

Protecting Your Data For Dedicated Procedures

When to Use It

Some DDMS system maintenance functions must be done in a dedicated environment. Dedicated functions are procedures that can only be performed when no one else is using the system, or, if performed while others are using certain system files, can corrupt the files or lock up the system.

The following procedures require some DDMS system files and applications to be run in a dedicated environment:

- Day-end procedures (releasing A/R, A/P, and G/L batches).
- Month-end procedures (purging A/R, P/Os, and A/P).
- Quarter-end procedures (inventory catalog updates and post-load steps).
- Year-End procedures (resetting finance charges, closing G/L, Payroll, and A/P).
- Some (+) Special programs.
- Other instructions from your ECI² support staff or documentation.

To prevent interrupting daily activities, perform dedicated procedures at the end of the business day. To achieve a dedicated environment, you would place the system in Maintenance Mode.

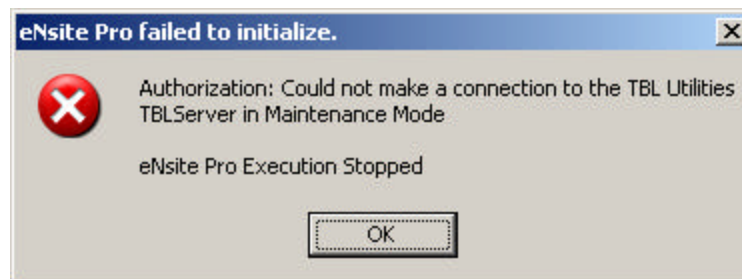
Note: Before you attempt to place the system in a dedicated state, first check the TBL Server window to make sure that all users and processes are no longer using the system. (Detailed instructions follow.)

What It Does

The Level M (**Maintenance Mode**) Shutdown stops all other terminals, restricting access to the system while you perform dedicated functions. Client users who are working in text-based screens will see a maintenance message, and will be given a specified number of seconds to complete their task before the TBL client closes.

Once the system is in maintenance mode, client users who try to access DDMS text-based applications will see a prompt to enter the maintenance password; if they enter the correct password, they are able to work in most text-based screens.

Users who try to log into Ensite Pro™ during this time will see the message below:



A Level R (Reboot) Shutdown properly takes your system out of maintenance mode. The Level R shutdown will ensure that all data in cache memory is written to the disk and reboot the DDMS system. Using this function also prevents damage to your data files by clearing cache memory, closing files, and emptying buffers.

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How To Do It


Be Sure No One is Using the System

If any client user is using DDMS data or system files when you attempt to perform dedicated procedures, their changes may be lost, or system files may be damaged.

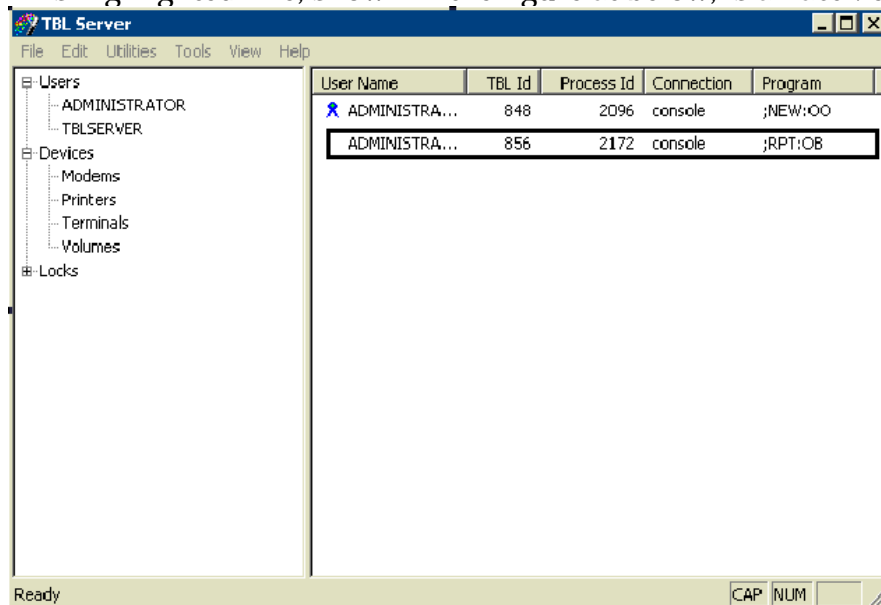
Before you attempt to place the system in a dedicated state, first make sure that:

- All DDMS *text-based* client users exit to the Master Menu.
- All *graphical* client users exit all Ensight Pro client windows.
- All reports and batches are finished.

