

Installation Guide

TapeWare®

Yosemite Technologies

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Before You Begin

The *Installation Guide* will help you do three things:

- Make important decisions about implementing TapeWare before installing TapeWare.
- Install TapeWare.
- Understand the basics of how to work with TapeWare.

If you are installing TapeWare on a LAN, be certain to read Section 2 for important information *before* installing TapeWare.

TapeWare Documentation

On the Installation CD-ROM, you will find the file Twusersguide.pdf along with the Adobe Acrobat Reader 3.0. This file contains the *User's Guide and Technical Reference*. This manual contains helpful discussions of TapeWare concepts, detailed step-by-step instructions, helpful tips, and a complete reference section to permissions (security) and object properties.

Although the contents of this manual are also available in the on-line help file, *we recommend you print this manual*. It was designed to be printed one-sided, with a margin for placing it in a binder.

To print the documentation, open the Twusersguide.pdf file with the Adobe Acrobat Reader. Choose **Page Setup...** from the **File** menu and set the proper options for your printer. Be certain to select the **Larger Print Area** option if your printer supports this option. Then choose **Print...** from the **File** menu and print the document.

(You can also purchase additional printed and bound copies of this manual. Contact us at the numbers listed below for additional information.)

Additionally, you will find a PDF file named ErrorCodes.pdf. This document, approximately 42 pages long, contains a complete listing of all the TapeWare error codes. You can use the Adobe Acrobat Reader to print this file.

On-line Help

To get on-line help while using TapeWare, select **Help Topics** from the **Help** menu.

For context-sensitive help while using TapeWare, either



The Help button

- click on the **Help** button and then click on the part of the object you want help with, or
- click on an object with the right mouse button and select **What's this?**, or
- use the **Tab** key to “target” an area in the TapeWare window and press **F1**.

Customer Support

You can get customer support for TapeWare in one of four ways:

- Visit our web-site at www.tapeware.com. (For a quick connection, select **Web Page** from the **Help** menu.)
- Email us at support@tapeware.com.
- Fax us at 209.292.8908
- Phone us at 209.292.8888. Our customer support hours are 8 a.m. to 5 p.m., Pacific time, Monday through Friday.

Overview of TapeWare Concepts

TapeWare provides a powerful, yet cost effective and easy to use, management tool for protecting data on network file servers and workstations. TapeWare provides users with the capacity to back up and restore data across a network and the ability to administer a comprehensive backup plan.

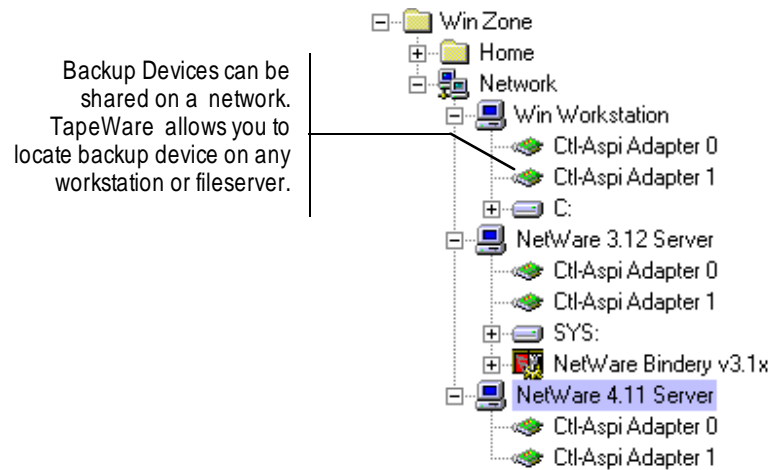
A complete network backup system consists of three parts: *the physical peripherals, the database, and the backup management program.*

Physical Peripherals

TapeWare works with your existing computer network. A network connects workstations and file servers together in order to allow various users to work together on projects and with common files. Networks also allow users to share peripherals, such as disk drives, printers, fax machines, and modems. Sharing peripherals across a network makes economic sense, since multiple workstations can use a single peripheral. Backup devices, such as tape drives, which backup or copy files onto tapes or other media, may also be shared.

For further information about backup device LAN location, see "Setting up a TapeWare Network," Section 2.

Sharing a backup device or tape drive makes operational as well as economic sense. Rather than back up each workstation individually, a shared backup device on a network can back up every workstation and file server on the network. This lowers costs and makes it possible to centralize backup operations for the network. Further, a single user, such as the network administrator, can have primary responsibility for backing up all the file servers and workstations on a network.



Although sharing a backup device or tape drive on a network makes economic and practical sense, it also poses several problems.

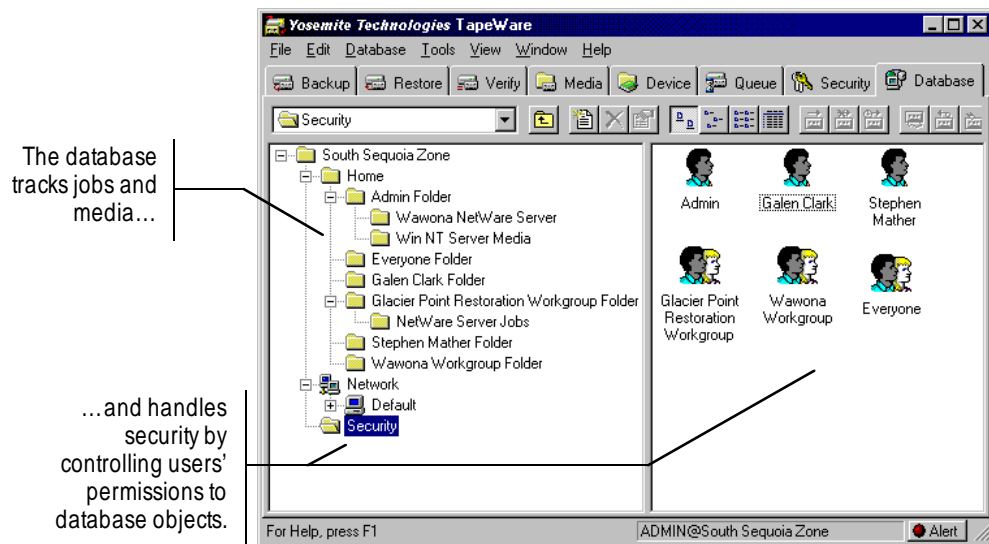
- First, security is an issue. Most networks have elaborate security systems that prevent sensitive or confidential data from being accessed by unauthorized users. However, unless protective measures are taken, once these files are backed up onto a tape or other media, any user in physical possession of the media can gain access to those files. Although it is possible to physically store the media in a secure location, a complete network backup system will prevent unauthorized viewers from accessing confidential or classified information.
- Second, tracking the location of backed up files is a further issue. While a single user may be able to find a file backed up onto a floppy disk by manually searching through a stack of disks, this approach is unworkable for large networks. Without the appropriate software, locating a given occurrence of a file may be impossible, since there may be hundreds of thousands of files backed up on hundreds of tapes created over weeks or months.

