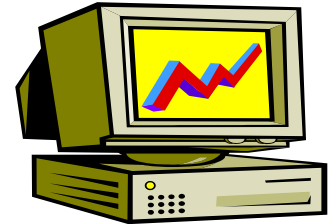


Techo Tip #7



WHEN SHOULD A TRANSPAC DATABASE BACKUP BE DONE?

- ◆ At the end of each days trading.
- ◆ During pay processing and before running Pay Update.
- ◆ Before running Closeoff.
- ◆ During end of period processing and before Customer Update.
- ◆ Before running Customer Cleanup.
- ◆ Before running End of Financial Year Cleanup.
- ◆ Before any major software changes.



How to run a TRANSPAC database backup

- ◆ Place a tape in the tape drive before starting this function.
- ◆ Ensure that all users are logged out.
- ◆ Select '*Write Database Backup*' from the '*Housekeeping*' menu, or, at any menu, type:

writedb <enter>

- ◆ The first screen will prompt:
'You are about to backup the database. Do you wish to continue (Y/N)?'
Answer **Y** (yes) to continue or **N** (no) to return to the previous menu screen.
- ◆ The second screen will prompt:
'This program copies the database & data dictionary to diskettes or tape. No one else should be using the database while this program is running. PROCEED?'
Answer **Y** to continue or **N** to return to previous menu screen.
- ◆ The third prompt will be:
'Please mount backup media volume 1.'
Enter **Y** to continue or **N** to abort.
- ◆ The TRANSPAC Database backup can take anywhere from 10mins to 30mins depending upon the size of your database and the speed of your computer.

Tape verification

When your TRANSPAC Database backup is complete, a message will come up on screen telling you how many blocks were used. You should make a note of this number and when the tape is restored, the same number of blocks should display on screen when it is completed.

The TRANSPAC Database backup does not verify the tape each time it runs, it is therefore a good idea to restore the tape onto a test or unused database from time to time to verify that the tape has restored and that all data is accessible.

- ◆ Once backup has been completed, remove the tape from the drive, label appropriately and store in a safe place (preferably off-site). All users may log back on.

Any questions? Get in touch with the TRANSPAC support desk any time at
Software Integrators by phoning +61 2 9267 5556, emailing us at support@softint.com.au or faxing a support request form to +61 2 9267 5559.