



Networking

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Networking Your System

Preparing your Ensite Pro system for your network involves:

- 1 Integrating your Ensite Pro server into your Microsoft® Windows 2000 network.
- 2 Setting up users.
- 3 Creating volumes for system information.
- 4 Setting up peripherals.
- 5 Testing each computer workstation, dumb terminal, and printer. To do this, try logging in to each workstation and terminal, and try printing to each printer.

Integrating DDMS Into Your Existing Network

Integrating the DDMS server into your existing network is a variable process and requires a basic knowledge of network systems. Just as your business varies from other dealers, your network system is also unique. For this reason, it can be difficult to address each dealer's existing networking system.

To help you set up your network with the DDMS server, we've included two examples. These examples provide setup procedures for some of the most typical networking situations. However, they don't cover every case — individual procedures for setting up existing networks may vary.

By providing basic guidelines, these examples can help a network consultant modify your network to meet DDMS server specifications. Since this section assumes a basic knowledge of configuring network systems, thorough instructions are not included for each step. Instead, use the following text as a guide to help lead you through the process.

Existing Network Settings: Example One

Use this example if your existing network is configured as follows:

Network Type: Peer-to-Peer
Computers: Microsoft Windows 2000, or XP Professional
Protocol: TCP/IP

If your existing network does not use the above configuration, see **Existing Network Settings: Example Two**.

Networking

*If you are not integrating the DDMS server into an existing network, go to **Setting Up Users.***

- 1 Implement TCP/IP as the first protocol for your existing network. You can do this in two ways:
 - As an additional protocol (temporarily delete the other protocols, add TCP/IP so it's first, and then reload the other protocols)
 - As a replacement for your existing protocol.You *must* use a valid, static IP address for your server.
- 2 Check the server configuration. Be sure that the Ensite Pro server is configured as a *stand-alone server* or as a *member server*.
 - Do not configure the server as a domain controller.
 - Do not install third-party software on the server without written consent from DDMS. This includes the BackOffice Suite of Products such as SQL Server, SNA Server, Exchange Server, and so forth.
- 3 Check your network printer attachments. Your network printers should be attached to a dedicated print server device or be attached to a network computer and be shared on the network.
- 4 Install the printer drivers. Install printer drivers in Microsoft Windows 2000 for each printer to be used with the DDMS system.
- 5 Add the printer for use with DDMS. After your printer is properly installed on the DDMS server and you have successfully printed a test page, you can add the printer and assign it a unique logical printer name, P1, for example. See **Setting Up Printers** for help adding printers.
- 6 Print a test document. After you set up the printer for use with DDMS, restart the TBL Server. Then print a test document to be sure the printer is correctly configured.
- 7 Set up Telnet Client software. Telnet Client software lets users connect to DDMS software from PCs on the network. While you can use any Telnet Client software package, Microsoft Windows systems come with a basic version of Telnet Client software. This software does not include many of the options available through third-party software programs, such as Procomm Plus, Reflections, and so forth. However, if the basic Telnet Client package meets your needs, you can set it up without purchasing a third-party software package.
 - To use the Telnet Client software that came with Microsoft Windows, install it using the instructions from Microsoft.
 - To use a third-party Telnet Client software package, contact the software's vendor for instructions. To complete the setup, you need to provide the IP address of the server. You may also need to know the server's name.

Existing Network Settings: Example Two

Use this example if your existing network is as follows:

Network Type:	Microsoft Windows 2000 Single or Multiple Master Domain Model
Computers:	Microsoft Windows 2000, or XP Professional
Protocol:	TCP/IP

- 1 Implement TCP/IP as the first protocol for your existing network. You can do this in two ways:
 - As an additional protocol (temporarily delete the other protocols, add TCP/IP so it's first, and then reload the other protocols)
 - As a replacement for your existing protocol.

You *must* use a valid, static IP address for your server.

You can use a DHCP server to facilitate IP leases for your computer workstations on your network. However, *do not* use the DDMS server as a DHCP server.

- 2 Check the server configuration. Be sure that the Ensight Pro server is configured as a *stand-alone server* or as a *member server*.
 - *Do not* configure the server as a domain controller.
 - *Do not* install third-party software on the server without written consent from DDMS. This includes the BackOffice Suite of Products such as SQL Server, SNA Server, Exchange Server, and so forth.
- 3 Check your network printer attachment. Your network printer should be attached to a dedicated print server device or be attached to a network computer and be shared on the network.
- 4 Install the print drivers. Install printer drivers in Microsoft Windows 2000 for each printer to be used with the DDMS system.
- 5 Add the printer for use with DDMS. After your printer is properly installed on the Ensight Pro server and you have successfully printed a test page, you can add the printer and assign it a unique logical printer name, P1, for example. For details, see **Setting Up Printers**.
- 6 Print a test document. After you set up the printer to use with DDMS, restart the TBL Server. Then print a test document to be sure the printer is correctly configured.

- 7 Set up Telnet Client software. Telnet Client software lets users connect to DDMS software from PCs on the network. This software does not include many of the options available through third-party software programs such as Procomm Plus, Reflections, and so forth. However, if the basic Telnet Client package meets your needs, you can set it up without purchasing a third-party software package.
 - To use the Telnet Client software that came with Microsoft Windows, install it using the instructions from Microsoft.
 - To use a third-party Telnet Client software package, contact the software's vendor for instructions on configuring it correctly. To complete the setup, you need the IP address of the server. You may also be required to provide the server's name.
- 8 Log the DDMS server into the domain. To use network devices, including printers, you must log the DDMS server into the domain.
- 9 Check your group settings. Finally, check to be sure that the Domain Admin Global Group is a member of the DDMS Group. Also make sure it is a member of the local Administrators Group.