The Database

For further information on working with the database, see "Setting up a TapeWare Network," Section 2.

To solve the problems of security and tracking files, TapeWare creates and manages a **database**. The TapeWare database keeps track of each tape or other media and each file that is on that tape. For each tape, the database contains detailed information about the tape, such as when it was created and who created it, and about the files on the tapes, such as when they were backed up and on which tape the file is stored. This is true as well for other media.

The database also addresses the security complication. Included in the database is information about which users can use or view which files. The database prevents unauthorized users from accessing files for which they have no security clearance. The database tracks each user and ensures that only approved users have access to files stored on the backup media.



The Backup Management Program

Writing files to the backup media and managing the database requires an application program, such as TapeWare. Two of the most important functions of TapeWare are *managing the database* and *creating and running jobs*. TapeWare manages the database to keep track of files and to ensure security. TapeWare also creates and runs jobs, such as backup and restore jobs which transfer files back and forth between backup devices (such as tape drives) and file servers and workstations.

Managing the Database

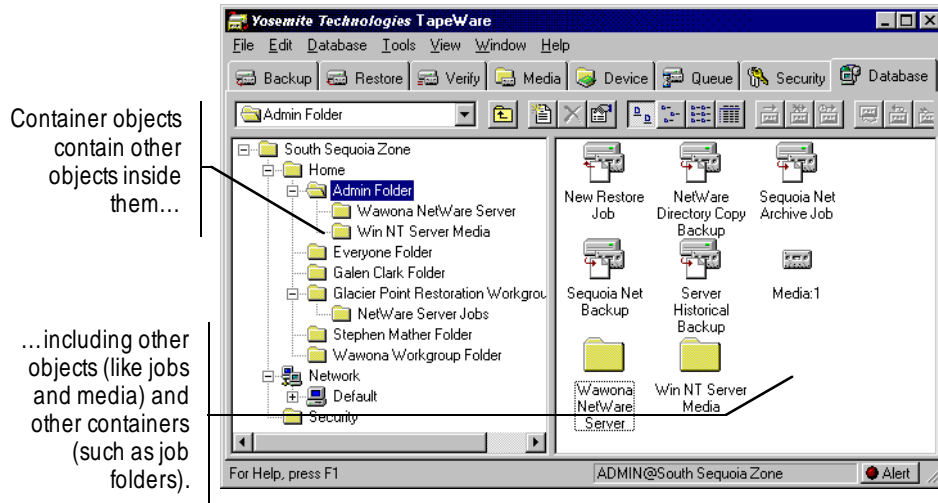
Much of the power and usefulness of TapeWare comes from its extensive capabilities to manage the database. There are three important concepts associated with the database: *objects*, *properties*, and *zones*.

Objects

The database collects and organizes information about **objects**. An object is any file, machine, tape, or user about which TapeWare needs to store data. Examples

of objects which TapeWare tracks in its database include tapes, tape drives, network servers, occurrences of files, backup jobs, users, and so forth.

Objects that contain other objects within them are referred to as **containers**. A simple example of a container is a folder. It contains other objects within it, including objects that are not containers, such as jobs and files, and objects that are containers, such as other folders.



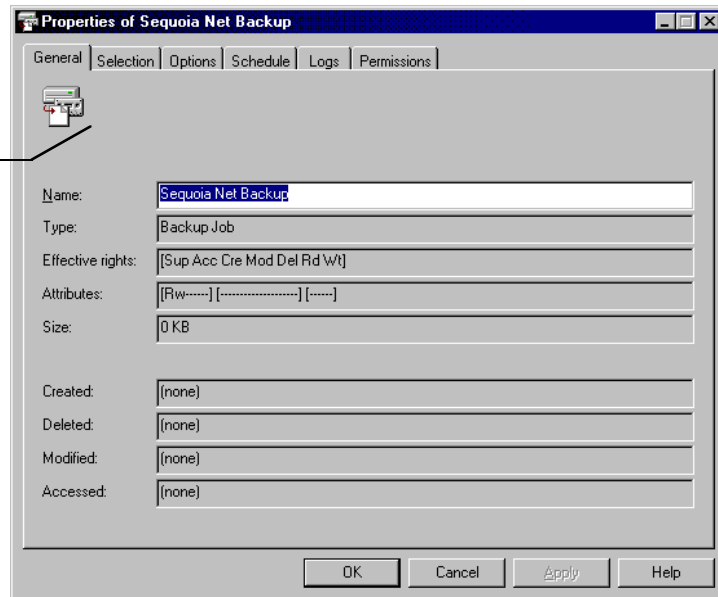
Properties

For further information on property sheets, see Chapter 12 of the *User's Guide and Technical Reference*.

