

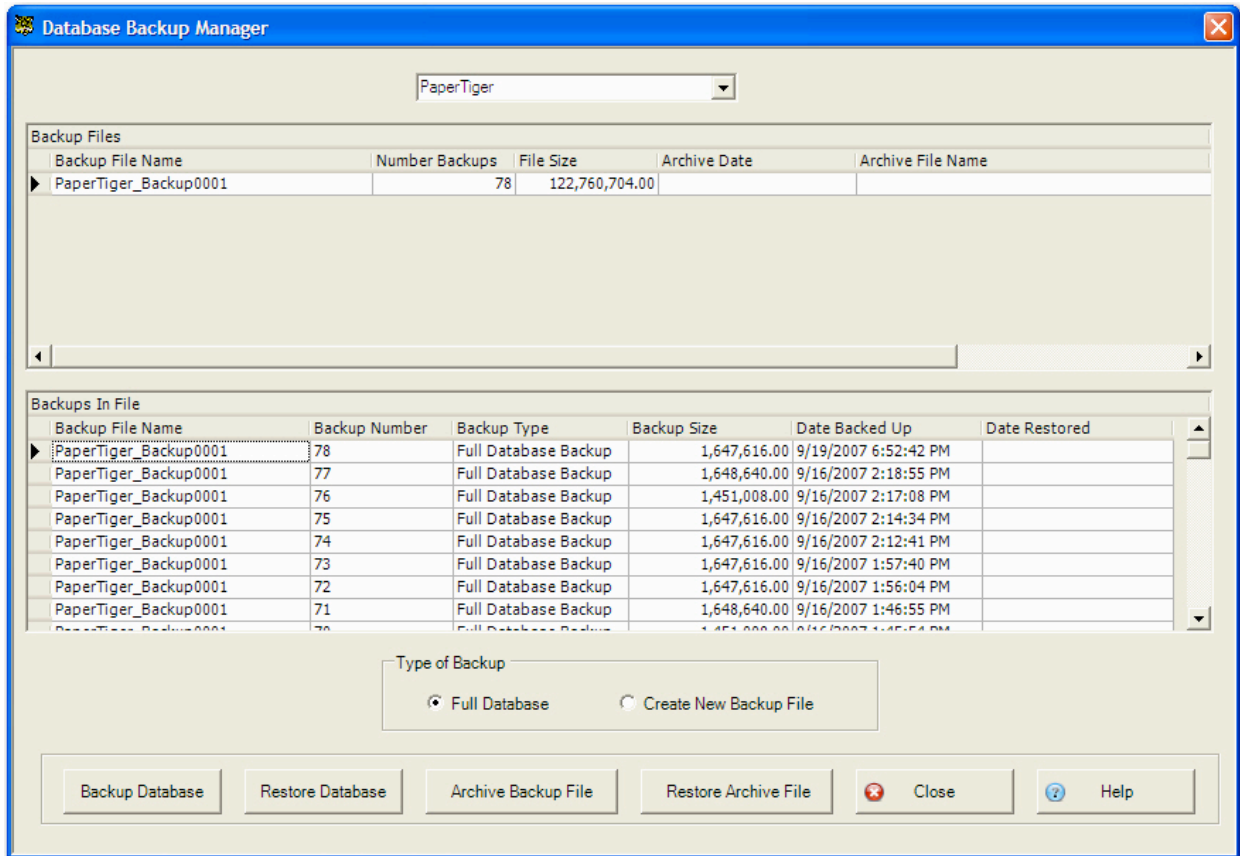
The Paper Tiger Administrator Functions

At least one user of *Taming The Paper Tiger Network Edition 4.1* should be given the role of Administrator. Administrators are responsible for backing up the database, adding new user accounts, creating new databases, deleting locations, emptying trash, and updating the Network License. Most organizations backup their network drives on a regular basis. If this is the case, you may rarely need to open the network database for administration. However, it is very important that you remember your administrator's password even during long periods of not using it!