How You Log onto Your PC Matters Now

Even if your network worked well with text-based DDMS software, it may need to be modified for Ensite Pro, since the graphical software interacts more with the network. The text-based software used Telnet to run applications from a PC. The PC's user ID did not matter, because Telnet programs do not check this.

Ensite Pro works with Microsoft Transaction Server, which checks the network user name and password, to see if a particular user has permission to access this software.

When you boot a PC that's properly set up on a network, the Enter Network Password dialog box opens. See Figure 1. It includes a network icon (two computers linked together). The Domain box only appears if you have domains set up on your network. (Domains are optional; you do not need them to use Ensite Pro.)

There is another login dialog box that may appear instead, which does not include the word network, and does not have the network icon. If this alternate dialog box opens, your PC is not properly configured for your network.

In the Enter Network Password dialog box, specify a user name and password that are set up for normal user rights.

Note: The network does not check your user name and password when you log on, unless you have domains set up. If you click Cancel instead of entering a password, for example, your PC functions normally — you can even see network drives and printers. However, you cannot use network features, such as Ensite Pro.

Your user name must *not* contain spaces; the Ataman TCP Remote Logon Services software cannot work correctly if you have a space in your user name.

Testing Your Setup

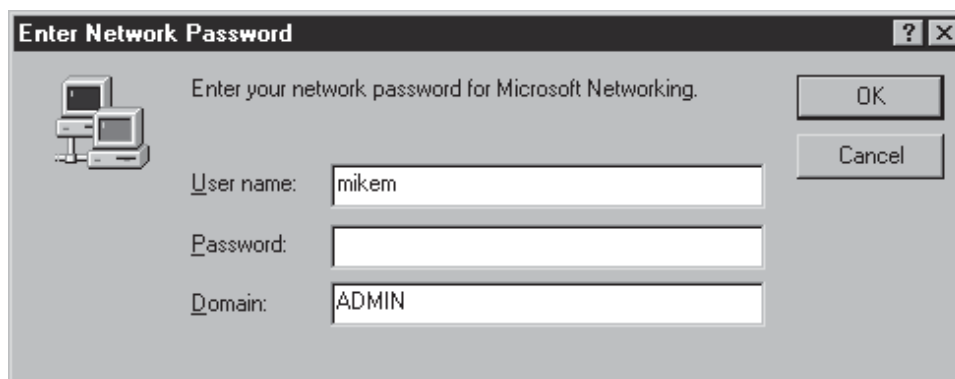
To see if your user name and password are correctly set up on your network:

- 1 Go to your DDMS server, and click Start.
- 2 Click Programs, select Accessories, then click Microsoft Windows Explorer.
- 3 Navigate to your C: drive. If necessary, click + (plus sign) to the left of the C: icon, to see the folders it contains.
- 4 Right-click a folder, and select Sharing and Security
- 5 In the Sharing tab, click Share This Folder.
- 6 Click Apply, then click OK.
- 7 Start Windows Explorer.
- 8 Double-click the shared folder on the server to open it.

If you can view the contents of the folder, your PC is correctly set up to use network resources, and you can use Ensite Pro.

If a dialog box prompts for a password to \\servername\IPC\$ (where *servername* is the name of your Ensite Pro server), you do not have permission to access that server. You cannot access Ensite Pro from your PC until this issue is resolved.

Figure 1: The Enter Network Password Dialog Box



- 9 If you're properly set up to use network resources, this procedure is complete.

If you're not properly set up to use network resources, your network administrator should check the following:

- If your network has a primary domain controller:
 - Make the Ensite Pro server a member server in the primary domain.
 - Log the Ensite Pro server into the primary domain using a domain admin account.
 - Set up each person who uses Ensite Pro as a user with a domain account. Remember that users names cannot have spaces. Make sure that users log on to their client machines using these domain accounts.
- If your network does not have a primary domain controller:
 - Remember that this kind of network does not validate the login name and password that a user enters. An improper login does not give the user access to the server.
 - Check to see whether the user misspelled his or her user name or password when logging in.
 - Make sure the user's PC has Client for Microsoft Networks installed, and that it is installed correctly.
 - If the user does not have a valid user account with normal user rights, set up an account. Have the user log off, and then log on using the new name and account. Remember that user names cannot have spaces.
 - See if the user mistook the Windows login for the network login. If a computer has two different user names and passwords set up, one for Windows and one for the network, there are two login prompts when the machine boots. The name and password that are set up on the server must be entered in the Enter Network Password dialog box.

Setting Up Users

When you set up DDMS users, they are added to the Power Users group, the DDMS Users Group, and Ataman Telnet Servers Group (the software that lets users connect to Ensite Pro from PCs on the network).