The information about each object that TapeWare stores in its database are called **properties**. The properties of each object include important information about that object, such as what kind of object it is, who has security clearance to use it, and its relationship to other objects.

For example, an individual backup tape is an object in the TapeWare database. Some of the properties of that tape stored in the database include the name of the tape, when it was created, who has clearance to use the tape, and whether or not the tape can be erased.

You use property sheets, such as this property sheet of a backup job, to set, modify, and view the properties of an object.



Working with TapeWare objects and properties is easy. Even though when you work with TapeWare you work primarily with objects and properties, extensive knowledge about objects and properties is not necessary. If you know how to use Windows® Explorer™, you already know most of what you need to use TapeWare. If you need additional information, consult Section 4 of this manual or Chapter 2 of the TapeWare *User's Guide and Technical Reference*.

Zones

TapeWare is not limited to just one database. On a large network, it may be useful to have multiple databases, each addressing different storage needs. For example, there may be a separate database for each work group or department, even though they are all on the same network.

If your network has multiple TapeWare databases, then you choose which database you wish to use by selecting a **database zone** when you log on to TapeWare. Choosing a database zone is simply a way to select which database you wish to use.

Each TapeWare database zone is overseen by a **TapeWare administrator**. It is the TapeWare administrator's job to manage the security and integrity of the files in his or her database zone.

For further information, see Chapter 11 of the *User's Guide and Technical Reference*.

Database Zones and Security Database zones also help insure network security. TapeWare uses database zones to promote security in two ways: first, by preventing users from working with more than one database zone at a time and, second, by allowing file servers and workstations to be the member of *only* one database zone.

Note the following about machines, users, and database zones:

- Workstations or file servers (called a *machine container*) can only be the member of one—and only one—database zone. Because these machines belong to only one database, their peripherals, such as disk drives and backup devices, can belong to only one database.
- Tapes or other media created in one database zone cannot be used in another database zone without following special procedures. This insures that there is no improper access to secure files and data.
- Each database zone must have at least one backup device, such as a tape drive. Further, that backup device can only belong to one database zone: it cannot be shared among multiple zones. (However, a database zone could have multiple backup devices.)
- From one workstation, a user can work in other database zones besides the zone his or her workstation belongs to. This means they can remotely administer jobs for other database zones besides the zone their workstation belongs to. They cannot, however, work in multiple database zones at the same time.
- A user can work from their home machine with other database zones besides the one to which their machine belongs. Their machine, along with its drives, peripherals, and accompanying data, however, always remain in a single database zone. This helps to prevent the unauthorized sharing of data between database zones. Thus while users can work outside of their database, the workstations and file servers they use always stay within their home zone.

Creating and Running Jobs

TapeWare creates backup tapes and restores files with **jobs**. Working with backup devices and the LAN, TapeWare jobs either back up network file servers and workstations onto media or restore files from media onto file servers or workstations. When you want TapeWare to backup or restore a file, you create and run a job.

There are several kinds of jobs, including backup, restore, and verify jobs. Every kind of job you create and run has six components: *creating the job, permissions, selection, options, scheduling, and running*.

Creating the Job You begin by creating a job, either a backup, verify, or restore job.

Permissions In order to create a job, you must have permissions to the objects that job will work with. For example, to create a backup job, you must have permissions to the tape drive, the tape, and the files you will backup. If you wish to backup files on another workstation, you must have permissions to that workstation and to the files on that workstation. Individual users are assigned permissions by the TapeWare administrator, who is responsible for ensuring the security and integrity of the backup system.

Selection Once you have permissions to a file, you must select it to be included in your job. You might select all files, only a few files, or perhaps only a single file. You select files first by selecting them in the selection window and second by having TapeWare ‘sort’ them with **filters**, which apply additional selection criteria such as date modified, type of file, and so forth.

Scheduling After selecting files, the job is scheduled to be run. A job may be scheduled to run later or to run immediately. It can be scheduled to run regularly or only once.

Options After scheduling the job, you specify the job’s option parameters. Some of the options you can specify include what backup device to use, what media to use, whether to automatically format the media, and so forth.

Running Finally the job is run. Many scheduled jobs are run automatically by TapeWare, but you can manually run a job at any time.

Every time you create a job in TapeWare, your job must include these six components. You begin by specifying a *type of job*. Before you can proceed further however, you must be certain that you have *permissions* to the objects, such as files and tape drives, that you wish to use. Your TapeWare administrator will work with you to determine which type of permissions you require. Then you *select* the files for your job, specify the *option* parameters, and finally *schedule* the job to run.

These six components of creating and running jobs are covered in detail in chapters 3 through 8 of the *User’s Guide and Technical Reference*.

Setting up a TapeWare Network

This section contains information you should review before installing TapeWare. It can help you make some important decisions about how to implement TapeWare which will help you work more efficiently with TapeWare. In particular, this section discusses where on your LAN to locate the database and backup devices. If you make these decisions before you install TapeWare, your work will be more productive.

Managing the Database

An important decision when planning a comprehensive backup strategy is where to locate the TapeWare database. This part explores some considerations you should review before making this decision.

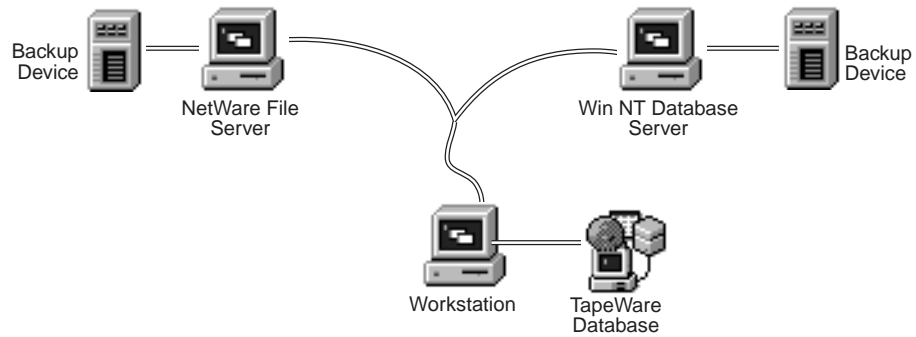
Deciding Where to Locate the Database

- *Consider locating the database on a workstation or file server other than the main file server.*

Recall that TapeWare keeps track of objects and properties in a database that it creates and manages. Where should you store this database? That is, on what volume and machine should the database be stored?

