



Housekeeping for Your DDMS Server

If your DDMS server is running Microsoft® Windows® 2000, there are a number of “housekeeping” tools and tips that you, your information technology (IT) personnel, or network consultant can use to clean up unnecessary files and streamline system performance. This article discusses how to:

- Diagnose, Repair, and Compress DDMS Files
- Clean Up Disks
- Defragment Your Drives
- Create Shortcuts on Your Desktop

Before You Begin

Do this housekeeping after business hours are over. Before you begin, it is best to follow these steps first:

1. Reboot the server. Windows 2000 Server creates files that have an extension like .0001, .0002, and so on. Rebooting combines these into one, more efficient file.
2. Shut down TBL server.
3. Run a complete system backup.

OK, ready to tidy things up a bit?

Diagnose, Repair, and Compress DDMS Files

Your DDMS system comes with a valuable tool that can diagnose, repair, and pack DDMS files. For detailed instructions on using this tool, see these FAQ files:

- File #94: “Checking for File Problems on the Windows Platform”
www.ddms.com/Resources/Support/faq/windows/diag-windows.pdf
- File #95: “Compressing Files on the Windows Platform”
www.ddms.com/Resources/Support/faq/windows/comp-windows.pdf

After you use TBL/NT Diagnostic to clean up all your DDMS units, you will have a very happy and clean machine.

Clean Up Disks

Disk Cleanup is a system tool that searches your drive, and then shows you temporary files, Internet cache files, and unnecessary program files that you can safely delete or compress. You can direct Disk Cleanup to delete some or all of those files. Run this program on all the hard drives you have listed on the server.

For detailed instructions, see

www.microsoft.com/technet/prodtechnol/windows2000pro/proddocs/probook/prof09.msp

Note: Do not use More Options, since removing Windows components and programs can cause problems. DDMS advises all customers to dedicate the DDMS server to DDMS software, and avoid installing unauthorized software. If you have complied with this standard, you should not have any unnecessary components or programs installed on your DDMS server.



Housekeeping for Your DDMS Server

If you have problems with the Disk Cleanup tool, see Additional Resources below.

Defragment Your Drives

The final step in the clean up process is to defragment your hard drives.

For detailed instructions, see

www.microsoft.com/technet/prodtechnol/windows2000pro/proddocs/probook/prof09.mspx

Create Shortcuts on Your Desktop

To avoid going through the long thread of menus each time you access the tools described in this document, you may wish to create a shortcut for each link on the desktop. Follow these steps:

1. Click **Start > Programs > Accessories > System Tools**
2. *Right-click* **Disk Clean.**
3. Select **Send To**
4. Select **Desktop (Create Shortcut).**
5. Repeat steps 1-4 for **Start > Programs > System Tools > Disk Defragmenter.**

You can just use the icons on your desktop to access these tools.

Additional Resources

- If Disk Cleanup doesn't seem to start, see the answer to "Why does the Windows 2000 Disk Cleanup utility freeze when I start it?" on the NT FAQ Web site at <http://www.ntfaq.com/Articles/Index.cfm?ArticleID=39412>
- Windows utilities can perform the same function as some items on the DDMS (Z) System Utilities screen. For more information, see File #8: "Using Windows to Replicate PGD/OS Utilities" on the DDMS Web site at <http://www.ddms.com/Resources/Support/faq/windows/util-win.pdf>
- More information about Windows Maintenance is available on the PCWorld site: <http://www.pcworld.com/search?qt=windows+maintenance+management>
- Anti-virus software can significantly slow the performance of Windows networks, including eNsite and eNsite Pro applications. Virus scanners are frequently configured to scan each file that's opened, to detect any infected files before they can damage your system. This configuration can cause noticeable delays in applications that open a number of files, such as order entry and inventory. Although anti-virus software is certainly necessary, you need to balance security concerns against performance when setting scanning levels for your anti-virus package.