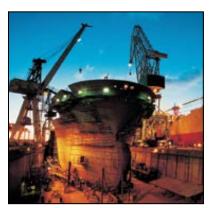# Process, Power and Marine Division
SmartPlant 3D Administration

Management Overview Training

INTERGRAPH

Administrator's tasks

- Access Control
- Backups and Restores
- Client Software Loads
- Database Integrity
- Reference Data Management

Access Control

- Addition of new users to Windows groups or create new permission groups per project requirements

Backups and Restores

- Project backups once a day through SP3D
- Additional database system backups (data and transaction log) for disaster recovery
- Restore point in time backup as additional plant for selective recovery

Software Consistency

- Ensuring client software is consistent across all workstations (same hot fix)

- Ensure client software is same version as server software

- If managing multiple version projects, ensure that symbol shares are distinct

Database Integrity

- Run database integrity on a regular basis (once a week full check, daily basic check)
- Clean database corruptions together with lead designers

Reference Data Management

- Bulkload tested modifications to reference data to production catalogs
- Synchronize model with catalog and regenerate views
- Regenerate reports databases