- 1 From your desktop, double-click . The TBLConfig window

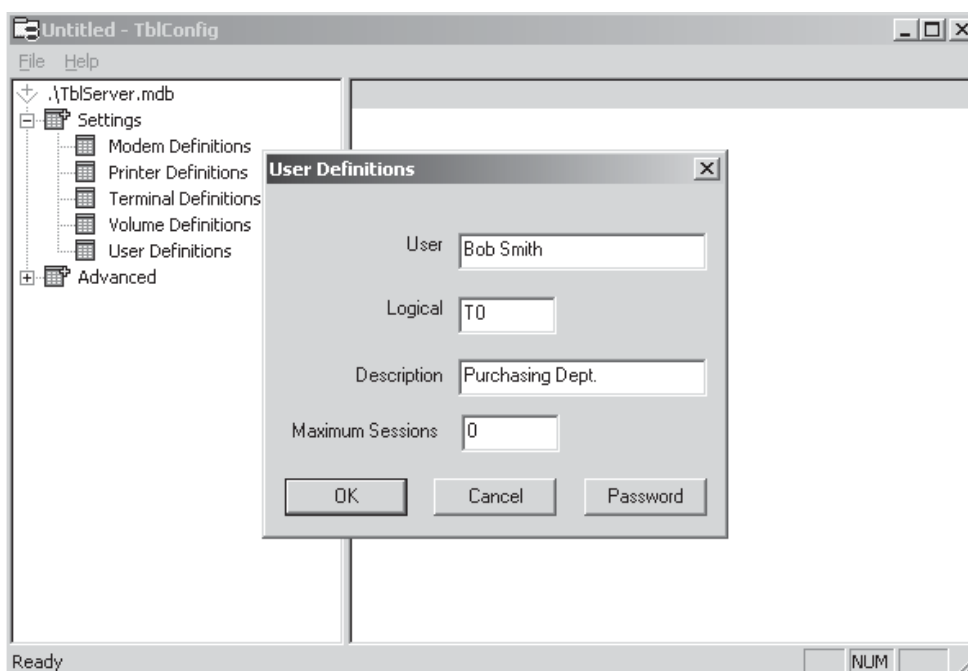
opens. This window displays your system settings.

- 2 Right-click User Definitions and select Add New. The User Definitions dialog box opens. See Figure 2.
- 3 Create an entry for each user.
 - 3.1 In the User box, enter the name of the user you to add. After you enter the name, press Tab.
 - 3.2 In the Logical box, assign a logical name for this user's terminal. Logical names are used to identify terminals. These names let you customize a terminal, specifying default printers and locations, for example, and specifying default order entry settings.

Logical names for terminals begin with the letter T, and are followed by a single numeral: T0, T1, T2, T3, and so forth. Many users can share the same logical name for their terminals.

To delete users, right-click the user's name and choose Delete.

Figure 2: The User Definitions Dialog Box



Enter the number to assign this user: highlight the displayed numeral, and type the correct one. If it displays TØ, for example, and you need to specify T3, highlight the Ø and type 3.

You set up logical names for terminals through the (L1) Terminal and Tickets Parameters screen. Until you set them up, you can assign all of your users the logical name TØ, which is the default setting for your system.

- 3.3 In the Description box, enter a description for reference purposes. (Descriptions are optional.) For example, you can specify the user's department or title. After you enter the description, click OK.
- 3.4 The Change Password dialog box opens. At New Password, enter the password to assign this user, and press Tab. You can enter up to 31 alphanumeric characters. (This field is case-sensitive. The user must enter the password exactly as it is specified in this field to log in to the system.)

Note: User passwords are optional. Leave the password boxes blank if you are not assigning passwords.

- 3.5 In the Confirm Password box, re-enter the password you specified, and click OK.
- 3.6 When the User Definitions dialog box opens, click OK.
- 3.7 Repeat this process for each additional user to set up.

Using Volume Serials

Folders that contain DDMS files are called *units*. Each unit has both a number and a name. For example, your DDMS program files are on unit 4. Unit 4's name is SR (which stands for system residence). A unit's name is called its volume serial. Using the same example, we say that unit 4 has a volume serial of SR.

You use volume serials to specify where your system stores certain kinds of information. For example, volume serial IN may hold your inventory files, and volume serial HI may hold your history files. You specify the volume serial for each group of files through the text-based DDMS (LØ) Global Master Parameters screen.

DDMS recommends that you leave your volume serials in their default state when you first begin using your system. However, if you change the volumes in your (LØ) screen for any reason, you need to modify the volume serials on your DDMS server to match.

You can view your volume serials in the TBL Configuration window. If necessary, you can also add new volumes.

1 From your desktop, double-click



2 Under the Settings folder, click Volume Definitions. The volumes currently set up display in the window's right pane. See Figure 3.

- The Unit column displays the DDMS unit number.
- The Volume column displays the corresponding volume serial.
- The Full Path column displays where this information is stored on your hard drive.
- The Description column displays the information that the unit contains.

3 View the displayed volume serials to determine which ones to add or modify.

- To modify existing volumes, right-click the number of the unit to change, and select Modify. (You cannot modify the Unit or Volume boxes; these boxes can only be set when you add new volumes.)

The Advanced folder in the TBLConfig window contains additional information about your system. Do not modify these settings without consulting DDMS.

