



System Administration Upgrade

(Part 1)

Army

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System Backup Maintenance Menu

Overview

The new **System Backup Maintenance** menu is a tool for the system administrator to setup and maintain (or monitor) daily, weekly, and monthly backups. Setup of the system backups includes specifying the number of tapes you want to use in the tape rotation, indicating the labels on the tapes, and determining which tape is currently in use. Maintenance of the system backups includes confirming when the last backup was completed as well as which files were archived on the tape and verifying on which date the tape in the drive was created.

The **System Backup Maintenance** menu works in conjunction with the **Galaxy/UX Property Management System Backup** menu, which is a tool to *perform* the daily, weekly and monthly backups (see the **Galaxy/UX Property Management System Backup Menu** document for more information). It is located on the new **System Administrator** menu in **Database Maintenance**.

Setup

To allow an agent access to this new process, you must first add the process code (**bmaint**) to an existing or new category and ensure that the category is assigned to the agent's security. For more information on how to assign agent security, see **Agent Maintenance** in the **Security** section of the **Galaxy/UX Database Maintenance** reference manual.

```
Property Management System
Backup Setup and Monitoring Menu
-----
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):█
```

Property Management System Backup Menu

NOTE

This menu can be accessed by selecting "System Backup Menu" from the **System Administrator** menu or by typing "bmaint" from any menu.

SYSTEM BACKUP MAINTENANCE MENU

Overview

Setup Transaction Logs

This process is used to specify the number of tapes you want to use in rotation for the **Start Transaction Log** process (**Galaxy/UX Property Management System Backup** menu). The number of tapes you decide to use will affect the **Start Transaction Log** process when it prompts you to insert a specific numbered tape (e.g. tape 1, tape 2, etc.) into the drive. This number increments until it reaches the maximum number of tapes in the rotation (the number you set here, in the **Setup Transaction Logs** process) and then starts at the beginning.

The default number of transaction log tapes in rotation is 10. If you want to use a different amount of tapes, follow the steps for this process.

```
Property Management System
Backup Setup and Monitoring Menu
-----
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):1

There are 5 transaction log tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) █
```

Setup Transaction Logs

NOTES

To start this process enter "1" at the **Choose a number (q to quit)** prompt. To exit this menu type "q" (quit).

To continue this process, follow the steps as prompted.

```
Property Management System
Backup Setup and Monitoring Menu
-----
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):1

There are 5 transaction log tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many transaction log tapes are in rotation? 7
There are now 7 transaction log tapes in rotation

Transaction log tape 4 is currently in use
Is this correct? (default=y) █
```

Setup Transaction Logs (Step 1)

NOTES

The sample screens on this page display the steps to change the number of transaction log tapes in rotation.

```
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):1

There are 5 transaction log tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many transaction log tapes are in rotation? 7
There are now 7 transaction log tapes in rotation

Transaction log tape 4 is currently in use
Is this correct? (default=y) n
Which transaction log tape are you using now? 5
Transaction log tape 5 is currently in use
Press <RETURN> to continue █
```

Setup Transaction Logs (Step 2)

SYSTEM BACKUP MAINTENANCE MENU

Overview

Setup Nightly Database Backup

This process is used to specify the number of tapes you want to use in rotation for the **Nightly Database Backup** process (**Galaxy/UX Property Management System Backup** menu). The number of tapes you decide to use will affect the **Nightly Database Backup** process when it prompts you to insert a specific tape (e.g. labeled Sunday, Monday, etc.) into the drive. This tape rotates until it reaches the last day in the rotation and then starts at the beginning. If you choose to change the number of tapes in the rotation, the system automatically prompts you to enter new tape labels.

The default number of transaction log tapes in rotation is 7. If you want to use a different amount of tapes, follow the steps for this process.

```
Property Management System
Backup Setup and Monitoring Menu
-----
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):2

There are 7 nightly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) █
```

Setup Nightly Database Backup

NOTES

To start this process enter "2" at the **Choose a number (q to quit)** prompt.

