

PCGENESIS TECHNICAL SYSTEM OPERATIONS GUIDE

0/20/2022	Section B: PCGenesis Backup /
9/30/2022	Reorganization / Restore

[Topic 2: How To Schedule the PCGenesis Reorganization Job, V1.7]

Revision History

Date	Version	Description	Author
9/30/2022	1.7	22.03.00 – Add information about the monthly recap report, the Detail for	D. Ochala
		USERLIST Files report.	
11/09/21	1.6	21.03.00 – Update to include Windows Server 2022.	D. Ochala
06/07/2021	1.5	21.02.00 – Add information about SQL command Update Statistics.	D. Ochala
		Delete information about rebuilding receipt and receivable clone tables.	
09/25/2020	1.4	20.03.00 – Add information about rebuilding receipt and receivable clone	D. Ochala
		tables.	
04/22/2020	1.3	20.02.00 – Add information about SQL Server service.	D. Ochala
03/30/2020	1.2	20.01.00 – Add screen shot showing logon screen warning.	D. Ochala
03/25/2019	1.1	19.01.00 – Update with PCGenesisDB SQL Server Database instructions.	D. Ochala
12/06/2018	1.0	18.03.01 – Create document.	D. Ochala

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Overview

The PCGenesis reorganization job accomplishes the following tasks:

- Creates a copy of K:\SECOND as K:\SECONDX and reorganizes all VISION indexed files.
- Creates a copy of the SQL Server PCGenesis database (PCGenesisDB) as PCGenesisDBX.BAK and retains the database backup in the directory: K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\Backup
- Makes a copy of **PCGenesisDBX.BAK** in the **K:\SECOND** directory as an additional redundancy in case of system failure.
- The PCGenesis Reorganization job has been updated to execute the SQL command *UPDATE STATISTICS* for all tables in the PCGenesis database. *SQL Server* statistics are essential for the query optimizer to prepare an optimized and cost-effective execution plan. These statistics provide distribution of column values to the query optimizer, and it helps *SQL Server* to estimate the number of rows (also known as cardinality). The query optimizer should be updated regularly. Improper statistics might mislead the query optimizer to choose costly operators such as index scan over index seek and it might cause high CPU, memory and IO issues in *SQL Server*. Improper statistics might also face blocking and deadlocks that eventually causes trouble to the underlying queries and resources.
- Creates a recap report which will allow the user to verify that the reorganization process has completed successfully. The recap report will be created in the K:\UCTPRINT\#SPLPRT directory with the filename *REOGnnnn*.
- If the General Ledger is out of balance, an additional report will be created with the filename *GBALnnnn*.
- On the first of each month, creates a recap report which is a listing of all user logon information for that month. The monthly recap report is called the *Detail for USERLIST Files* report and lists the login and logout information for each user who accessed the PCGenesis system. Along with the PCGenesis three-character **User Id** for each user, the report lists the log<u>on</u> date and time, the log<u>out</u> date and time, and identifies any session that was not closed properly (probably due to an abort), and any session that was closed the next day, indicating that the session was left open overnight.

• The monthly *Detail for USERLIST Files* recap reports are stored in the K:\BACKUP\LI directory for a period of one to two years. The filename of the monthly report is in the format LIyymm01.TXT where yy is the year and mm is the month the recap was created. In the example below, the file LI220901.TXT contains the *Detail for USERLIST Files* report that was created on September 1, 2022 with the logon history for the month of August of 2022.

			~
Name	Date modified	Туре	Size
20220929	9/29/2022 9:52 AM	File	2 KB
20220928	9/28/2022 4:25 PM	File	3 KB
20220927	9/28/2022 7:13 AM	File	3 KB
20220923	9/23/2022 3:02 PM	File	2 KB
20220922	9/23/2022 10:30 AM	File	2 KB
20220921	9/22/2022 8:30 AM	File	2 KB
20220920	9/21/2022 7:20 AM	File	2 KB
20220919	9/20/2022 7:40 AM	File	2 KB
20220916	9/19/2022 7:26 AM	File	3 KB
20220915	9/16/2022 7:22 AM	File	3 KB
20220914	9/15/2022 7:36 AM	File	2 KB
20220912	9/13/2022 9:58 AM	File	2 KB
20220909	9/12/2022 12:06 PM	File	2 KB
20220908	9/9/2022 10:00 AM	File	2 KB
20220907	9/8/2022 10:22 AM	File	3 KB
20220906	9/7/2022 10:26 AM	File	2 KB
20220902	9/6/2022 10:50 AM	File	3 KB
20220901	9/2/2022 7:17 AM	File	2 KB
LI220901.TXT	9/1/2022 1:02 AM	Text Document	24 KB
LI220801.TXT	8/1/2022 1:01 AM	Text Document	9 KB
LI220701.TXT	7/1/2022 1:00 AM	Text Document	6 KB
LI220601.TXT	6/1/2022 1:01 AM	Text Document	12 KB
LI220501.TXT	5/1/2022 1:01 AM	Text Document	11 KB
LI220401.TXT	4/1/2022 1:01 AM	Text Document	7 KB
LI220301.TXT	3/1/2022 1:01 AM	Text Document	8 KB