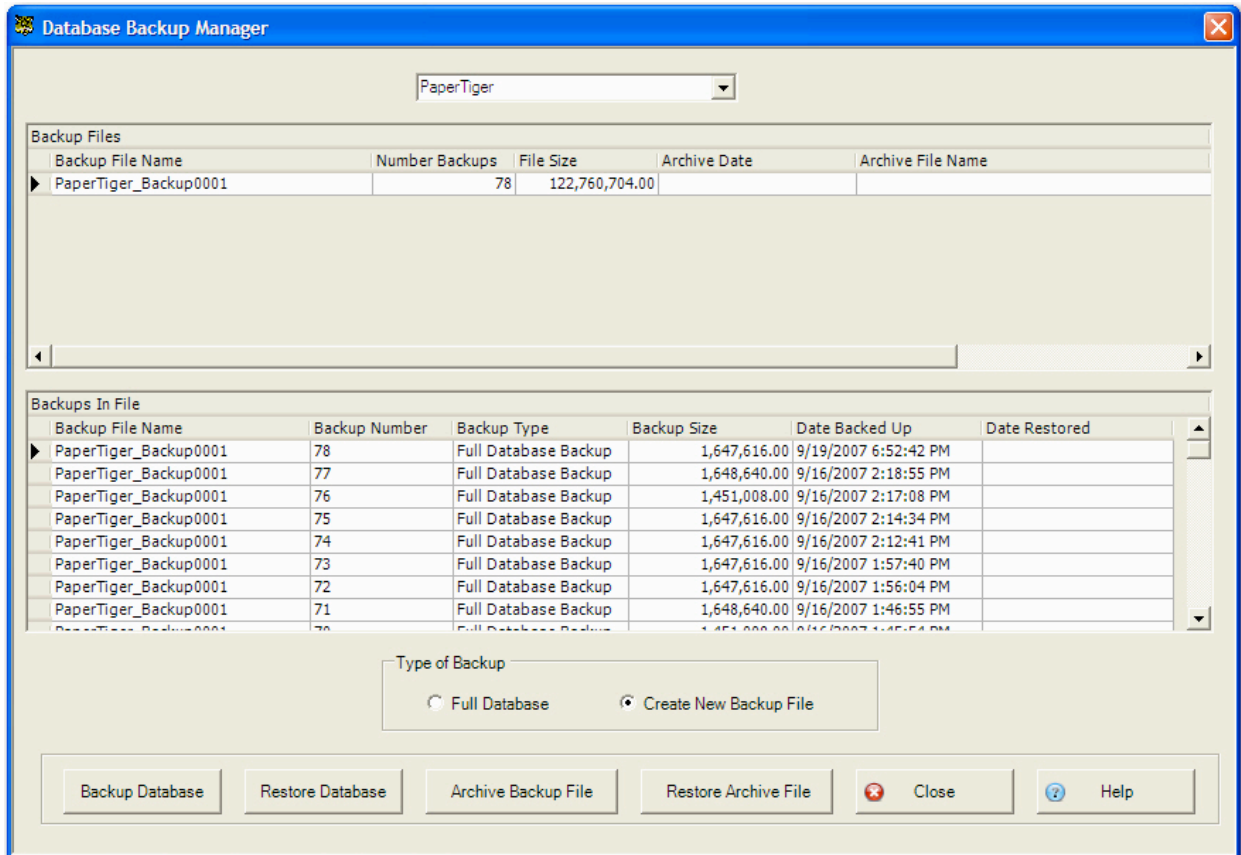
There are a few things to keep in mind about administrative mode:

1. With multiple users tossing items regularly, the trash bin can quickly become the largest location you have. It is a good idea to check the number of items in the trash periodically and empty the trash accordingly.
2. It is important that you do database backups regularly even if the Network drives are backed up on a regular basis. This gives you as an administrator more capabilities to restore your database if you need to. Paper Tiger uses the SQL Server backup process to back the database files up. The backup files are stored in the "PaperTiger PTNetwork41 DBBackups" folder. SQL Server controls this folder, so you should be very careful in manually moving files in or out of this folder. Typically, the database is automatically backed up when the Administrator closes down Paper Tiger. It is not automatically backed up when Network Users close the system down.
3. The database can be backed up at any time by the Administrator using the Database Backup Manager. It is located under the File menu.
4. Most administrator functions can be performed when other users are logged in to the database. However, database restores cannot be done while other users are on. The database must be locked so that other users cannot be logged on while the restore is running. Please review the "**Database Locking Function**" later in this document.
5. Another import function of the administrator is setting up Network Users which control access to The Paper Tiger and databases within. Please review the "**Setting up Network Users**" later in this document.