If you want to change the number of nightly database backup tapes in rotation, enter "y" (yes) at the "Do you want to change the number of tapes in rotation" prompt.

Enter "n" (no) at the prompt to change the labels of the tapes only (continue from page 6). You may change the tape labels only if the number of tapes in rotation is not 7.

```
Property Management System
Backup Setup and Monitoring Menu
-----

1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):2

There are 7 nightly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many nightly backup tapes are in rotation? 5
There are now 5 nightly backup tapes in rotation
Do you want to use a Monday - Friday rotation? (default=n) n
Enter the days of the week to label the tapes, one per line
Press [Ctrl-D] when you are finished.
```

Setup Nightly Database Backup - Change the Number of Tapes in Rotation (Step 1)

NOTES

The sample screen (above) is an example of how to change the number of nightly database backup tapes in rotation. The default number of nightly database backup tapes is 7. The default labels for a 7-tape rotation are the days of the week, **Sunday** through **Saturday**. It is common for some properties to be open during the weekdays only. Therefore, the system uses **Monday** through **Friday** as the default tape labels for a 5-day tape rotation (see sample screen above).

Of course, you do not have to use the default labels and can change them to anything (for example; numbers, colors, etc.). .

SYSTEM BACKUP MAINTENANCE MENU

Overview

```
4) Setup Monthly Backup
5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):2

There are 7 nightly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many nightly backup tapes are in rotation? 5
There are now 5 nightly backup tapes in rotation
Do you want to use a Monday - Friday rotation? (default=n) n
Enter the days of the week to label the tapes, one per line
Press [Ctrl-D] when you are finished.
Day 1
Day 2
Day 3
Day 4
Day 5

Nightly backup tape Day 2 is currently in use
Is this correct? (default=y)
```

Setup Nightly Database Backup - Change the Labels (Step 2) – Part1

NOTES

To change the nightly database backup tape labels, enter the new labels when prompted then press [CTRL + D] (see sample screen above). The system will then prompt you to enter the tape label that is currently in use (see sample screen below).

```
Choose a number (q to quit):2
There are 5 nightly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) n
Do you want to use a Monday - Friday rotation? (default=n) n
Enter the days of the week to label the tapes, one per line
Press [Ctrl-D] when you are finished.
Day 1
Day 2
Day 3
Day 4
Day 5

Nightly backup tape Day 2 is currently in use
Is this correct? (default=y)n

    1) Day                4) Day
    2) Day                5) Day
    3) Day

Which nightly backup tape are you using now? 1
Nightly backup tape Day 1 is currently in use

Press <RETURN> to continue
```

Setup Nightly Database Backup - Change the Labels (Step 3) –Part2

NOTES

The default start day is Sunday. If you start using the **Nightly Database Backup** process in the middle of the week, be sure to enter the correct tape label so that it displays correctly on the screen during the **Nightly Database Backup** process.

If the number of tape labels entered does not match the number of tapes in rotation, the message "ERROR: The number of days entered does not match the number of tapes in rotation. There are now X nightly backup tapes in rotation" will display. The system automatically changes the number of tapes in rotation to match the number of labels entered.

SYSTEM BACKUP MAINTENANCE MENU

Overview

Setup Weekly Files Backup This process is used to specify the number of tapes you want to use in rotation for the **Weekly File System Backup** process (**Galaxy/UX Property Management System Backup** menu). The number of tapes you decide to use will affect the **Weekly File System Backup** process when it prompts you to insert a specific numbered tape (e.g. tape 1, tape 2, etc.) into the drive. This number increments until it reaches the maximum number of tapes in the rotation (the number you set here, in the **Setup Weekly Files Backup** process) and then starts at the beginning.

The default number of transaction log tapes in rotation is 4. If you want to use a different amount of tapes, follow the steps for **Setup Weekly Files Backup**.

```
Property Management System
Backup Setup and Monitoring Menu
-----
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):3

There are 8 weekly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many weekly backup tapes are in rotation? █
```

Setup Weekly Files Backup (Step 1)

NOTES

To start this process enter "3" at the **Choose a Number (q to quit)** prompt.