Contents of K:\BACKUP\LI directory

The PCGenesis administrator must ensure that the reorganization job runs successfully every day. Any failure that affects the integrity and availability of PCGenesis data is unacceptable. The PCGenesis reorganization job improves PCGenesis reliability and data integrity by reorganizing all PCGenesis indexed files. The reorganization task also creates a daily restore point that remains on the PCGenesis server for quick access. This restore point often provides the Ga DOE Helpdesk with a quick and easy way to recover from a data issue.

If the reorganization batch job has not run successfully for at least three days, the PCGenesis users' logon screen will display an error message in red, as shown below. If this message appears on the PCGenesis logon screen, the reorganization task is not running to completion successfully. This error must be addressed immediately by the IT staff!

A	PCG Dist=0	000	Rel=20.02.00	08/31/20	20	C:\SQLSYS	C:\SEC	COND	WH	ITE			-	٥	\times
														LOGONC	LR
						BCCopor	ic si	uctom							
						rugenes	515 SY	ystem							
				Please	supply	a user-i	id and	d passwo	ord to 1	logon					
					User ID	:									
				Р	assword	:									
					GL Out (Re	of Balanc eport Dat	:e: :e:	5,8 08/20	89.00 /2020						
							_								
						~		CALL HE	LPDESK	- Last	t Reorg ast Reor	UIde g on	r Than : 08/26	5 Day 72020	S
ENTER	Enter=c	onti	.nue, F15 [.]	=Set Us	er Colo	r, F31=Ch	ange	Passwor	'd, F16=	Exit	F15	5		20.03.	00
F16											F3I				

The PCGenesis reorganization task requires installation of **RoboCopy**. **RoboCopy** is included with the Windows Server 2012 and 2016 and 2019 and 2022 operating systems. **RoboCopy** is also included in the *Windows 2003 Server Resource Kit*. The **RoboCopy** installation file is available in **K:\DOWNLOAD\2003 Resource Kit\rktools.exe**.

If it is necessary to install the Resource Kit tools:

- Run K:\Download\2003 Resource Kit\rktools.exe.
- After you accept the *End User License Agreement* (EULA), all necessary files are installed to the **%Program Files%\Windows Resource Kits\Tools** folder.
- Prior to starting and using the *Resource Kit* tools, please be sure to read the **readme.htm** file, which is located in the **%Program Files%****Windows Resource Kits****Tools** folder.

This document provides instructions for creating the scheduled task for *K*:*BACKUP**PCGREORG.BAT* The scheduled task parameters should be defined as follows:

- Schedule nightly after backup to finish prior to 6:00am. Allow up to 60 minutes processing time.
- SQL Server (SQLEXPRESSPCG) must be running.
- Requires **ROBOCOPY** which should be included with Windows Sever 2012 or 2016 or 2019 or 2022 64 bit operating systems
 - Verify available in *C:\WINDOWS\SYSTEM32\ROBOCOPY.EXE*
 - If missing, run K:\DOWNLOAD\2003 RESOURCE KIT\rktools.exe to install ROBOCOPY

The PCGenesis reorganization task uses *SQL Server* tools to create the **PCGenesisDB** backup file. Therefore, it is required that the **SQL Server** (**SQLEXPRESSPCG**) service is running during the reorganization job, as shown below.

WE SERVICES						
<u>File Action V</u> iew	<u>H</u> elp					
	🛓 🛛 🖬 🕨 🖉 🖬 🖬 🖉					
Services (Local)	Services (Local)					
	Select an item to view its description.	Name	Description	Status	Startup Type	Log On As
		🆏 Spatial Data Service	This service is used for Spatial Perception sce		Manual	Local Service
		🖏 Spot Verifier	Verifies potential file system corruptions.		Manual (Trigger Start)	Local System
		🌼 SQL Active Directory Helper Service	Enables integration with Active Directories		Disabled	Network Service
		SQL Server (SQLEXPRESS)	Provides storage, processing and controlled a	Running	Automatic	Network Service
		🧟 SQL Server (SQLEXPRESSPCG)	Provides storage, processing and controlled a	Running	Automatic	Local System
		SQL Server Agent (SQLEXPRESS)	Executes jobs, monitors SQL Server, fires alert		Disabled	Network Service
		🦓 SQL Server Agent (SQLEXPRESSPCG)	Executes jobs, monitors SQL Server, fires alert		Disabled	Network Service
		🧛 SQL Server Browser	Provides SQL Server connection information t	Running	Automatic	Local Service
		SQL Server CEIP service (SQLEXPRESSPCG)	CEIP service for Sql server	Running	Automatic	NT Service\SQLTELEMET
		🆏 SQL Server VSS Writer	Provides the interface to backup/restore Micr	Running	Automatic	Local System

PCGenesis data is <u>split</u> between files contained in the directory *K*:*SECOND* and the *SQL Server* database tables located in *K*:*PCGSQLdb*.