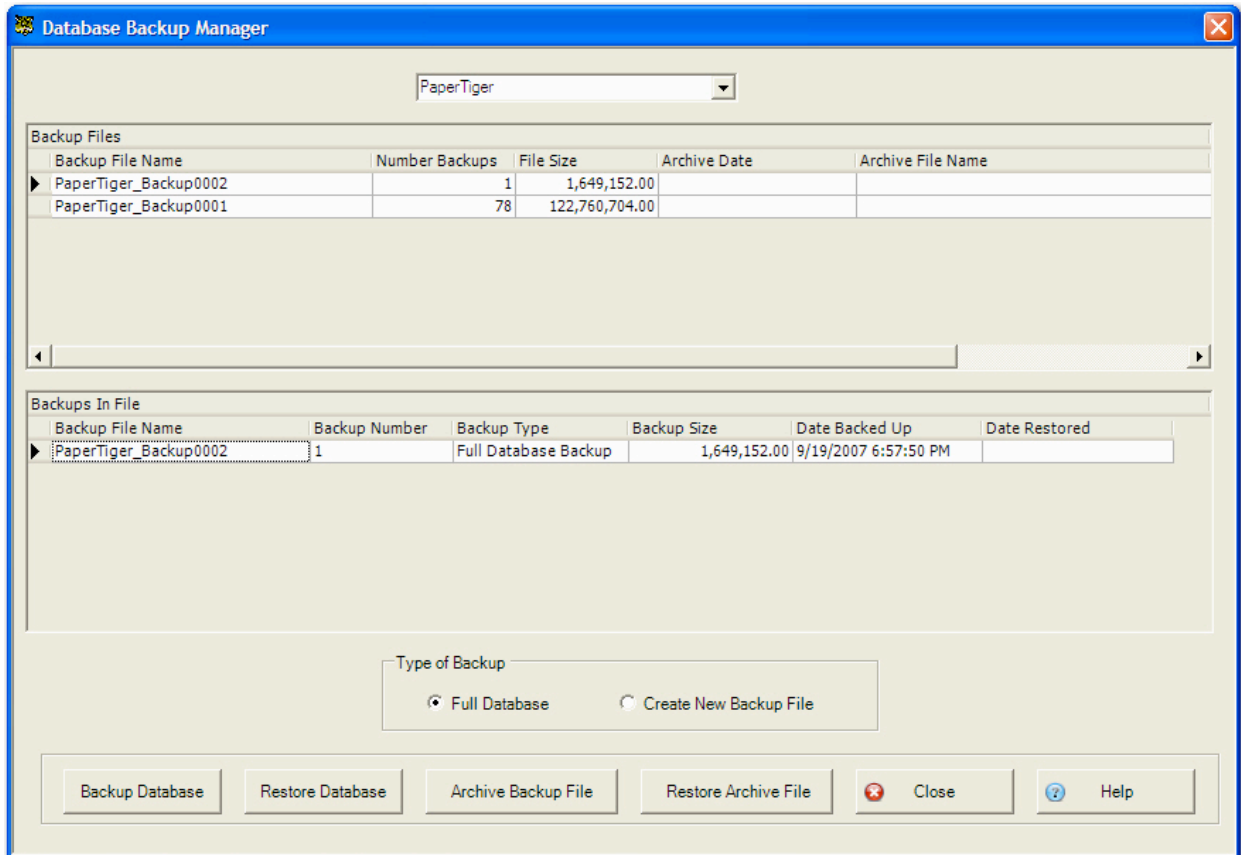
Database Backup Manager Functions



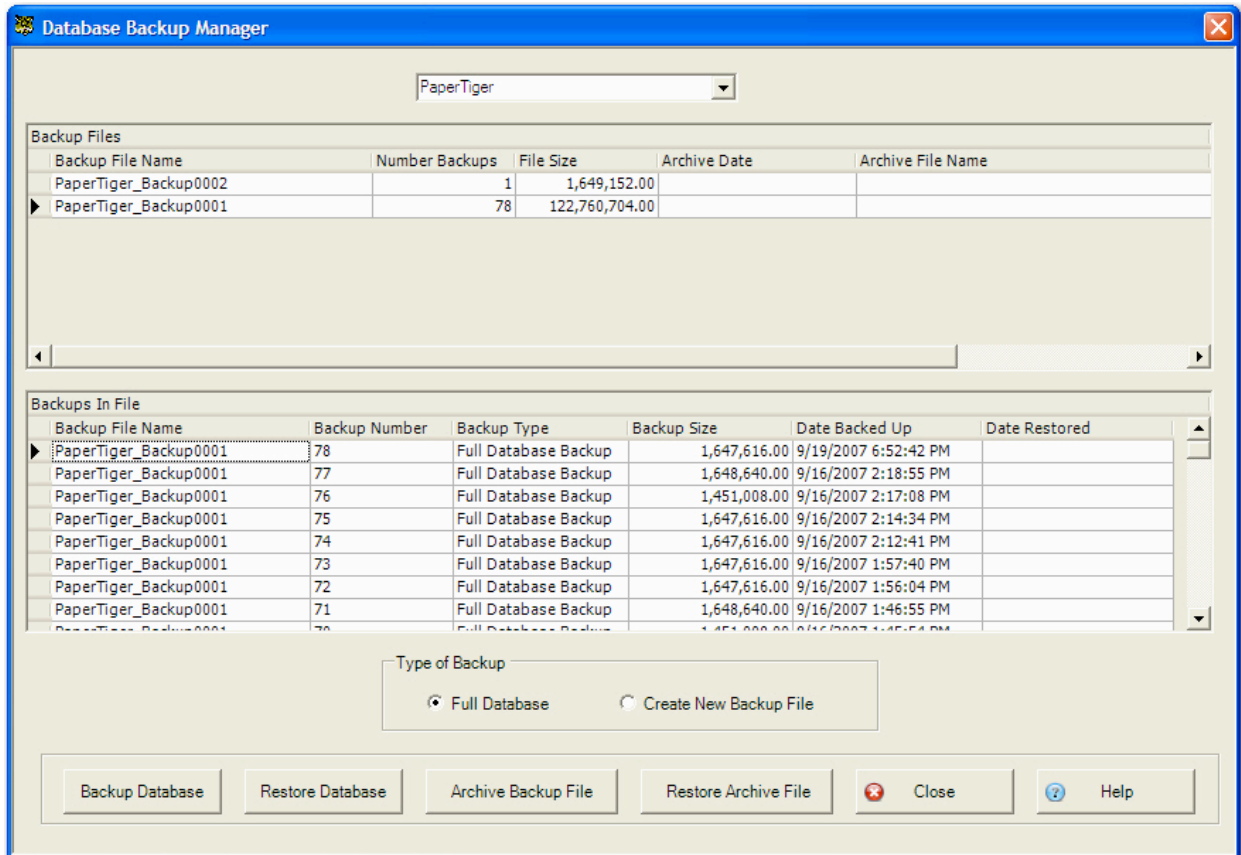
- a. Notice that multiple backups can be stacked on one backup file.



