# Work instruction: Backup status

This document describes the work instruction of the daily check “Backup Status”. The goal of this work instruction is to check if all backups of the environment have been created successfully.

# Involved servers

|  |  |  |
| --- | --- | --- |
| Acceptance | Production | Disaster Recovery |
|  |  |  |

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| Step 1:  Open the team mailbox |  |
| Step 2:  Check if the backup mails have been received. |  |
| Step 3:  Open the mail and check if backups have been created successfully. |  |
| Step 4:  If this isn’t the case: Create an incident to have this investigated. |  |
| Step 5:  Record your findings in the “Registration list Periodic Checks” |  |

# Automatic check

This check is **not** part of the Periodic Checks script. This check can only be performed manually.

# resolution

Contact the backup team to have the issue corrected. Potentially a new backup has to be created.