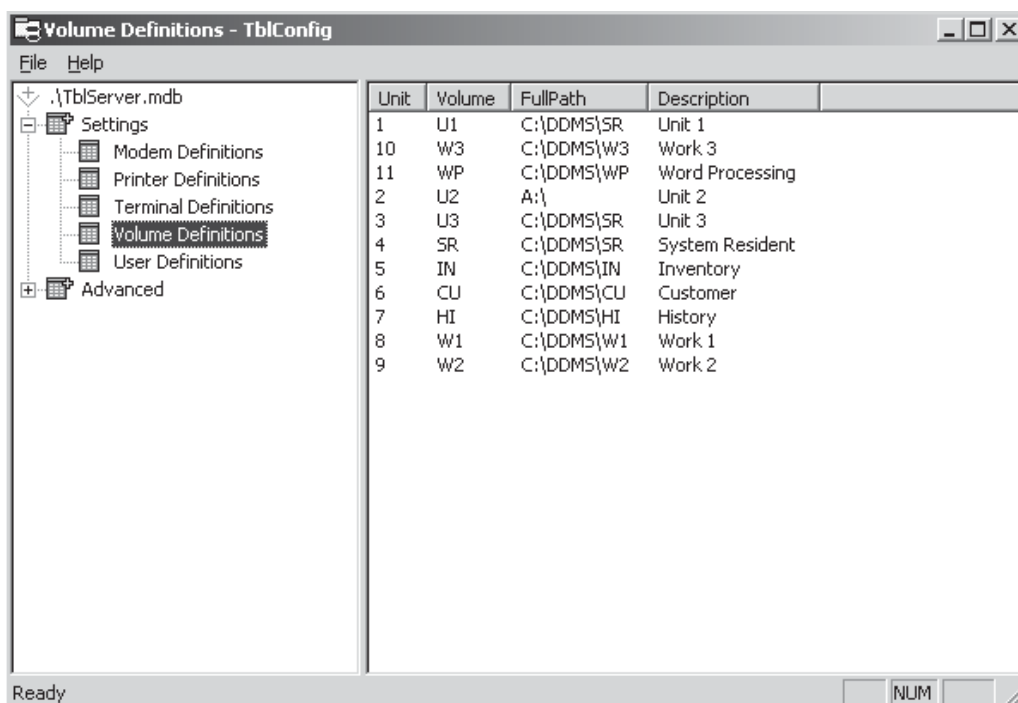


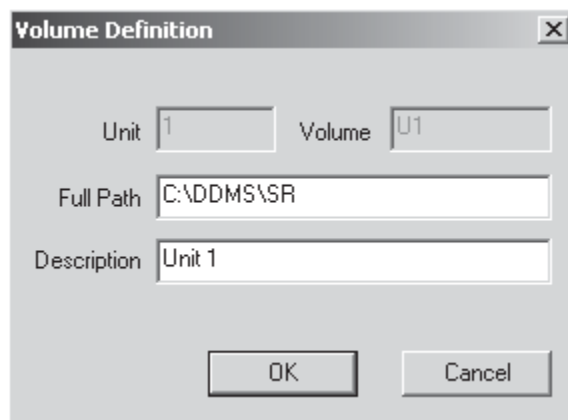
Figure 3:
Current Volume Settings

- To add a new volume, right-click Volume Definitions and select Add New.

Note: Never modify a volume that begins with the letter U: U1, U2, U3, and so forth.

- 4 The Volume Definition dialog box opens. See Figure 4. If you are modifying an existing volume, go to **Step 6**.
- 5 When you add volumes, you must assign them a unique unit number. In the Unit box, enter the number of the unit to add and press Tab.
- 6 In the Volume box, assign this unit a volume serial. *Use uppercase characters only.* Volume serials determine where groups of files are created. Volume serials usually have two characters, such as W1, HI, or IN, but you can use up to four characters.
- 7 In the Full Path box, enter the path and folder name for this volume. For example, if your DDMS software is installed on your D: drive, and you are creating a W4 volume serial, you would specify D:\DDMS\W4. Enter the path for this volume serial, and press Tab.
- 8 In the Description box, enter a description for reference purposes. For example, if you are creating a work unit, you could enter Work Unit. After you enter the description, click OK.
- 9 The new volume serial is added to the list. You can continue to add or modify as many volumes as necessary.

Figure 4: The Volume Definition Dialog Box



Setting Up Workstations for Text-Based Applications

Your DDMS system has both text-based and graphical applications. Users can use either version, since both write information to the same files. Currently, some applications exist only as text-based applications. Although your system will eventually have a complete set of graphical applications, most users will also access the text-based applications until all of them have graphical counterparts.

If you're using a network, be sure that your computer workstations are set up for use with your DDMS server. First, be sure that all of your workstations are set as follows:

- Each workstation must be in an Ethernet network.
- Each workstation must be configured using the TCP/IP set of protocols.
- Each workstation must be running Microsoft Windows 2000, or XP Professional.

Once you verify that all of your workstations meet these guidelines, set up the Telnet Client software for use with the DDMS system. While you can purchase a third-party Telnet client software package, Microsoft Windows operating systems have a Telnet Client version that you can use.

Note: To use a third-party Telnet Client software package, contact the software's vendor for instructions on configuring it correctly. To complete the setup, you need the IP address of the server. You may also need the server's name.