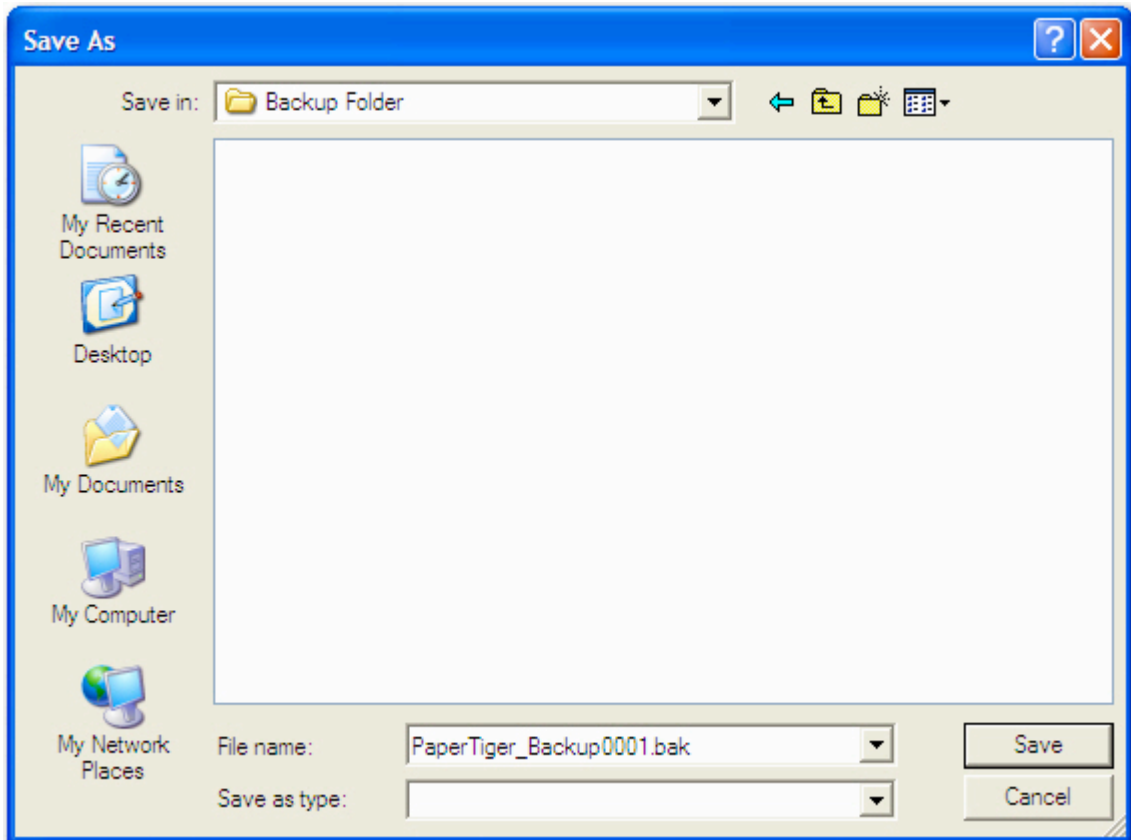
- b. When you feel it is getting too large, you can tell the system to start a new backup file. Click on the Create New Backup File button and then click the Backup Database button.



