




MDS - Server and Backup Administration

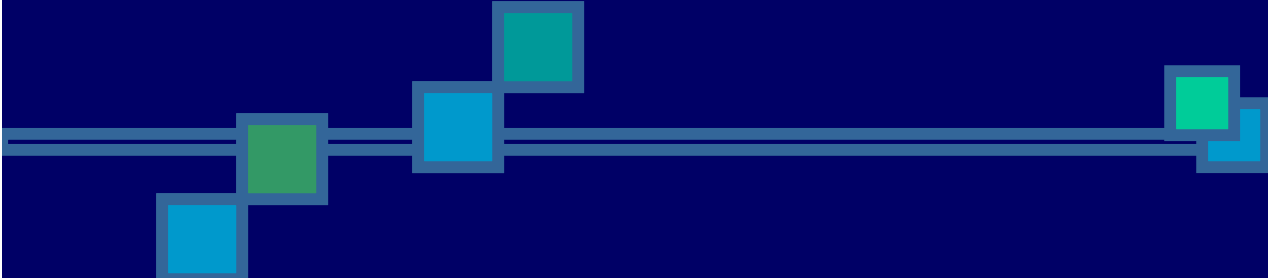


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Goal and Objectives

- Define and Discuss TSH Recommended Backups
 - Discuss Newer Technology options
 - Discuss Differences in Windows Servers and Unix Servers
 - Identify TSH and Customer Responsibility
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MDS BACKUP RECOMMENDATIONS


- We recommend that you consistently create backup copies of your system. This will help ensure adequate recovery from potential system and environmental problems, as well as to provide you with a 'snapshot' of your data should a need occur at some time in the future.
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Backup Recommendations

- **DAILY BACKUPS**
 - We recommend that you back up all your data files daily. Retain each days backup for 10 days.
- **WEEKLY BACKUP**
 - We recommend that each week at the close of business you create two backups, the second is used for offsite storage of your data. Retain each at least 5 weeks.
- **MONTHLY (PERIOD END)**
- **Prior to running your month or period end procedures, we recommend:**
 - Accounts Receivable - run a normal days end backup.
 - Accounts Payable - Run a normal days end backup.
 - The A/P and G/L backup can be used if closing needs to be run during the day.
 - G/L - Run the A/P, G/L backup provided.
 - Note: We recommend a separate backup even if you are running the A/P and G/L closings sequentially.
- **PROGRAMS**
 - Whenever programs are added or changed, we suggest that the program files be backed up.
- **ANNUAL (FYE)**
 - Prior to running year end procedures, run the month end backups as above. In addition, a complete system backup should be made. The backup should include data, application programs, and the operating system. This backup should be created in duplicate with one copy going offsite.




Structure of the Database

- Universe Database Executable
 - (/u1/uv or C:\u1\uv)
 - MDS Accounts (C:\u1\accts)
 - Contains your Data Files
 - Live MDS account
 - C:\u1\accts\[Company]
 - C:\u1\accts\MDS.PGMS.[COMPANYNAME]
 - Form Archives
 - C:\u1\accts\[COMPANYNAME]\FORM.ARCHIVE
 - Odbc Catalogs
 - C:\u1\accts\[companyname]\[companyname].odbc
 - Test Accounts
 - C:\u1\accts\[Company]
 - C:\u1\accts\MDS.PGMS.[COMPANYNAME]
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Purging and File Maintenance

- Purge and Fix Menu
 - File Statistics Menu
 - Type 30 Dynamic Files
 - FileSystem Capacity In Unix
 - Report Capture Purging
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MDS Utility Menu

- Fix Open Batches
 - Lock Maintenance
 - Xref Rebuilds
 - Index Rebuilds
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Users, Printers and Operator Codes

- MDS Printer file
 - Operator File
 - Windows/NT User Database
 - Unix /Etc/Passwd and .profile
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How Locks Work in MDS

- MDS Record Locks (software)
 - Universe Database Locks (Database)
 - File Record Locks
 - Group Record Locks
 - How to Unlock Records (Software)
 - How to unlock Record (Database)
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Summary

- MDS Requires Little Day to Day Maintenance
 - TSH Recommends Checking with support if you have questions
 - “A Good Backup is the Best Insurance”
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