

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 <u>newest</u> 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.

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