To start a Telnet session on a workstation:

- 1 Click Start and select Run.
- 2 In the Open box, type **telnet** followed by the IP address or host name of the server. If your DDMS server's IP address is 192.168.100.1, for example, you type telnet 192.168.100.1.
- 3 Click OK.
- 4 When the system displays a window requesting your account name and password, enter your account name and password. You need to specify a user name and password that have been set up through the TBL Configuration program. For details, refer back to **Setting Up Users**.
- 5 After you enter your account name and password, the system displays the DDMS Master Menu.

If you use the Telnet client software on the workstation frequently, you can create a desktop icon.

- 1 Right-click on an open part of the workstation's desktop, click New, and select Shortcut.

- 2 In the Type The Location Of The Item box, type **telnet**, followed by the IP address or host name of the server. You might type telnet 192.168.100.1, for example.
- 3 Click Next.
- 4 When the Select A Title For The Program dialog box opens, enter a name for the desktop shortcut icon, DDMS System, for example.
- 5 Click Finish.
- 6 The desktop icon you created for the Telnet Client displays. Double-click to test it.
- 7 The system prompts you to enter your account name and password. After you enter the information, the system displays the DDMS Master Menu.

Installing Ensite Pro Graphical Client on a Workstation

You can install Ensite Pro Graphical Client on your Microsoft Windows 2000, or XP Professional workstation. You must also install Microsoft Internet Explorer 4.01 or greater on the workstation. (Microsoft Windows 2000, or XP Professional automatically have a new version of Microsoft Internet Explorer.)

Note: You must do this when you load Ensite Pro for the first time. When you update the server with subsequent versions, the workstations should be automatically updated. However, if for any reason they are not (because there are several versions released between the software you have and the new one you're loading, for example), you can use the procedure below again.

- 1 Shut down all applications that are running, including any anti-virus software or other applications that are part of your startup.
- 2 Insert the Ensite Pro Interface CD into the CD-ROM drive on your workstation.
- 3 Open Windows Explorer and click the CD-ROM drive.
- 4 Double-click the ensitepro/client folder.
- 5 Double-click the Disk 1 folder.
- 6 Double-click Setup.exe.
- 7 The Graphical Client window opens. Click Next to continue.
- 8 Follow the prompts on your screen. DDMS recommends that you accept the defaults. When finished, you must reboot your system.
- 9 When the system reboots, open Ensite Pro by double-clicking Graphical Interface Client on your desktop.

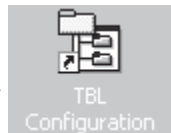
- 10 At Enter the Name of Your MTS Server, enter the name of your DDMS server or its IP address and click OK. To find the name of your server:
 - 10.1 On the server, click Start, point to Settings, and select Network and Dial-Up Connections.
 - 10.2 Right-click the network connection you use, and select Properties.
 - 10.3 Click Internet Protocol (TCP/IP) and then click Properties. The General tab displays the IP address.

Setting Up Peripherals

As you use your system, you may need to add peripherals such as modems, printers, and terminals. You add, change, and view peripherals using your TBL Configuration software.

Setting Up Modems

Modems that you use on your DDMS system must only be set up through DDMS software. Do not set these modems up through the Add Hardware program in the Control Panel

- 1 From your DDMS server's desktop, double-click  .
- 2 When the TBLConfig window opens, right-click Modem Definitions, and select Add New. The Modem Definition dialog box opens. See Figure 5.

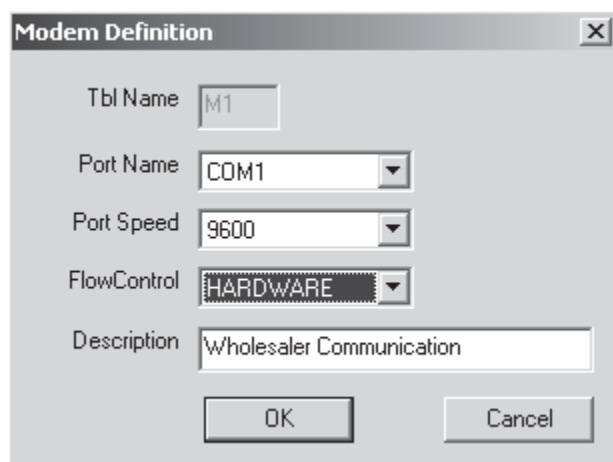


Figure 5: The Modem Definitions Dialog Box

- 3 In the Tbl Name box, click the cursor behind the letter M and specify the second character of the modem's logical name. If this is your primary wholesaler communications modem, for example, its logical name is M1, so you would type 1 after the M.
- 4 In the Port Name box, select the COM port you assigned this modem. Remember that COM ports correspond to the ports on your Specialix I/O pad: port 1 is COM 3, port 2 is COM 4, and so forth.
- 5 In the Port Speed box, select the appropriate speed.
- 6 In the Flow Control box, select Hardware.
- 7 In the Description field, you can enter any text for your own reference that describes this modem. For example, you could enter Wholesaler Communications Modem.
- 8 Click OK. The modem is added with the information you specified.

Setting Up Printers

Setting up a printer involves three basic steps:

- Connecting the printer to your network.
- Setting up the printer through Microsoft Windows 2000.
- Configuring your printer for Ensite Pro.

Connecting a Printer to the Network

To use a printer on your system, you need network access. You can connect a printer to a PC and then share the printer, or you can connect your printer to a network print server. Make sure you know the network name assigned to this printer.