The PCGenesis database files are in the following location for *Windows Server 2012 or 2016 or 2019 or 2022*:

- K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB.mdf
- K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL\DATA\PCGenesisDB_log.ldf

SECONDX and PCGenesisDBX.BAK: The **SECONDX** directory is a backup of **SECOND** that is made during the nightly reorganization (Reorg) process. If a restore of **SECOND** is needed from the previous day, **SECONDX** should be used.

The nightly reorganization process also creates a backup of the PCGenesis database. This backup is available in the following directory:

K:\PCGSQLdb\MSSQL13.SQLEXPRESSPCG\MSSQL**Backup**\PCGenesisDB**X**.BAK

It is very important to coordinate the *K*:*SECONDX* directory with the *PCGenesisDBX.BAK* database backup. One component cannot be backed up and/or restored without the other component, and they must be maintained together.

Procedure A: Schedule PCGenesis Reorganization Task

Step	Action
1	Bring up the Windows Control Panel.
2	In the upper right-hand corner, search for the word Schedule.
3	Under the heading Administrative Tools, the item Schedule tasks is displayed.

, , , , , , , , , , , , , , , , , , ,	Control Panel All Control Panel Items			• *	SCH	×
ile <u>E</u> dit <u>y</u>	<u>V</u> iew <u>T</u> ools <u>H</u> elp					
🔥 Adm	ninistrative Tools hedule tasks					
Sour Adjust Chang Mana	nd :t system volume ge sound card settings ge system sounds ge audio devices					
Perso Chang Perso Get m Chang	conalization ge the theme nalize your computer nore themes online ge window colors and metrics					
Wind Scan f	dows Defender for spyware and other potentially unwanted software					
Powe Choo: Edit p	rer Options se a power plan iower plan					
Notion	fication Area Icons or hide volume (speaker) icon on the taskbar					
Ease Hear a Repla	e of Access Center a tone when keys are pressed ce sounds with visual cues					
Search Win	dows Help and Support for "SCH"					
p	Action					
	Select Schedule tasks	(Schedule tasks).			

Task Scheduler			- 0	×
<u>File Action View H</u> elp				
🗢 🌩 🖬				
Task Scheduler (Local)	Task Scheduler Summary (Last refreshed: 12/6/2018 10:37:41 AM)		Actions	
> 🔂 Task Scheduler Library		^	Task Scheduler (Local)	
	Overview of Task Scheduler		Connect to Another Computer	
	You can use Task Scheduler to create and manage common tasks that your		🕑 Create Basic Task	
	a command in the Action menu.		🕭 Create Task	
	Tasks are stored in folders in the Task Scheduler Library. To view or perform an		Import Task	
	operation on an individual task, select the task in the Task Scheduler Library		Display All Running Tasks	
	and click on a command in the Action menu		Disable All Tasks History	
	lask Status		AT Service Account Configuration	
	Status of tasks that have started in the following time period: Last 24 hours		View	•
	Summany 384 total - 6 running 374 succeeded 2 stopped 2 failed		Q Refresh	
	Summary, Soy total - o rumming, Sry succeeded, 2 stopped, 2 naned		👔 Help	
	Task Name Run Result Run Start Run End			
	INET Framework NGEN v4.0.3031			
	田 NET Framework NGEN v4.0.3031			
	田 0d210040-e5c1-4490-a0c1-90a0	~		
	Last refreshed at 12/6/2018 10:37:41 AM			
	•			
Step Act	lon			
5	Task Scheduler Library (Task Schedular I throws)	0	diaplay the automat list of	toolr

Click Click	(Task Scheduler Library) to displa	ay the current list of tasks.
-------------	------------------------------------	-------------------------------

ask Scheduler (Local)	ame Status Triggers	Next ^	Actions
Task Scheduler Library	Anne Status Inggers Adobe Acroba Ready Multiple triggers defined DianeBU Ready At 3:45 PM every day GoogleUpda Ready At 8:10 AM every day - After triggered, repeat every 1 hour for a duration of 1 day JANDESK Ag Ready At 9:00 PM every day NewPCG Reo Ready At 1:00 AM every day	12/6, 12/6, 12/7, 12/6, 12/7, ~ >	Task Scheduler Library Import Task Import Task Display All Run Disable All Task New Folder View
	Location: \ Author: Adobe Systems Incorporated Description: This task keeps your Adobe Reader and Acrobat applications up to date with the latest enhancements and security fixes		 Refresh Help Selected Item Run End Disable
	Security options When running the task, use the following user account: INTERACTIVE	~	Export Properties Celete

Step	Action
6	Click Create Task (Create Task) to create a new task.

