

Using Windows to Replicate PGD/OS Utilities

As of TBL version 2.70, several system utilities and operational procedures from the PGD/OS platform do not work on DDMS systems installed on the Windows platform. You should not attempt to use these utilities—some of them may appear to work, but they do not. Instead, use the Windows utilities and other features described below.

Note: Any file or system maintenance is best performed in maintenance mode. Also, have a backup of the files before you begin the process.

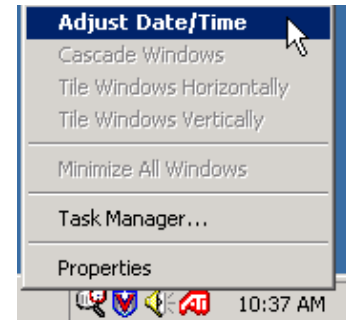
- **(Y) System Status screen.** Many dealers used this to manage users, batch jobs running on the system, or system statistics. You can monitor resource usage using Windows Task Manager. Press the Ctrl, Alt, and Del keys simultaneously, click the **Task Manager** button. The Task manager can give you job process resources as well as overall system usage. In the **Processes** tab, you can sort processes by **Name** or **Memory Usage** by clicking the column header.

For batch job management, maximize the **TBLServer** window by clicking its button on the Windows Task Bar. Under **USERS**, click **TBLSERVER**. This lists all active processes on the system, the user who ran each

job, and the process ID, which you can match to the Windows Task Manager process to determine the resources used for each process.

- **(+O) Item File Update by O/PUS.** You must insert the O/PUS Quarterly Update/SIMPLE CD to begin the update, and follow the instructions on the screen.

- **(Z) [A1] Set Date and Time.** Time is displayed in the System Tray section on the right-hand side of the Windows Task Bar (opposite of the Start button). Right-click the time, and select **Adjust Date/Time**, as shown here.



- **(Z) [A2] Display System Status.** Press the Ctrl, Alt, and Del keys simultaneously, and click the **Task Manager** button.
- **(Z) [A5] Assign Devices.** In TBL Config, right-click the device label under **Settings** or **Advanced**, and select **Add New**. Or you can select the device label, then right-click on a row on the right side of the screen, and select **Modify** or **Delete**.

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- **(Z) [A6] View Disk Information.** From your Windows Desktop, double-click **My Computer**. This will show the name, type, total size and free space for each disk drive. For more detailed information, right-click the drive name and select **Properties**.
- **(Z) [A7] Memory Statistics.** Press the Ctr, Alt, and Del keys simultaneously. In the Windows Security window, click the **Task Manager** button, and click the **Performance** tab. This provides CPU usage and history; memory usage and history; and physical memory capacity, available memory, and cache size.
- **(Z) [C3] Copy All Files.** To go to Windows Explorer, right-click the **Start** button on your Task Bar, and select **Explorer**. You can create a new file folder and name it, select multiple files in another folder, copy the files and paste them into the new folder. For instructions, see Windows Explorer's online help.

Backup. Instead of (Z)[C3] Copy All Files, you can use the backup utility installed on your system.

Note: Backup is a dedicated procedure. Make sure no one else uses your system until it's complete.

First, close TBL Server, by right-clicking the **TBLServer** button on the Windows Task Bar and selecting **Close**. Then, click **Start** on the Windows Task Bar, click **Programs**, click **Accessories**, click **System Tools**, and click

Backup. For detailed instructions, see “Backing Up DDMS Files,” “Making Sure Your Backups Are Good,” and “Restoring Backups” in *Utilities FAQs*, at www.ddms.com/support/faq/utilities.htm#bak

Note: Install the script program appropriate for your tape drive. See “Configuring Backups under Windows 2000” in Windows Release Notes at www.ddms.com/support/win2000.htm

- **(Z) [C5] Merge Files.** You can use this function in DDMS text based software, with one exception: any limits you enter will be ignored.
- **(Z) [E3] View Spooled Jobs.** On the DDMS server, jobs that are currently being sent to a printer will be listed in the **Printer** control panel. If the Printer icon is displayed in the System Tray section on the right-hand side of the Windows Task Bar (opposite of the Start button), you can right-click the icon to view the status of each document being printed.
- **(Z) [F3] Relabel Disk Unit.** To rename a volume in Windows, use TBLConfiguration.

Note: This is a dedicated procedure. Make sure no one else uses your system until it's complete.

First, close TBL Server by right-clicking the **TBLServer** button on the Windows Task Bar and se-

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lecting **Close**. Then click the **Start** button on your Task Bar, and select **TBLConfiguration**. Under **Settings**, right-click **Volume Definitions**. On the right side of the screen, right-click the volume to be modified and select **Delete**. Right-click the volume definitions again and select **Add**. Add the new volume, unit number and file path to the Windows directory, and then restart TBLServer.

Note: Modifying volumes may require you to update parameters, such as the Volume Serials section of the (LØ) Global Master Parameters screen.

- **MB Compressions, Cross File Check (;UTLRESET, ML) and ;SPCFINDBU (ML-G, H) Binary Checks, ;UTLCLEAN (ML-I) Binary Cleanup, and UTLDSKTST (ML-J) PGD Disk Test.** None of these utilities apply on the Windows system. For instance, cross files (dbf for database, cdx for index, and key for layout) are necessary for the DDMS system to work in Windows.

Use the Windows Disk Defragmenter to perform disk maintenance. Click **Start** on the Windows Task Bar, click **Programs**, click **Accessories**, click **System Tools**, and then click **Disk Defragmenter**.

Note: With Windows, it is NOT necessary to perform a full defragmentation and compression frequently. Instead, run **Analysis** in the Disk Defragmenter window to determine whether the volume (disk drive) needs it, and only Defragment when the Analysis advises it.

In addition to the analysis, run the DDMS TBL/NT Diagnostic program on all DDMS volumes. Click **Start** and select **Run**. Type **D:\ddms\bin\diag** and press ENTER. For detailed instructions, see the related FAQ File #94: Checking for File Problems on the Windows Platform (www.ddms.com/Resources/Support/faq/windows/diag-windows.pdf).

We recommend having updated antivirus software running. However, some antivirus configurations can cause performance problems. For details, see FAQ File #129: Is Your System Up to Speed? (www.ddms.com/Resources/Support/faq/windows/windows_speed.pdf).

We also recommend staying up to date on approved Microsoft Windows service packs and security updates. Before loading any software on your DDMS system, please see Windows 2000 Platform Notes on our Web site: www.ddms.com/support/win2000.htm.