TapeWare lets you locate the database on any machine (workstation or file server) or volume in the database zone. Note that the database does *not* have to be on the same machine as the backup device. It could be placed on any volume of any machine that is a member of the database zone.

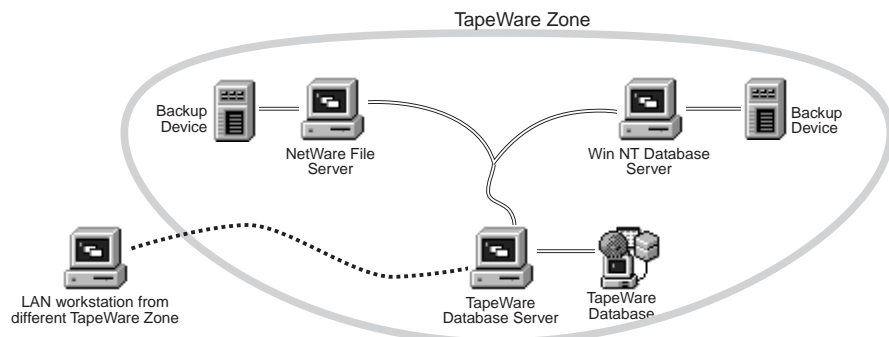
You can locate the database on any machine in the TapeWare network, including, in this case, a workstation. Attach the backup devices to machines using local buses for greatest speed.



For example, suppose you have a file server with a large RAID device attached. Backup jobs using this RAID device will run fastest when the backup device is placed on the same machine as the RAID device. On the other hand, the database may be best located on another machine other than the file server. This is because if the file server were to become inoperable (for example, the drive were to crash), you would still be able to use the database to restore the file server volumes. Had the database had been located on the file server, however, the database must first be restored before other files could be restored. This can be a lengthy, time-consuming process.

A good strategy to consider is to place the backup device on the file server for maximum speed, but to locate the database on a separate machine. Consider this example. Two file servers are connected on an Ethernet network. Each file server has its own backup device, which helps the jobs run faster and more efficiently. The database for all three machines is located on a separate machine (which can be called a “database server”). Jobs can be run from this database server; additionally, they can also be run from any other machine on the LAN as well.

You can administer a job from a different database zone.



(Note that the backup device could just as easily been placed on any other machine in the network. TapeWare does not require that the backup device be physically attached to a file server. Additionally, while the term “database server” is a

convenient label, in fact, TapeWare does not require that this machine be a network server. It could just as well be a client machine or workstation.)

This arrangement has several features to recommend it. First, jobs run quickly because most of the data is transferred over local buses, instead of over the network. In this arrangement, TapeWare will automatically route data from each of the file servers over local buses to its own backup device. Whenever there is a choice, TapeWare automatically routes data over local connections rather than network connections.

Second, administering jobs is uncomplicated. Jobs can be created and run from any machine on the network. Note that jobs can also be administered from a machine that is a member of a *different database zone*. The TapeWare administrator or other user can log on to this database from another database zone and then create and run jobs in that zone.

Third, suppose a disaster occurs and the RAID device of one of the file servers needs to be replaced. Because the database is located on another machine, recovery is quick and easy. The database contains all of the information necessary to restore the lost data. Had the database been stored on the file server, recovery would have been much more difficult. Note that the backup device on the other file server can be used to help restore the file server that failed.

For further information on restoring a corrupted database, see Chapter 9 of the *User's Guide and Technical Reference*.

Fourth, suppose the database server fails and the TapeWare database is lost. While the loss of the database server is significant, the file servers are not impacted and they can continue to perform their tasks. Backups can still be run from another machine on the network, or if need be, from the file servers themselves. Since the database was lost, it will have to be imported from existing tapes. This step, however, is not crucial and can be run when convenient, as long as careful backup procedures are followed (that is, no important tapes are overwritten and a full backup job is run immediately).

The advantages of this arrangement extend to any backup strategy or network arrangement. In general, consider placing the TapeWare database on a machine separate from the most important data. At the very least, consider locating the database on a separate volume.

Accounting for Database Size

Before deciding where to locate the database, consider how large the TapeWare database might eventually become.

The size of the database is primarily a function of the number of tapes in the backup set, the number of files backed up, and the number of instances of each file on valid media. To a lesser extent, the number of objects in a database and the properties of those objects affect the size of the database.

In its database, TapeWare assigns

- 40 bytes for each instance of a file,
- 128 bytes for each database object, and
- 1024 bytes for the properties associated with objects.

You can use these figures to estimate the size of the database. Files are by far the most numerous of the objects in the database, so much so that the size of the other objects (such as users and jobs) is negligible. Each file that is backed up is made part of the database and is assigned 128 bytes. While this figure can be significant, the *number of instances* for that file in the database are more important when predicting the size of the database. This is because there might be as many as 20 or 30 instances of a particular file in the database. (Files only have properties associated with them when they are assigned permissions or storage streams, but generally, since most files inherit their permissions from other objects, the 1024 bytes assigned for properties can be ignored.)

