Modified" column to sort the reports in to date order.
The files are named in this format:
"MARReport_YYYYMMDD_HH_MM_SS"
There will always be a maximum of 3 files in this folder.



5. Double-click on the file and print if required