To continue this process, follow the steps as prompted.

```
Property Management System
Backup Setup and Monitoring Menu
-----

1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):3

There are 8 weekly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many weekly backup tapes are in rotation? 4
There are now 4 weekly backup tapes in rotation

Weekly backup tape 1 is currently in use
Is this correct? (default=y) █
```

Setup Weekly Files Backup (Step 2)

NOTES

The sample screens on this page display the steps to change the number of weekly files backup tapes in rotation.

```
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):3

There are 8 weekly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many weekly backup tapes are in rotation? 4
There are now 4 weekly backup tapes in rotation

Weekly backup tape 1 is currently in use
Is this correct? (default=y) n
Which weekly backup tape are you using now? 2
Weekly backup tape 2 is currently in use

Press <RETURN> to continue █
```

Setup Weekly Files Backup (Step 3)

SYSTEM BACKUP MAINTENANCE MENU

Overview

Setup Monthly Backup

This process is used to change the number of monthly backup tapes in rotation for the **Monthly Make Recovery Backup** process (**Galaxy/UX Property Management System Backup** menu). The number of tapes you decide to use will affect the **Monthly Make Recovery Backup** process when it prompts you to insert a specific numbered tape (e.g. tape 1, tape 2, etc.) into the drive. This number increments until it reaches the maximum number of tapes in the rotation (the number you set here, in the **Setup Monthly Backup** process) and then starts at the beginning.

```
Property Management System
Backup Setup and Monitoring Menu
-----

1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):4

There are 2 monthly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) █
```

Setup Monthly Backup (Step 1)

NOTE

To start this process enter "4" at the **Choose a Number (q to quit)** prompt.

```
Property Management System
Backup Setup and Monitoring Menu
-----

1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):4

There are 2 monthly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many monthly backup tapes are in rotation? 3
There are now 3 monthly backup tapes in rotation

Monthly backup tape 2 is currently in use
Is this correct? (default=y) █
```

Setup Monthly Backup (Step 2)

NOTE
Follow the prompts to change the number of monthly backup tapes in rotation.

If there are two tape drives on the system, the **Nightly Database Backup** is usually performed on the external tape drive (/dev/rmt/1m). The default tape drive for the **Monthly Make Recovery Backup** is the internal tape drive (/dev/rmt/0m). See the sample screen (below).

```
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):4

There are 2 monthly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many monthly backup tapes are in rotation? 3
There are now 3 monthly backup tapes in rotation

Monthly backup tape 2 is currently in use
Is this correct? (default=y)n
Which monthly backup tape are you using now? 1
Monthly backup tape 1 is currently in use

The logical logs use /dev/rmt/1m
The nightly backup uses /dev/rmt/1m
The monthly backup uses /dev/rmt/0m

Do you want to change the monthly backup tape device? (default=n) █
```

Setup Monthly Backup (Step 3)

SYSTEM BACKUP MAINTENANCE MENU

Overview

```
Choose a number (q to quit):4
There are 2 monthly backup tapes in rotation
Do you want to change the number of tapes in rotation? (default=n) y
How many monthly backup tapes are in rotation? 3
There are now 3 monthly backup tapes in rotation

Monthly backup tape 2 is currently in use
Is this correct? (default=y)n
Which monthly backup tape are you using now? 1
Monthly backup tape 1 is currently in use

The logical logs use /dev/rmt/1m
The nightly backup uses /dev/rmt/1m
The monthly backup uses /dev/rmt/0m

Do you want to change the monthly backup tape device? (default=n) y
1) /dev/rmt/0m
2) /dev/rmt/1m
Which tape drive will be used for the monthly backup? 2
Press <RETURN> to continue
```

Setup Monthly Backup (Step 4)

NOTE

You may choose to change the tape drive to match the **Nightly Database Backup** or the leave it on the internal tape drive. The system will prompt you to verify this tape drive whenever it does not match the database tape device.