Consider the following example. Suppose a file server which holds 100,000 files is regularly backed up using the GFS-25 automatic rotation schedule. Because there are 25 tapes in this backup set, there are potentially 25 instances of each of these files (although in practice, there will be fewer instances since most of the jobs are incremental). You can predict the size of the database as follows:

$$[(\# \text{ of files}) * (128 \text{ bytes})] + [(\# \text{ of instances}) * (\# \text{ of files}) * (40 \text{ bytes})] ; \text{ or}$$
$$[(100,000) * (128 \text{ bytes})] + [(25) * (100,000) * (40 \text{ bytes})] = \sim 108 \text{ MB.}$$

Database Location and Machine Platforms

Finally, consider the operating system of the machine on which the database is located. For multi-user, LAN installations, place the database on either a Windows NT server or a NetWare server. While the database can be located on a machine running Windows 95, this option is not recommended. Performance on network installations will be increased when using an NT or NetWare server.

For single machine installations, TapeWare also runs on Windows 95 and DOS platforms, although TapeWare runs more efficiently with Windows 95 than with DOS.

Locating Backup Devices and Optimizing Job Speed

TapeWare is designed to run jobs quickly and efficiently on various network platforms and arrangements. However, you can increase the speed of jobs by placing backup devices in optimal positions. This part will help you plan your

backup strategy and network installation to maximize TapeWare's speed and efficiency.

What Slows Down Tape Drives?

Tape drives work most efficiently when they are "streaming," that is, when the tape itself is constantly moving forward and a steady flow of data is being written to the tape as it passes the write head. In general, tape drives will "stream" if there is a constant flow of data available to write to the tape.

Whenever there is an interruption in the data and the drive must wait for the data, the "stream" breaks off and the tape stops. Additionally, after the tape stops, the drive must reposition the write head and regain the velocity of the tape. To do so, the drive will back up the tape prior to where it stopped writing, and then restart the tape forward again. This can be a time consuming process, especially if it occurs repeatedly.

For this reason, it is important to keep data constantly flowing to the tape drive. The performance of your job will be maximized when the tape drive constantly has data available to it.

Maintaining the Flow of Data

There are several steps you can take to make sure that data is constantly available to the backup device.

Prefer Local Busses to Network Connections In general, data is transmitted more efficiently over a local bus than over a network connection. Thus, for example, performance will increase if the backup device is placed on the network file server, rather than on a client machine, although either arrangement is possible.

Note that the database need not be placed on the same machine as the backup device. The location of the database does not effect the rate of data transmission. (Other features of the jobs, such as building backup selection lists and opening and closing files, create network traffic and require CPU calculations. While the location of the database will effect these parts of the job, the advantages of a remote location of the database often outweigh any speed loss.)

Add a Second Device Controller Even though a backup device and volume may be on the same machine with a local connection between them, if the backup device and the volume share the same device controller, this limits the speed of data transmission. Adding a second device controller can effectively double the rate of data transmission. For example, consider adding a second SCSI controller for the exclusive use of the backup device. This can result in a dramatic improvement in the rate of data transmission.

Use a Wider Data Stream For both network and local connections, the width of the data stream effects the rate at which data can be transferred. Many tape drives are capable of writing data much faster than can be transferred over older device controllers and network connections. By upgrading to more recent technology with wider data streams, there will be fewer interruptions in the stream of data to the backup device. For example, consider using a Wide or Ultra Wide SCSI controller for the backup device. Additionally, for network connections, consider upgrading from 10Base-T Ethernet to 100Base-TX.

Consult your manufacturer's documentation to see if your backup device would benefit from a wider data stream.

Increase CPU Speed In general, a faster CPU results in faster backups. Take the speed of the CPU into account when deciding where to place the backup device and to locate the database.

Additional information

For additional information about how to run jobs faster, consult Chapter 10 of the *User's Guide and Technical Reference*.

Installation Guide

Installing TapeWare is simple and easy. The Install program automatically configures TapeWare to work on your machine with your network software and will prompt you when you need to specify installation parameters.

Before you install TapeWare, be certain you know the following:

- the name of database zone you wish to create.
- the machine on which you will locate the database.
- which workstations or file servers will belong to the database zone.
- the Key Code for the product and configuration you have purchased.

If you are uncertain about creating a database zone and assigning machines to a database zone, see Sections 1 and 2 of this manual for more information. The following part discusses product configuration.

Product Configuration

When fully implemented, TapeWare can work with any network configuration of Windows NT, Windows 95, NetWare, and DOS machines, with no limitation on the number of machines, servers, or backup devices.

However, what product you have purchased may limit your installation choices. The number of servers in a database zone and the network platform TapeWare runs on depend on which product you purchased. You can purchase license agreements for a single machine, a single server, or an unlimited number of servers. Similarly, your license agreement determines whether TapeWare will run only on a Windows NT network, on a NetWare network, or on both (including “mixed” networks).

If you have purchased a single server license agreement, you can have one NetWare or Windows NT file server in that zone. If you want to have multiple servers in a single database zone, you can purchase an upgrade to your license agreement.

If you have purchased a license agreement to install TapeWare on only one network platform, the Install program will only install TapeWare on the specified network platform. If you want to install TapeWare on another network platform, you can purchase an upgrade to your license agreement.

If you want to create more than one database, you must purchase an additional software license. Each product purchased creates one and only one database zone.

Installation and Database Zones

You should install TapeWare on the workstation or file server where the database is going to be located *first*. When you do so, you create a database zone and specify the folder (the directory) in which the database will be stored. TapeWare needs this information when configuring other machines that belong to this database zone.

After first installing TapeWare on the machine where the database is going to be located, later, when you install TapeWare on other workstations or file servers, TapeWare looks to see what database zone is available on the LAN. As part of the installation procedure, you will be prompted to confirm that you want this machine to be part of the database zone you have already created.

Installation Instructions

(The following instructions assume that your CD-ROM drive has been assigned the drive letter D:. If this is incorrect, substitute the proper drive letter.)