🕒 Create Tas	sk						×
General Tri	iggers Actions	Conditions	Settings				
Na <u>m</u> e:	PCGenesis Re	organization					
Location:	١						
Author:	DOE\diane.o	chala					
<u>D</u> escription	1:						
Security o	ptions						
When rur	nning the task, us	e the followin	ng user acco	ount:			
DOE\diar	ne.ochala						Change <u>U</u> ser or Group
<u>R</u> un or	nly when user is l	logged on					
O Run <u>w</u>	hether user is log	ged on or no	t				
Do	not store <u>p</u> assw	ord. The task	will only ha	ave access to	local com	puter re	sources.
🗌 Run w	<u>i</u> th highest privil	eges					
🗌 Hidd <u>e</u> n	<u>C</u> onfigu	re for: Wind	dows Vista™,	, Windows S	erver™ 2008	8	~
							OK Cancel
Step	Action						
7	Enter the Name field with the title 'PCGenesis Reorganization'.						

8	Under Security options select	Change <u>U</u> ser or Group	(Change User or Group).
---	-------------------------------	------------------------------	-------------------------

Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
DOE-DOCHALA-W10	Locations
Enter the object name to select (<u>examples</u>):	
Enter the object name to select (<u>examples</u>): system	<u>C</u> heck Names
Enter the object name to select (examples): system Advanced	Check Names

9	Type 'system' in the Enter the object name to select field, as shown above.
10	Select Check Names (Check Names).

The following screen displays:

Step

Step

Select User or Group		×
Select this object type:		
User, Group, or Built-in security principal		Object Types
From this location:		
DOE-DOCHALA-W10		Locations
Enter the object name to select (<u>examples</u>):		
SYSTEM		Check Names
	_	
Advanced	OK	Cancel
Action		4

11 If the object resolves correctly, the screen will be returned as shown above, with **<u>SYSTEM</u>** underscored.

Step	Action
12	Select OK (OK) to return to the General tab.

🕒 Create Ta	sk				×
General Tr	iggers Actions Co	nditions Sett	ings		
Na <u>m</u> e:	PCGenesis Reorga	nization			
Location:	λ				
Author:	DOE\diane.ochala				
<u>D</u> escription	n:				
Security of	ptions				
When ru	nning the task, use th	e following use	er account:		
NT AUTH	HORITY\SYSTEM				Change <u>U</u> ser or Group
) <u>R</u> un o	nly when user is logg	ed on			
O Run w	<u>v</u> hether user is logged	on or not			
D	o not store <u>p</u> assword.	The task will o	only have access	to local computer re	sources.
🗹 Run w	v <u>i</u> th highest privileges				
🗌 Hidd <u>e</u> n	<u>C</u> onfigure fo	Windows	10		~
					OK Cancel
Step	Action				
13	Select the check b	ox 🗹 to the	left of Run w	ith highest privile	eges.

14	Select the operating system of the PCGenesis server from the Configure for drop-down box.
15	The General tab is complete.
	Now, select the Triggers tab.

🕒 Create Ta	ask	×
General	riggers Actions Conditions Settings	
When yo	u create a task, you can specify the conditions that will trigger the task.	
Trigger	Details Status	
<u>N</u> ew.	<u>E</u> dit <u>D</u> elete	
	OK Canad	
	OK Cancel	
Step	Action	
16	Select New (New) to create a new trigger.	

	New Trigger	×
	Begin the task: On a schedule ~ Settings	
	○ One time Start: 12/ 7/2018 5:00:00 AM Synchronize across time zones ○ Daily Recur every: 1 days ○ Monthly Monthly Image: Start and Start an	
	Advanced settings	
	Delay tas <u>k</u> for up to (random delay): 1 hour	
	Repeat task every: 1 hour · for a duration of: 1 day ·	
	Stop all running tasks at end of repetition duration	
	Stop task if it runs longer than: 1 hour	
	✓ Ena <u>b</u> led OK Cancel	
Sten	Action	-
17	Under Settings, select Daily (Daily) so that the task will run every day.	
18	Under Start , select today's date and schedule a time that does not interfere wi backup, clean up, or reorganization process.	ith any other
19	Reorganization task considerations:	
	 The <i>VerraDyne Print Manager</i> automatically runs a clean-up process of midnight which should take approximately 15 minutes to run. Since this process runs at midnight, make sure that the PCGenesis back reorganizations are not scheduled to overlap this timeframe. 	every night a kups and
	Overlapping timeframes may cause problems with the clean-up, reorganization backup processes.	n, and/or

20 Select the task to **Recur every 1 day** so that it runs daily.

Step	Action			
21	Select the check box 🗹 to the left of Stop task if it runs longer than .			
	Select 1 hour from the drop-down to the right of Stop task if it runs longer than.			
22	Select the check box $\ensuremath{\boxtimes}$ to the left of Enabled .			
23	Select OK (OK) to return to the Triggers tab.			