Nightly Database Backup Verification

This process is used to verify the date and time the last nightly backup was completed. If the program is unable to locate the completion time, then only the start time will display.

For Starwood properties only, the Informix message log file is restarted every morning at 3:00 AM. The program will check one day back in the log archives, but if the database backup wasn't completed within the past day, the completion time cannot be located.

```
Property Management System
Backup Setup and Monitoring Menu
-----
1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):5

The last nightly backup was completed on 06/04/2002 10:59:38
Press <RETURN> to continue█
```

Nightly Database Backup Verification

NOTE

To start this process enter "5" at the **Choose a number (q to quit)** prompt.

SYSTEM BACKUP MAINTENANCE MENU

Overview

Weekly Files Backup Verification Menu

This menu allows you to display the date and time that the last **Weekly File System Backup** was completed, retrieve a list of archived files from the weekly backup tape and verify the creation date of the weekly backup tape.

```
Weekly Backup Verification Menu
-----

1) When was the last Weekly backup completed?
2) Which files were archived onto the tape?
3) When was this Weekly backup tape made?

Choose a number (q to quit): █
```

Weekly Backup Verification Menu

NOTE

To display this menu enter "6" at the **Choose a number (q to quit)** prompt on the main menu.

```
Weekly Backup Verification Menu
-----

1) When was the last Weekly backup completed?
2) Which files were archived onto the tape?
3) When was this Weekly backup tape made?

Choose a number (q to quit): 1

The last weekly backup was completed on Thu May 30 17:25:27 PDT 2002
Press <RETURN> to continue█
```

Weekly Backup Verification Menu – Option 1

NOTE
To start this process enter “1” at the **Choose a number (q to quit)** prompt.

This option is valid only if the **Weekly File System Backup** is processed via the **Galaxy/UX Property Management System Backup** menu (e.g. not from the Starwood backup menu or the files login). It is used to access a log of starting and completion times of the **Weekly File System Backup**.

SYSTEM BACKUP MAINTENANCE MENU

Overview

```
Weekly Backup Verification Menu
-----

1) When was the last Weekly backup completed?
2) Which files were archived onto the tape?
3) When was this Weekly backup tape made?

Choose a number (q to quit): 2

Would you like to send the output to [f]ile or [s]creen: █
```

Weekly Backup Verification Menu – Option 2

NOTE

To start this process enter “2” at the **Choose a number (q to quit)** prompt.

This process is used to display a list of archived files from the weekly backup tape. You will be prompted to place the selected tape in the appropriate tape drive.

Enter “f” at the prompt to send the output to a file or “s” to send it to the screen.

```
Weekly Backup Verification Menu
-----

1) When was the last Weekly backup completed?
2) Which files were archived onto the tape?
3) When was this Weekly backup tape made?

Choose a number (q to quit): 3

WARNING: This may take up to an hour to complete
Do you want to continue? (default=n) y

This tape was created on Thu May 30 17:25:27 PDT 2002
Press <RETURN> to continue█
```

Weekly Backup Verification Menu – Option 3

NOTE

To start this process enter “3” at the **Choose a number (q to quit)** prompt.

This option is used to verify the creation date of the weekly backup tape. You will be prompted to place the selected tape in the appropriate tape drive. The creation date is determined by the date the last reports were sent to the spooler. It may take up to an hour to complete. Enter “y” (yes) at the prompt to continue.

SYSTEM BACKUP MAINTENANCE MENU

Overview

Monthly Backup Verification This process is used to verify the date and time the last monthly backup was completed.

```
Property Management System
Backup Setup and Monitoring Menu
-----

1) Setup Transaction Logs
2) Setup Nightly Database Backup
3) Setup Weekly Files Backup
4) Setup Monthly Backup

5) Nightly Database Backup Verification
6) Weekly Files Backup Verification
7) Monthly Backup Verification

Choose a number (q to quit):7

The last monthly backup was completed on Tue May 28 12:06:16 2002
Press <RETURN> to continue█
```

Nightly Database Backup Verification

NOTE

To start this process enter "7" at the **Choose a number (q to quit)** prompt.