Note: DDMS does not recommend the use of serial-interface printers with Ensite Pro. While some customers have used serial interface printers successfully, many have experienced reliability problems. DDMS does not support the use of serial interface printers with the DDMS software and is not responsible for any problems you may experience.

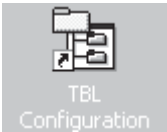
Setting Up the Printer through Microsoft Windows 2000

When you set up a printer, you must first add the printer through Windows 2000. Then, you must enter information for the printer to communicate with your DDMS software.

- 1 Click the Start button, choose Settings, and then Printers.
- 2 Double-click Add Printer.

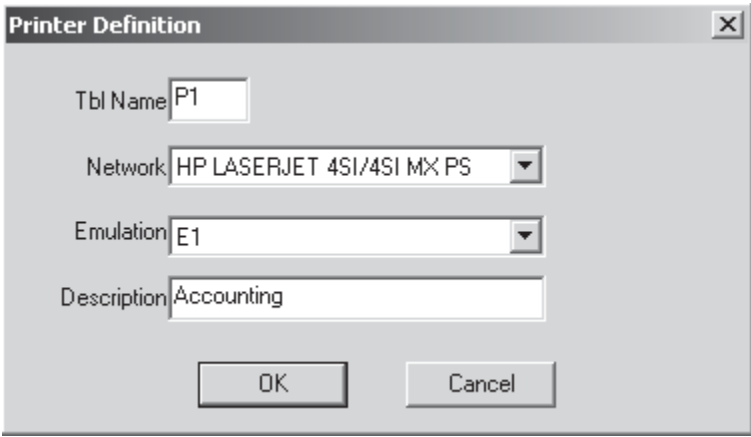
- 3 When the Add Printer Wizard starts, follow the prompts on screen.
- 4 When you finish adding the printer, enable Xon/Xoff on your printer. You do this through the printer's own configuration utility. Refer to your printer's documentation for instructions.

Configuring Your Printer for Ensite Pro

- 1 From your server's desktop, double-click .
 - 2 When the TBLConfig window opens, click Printer Definitions to highlight it. The printers you have set up display in the window's right pane, including the dummy printer, PØ. (This replaces B:.)
 - 3 Right-click Printer Definitions, and choose Add New. The Printer Definition dialog box opens, as shown in Figure 6.
 - 4 In the Tbl Name box, click behind the letter P and enter the logical number of the printer, 1, 2, or 3, for example. Press Tab.

Each printer must have a logical number. If you specify the same logical number for several printers, the first one available is used.
 - 5 In the Network box, select the printer to add. (Both local and network printers set up under Microsoft Windows 2000 appear on this list.)
 - 6 In the Emulation box, click Epson Emulation.
 - 7 In the Description box, you can enter any text for your own reference that describes this printer. For example, you could enter Invoice Printer.

Figure 6: The Printer Definitions Dialog Box



The screenshot shows a dialog box titled "Printer Definition" with a close button in the top right corner. It contains the following fields and values:

- Tbl Name:** P1
- Network:** HP LASERJET 4SI/4SI MX PS (dropdown menu)
- Emulation:** E1 (dropdown menu)
- Description:** Accounting

At the bottom of the dialog are two buttons: "OK" and "Cancel".


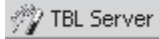
Maintaining Your Ensite Pro System

Maintenance is an important part of protecting and preserving your data.

Preparing for Day-End

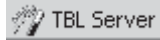
Day-end procedures are dedicated on Ensite Pro systems. No one else can use the system until you complete them.

You must restart your system before beginning your day-end procedures. This ensures that your data and your system's memory are clean before you begin.

- 1 In the Master Menu, click . (Make sure all users are logged off.)
- 2 Make sure that all reports and batches are finished. To do this, click , and click each user name in turn. Activity for that user appears in the right pane.
- 3 If you find activity for any user, wait until it's finished before beginning your dedicated procedure. Refresh the display to see the current status. To refresh the display, right-click the user's name, and select Refresh from the menu.
- 4 Close the TBL Server.
- 5 Click Start, then select Shut Down.
- 6 In the Shut Down Windows dialog box, click Restart, then click OK.
- 7 When the system reboots, log in.
- 8 After the TBL Server starts, begin your normal day-end procedures. (For a complete list of day-end procedures, see <http://www.ddms.com/Resources/Support/keyops/05keyops/ko12-05.pdf>.)

Stopping (Killing) a Process

Occasionally, you may need to stop a process that a user has performed. For example, when a modem is hung up, or the printer is not online.

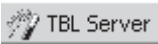
- 1 From the Microsoft Windows desktop, click  in the taskbar at the bottom of the screen. The TBL Server window opens. (This window displays system users, and device information. It also displays any records or modems that may be locked on your system.)
- 2 Click the user with the process to stop. The user displays in the window's right pane along with the program running.

- 3 To stop the process, right-click the user's name and select Kill.
- 4 At the Are You Sure You Want To Kill message, click OK.

Backing Up DDMS Files

Always reboot your system before backing up.

In the course of a business day, you are continually adding new files and changing existing ones. To maintain your valuable data, DDMS recommends that you back up your DDMS system files at least once a day, as part of your day-end procedures. Performing regular backups ensures that you have an accurate and complete audit trail of your business activity. This lets you review or recover information at a later date without having to recreate it manually.

