



halFILE and System Administration HUG 2007 Conference November 15, 2007

Keep your halFILE system in tune by monitoring baskets, backup jobs, and auto archive logs. A small amount of attention can keep things running smoothly.

Basket Monitoring

Any documents that were indexed for the day will appear in Tools-Basket Status as index complete. Auto Archive should move all of these indexed items out of the basket each night. You should regularly check to ensure that there are no items remaining in the basket that have been indexed. You should only see scan complete items once archive has completed.

Auto Archive

Each day you should receive an email (or manually look at the auto archive logs) containing the auto archive logs. You should browse through these logs and review any errors to ensure that your archive is running correctly and it will also notify you when its time to make a cd.

- AutoArchAuto1.log, AutoArchAuto2.log, . . . AutoArchAuton.log

Sample Auto Archive Log

halFILE Auto-Archive started at 10/07/2004 5:01:32 PM
Archive Set auto1

Beginning archive to cartridge: SAJTD023 at: 10/07/2004 5:01:34 PM
Application: [SAJ] Database: [TD]
Archiving basket: NewBasket


***** ATTENTION!!! *****

Archive cartridge [SAJTD023] is full.
You need to make a permanent copy (CD/DVD) soon!
Automatically switching to new cartridge....

Bytes: 26153898 Documents: 355 Pages: 484
Space Left on Cartridge [SAJTD025]: 3.97 MB
Space left on Archive Drive: 99178.77 MB
Archive complete: 10/07/2004 5:02:46 PM

Archive Stopped at: 10/07/2004 5:02:46 PM. Please check above for any errors.

halFILE 3.0 Archive Status


A status bar now displays the status for auto archive from the previous night. This is a quick reminder that will display a yellow icon:  if it determines that the auto archive requires attention. This warning is not a replacement for checking your logs daily but just a quick reminder that something needs your attention.

Full Cartridge Notification

When you are notified in the logs that an archive cartridge is full its time to burn a backup cd of the data and images on that cartridge. To locate the cartridge:

- halFILE Administrator
- Configure-Cartridges
- Double click the cartridge name
- Click current location
- Start-Run
- Type the location provided
- Click OK
- A folder with optical.hal and you three letter application id should appear
- Press Ctrl+A to select all items
- Right click and send to CD drive.
- Click the you have files waiting to be written to the cd balloon
- Click write these files to cd in the left panel

halFILE 3.0 Backup Status

A status bar now displays the status for the nightly database backup. This is a quick reminder that will display a yellow icon:  if it determines that the backup requires attention. This warning is not a replacement for checking your logs daily but just a quick reminder that something needs your attention.

Reviewing Backup

You can quickly determine if the backup was successful by reviewing the <\\server\share\halfile\database\backup> folder on your network. It should contain files in the form xxxHFWyy_TableName.txt for each database and table. You can quickly review that xxxHFWyy_PrimeTable.txt and xxxHFWyy_Multi.txt are present, non-zero byte files with a recent date.

Scheduling Database Backup

A stored procedure called `sp_hfwBackup` should be scheduled to run for each database on your server as a SQL job. The command line is:

```
sp_hfwBackup 'xxxHFWyy', '\\server\share\halfile\database\backup\', 'servername', 'user', 'password'  
sp_hfwBackup 'xxxBSKyy', '\\server\share\halfile\database\backup\', 'servername', 'user', 'password'
```

- xxx = three letter application id
- yy = two letter database id

Note: Even if you are running your own SQL database backups. hal Systems requires that you backup your data using this stored procedure in addition to any other backup. These flat text files allow us to recover from certain types of data corruption that would not be possible with a Microsoft SQL Backup file.

halFILE 3.0 `sp_hfwBackup`

The latest version of `sp_hfwBackup` for halFILE 3.0 not only creates a flat text file backup for each table it also creates a file that will re-create the structure of that table in the event of a disaster. This file will allow you to quickly re-create the necessary database structure to restore the data without having to guess what the original layout might have been. The files will be created in the following form:

```
xxxHFWyy_PrimeTable.sql  
xxxHFWyy_PrimeTable.txt
```