Cleater	dSK		
eneral	Triggers Actions	Conditions Settings	
When yo	ou create a task, y	ou can specify the conditions that v	will trigger the task.
Trigger	D	etails	Status
Daily	A	t 5:00 AM every day	Enabled
New	<u>E</u> dit	Delete	
			OK Cancel
ep	Action		
	The Trigger	tah ia complete	
24	The Triggers	s tab is complete.	

🕒 Create Task	×
General Triggers Actions Conditions Settings	
When you create a task, you must specify the action that will occur when your task starts.	
Action Details	*
<u>N</u> ew <u>D</u> elete	
ОК	Cancel
Step Action	
25 Select New (New) to create a new action.	

Edit Action	—
You must specify what action this task will perform.	
Act <u>i</u> on: Start a program	•
Program/script:	
K:\BACKUP\PCGREORG.BAT	B <u>r</u> owse
<u>A</u> dd arguments (optional):	
S <u>t</u> art in (optional):	K¢\BACKUP
	OK Cancel

Step	Action
26	Next to Action, select Start a program from the drop-down box.
27	Under Settings, enter the Program/script field as K:\BACKUP\PCGREORG.BAT.
28	Under Settings, enter the Start in (optional) field as K:\BACKUP.
29	Select OK (OK) to return to the Actions tab.

🕒 Create	Task											\times
General	Triggers	Actions	Conditions	Settings								
When	you create	a task, yo	ou must speci	fy the actio	n that will	occur wh	ien your	task sta	rts.			
Action	1	De	tails									
Start a	program	K:\	BACKUP\PCGR	EORG.BAT								
											•	
< <u>N</u> ev	v	<u>E</u> dit	<u>D</u> elet	e		-				>		
							[0	К		Cancel	
Step	Action	n										
30	The A	ctions ta	ab is comple	ete.								
	Now,	select th	e Condition	ns tab.								

🕒 Create T	ask	×						
General	Triggers Actions Conditions Set	ettings						
Specify t run if an	he conditions that, along with the tr y condition specified here is not true	trigger, determine whether the task should run. The task will not ue.						
Start t	he task only if the <u>c</u> omputer is idle f	for: 10 minutes						
	Wait for idle for:	1 hour ~						
🗹 Sto	p if the comput <u>e</u> r ceases to be idle	2						
	Restart if the idle state res <u>u</u> mes							
Power								
✓ Start t	he task only if the computer is on A	AC <u>p</u> ower						
⊠ Sto	p if the computer switches to <u>b</u> atter	ery power						
<u> W</u> ake	the computer to run this task							
Network	only if the following network conner	ection is available						
June	sing in the following network connec							
Any c	onnection	· · · · · · · · · · · · · · · · · · ·						
		OK Cancel						
Step	Action							
31	31 Select the check box $\mathbf{\nabla}$ to the left of Start the task only if the computer is on AC power.							
32	Select the check box \checkmark to the left of Stop if the computer switches to battery power .							
33	Select the check box $\mathbf{\mathbf{\boxtimes}}$ to the	he left of Wake the computer to run this task.						
34	The Conditions tab is complete.							

Now, select the **Settings** tab.

PCGenesis Reorganization Properties (Local Computer)									
General Triggers Actions Condition	s Settings	History							
Specify additional settings that affect t	he behavior	of the task.							
Allow task to be run on demand									
Run task as soon as possible after a	<u>s</u> cheduled	start is missed							
If the task fails, restart every:		1 minute v							
Attempt to restart up to:		3 times							
Stop the tas <u>k</u> if it runs longer than:		1 hour 🗸							
If the running task does not end w	hen requeste	ed, <u>f</u> orce it to stop							
If the task is not scheduled to run	igain, <u>d</u> elete	it after: 30 days 🗸							
If the task is already ru <u>n</u> ning, then the	following ru	le applies:							
Do not start a new instance	~								
		OK Cancel							

Step	Action
35	Select the check box \checkmark to the left of Allow task to be run on demand.
36	Select the check box \square to the left of Run task as soon as possible after a scheduled start is missed .
37	Select the check box ☑ to the left of Stop task if it runs longer than . Select 1 hour from the drop-down to the right of Stop task if it runs longer than .
38	Select the check box \checkmark to the left of If the running task does not end when requested, force it to stop.
39	The Settings tab is complete. Select OK (OK) to return to the Task Scheduler .

