PAC and Circuit Unattended Backup Instructions

Backups of the PAC and Circuit servers are performed by INNOPAC's Unattended Backup function. This program requires the previous backup be verified before the next backup can be run. Verification is done by the backup program.

Confirm verification has taken place before setting up the next tape for backup.

From your office workstation, telnet to PAC.

Telnet libpac.sdsu.edu
Login: lib_4
Password: techaxs

What kind of terminal are you using? Answer **V** (for VT100), then **Y** when asked to verify the terminal type.

The Main Menu on the PAC will then be displayed.

PAC

To confirm the previous backup has been verified:

1.   From the *Main Menu* on a PAC session, enter: **ab**
       (**A**> ADDITIONAL system functions, **B**>BACKP database to tape).

2.   Enter when prompted.

       Initials: **log**
       Password: **4techs**

       The *Innopac Backup Program Menu* will be displayed.

3.   From the *Innopac Backup Program Menu*, enter: **uv**
       (**U**> UNATTENDED backup, **V**> VIEW unattended backup log).

4.   The top line of the display will show details of the last backup. If Verify has taken place, the column on the right should indicate status **COMPLETED, VERIFIED**. If this is the case, proceed to the next section - **Initialize Backup Tape**.

If the status only indicates **COMPLETE**, the backup is not done verifying – notify Brian Moore.

If the status indicates **ERROR**, proceed to the next section – **Initialize Backup Tape**.

*(NOTE: If the tape can't be verified, you can bypass the verification process by entering the **Skip Verify** command, rather than the Verify command from the viewing log entry.)*

5. When the verification has been confirmed, go to the Computer Room (LL-405) and eject the tape from the PAC backup drive. Mark an **X** on the tape in the next appropriate place on the tape label, and place the tape in the appropriate tape box. Fill out a white backup label, with the return date of approximately one week. (On a Monday through Thursday, enter the following Monday's date. On a Friday, enter a week from the following Monday's date.) Check the "full backup" box and fill in today's date. Enter information into the backup log.

6. Retrieve the next tape from the tape cabinet (PAC backups tapes are labeled DAT Tape # - take the next sequential tape). Insert the tape into the drive.

From the PAC terminal in LL-405, initialize the Backup Tape:

1. Turn on the monitor for the PAC terminal. (Slide switch on the right front side of the monitor).

2. If there is no display, press the **ESC** key to reset and display the PAC main menu.

3. From the Main Menu, enter: **ab**
   (**A**> ADDITIONAL system functions, **B**>BACKP database to tape).

4. Enter when prompted.

   Initials: **log**
   Password: **4techs**

   The *Innopac Backup Program Menu* will be displayed.

5. From the Innopac Backup Program Menu, enter: **uifi**
   (**U**> UNATTENDED backup, **I**> INITIALIZE tape(s), **F**> Full Backup, **I**> INTIALIZE).

6. At the **Initialize this tape NOW?** Prompt, enter: **y**

7.   After several moments the system will indicate that the initialization has been completed. Return to the PAC *Main Menu* by entering **q** at each menu until the Main Menu is displayed. The tape has now been initialized and is waiting for the nightly automatic backup and verify.

8.   Go to Step 9 of the Circuit procedure to initialize the Circuit tape.

9.   Place verified tape in the LL-453 mailbox to be delivered to BA-134 for storage.

Circuit

Confirm verification has taken place on Circuit before setting up the next tape for backup.

From your office workstation, telnet to PAC.

Telnet libpac.sdsu.edu
Login: lib_4
Password: techaxs

What kind of terminal are you using? Answer **V** (for VT100), then **Y** when asked to verify the terminal type.

The Main Menu on the PAC will then be displayed.

1.   From the *Main Menu* on a PAC session, enter: **acm**
      (**A**> ADDITIONAL system functions, **C**> CONNECT to another database, **M**> CONNECT to CIRCUIT).

2.   Enter when prompted.

      Login: bmoore
      Password: bmoore

      The *Circuit Main Menu* will be displayed.

3.   From the *Circuit Main Menu*, enter: **ab**
      (**A**> ADDITIONAL system functions, **B**>BACKP database to tape).

2.   Enter when prompted.

      Initials: **log**
      Password: **4techs**

      The *Innopac Backup Program Menu* will be displayed.

3. From the *Innopac Backup Program Menu*, enter: **uv**
    (**U**> UNATTENDED backup, **V**> VIEW unattended backup log).

4. The top line of the display will show details of the last backup. If Verify has taken place, the column on the right should indicate status **COMPLETED, VERIFIED**. If this is the case, proceed to the next section - **Initialize Backup Tape**.

    If the status only indicates **COMPLETE**, the backup is not done verifying – notify Brian Moore.

    If the status indicates **ERROR**, proceed to the next section – **Initialize Backup Tape**.

    *(NOTE: If the tape can't be verified, you can bypass the verification process by entering the **Skip Verify** command, rather than the Verify command from the viewing log entry.)*

5. When the verification has been confirmed, go to the Computer Room (LL-405) and eject the tape from the CIRCUIT backup drive. Mark an **X** on the tape in the next appropriate place on the tape label, and place the tape in the appropriate tape box. Fill out a blue backup label, with the return date of approximately one week. (On a Monday through Thursday, enter the following Monday's date. On a Friday, enter a week from the following Monday's date.) Check the "full backup" box and fill in today's date. Enter information into the backup log.

6. Retrieve the next tape from the tape cabinet (take the next sequential tape). Insert the tape into the drive.

From the PAC terminal in LL-405, initialize the Circuit Backup Tape:

1. From the *Main Menu* on a PAC session, enter: **acm**
    (**A**> ADDITIONAL system functions, **C**> CONNECT to another database, **M**> CONNECT to CIRCUIT).

2. Enter when prompted.

    Login: bmoore
    Password: bmoore

3. From the *Circuit Main Menu*, enter: **ab**
    (**A**> ADDITIONAL system functions, **B**>BACKP database to tape).

4. Enter when prompted.

    Initials: **log**

Password: **4techs**

The *Innopac Backup Program Menu* will be displayed.

5. From the Innopac Backup Program Menu, enter: **uifi**
   (**U**> UNATTENDED backup, **I**> INITIALIZE tape(s), **F**> Full Backup, **I**> INTIALIZE).

6. At the **Initialize this tape NOW?** Prompt, enter: **y**

7. After several moments the system will indicate that the initialization has been completed. Return to the PAC *Main Menu* by entering **q** at each menu until the Main Menu is displayed. The tape has now been initialized and is waiting for the nightly automatic backup and verify.

9. Place verified tape in the LL-453 mailbox to be delivered to BA-134 for storage.