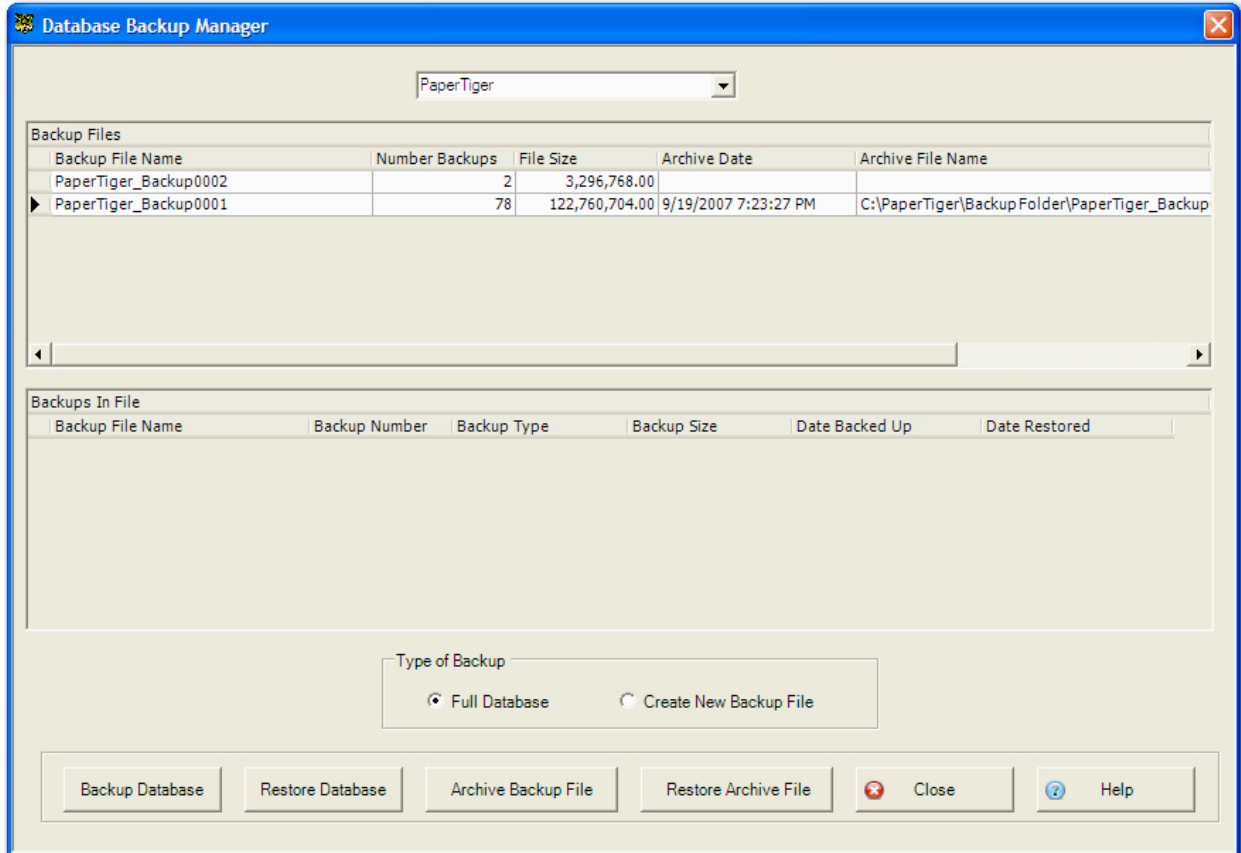
- c. Notice that it created a new backup file suffixed by 0002 containing one backup file. Subsequent backups will go into this file until you create a new one. The previous backup suffixed with 0001 is still available if for some reason you want to restore a backup file from it.