Iask Scheduler	- 🗆 ×
<u>F</u> ile <u>A</u> ction <u>V</u> iew <u>H</u> elp	
Task Scheduler (Local) Name Status Triggers OneDrive Sta Ready At 400 AM on 5/1/1992 - After triggered, repeat every 1.000000 indefinitely. OneDrive Sta Ready At 400 AM on 5/1/1992 - After triggered, repeat every 1.000000 indefinitely. OneDrive Sta Ready At 400 AM on 5/1/1992 - After triggered, repeat every 1.000000 indefinitely. OneDrive Sta Ready At 400 AM on 5/1/1992 - After triggered, repeat every 1.000000 indefinitely. OneDrive Sta Ready At 400 AM on 5/1/1992 - After triggered, repeat every 1.000000 indefinitely. OneDrive Sta Ready At 400 AM on 5/1/1992 - After triggered, repeat every 1.000000 indefinitely. PCGenesis R Ready At 354 AM every day Trigger expires at 12/6/2028 3:54:44 AM Conditions Settings Mame: PCGenesis Reorganization Location: Author: DOE\diane.ochala Description: Security options When running the task, use the following user account: V Wen running the task, use the following user account: V	ons cScheduler Library ^ Create Basic Task ^ Create Task _ Import Task _ Display All Runnin _ Display All Runnin _ Disable All Tasks H _ New Folder _ View _ Refresh _ Help _ etced Item _ End _ Disable _ Export _ Properties _

Step	Action
40	The PCGenesis reorganization task uses ROBOCOPY to create the K:\SECONDX backup directory. Check that ROBOCOPY is available on the PCGenesis server. See the <i>Overview</i> in this document for additional information.
41	The PCGenesis reorganization task uses <i>SQL Server</i> tools to create the PCGenesisDB backup file. Check that the SQL Server (SQLEXPRESSPCG) service is running. See the <i>Overview</i> in this document for additional information.
42	Right-click on the <i>PCGenesis Reorganization</i> task and select Run to verify that the task runs to completion properly.
43	Exit the Task Scheduler .

A1. Reorganization Recap Report – Example

The first page of the *Reorganization Recap Report* shows the progression of the steps completed during the task.

The middle portion of the *Reorganization Recap Report* recaps the **ROBOCOPY** actions.

```
-------
    ROBOCOPY
                                              ...
                                                                    Robust File Copy for Windows
 Started : Thursday, December 6, 2018 1:00:08 AM
    Source : K:\SECOND\
Dest : K:\SecondX\
       Files : *.*
 Options : *.* /NFL /TEE /S /E /DCOPY:DA /COPY:DAT /R:1000000 /W:30

        New Dir
        O
        K:\SECOND\

        New Dir
        O
        K:\SECOND\#DOPRT\

        New Dir
        SK:\SECOND\ACCT1401\

        New Dir
        SK:\SECOND\ACCT1402\

        New Dir
        SK:\SECOND\ACCT1403\

        New Dir
        SK:\SECOND\ACCT1404\

        New Dir
        SK:\SECOND\ACCT1404\

        New Dir
        SK:\SECOND\ACCT1406\

        New Dir
        SK:\SECOND\ACCT1407\

        New Dir
        SK:\SECOND\ACCT1407\

        New Dir
        SK:\SECOND\ACCT1409\

        New Dir
        SK:\SECOND\ACCT1409\

        New Dir
        SK:\SECOND\ACCT1409\

        New Dir
        SK:\SECOND\ACCT1501\

        New Dir
        SK:\SECOND\ACCT1501\

        New Dir
        SK:\SECOND\ACCT1502\

        New Dir
        SK:\SECOND\ACCT1503\

        New Dir
        SK:\SECOND\ACCT1503\

        New Dir
        SK:\SECOND\ACCT1504\

        New Dir
        SK:\SECOND\ACCT1506\

        New Dir
        SK:\SECOND\ACCT1507\

        New Dir
        SK:\SECOND\ACCT1507\

        New Dir
        SK:\SECOND\ACCT1507\

        New Dir
        SK:\SECOND\ACCT1507\

        New Dir
        SK:\S
                              _____
     New Dir
_____

        Total
        Copied
        Skipped
        Mismatch
        FAILED

        Dirs:
        68
        68
        0
        0
        0

        Files:
        513
        513
        0
        0
        0

        Bytes:
        1.029 g
        1.029 g
        0
        0
        0

        Times:
        0:00:54
        0:00:54
        0:00:00

                                                                                                                                                                                                                           Extras
                                                                                                                                                                                                                       0
                                                                                                                                                                                                                                                0
                                                                                                                                                                                    0:00:00 0:00:00
    Speed :
                                                                       20404907 Bytes/sec.
     Speed :
                                                                        1167.578 MegaBytes/min.
    Ended : Thursday, December 6, 2018 1:01:02 AM
```

