

# TCDB Module 301 Outline

## Daily Backup Report

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### Session 1 - Why a Daily Report?

- The Benefit of Daily Awareness
- Data Gathering for the Monthly Report
- Client's Peace of Mind

### Session 2 - Backup Activity Data

- A First Look at the Data
- Collecting Backup Activity Data
- Tools for Working with Backup Activity Data

### Session 3 - IDrive Backup Status Report Emails

- IDrive Notification Settings
- TCDB Support Mailing List
- Using Outlook Rules to Organize the Email
- The Data in the Backup Status Report Email

### Session 4 - IDrive Account Reports

- Device Status Report
- User Backup Report
- Backup Activity Report
- The Data in the Reports

## Session 5 - IDrive Backup Activity Logs

- Local Logs (on the local computer)
- Cloud Logs (in the IDrive Account)
- 10 Pieces of Data We Need
- Finding the Data in the Logs

## Session 6 - Submitting the Daily Backup Report

- Using ClickUp for Job Management
  - *What You Need to Know in ClickUp*
  - *ClickUp Tips & Final Points*
  - *A Brief Tour of ClickUp*
- Using IDrive for the Daily Backup Report
  - *What You Need to Know in IDrive*
  - *IDrive Quirks & Limitations*
  - *A Brief Tour of IDrive*
- The Backup Report Form
  - *What You Need to Know About the Form*
  - *ClickUp Tips & Final Points*
  - *A Brief Tour of The Form*
- Putting It All Together
  - *Tips to Successfully Submit the Daily Backup Report*
  - *Using the Tools to Submit a Real Daily Backup Report*