DOS

Change the drive to the CD-ROM drive and then type **INSTALL**. Consider this example.

```
C:> D: [ENTER]
D:> INSTALL [ENTER]
```

NetWare

If you have a CD-ROM drive attached to the file server, mount the CD-ROM drive and type **LOAD TAPEWARE:INSTALL**. Consider this example.

```
SERVER: CD MOUNT cd-rom device [ENTER]
SERVER: LOAD TAPEWARE:INSTALL [ENTER]
```

If you do not have a CD-ROM drive attached to the file server, you must create an install directory and copy the install program to that directory. Consider this example.

From a workstation:

```
C:> MD F:\TWINS [ENTER]
C:> MD F:\TWINS\NET [ENTER]
C:> COPY D:\INSTALL.NLM F:\TWINS [ENTER]
C:> COPY D:\NET\*.* F:\TWINS\NET [ENTER]
```

Then from the server:

```
SERVER: LOAD SYS:TWINS\INSTALL [ENTER]
```

Windows (95 or NT)

If you are running Windows 95 or Windows NT 4.00, insert the CD in your CD-ROM drive. Setup.exe will automatically be run. (If this fails to work, double click the Setup.exe file on the CD).

If you are running Windows NT 3.51, change the drive to the CD-ROM drive and then type **SETUP**. Consider this example.

```
C:> D: [ENTER]
D:> SETUP [ENTER]
```

Installing TapeWare as a Service

When TapeWare is installed and run as a service, it will automatically be run whenever the systems starts up. When it runs as a service, it will run in the background *without the user interface*, although you can make TapeWare's user interface active at any time by double-clicking on the TapeWare icon. Later, when you close TapeWare, it returns to service mode and runs in the background again.

Installing TapeWare as a service can be very useful because TapeWare will run backup jobs automatically and unattended. This can be essential after a power loss, for example. If TapeWare is installed as a service and there is a power loss, after power returns, TapeWare is automatically run in the background when the system restarts, insuring that any scheduled jobs are run.

When you install TapeWare on a Windows 95 or Windows NT machine, the install program will ask you if you want to install it as a service. To install it as a service, check the appropriate check box in the Install program's **TapeWare Service** window.

Note TapeWare is available as a service only on Windows 95 and Windows NT platforms.

The TapeWare Workplace

TapeWare is designed to be easy to use. In fact, you may already know how to use many of its features. This section will familiarize you with the basics of what you need to know to get started using TapeWare. For additional information on working with TapeWare, see Chapter 2 of the *User's Guide and Technical Reference*.

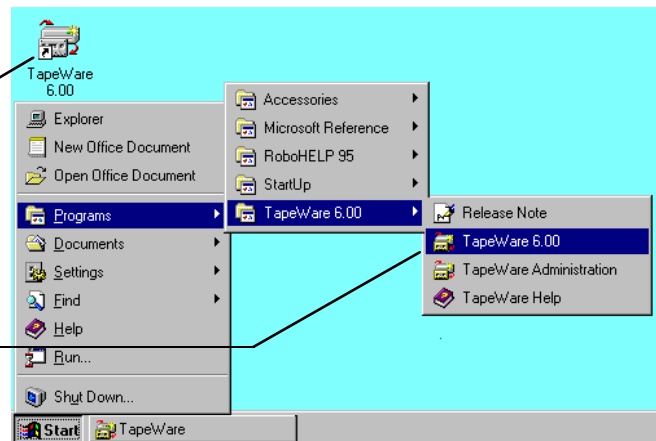
Starting TapeWare

After you have installed TapeWare, you start it like any other program.

Windows (95 or NT) To start TapeWare in Windows® 95 or Windows NT™, click on the **Start** button on the **Taskbar** and select **TapeWare** from the **Program** submenu. You can also create a shortcut to TapeWare and put it on the desktop. Alternatively, you can double click the Twwinadm.exe file in the **Windows Explorer** window.

On Windows 95 and Windows NT platforms, start TapeWare by double-clicking the shortcut on the desktop...

...or selecting TapeWare from the Program submenu on the Start menu.



NetWare To start TapeWare on a NetWare® platform, run TWADMIN.NCF from SYS:SYSTEM. It is not necessary to specify a search path. Consider the following example:

SERVER : **TWADMIN**

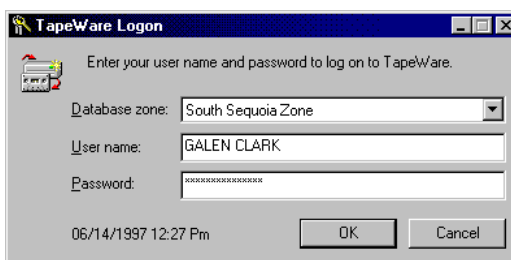
DOS To start TapeWare on a machine running DOS, position to the directory where you installed TapeWare. Then type TWADMIN. Consider the following example:

C:\TW600> **TWADMIN**

The Logon Window

Each time you start TapeWare, you are shown the **TapeWare Logon** window.

The TapeWare
Logon window



To log on, you must select a database zone, enter your user name, and enter your password.

Logging on the First Time

The default user name for the TapeWare administrator is **ADMIN**. There is no default password required for this user to log on.

Warning TapeWare administrators have unlimited access to all of the objects in the database. Any user who logs on as the TapeWare administrator will have complete access to all of the files and machines on the database.

Your first security step should be to *change the TapeWare administrator's password*. Change your password on the **Security** tab. Select your User object and select **Change Password...** from either the **Security** menu or the **Shortcut** menu. Before continuing with the rest of this section, be certain that you have changed your password

Selecting a Database Zone

When you installed TapeWare, each workstation was assigned to a database zone. Each workstation or file server, along with its drives and peripherals, can only be

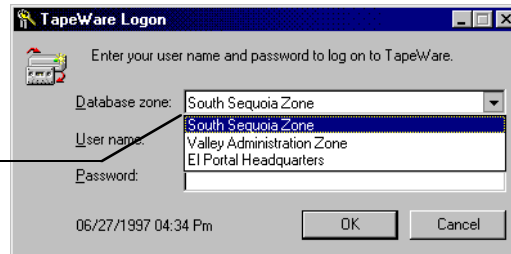
the member of one database zone. The name of this zone is the *default* name that appears in the **Database Zone** list box.