		Copy Sec ReIndex Call GLI	cond -> Sec Second BALEPT / PR	ondX Begin Begin TLIST Begin	01:0	00:07 AM - Comp 01:03 AM - Comp 02:38 AM - Call	lete lete ed		
			,		R =	= Rebuild			
Directory: 0	PIDATA	Second					Sec	ondX	
File	Size	Records	Date	Time	р	Size	Records	Date	Tim
CPIPCNTL	1,536	1,500	12/06/2018	01:01:03 AM	R	1,536	1,000	12/05/2018	01:00:48
CPIXREF	146,432	1,834	12/06/2018	01:01:03 AM	R	146,432	1,834	12/05/2018	01:00:49
DESCTBL SALSCHED	68,608 580,096	662 24	12/06/2018 12/06/2018	01:01:04 AM 01:01:04 AM	R R	68,608 580,096	662 24	12/05/2018 12/05/2018	01:00:49 01:00:49
Directory: H	ARDATA	Second	_				Sec	ondX	_
File ACCOUNT	Size	Records	Date	Time	P	Size	Records	Date	Tim
ACCOUNTG	1,677,824	4,981	12/06/2018	01:01:06 AM	R	1,677,824	4,981	12/05/2018	01:00:50
ACCOUNTR	1,472,000	5,650	12/06/2018	01:01:06 AM	R	1,472,000	5,650	12/05/2018	01:00:50
ASSET	5,120 531,907,584	2,402,219	12/06/2018	01:01:06 AM 01:02:12 AM	R	5,120 531,907,584	2,402,219	12/05/2018	01:00:50
BANK	2,048	11	12/06/2018	01:02:12 AM	R	2,048	11	12/05/2018	01:02:01
BANKMICR	2,048	1	12/06/2018	01:02:12 AM	R	2,048	1	12/05/2018	01:02:01
NEWCNVT	120,832	1,815	12/06/2018	01:02:13 AM	R	120,832	1,815	12/05/2018	01:02:02
CONTROL	4,096	5	12/06/2018	01:02:13 AM	R	4,096	5	12/05/2018	01:02:32
CTRL0396 EXPENSE	14,336	164.903	12/06/2018	01:02:13 AM	R	14,336	164.903	12/05/2018	01:02:02
FACILITY	2,560	201,500	12/06/2018	01:02:23 AM	R	2,560	8	12/05/2018	01:02:11
INVEST	52,736	70	12/06/2018	01:02:23 AM	R	52,736	70	12/05/2018	01:02:11
JECONTRL	4.215.296	3 44.093	12/06/2018	01:02:23 AM 01:02:23 AM	R	4.215.296	44.093	12/05/2018	01:02:11
MANUALS	512	,	12/06/2018	01:02:23 AM	R	512	,	12/05/2018	01:02:12
NAME	51,712	1,178	12/06/2018	01:02:23 AM	R	51,712	1,178	12/05/2018	01:02:12
POPRINT	40,960	338	12/06/2018	01:02:24 AM	R	40,960	338	12/05/2018	01:02:12
RECEIPT	7,872,000	11,410	12/06/2018	01:02:24 AM	R	7,872,000	11,410	12/05/2018	01:02:12
SNUTFUND	3,987,456	1,972	12/06/2018	01:02:24 AM 01:02:24 AM	R	3,987,456	1,972	12/05/2018	01:02:12
SOURCE	16,384	48	12/06/2018	01:02:24 AM	R	16,384	48	12/05/2018	01:02:13
VENDOR	3,440,640	6,207	12/06/2018	01:02:25 AM	R	3,440,640	6,207	12/05/2018	01:02:13
WALLER	237,300	1,050	12/00/2010	01.02.25 An	K	237,300	1,050	12/03/2010	01.02.15
File	AIDAIA Size	Records	Date	Time		Size	Records	ondx Date	Tim
ANNUITY	1,536	4	12/06/2018	01:02:25 AM	R	1,536	4	12/05/2018	01:02:13
BENEDED	250,368	1,072	12/06/2018	01:02:25 AM	R	250,368	1,072	12/05/2018	01:02:13
DATEFL	1,536	1	12/06/2018	01:02:26 AM	R	1,536	1	12/05/2018	01:02:14
DDP	198,144	559	12/06/2018	01:02:26 AM	R	198,144	559	12/05/2018	01:02:15
DEDCTL	1,536	1	12/06/2018	01:02:26 AM	R	1,536	62	12/05/2018	01:02:15
DESC	58,880	427	12/06/2018	01:02:26 AM	R	58,880	427	12/05/2018	01:02:15
DESCA	61,440	266	12/06/2018	01:02:27 AM	R	61,440	266	12/05/2018	01:02:15
EMPCHG	1,201,664	3,725	12/06/2018	01:02:30 AM 01:02:30 AM	R	1,201,664	3,725	12/05/2018	01:02:18
PEOPG Process	is Complete								

The final portion of the *Reorganization Recap Report* details the file reindexing information.