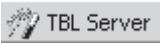
- 1 Insert a backup tape into your drive.
- 2 *Make sure that you quit any programs currently running, including the TBL Server. Open files are not backed up.* To close the TBL Server:
 - 2.1 Click  in the lower taskbar.
 - 2.2 When the TBL Server window appears, choose File and select Exit.
 - 2.3 At the Warning message, click OK.
- 3 Click Start, point to Programs, then Accessories, then System Tools, and select Backup.
- 4 Click the Backup tab.
- 5 Click the DDMS folder (which is probably on drive C: or D:) to only backup DDMS files. (If you have DDMS files in any other folder, select it, as well.)
- 6 In the Backup Destination box, select the tape drive.
- 7 Click Start Backup.
- 8 In the Backup Job Information dialog box, click OK. The files you selected are backed up.

Restoring Files From Tape

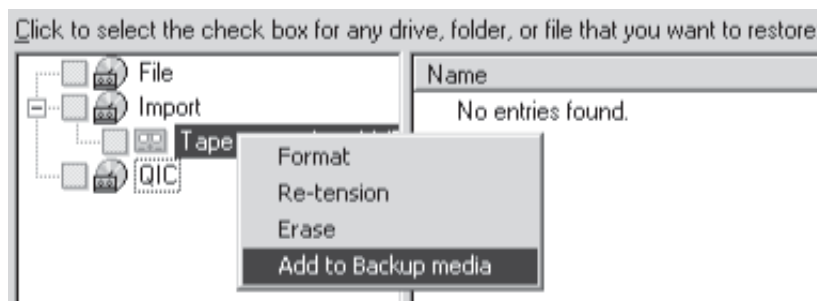
Occasionally, you may need to restore volumes or files from a backup tape to your hard drive. When you restore files, remember that each DDMS file has three separate files: a .dbf, .cdx, and .key. To restore a specific file, you must restore all three DDMS files to your hard drive for your data to be complete.

- 1 Insert the tape into your drive.

Networking

- 2 *Make sure that you quit any programs that are currently running, including the TBL Server. Open files cannot be restored. To close the TBL Server:*
 - 2.1 Click  in the lower task bar.
 - 2.2 When the TBL Server window opens, choose File and select Exit.
 - 2.3 At the Warning message, click OK.
- 3 Click Start, point to Programs, then Accessories, then System Tools, and select Backup.
- 4 When the Backup window opens, click the Restore tab.
- 5 Microsoft Windows 2000 keeps a catalog of backups. The information you restore must have a catalog entry before you can restore it.
 - If the information on your tape is cataloged, icons appear in the left pane.
 - If there is only the File icon in the left pane, go to **Step 8**.
 - If the information on your tape is not cataloged, either the New Import Media dialog box opens, or there is an Import icon in the left pane.
 - If the New Import Media dialog box opens, go to **Step 6**.
 - If there is an Import icon in the left pane, go to **Step 7**.
- 6 In the New Import Media dialog box, catalog the information on your tape.
 - 6.1 Select Allocate This Media To Backup Now.
 - 6.2 Click OK, and go to **Step 8**.

**Figure 7:
Adding To
Backup Media**



- 7 If there is an Import icon in the left pane:
 - 7.1 Click the plus sign (+) next to the Import icon to display the entries.
 - 7.2 Right-click the entry from which to restore data.
 - 7.3 Select Add To Backup Media. See Figure 7.
- 8 Click the plus sign (+) by the QIC icon to open it.
- 9 The cataloged entries on your tape appear in the right pane. Double-click the appropriate entry. Your system reads the tape, and displays the drives that you backed up.
- 10 You can restore an entire volume by selecting the corresponding folder. You can also restore individual files within a folder.

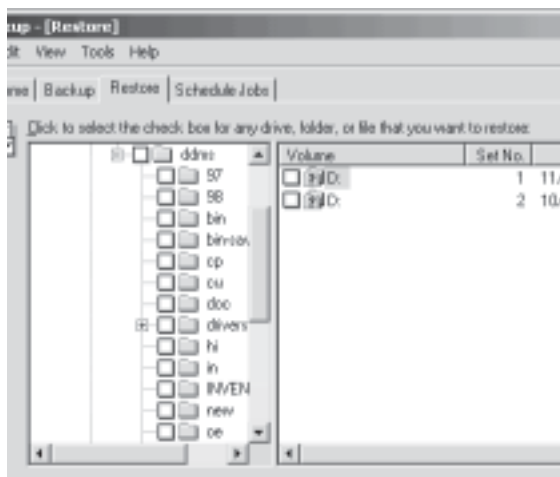
Double-click the drive that contains the folders or files to restore.

If there is more than one entry for the correct drive, check each of them for the folder or files to restore. See Figure 8.
- 11 Once you find the correct drive, open the DDMS folder by clicking it. A folder for each volume serial included on this backup appears in the left pane. See Figure 9.