**GALAXY/UX PROPERTY
MANAGEMENT SYSTEM
BACKUP MENU**

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Overview

The new **Galaxy/UX Property Management System Backup** menu was added to the **Night Audit** menu to aid night audit agents in performing the nightly, weekly and monthly database backups via the Galaxy/UX application. This new menu also offers the options to stop and start the transaction log tape. Previously, agents were required to use special UNIX logins and scripts to perform these tasks. Now they can simply type "sinbad" or "backup" from any menu on the system and have access to the **Galaxy/UX Property Management System Backup** menu.

Each option on this menu performs a task that has a large impact on the archiving of the system's daily, weekly and monthly transactions. Please use caution when selecting an option. Selected agents only should have access to this menu.

Setup

All process codes associated with the **Galaxy/UX Property Management System Backup** menu are included in the new category, "SINBAD". To allow an agent access to this new menu, you must first assign the "SINBAD" category to the agent's security. For more information on how to assign agent security, see **Agent Maintenance** in the **Security** section of the Galaxy/UX **Database Maintenance** reference manual.

```
Galaxy/UX Property Management System
--- Backup Menu ---
-----

1. Start The Transaction Log      3. Perform Nightly Database Backup
2. Stop The Transaction Log      4. Perform Weekly File System Backup
                                   5. Perform Monthly Make Recovery Backup
                                   6. Initialize a New Tape.

                                   H. Help
                                   Q. Quit

Enter Option > █
```

Galaxy/UX Property Management System Backup Menu

NOTE

This menu can be displayed by selecting "System Backup Menu" from the **Night Audit** menu or by typing "sinbad" from any menu. To exit this menu enter "Q" at the **Enter Option>** prompt. For additional on-line help, enter "H" at the **Enter Option>** prompt.

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Start The Transaction Log The **Start The Transaction Log** process begins the database transaction log tape. This process should be run immediately after the **Nightly Database Backup** process has completed (see page 6). This process runs continuously throughout the day to log all transactions that take place on the system.

It is recommended to cycle at least 10 tapes in this process. This means, each time you run **Start The Transaction Log** process, insert a new tape. After you have used the tenth tape begin at the first tape again.

When executed, this process will first verify whether or not the transaction log tape is already running. In addition, if the **Nightly Database Backup** process uses the same tape drive as the transaction log tape, this process also verifies if the nightly backup is running. If either of these processes is already running, the system will display an error message and return you to the menu.

```
This option will initiate the continuous backup
of the database transaction logs to tape.
```

```
Do you wish to continue? (Y)es (N)o default=Y > █
```

Start The Transaction Log Screen 1

NOTES

To start this process enter "1" at the **Enter Option>** prompt or type "start_logs" from any menu.

Press [ENTER] to accept the default, "Y" (yes), and continue the **Start The Transaction Log** process or enter "N" (no) to cancel and return to the menu.

- 1) Please insert Transaction log Tape 2 into the tape drive.
- 2) Verify that the tape is Not write protected.
- 3) Wait until the tape drive indicator light is a steady green.

Do you wish to continue? (Y)es (N)o (default=Y) █

Start The Transaction Log Screen 2

NOTES

This screen is displayed if you entered "Y" at the "Do you wish to continue?" prompt on the first screen (previous page).

Follow the steps on the screen. The tape number in step 1) cycles through 10 tapes. If you want to change the number of tapes to cycles through, you may do so via the **System Backup Maintenance** menu. See the **System Backup Maintenance Menu** document for more information.

Press [ENTER] at the "Do you wish to continue?" prompt to begin the **Start The Transaction Log** process.

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Stop The Transaction Log The **Stop The Transaction Log** process stops the continuous backup of the database transaction logs. This process should be run before the **Nightly Database Backup** process (see page 6) and if the transaction log tape uses the same tape drive as the **Nightly Database Backup** process.

```
This option will stop the continuous backup
of the database transaction logs to tape.

Do you wish to continue? (Y)es (N)o default=Y > █
```

Stop The Transaction Log Screen 1

NOTES

To start this process enter "2" at the **Enter Option>** prompt or type "stop_logs" from any menu.