Normally, you should leave the default name in the list box unchanged. This is because you will typically want to work with the database zone your workstation belongs to.

Occasionally, however, you may wish to work in a different zone. You might be asked by a coworker or your TapeWare administrator, for example, to run a TapeWare job in a different database zone.

To select a database zone other than the default zone, first click the arrow next to the database zone list box. You will see a list of possible database zones. Select the database zone you wish to use.

To select a database zone, click on the **Database zone** list box and select the database you wish to use.



Note Although you can log on to different databases, you can only create and run jobs within a single database zone. This means, for example, that you will be unable to restore files backed up from workstations in one database zone to workstations in another database zone. (If you need to share data from one database zone to different database zone, see “Import Media” in Chapter 9 in the *TapeWare User’s Guide and Technical Reference*.)

User Name and Password

After selecting a database zone, type in your user name and password. If you type your name or password wrong, you will be asked to reenter your name and password.

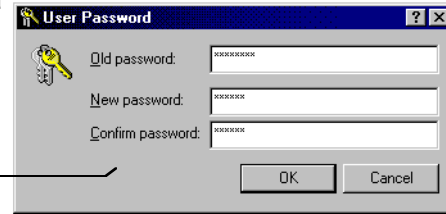
Changing Your Password

It is a good idea to regularly change your password, particularly if you are working with sensitive and important data. To change your password, make the **Security** tab active by clicking on it. Then choose **Change Password...** from the **Security** menu or the **Shortcut** menu. Change your password in the **User Password** window.

To change your password, highlight your **User Object** icon, and then select **Change Password...** from the **Security** menu



In the **User Password** window, type in your old password and then your new password.

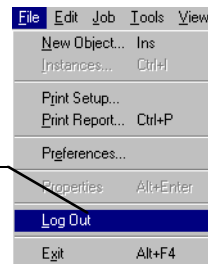


Logging Out

On occasions you may want to change the database zone you are using or want to log on as a different user. Although you could quit TapeWare and restart the program, it is quicker and faster to log on again without quitting TapeWare.

To log on again, choose **Log Out** from the **File** menu. You will be presented with the **TapeWare Logon** window and asked to log on again.

Select Log Out from the File menu to log on to a new zone or to close the main TapeWare window.



Logging Out and Running Scheduled Jobs

For further information, see "Running Scheduled Jobs," Chapter 8 of the *User's Guide and Technical Reference*.

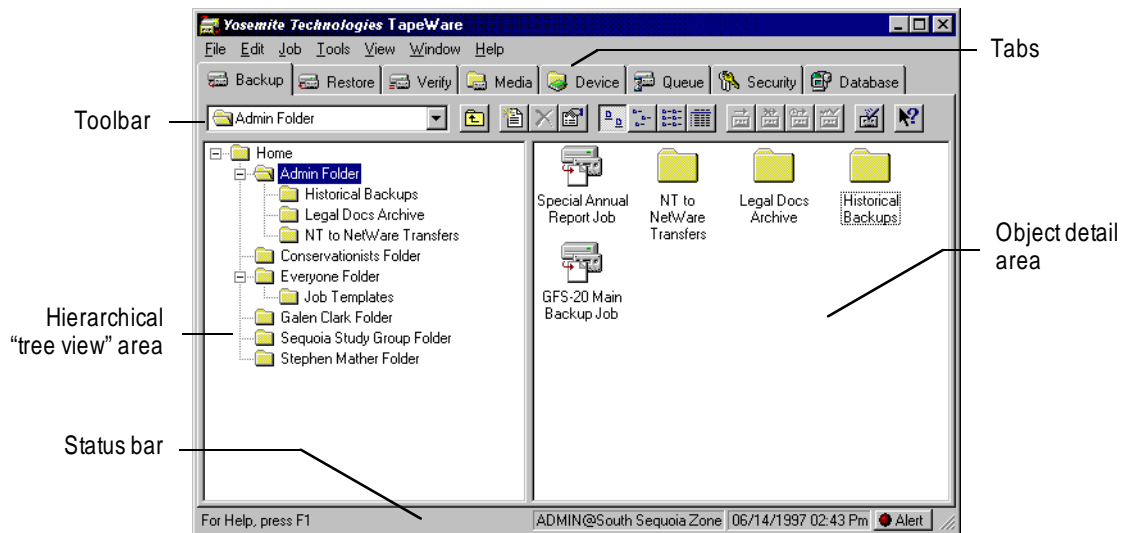
TapeWare can run scheduled jobs even when no one is logged on. (Only *scheduled* jobs can be performed when no one is logged on to TapeWare.)

When you leave your workstation, you may need to leave TapeWare open. In order to not let any other users have unauthorized access to the LAN, log out of TapeWare before leaving your workstation. Any scheduled jobs will still run, but no unauthorized users will be able to work with TapeWare unless they can log on.

The Main TapeWare Object Window

You use the main TapeWare object window to view, create, and manipulate TapeWare objects, such as jobs and tapes.

In addition to the menu bar, the TapeWare window has the following parts: tabs, toolbar, the hierarchical or “tree” view area, the object detail area, and the status bar.

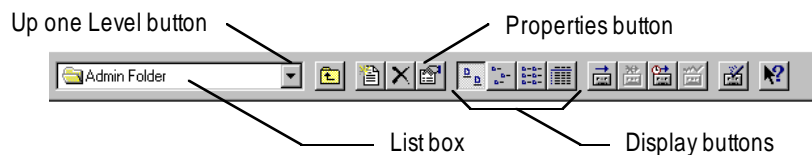


Tabs

At the top of the window are eight **tabs** which help to group and organize similar sets of objects. For example, you use the **Backup** tab to display and work with backup jobs, the **Restore** tab to display and work with restore jobs, and so forth. To display a different tab, click on the tab you wish to view. You can also display a different tab by using the **View** menu.