A2. GL Out of Balance Recap – Example

	GENERAL LEDGER BEGIN PERIOD	07/01/17 END PERIOD 06/30/18	GL Out of Balance Recap	PAGE	1
	YR 18 FUND 603	** OUT OF BALANCE*			.02
5					_

A3. Monthly Recap of User Logons – Example

On the first of each month, a recap report is created which is a listing of all user logon information for that month. The monthly recap report is called the *Detail for USERLIST Files* report and lists the login and logout information for each user who accessed the PCGenesis system. Along with the PCGenesis three-character **User Id** for each user, the report lists the logon date and time, the logout date and time, and identifies any session that was not closed properly (probably due to an abort), and any session that was closed the next day, indicating that the session was left open overnight.

The monthly *Detail for USERLIST Files* recap reports are stored in the **K:\BACKUP\LI** directory for a period of one to two years. The filename of the monthly report is in the format **LIyymm01.TXT** where **yy** is the year and **mm** is the month the recap was created. For example, the file LI220901.TXT contains the *Detail for USERLIST Files* report that was created on September 1, 2022 with the logon history for the month of August of 2022.

Il210902.TXT - Notepad								
<u>File E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp								
		o. o.			··			
Date: Program:	09/02/2021	01:01	Detail +	or USERLIS	Files			
llser	Date	Login		Logout	Module	SubSystem	ModTime	Message
o ser	Ducc	LOBIN		LOBOUL	HOUGIC	Subsystem	TIOUTINE	hessage
DOD 001	08/03/2021	07:02:15						Not Properly Closed
DOD 002	08/03/2021	14:38:11	08/04/2021	10:22:44				Closed Next Day
PCG 001	08/03/2021	07:02:04	08/04/2021	10:22:40				Closed Next Day
DOD 001	08/04/2021	12:13:31		12:13:33				
DOD 002	08/04/2021	12:13:51						Not Properly Closed
DOD 003	08/04/2021	13:31:37		14:06:38				
DOD 004	08/04/2021	14:06:56						Not Properly Closed
DOD 005	08/04/2021	14:19:34						Not Properly Closed
DOD 006	08/04/2021	14:56:59	00.05.0000	15:13:53				
DOD 007	08/04/2021	15:14:36	08/05/2021	09:13:14				Closed Next Day
DOE 001	08/04/2021	10:22:57		12:09:55				Net Decesion (local
PCG 001	08/04/2021	12:13:42	09 (0E (2021	00.12.22				Not Properly Closed
PCG 002	00/04/2021	15:14:00	00/05/2021	09:15:22				Not Properly Closed
000 001	08/05/2021	10.37.20						Not Properly Closed
DOD 002	08/05/2021	10.37.20						Not Properly Closed
DOD 004	08/05/2021	11:06:10						Not Properly Closed
DOD 005	08/05/2021	11:35:33						Not Properly Closed
DOD 006	08/05/2021	11:41:25						Not Properly Closed
DOD 007	08/05/2021	15:23:42	08/06/2021	10:48:10				Closed Next Day
PCG 001	08/05/2021	09:13:46	08/06/2021	10:48:16				Closed Next Day
DOD 001	08/06/2021	10:48:43						Not Properly Closed
DOD 002	08/06/2021	13:25:21						Not Properly Closed
DOD 003	08/06/2021	13:28:10						Not Properly Closed
DOD 004	08/06/2021	13:28:57						Not Properly Closed
DOD 005	08/06/2021	13:33:49		16:49:59				
PCG 001	08/06/2021	10:48:33		16:50:24				
DOD 001	08/09/2021	10:50:52						Not Properly Closed
DOD 002	08/09/2021	12:21:13						Not Properly Closed
DOD 003	08/09/2021	12:29:24						Not Properly Closed
DOD 004	08/09/2021	12:32:10						Not Properly Closed
DOD 005	08/09/2021	12:34:35						Not Properly Closed
	08/09/2021	12:48:26						Not Properly Closed
	00/09/2021	12:03:04						Not Properly Closed
	00/09/2021	13-06-37						Not Properly Closed
505 009	00/05/2021	15.00.57						not it oper ly closed