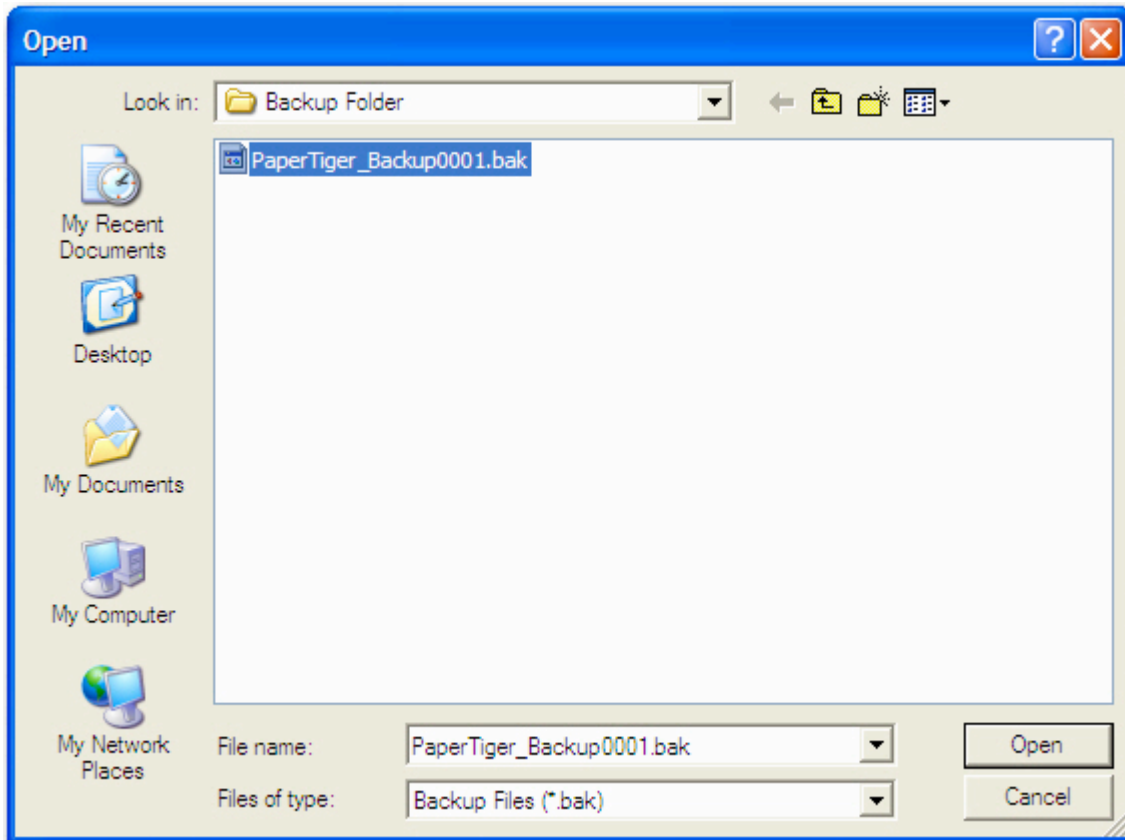
- d. If you wish you can copy a backup file to an archive location and delete it from the Paper Tiger Backup folder. Select the Backup file that you want to archive. It cannot be the latest file. That one must be maintained on the system for backup purposes. Then click the Archive Backup file button.



- e. A Save As Dialog box will appear to select a place to locate the Archived file. It can be copied to a CDROM, a Network Drive or any other type of backup device.