**Figure 8:
Selecting
Multiple Drives**



**Figure 9: Folders
For Each
Volume Serial**



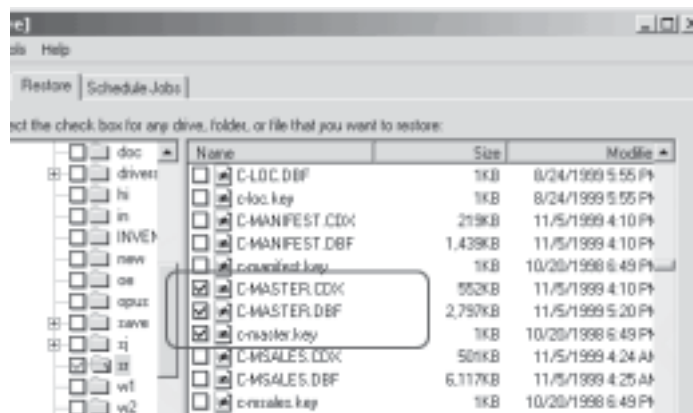
- 12 To restore an entire volume, click the corresponding folder. A blue check mark indicates that you selected an entire folder.

To restore individual files, double-click the appropriate folder, and then select the files. *If you specify specific files, be sure to select all three files: a .dbf, .cdx, and .key. If you do not select all three, you are only restoring part of the data.*

In Figure 10, all three of the circled files must be selected to restore the C-MASTER file. The files you select have blue check marks, and the folder containing these files has a grey check mark. The grey check mark indicates that some of the files it contains have been selected, but not all.

- 13 After selecting all the files or volumes to restore, select a location in the Restore Files To box.
- **Original location:** Restores files to the folders from which they were backed up, and may overwrite existing files with the same name.
 - **Alternate location:** Lets you specify a different location for your files. This option creates the necessary folders within the folder you specify. If you're restoring the IN folder, for example, and you select an alternate location of C:, an IN folder is created on C:.

Figure 10:
Selecting All
Three Files To
Restore



- 14 The type of restoration you're doing is displayed to the right of the Restore Files To box. See Figure 11.

You can select:

- Do not replace any existing files
- Replace files only if the existing file is older
- Always replace existing files.

If the displayed options are not adequate, go to the Tools menu, and select Options. Click the Restore tab, select the appropriate option, and click OK.

- 15 Click Start Restore.

Shutting Down the System

You should not turn off your Ensite Pro server by pressing the power button or by removing power until you first perform a shutdown procedure. This procedure prevents you from losing valuable data and stops all processes that may currently be using the system's resources.

- 1 From the server's desktop, click Start, and choose Shut Down.
- 2 In the Shut Down Windows dialog box, select Shut Down.
- 3 Click OK.
- 4 After the system has completely shut down, you can safely turn off your computer. (Many systems turn the power off automatically.)

Figure 11: The Restore Files To Box



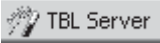
Appendix: Dedicated Functions

Dedicated functions are procedures that can only be performed when no one else is using the system.

Performing a dedicated function while other people are using the system can cause loss of information and corruption of files.

Many of these functions are necessary for periodic maintenance of the system. You should perform these procedures at the end of the business day to prevent interrupting daily activities.

Performing a Dedicated Function

- 1 Turn off all terminals.
- 2 Make sure that all reports and batches are finished.
 - 2.1 Click  TBL Server .
 - 2.2 In the TBL Server window, click each user name. If there is activity for that user, it appears in the right pane.
 - 2.3 If you find activity for any user, wait until it's finished before beginning your dedicated procedure. The display for a particular user does not update itself while it's being displayed. To refresh the display, right-click the user's name, and select Refresh from the menu.
- 3 Perform your dedicated function.
- 4 Check the TBL Server again to make sure the dedicated function is complete.
- 5 Reboot the system before allowing other users to resume work.
 - 5.1 From the server's desktop, click Start, and choose Shut Down.
 - 5.2 In the Shut Down Windows dialog box, select Restart.
 - 5.3 Click OK.

Dedicated Functions Using Microsoft Windows Software

Read Tape

Dedicated Period Ending Procedures

Day-End

Daily procedure (M)[A]

A/R batch release (O)[OA]

A/P batch release (Q)[QA]

P/O purge (S)[SP]

Exceptions report (TR)[I]

Month-End

Customer month-end (AH)[M]

Vendor month-end (C)[M]

Inventory month-end (E)[M]

Salesperson month-end (HY)[M]

Year-End

Customer year-end (AH)[Y]

Vendor year-end (C)[Y]

Inventory year-end (E)[Y]

Salesperson year-end (HY)[Y]

Clear inventory hits (+A)[Z]

Clear customer hits (+E)[G]

Parameters Screens

Changing the next number field in any parameter screen.

Purging

Accounts Receivable (OR)[D]

Accounts Payable (QR)[C]

P/O purge (S)[SP]

Reindexing Files

Customer (AH)[R]

Inventory (EH)[R]

Pick (order entry) (T)[TE]

Salesperson (HY)[R]

Personnel (HN)[R]

Vendor (C)[R]

Item Alias (ES)[R]

Serial (EZP/EZG)

Releasing Batches

Accounts Receivable (O)[R]

Accounts Payable (Q)[QR]

General Ledger (WA)

Special Screen Functions, if modifying data

Customer (+A)

Accounts Receivable (+B)

Vendor (+C)

Accounts Payable (+D)

General Ledger (+J)

Sales journal history (+U)

Inventory (+E)

Reset inventory (+P)

Utilities

Execute program (Z)[B4]

Execute Proc file (Z)[B6]

Copy single file ((Z)[C2]

Sort a file (Z)[C4]

Merge files (Z)[C5]

Delete single file (Z)[F4]

Delete data records (Z)[F6]

Rename a file (Z)[F7]