Press [ENTER] to accept the default, "Y" (yes), and continue the **Stop The Transaction Log** process or enter "N" (no) to cancel and return to the menu.

```
Transaction Log Tape 1 has been Stopped.  
  
Interrupt received ...  
Back up of logical log will finish before option is canceled.  
  
Please label this tape as number 0 in the log tape sequence.  
This tape contains the following logical logs:  
    2331  
  
Program canceled.  
  
Please remove the Transaction Log Tape.  
Log the Logical Log numbers shown.  
Press <return> when ready to continue █
```

Stop The Transaction Log Screen 2

NOTES

This screen is displayed if you entered "Y" at the "Do you wish to continue?" prompt on the first screen (previous page).

Follow the steps on the screen. Press [ENTER] to return to the menu.

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Nightly Database Backup

The **Nightly Database Backup** process performs a backup of the entire database and saves it onto tape. It should be run on a nightly basis immediately after **Part Three (Tape Backup/Bank Processing)** on the **Night Audit** menu has been executed.

It is recommended to cycle at least 7 tapes in this process. This means, each time you run **Nightly Database Backup** process, insert a new tape. After you have used the seventh tape begin at the first tape again.

When executed, this process will first verify whether or not the **Nightly Database Backup** is already running. In addition, if the transaction log tape uses the same tape drive as the **Nightly Database Backup**, it will also verify if the transaction logs are running. If either of these processes is already running, the system will display an error message and return you to the menu.

```
The Nightly Database Backup will create a full
backup of the database to tape.
```

```
The Backup will take from 30 minutes to several hours
to complete depending on the size of your system.
```

```
Do you wish to continue (Y)es (N)o (default=y) █
```

Perform The Nightly Database Backup Screen 1

NOTES

To start this process enter "3" at the **Enter Option>** prompt or type "database" from any menu.

Press [ENTER] to accept the default, "Y" (yes), and continue the **Nightly Database Backup** process or enter "N" (no) to cancel and return to the menu.

- 1) Please insert the Sunday Database Archive Tape into the tape drive.
- 2) Verify that the tape is Not write protected.
- 3) Wait until the tape drive indicator light is a steady green.

Do you wish to continue? (Y)es (N)o (default=Y) █

Perform The Nightly Database Backup Screen 2

NOTES

This screen is displayed if you entered "Y" at the "Do you wish to continue?" prompt on the first screen (previous page).

Follow the steps on the screen. The tape label in step 1) cycles through 7 days of the week (Sunday thru Saturday). If you want to change the number of days to cycles through, you may do so via the **System Backup Maintenance** menu. See the **System Backup Maintenance Menu** document for more information.

Press [ENTER] at the "Do you wish to continue?" prompt to begin the **Nightly Database Backup** process.

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Weekly File System Backup The **Weekly File System Backup** process performs a full file system backup and saves it onto tape. It should be run once a week, immediately after the **Nightly Database Backup** has completed.

It is recommended to cycle at least 4 tapes in this process. This means, each time you run **Weekly File System Backup** process, insert a new tape. After you have used the fourth tape begin at the first tape again.

When executed, this process will first verify whether or not the **Nightly Database Backup** process is running. In addition, if the transaction log tape uses the same tape drive as the **Nightly Database Backup**, it will also verify if the transaction logs are running. If either of these processes is already running, the system will display an error message and return you to the menu.

The Weekly File System Backup will create a full backup of all system and programs files.

The Backup will take from 30 minutes to several hours to complete depending on the size of your system.

Do you wish to continue (Y)es (N)o (default=y)

Perform The Weekly File System Backup Screen 1

NOTES

To start this process enter "4" at the **Enter Option>** prompt or type "files" from any menu.

Press [ENTER] to accept the default, "Y" (yes), and continue the **Weekly File System Backup** process or enter "N" (no) to cancel and return to the menu.

