


<b>PERFORMING BACKUP DUMPS ON THE BILLING SYSTEM</b>		
<u>System:</u> Quality Management System	<u>Reference No. Revision No:</u> Q-F-IT-P-20, Rev 1	<u>Originated by:</u> Systems Administrator
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## 1 Purpose

This document describes the procedure for performing backup dumps on the SEC Post-paid billing system. The Post-paid billing system (Swazi Power Sales) runs an Adabas database with **DBID 002** and natural all running on an HP-UX operating system. The procedure is intended for SEC Systems Administrator to use for conducting system backups as and when the need arises.

## 2 Scope

The procedure serves to provide step by step tasks to follow when conducting the billing system backup dumps. Due to the fact that passwords are supposed to be changed from time to time, passwords are not included as part of this procedure

## 3 References

SEC I.T Policies

Q-F-IT-PO-04 Data Backup and Storage Policy

## 4 Definitions

N/A

## 5 Responsibilities

The Systems Administrator – Only the System Administrator OR an approved IT department employee is responsible for executing the commands for performing backup dumps on the Billing system.

The IT Manager– The IT Manager will have to be informed each time a backup dump is taken since this involves shutting down the database and might affect business operations.

## 6 Procedure

### 6.1 Terminate all user sessions to the database

- After successful login as sag type the command *who -uH/moreto* get the list of users logged in. Take note of their process ids (PID)
- Cancel their sessions by issuing the command: *kill -9 <PID>*.
- Repeat this for all active users.

### 6.2 Close all open batches.

- Log in to the application with your billing system login credentials

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- b. Enter the command *PBT* which will open for new a menu with some open batches.
- c. If there are no open batches, all figures should appear as 0, else indicate a Y next to each open batch and press enter to close. If that fails try putting an F instead of the Y. It will force the closure of those batches.
- d. Then log out of the application

### 6.3 Perform the database dump

- a. Login as sag
- b. Change your directory to /backups/Dumps
- c. Stop the database by issuing the command: *adastop 002*
- d. Make the dump:
  - Issue the command *BCK001=DB002.BCK.DDMMYYYY* where DDMMYYYY is the current date
  - Issue the command *export BCK001* to export the BCK001 variable to the dump script
  - Run the Adabas utility for making a dump as *adabckdb=2 dump=001-255*
  - Wait a few minutes until it indicates all the database files that have been dumped successfully.
  - Start the database by issuing the command: *adastart 002*
  - Your backup should be sitting in your current directory /backup/Dumps. Check for it and it should take the naming convention indicated in d(i) above.

## 7 Records

N/A