To check a program's status from the DDMS server:

1. Click  on the Windows Start bar of the DDMS server.
2. In the left pane of the TBLServer window, click Users and Administrator.
 - The right pane shows active programs that the user is running. If a client has multiple DDMS/Ensight Pro windows open or processes such as reports running in the background, each program or process will be listed.
 - Each line may also show the Program or screen the user is currently using.
 - The blue ribbon icon (shown in the following figure) shows users logged into the DDMS system.

Note: This highlighted line, shown in the figure at below, is an active program:



When a line disappears, the process is complete. When only lines with blue ribbons are visible, the system is idle.

3. For each user listed in the left pane, make sure that only lines with blue ribbons are visible. If you see a line without a blue ribbon, make that user exit the system and/or wait for the report or batch to finish.

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Level M Shutdown (Maintenance Mode)

To put the system into maintenance mode (where some applications will be allowed to run), perform a level M shutdown from the server by following these steps:

1. Go to the (Z-E6) System Shutdown utility (In Ensite Pro, double-click the **Keyop Menu** icon, double-click the **System Utilities** icon, and select [E] View Utilities and Subset Number [6]).
2. At Enter Level, type [M].
3. At the “Enter a password to lockout terminals with” prompt, enter a 4-character password, or press Enter to accept the default.

```
Shutdown Levels :
(S)  Stops all other terminals
(R)  Reboot this machine only
(M)  Maintenance mode
(D)  Maintenance mode for procs
(E)  Reboot all Ethernet linked machines

Enter Level > M
Enter a PASSWORD to lockout terminals with : PASS
Time delay before shutdown (secs) : 30
Enter message to users : MAINTENANCE MODE
Getting ready to shutdown the system
Are you sure (Y/N)? Y
Countdown : 1
```

Note:

Shutdown Level (D) **Maintenance mode for procs** does the exact same thing as (M) Maintenance Mode, except that the message to users is different.

Level D is not to be used for manual procedures. It was designed for use in automated processes such as day-end and month-end procs.

Proceeding with system shutdown - Press any key

4. At the “Time delay before shutdown” prompt, enter the number of seconds to wait before shutting down all terminals, or press Enter to accept the default.
5. At the “Enter message to users” prompt, enter a brief message or press Enter to accept the default.
6. At the “Are you sure” prompt, type Y.
7. At the “Proceeding with system shutdown – Press any key” prompt, press Enter. Your system will return to the Master Menu.

Level R Shutdown (Reboot)

After performing dedicated procedures in maintenance mode, it is important to take the system out of maintenance mode properly. Perform a level R shutdown from the server by following these steps:

1. Go to the (Z-E6) System Shutdown utility (In Ensite Pro, double-click the **Keyop Menu** icon, double-click the **System Utilities** icon, and select [E] View Utilities and Subset Number [6]).
2. At Enter Level, type [R].
3. At the “Time delay before shutdown” prompt, enter the number of seconds to wait before shutting down all terminals, or press Enter to accept the default.
4. At the “Enter message to users” prompt, enter a brief message or press Enter to accept the default.

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5. At the “Are you sure” prompt, type Y. The system will restart Windows.
6. At the Network Login dialog box, enter your user name and password.
7. TBL Server will launch (assuming is in your Startup Menu), which will enable you and other users to operate DDMS applications from the server and all clients.

```
Shutdown Levels :
(S)  Stops all other terminals
(R)  Reboot this machine only
(M)  Maintenance mode
(D)  Maintenance mode for procs
(E)  Reboot all Ethernet linked machines

Enter Level > R

Time delay before shutdown (secs) : 30
Enter message to users : SHUTDOWN IN PROGRESS
Getting ready to shutdown the system
Are you sure (Y/N)? Y
Countdown :      1

Proceeding with system shutdown - Press any key
Restarting Windows - Please wait
```

(If Necessary) Stopping and Starting TBL Utilities

Some dedicated procedures also require you to Stop TBL Utilities.


Stopping TBL Utilities will free up system files for file and system utility procedures such as backing up or restoring files, renaming or copying files, disk compression, reindexing, and executing certain utility programs.

It will also lock out users from logging into the graphical software, and will lock all text-based applications and databases. The only screens that will allow operation are the (Z) System Utilities and related functions.

Starting TBL Utilities again will restore the system for use by clients.


Stop Utilities

Once you are sure no one else is on the system, follow these steps:

1. To open the **TBL Server** window, click  on the Windows Start bar of the DDMS server.
2. Click **Utilities** on the menu bar.
3. In the menu that drops down, click **Stop**.

Start Utilities

Once you finish the procedures requiring stopped utilities, follow these steps:

1. To open the **TBL Server** window, click  on the Windows Start bar of the DDMS server.
2. Click **Utilities** on the menu bar.
3. In the menu that drops down, click **Start**.