- 1) Please insert the week **1** File System Backup Tape into the tape drive.
- 2) Verify that the tape is Not write protected.
- 3) Wait until the tape drive indicator light is a steady green.

Do you wish to continue? (Y)es (N)o (default=Y)

Perform The Weekly File System Backup Screen 2

NOTES

This screen is displayed if you entered "Y" at the "Do you wish to continue?" prompt on the first screen (previous page).

Follow the steps on the screen. The tape number in step **1**) cycles through 4 tapes. If you want to change the number of tapes to cycles through, you may do so via the **System Backup Maintenance** menu. See the **System Backup Maintenance Menu** document for more information.

Press [ENTER] at the "Do you wish to continue?" prompt to begin the **Weekly File System Backup** process.

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Monthly Make Recovery Backup

The **Monthly Make Recovery Backup** process performs a recovery backup of the entire system and saves it onto tape. It should be run once a month, immediately after the **Nightly Database Backup** has completed.

It is recommended to cycle at least 2 tapes in this process. This means, each time you run the **Monthly Make Recovery Backup** process, insert the tape that was not used the last time it was run.

When executed, this process will first verify whether or not the **Nightly Database Backup** process is running. In addition, if the transaction log tape uses the same tape drive as the **Nightly Database Backup**, it will also verify if the **Transaction Log Tape** process is running. If either of these processes is already running, the system will display an error message and return you to the menu.

```
The Make Recovery Backup will create a bootable
backup of all UNIX operating system.

The Backup will take from 30 minutes to one hour
to complete depending on the size of your system.

Do you wish to continue (Y)es (N)o (default=y)
```

Perform the Monthly Make Recovery Backup Screen 1

NOTE

To start this process enter "5" at the **Enter Option>** prompt or type "make_recovery" from any menu.

Press [ENTER] to accept the default, "Y" (yes), and continue the **Monthly Make Recovery Backup** process or enter "N" (no) to cancel and return to the menu.

- 1) Please insert the `make_recovery 1` Tape into the tape drive.
- 2) Verify that the tape is **Not write protected**.
- 3) Wait until the tape drive indicator light is a steady green.

Do you wish to continue? (Y)es (N)o (default=Y) █

Perform the Monthly Make Recovery Backup Screen 2

NOTE

This screen is displayed if you entered "Y" at the "Do you wish to continue?" prompt on the first screen (previous page).

Follow the steps on the screen. The tape number in step **1)** cycles through 2 tapes. If you want to change the number of tapes to cycles through, you may do so via the **System Backup Maintenance** menu. See the **System Backup Maintenance Menu** document for more information.

Press [ENTER] at the "Do you wish to continue?" prompt to begin the **Monthly Make Recovery Backup** process.

GALAXY/UX PROPERTY MANAGEMENT SYSTEM BACKUP MENU

Overview

Initialize A New Tape

The **Initialize A New Tape** process prepares new backup tapes for readability before they are used to record a system backup. This new process writes a test file to the new tape, which prepares it to be used as a backup tape. It should be run before the **Nightly Database Backup** process is run, if a new tape is being used.

```
The Initialize a New Tape process will perform
a simple tape write to Initialize the tape for
use as an archive tape.
```

```
Do you wish to continue (Y)es (N)o (default=y) █
```

Initialize A New Tape Screen 1

NOTE

To start this process enter "6" at the **Enter Option>** prompt or type "make_new" from any menu.

Press [ENTER] to accept the default, "Y" (yes), and continue the **Initialize A New Tape** process or enter "N" (no) to cancel and return to the menu.

- 1) Please insert the tape into the tape drive.
- 2) Verify that the tape is Not write protected.
- 3) Wait until the tape drive indicator light is a steady green.

Do you wish to continue? (Y)es (N)o (default=Y) █

Initialize A New Tape Screen 2

NOTE

This screen is displayed if you entered "Y" at the "Do you wish to continue?" prompt on the first screen (previous page).

Follow the steps on the screen and press [ENTER] at the "Do you wish to continue?" prompt to begin the **Initialize A New Tape** process.