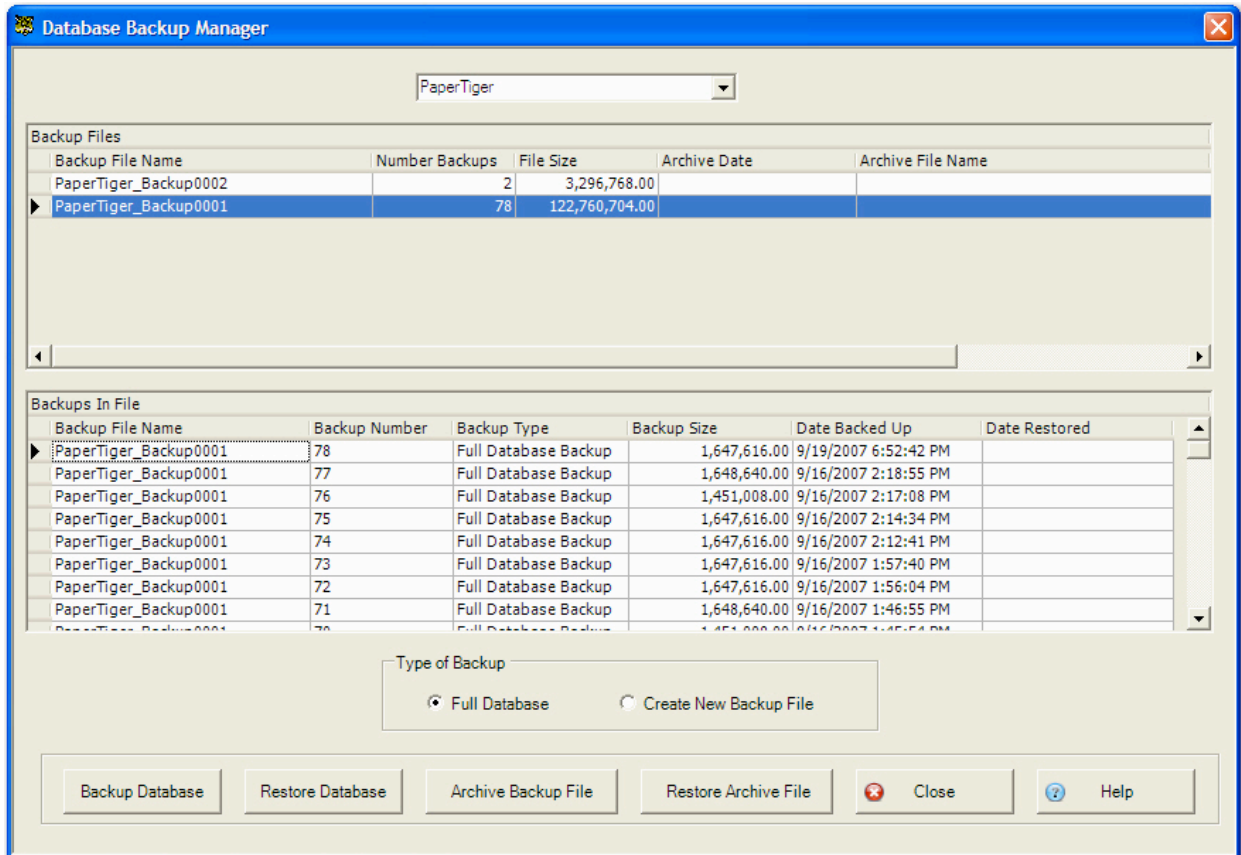
- f. Notice that a place holder file is left indicating the location the backup was archived to.
6. You can restore an archived file to the Database Backup Manager by clicking on the Restore Archive File button.



a. A file open Dialog Box will be displayed to locate the Archived File.



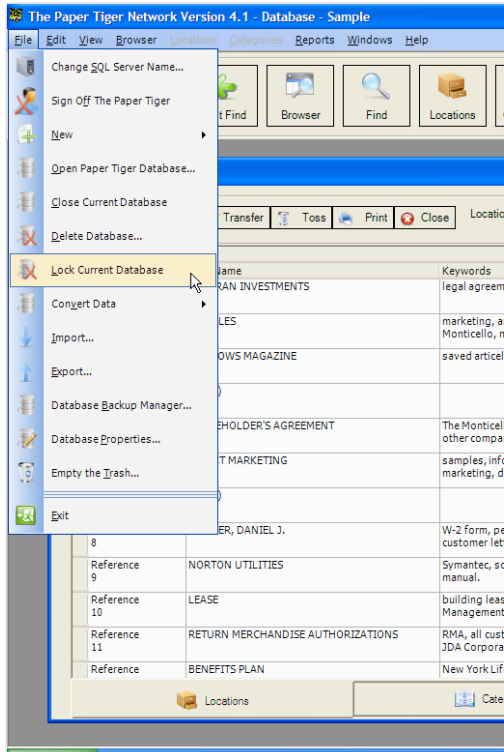
b. When completed, you will receive the this Message Box. The Backup is loaded back into the Database Backup Manager. You can then select any of the backup files in it to restore to the database if you wish.