Toolbar

The **Toolbar** has a list box and several buttons. Not all buttons are on all tabs and some buttons on a tab may be unavailable. When a button is grayed out, it is not available because no object that it can work with is currently selected.

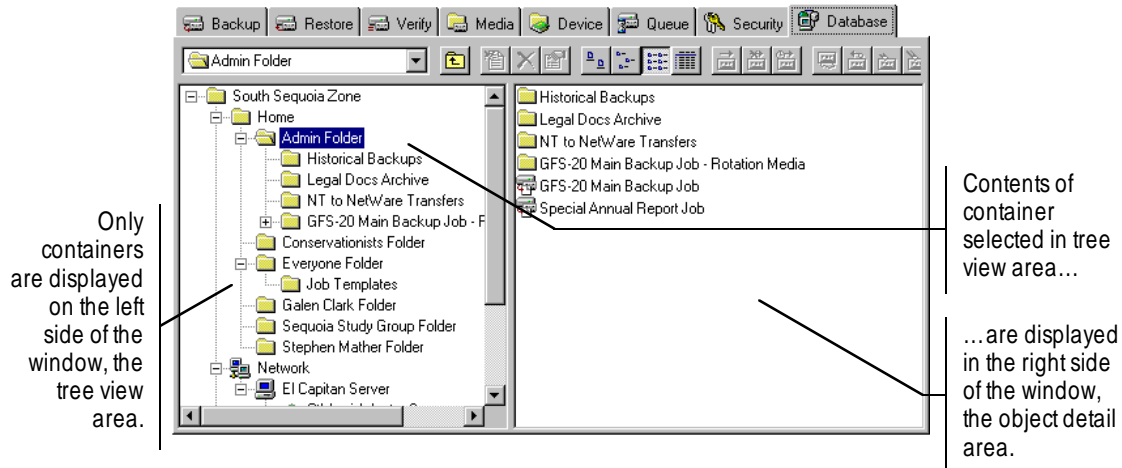


You can use the **View** menu to either hide or show the **Toolbar**.

The Object View Areas

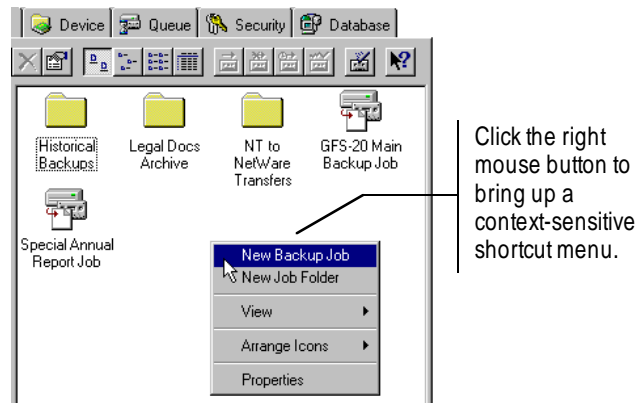
The left side of the window displays containers, such as folders. Examples of other container objects include networks, workstations, and drives. These are displayed in hierarchical or “tree” view. This portion of the window is referred to as the **tree view area**.

The right side of the window is referred to as the **object detail area**. It displays the contents of the container currently selected in the tree view area. If you select an object in the tree view area, you will see its contents displayed in the object detail area on the right side of the window.



Shortcut Menus

In most windows, when you click the right mouse button, the **Shortcut** menu appears. The shortcut menu list commands that pertain to the particular portion of the screen you clicked on. This is often the fastest and easiest way to create new objects and modify existing objects.



Property Sheets

Every object in the TapeWare database has a **property sheet** associated with it. Each property sheet has two or more tabbed pages on it that display the properties of that object.

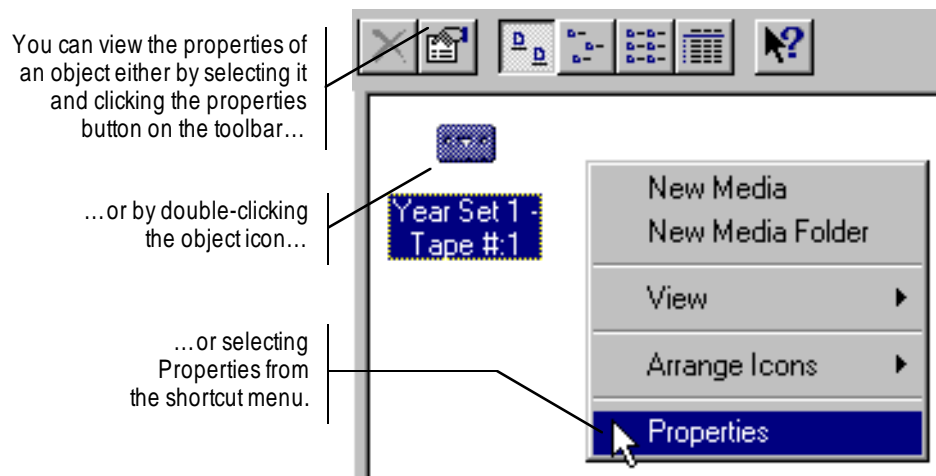
Opening Property Sheets

You can display the property sheet of an object in one of three ways.



The Properties button.

- Select the object with the mouse or keyboard, and then click the **Properties** button on the **Toolbar**.
- Click the right mouse button on the object to display a shortcut menu, then select **Properties**.
- Double-click an object to display its properties. (This shortcut only works with objects that are not containers, such as jobs or files, in the object detail area.)



Note Property sheets work just like other windows, except that their size cannot be changed. You can leave them open when you return to working in the main TapeWare object window and you can have multiple property sheets open at once.

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Zones. *See* Database Zones