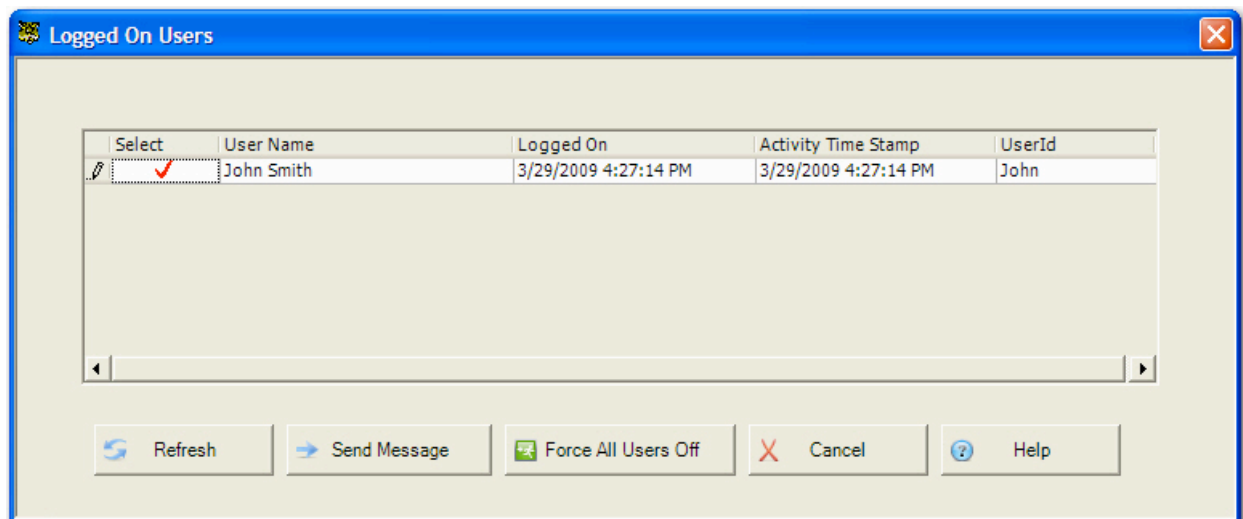
- c. Notice that Backup File 0001 with all of its backup files. You can restore the database from any of them by clicking on one of the entries in the bottom grid and click on the Restore Database button.

Lock Database Function

Before a database can be restored it must be locked to keep other users off when the restore is running. To do this select, **File/Lock Current Database** from the menu.

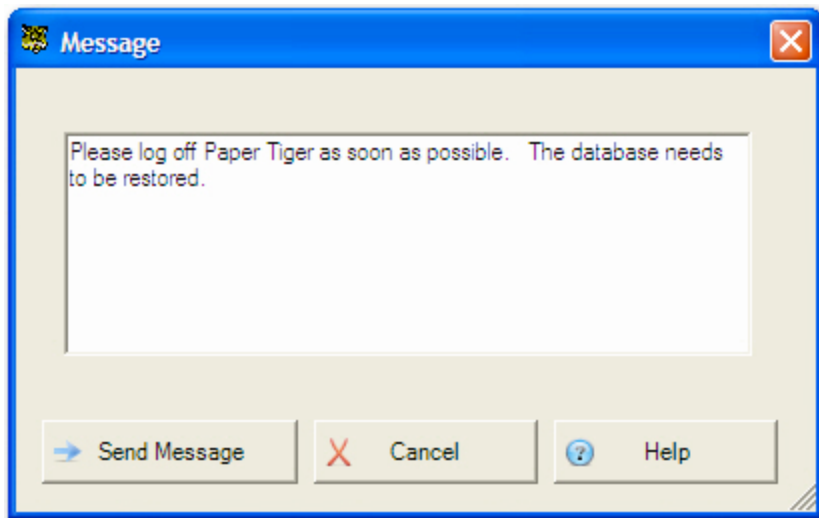


If other users are using the database when you click on this, you will be presented with a live of all active users.



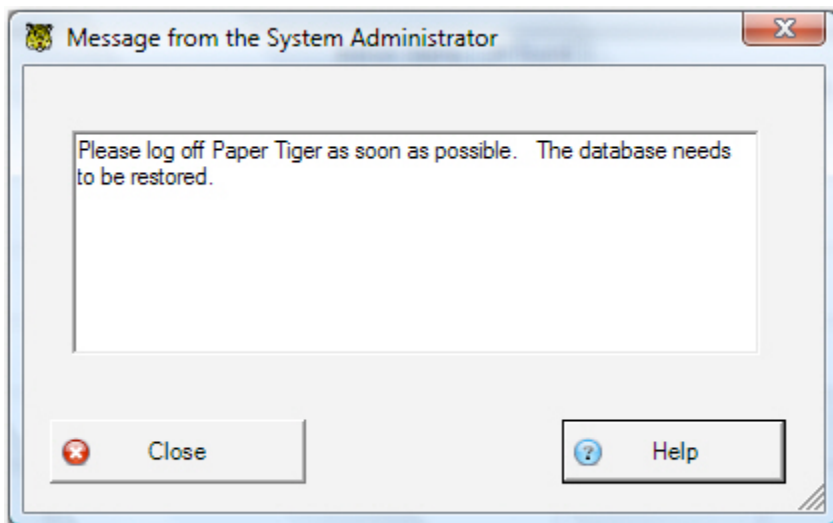
You can send a message to all active users by selecting each one and clicking on the Send Message button.

The will pop up a window for you to enter a message to the users.



Please allow a few minutes for the users to receive the message and get off the database.

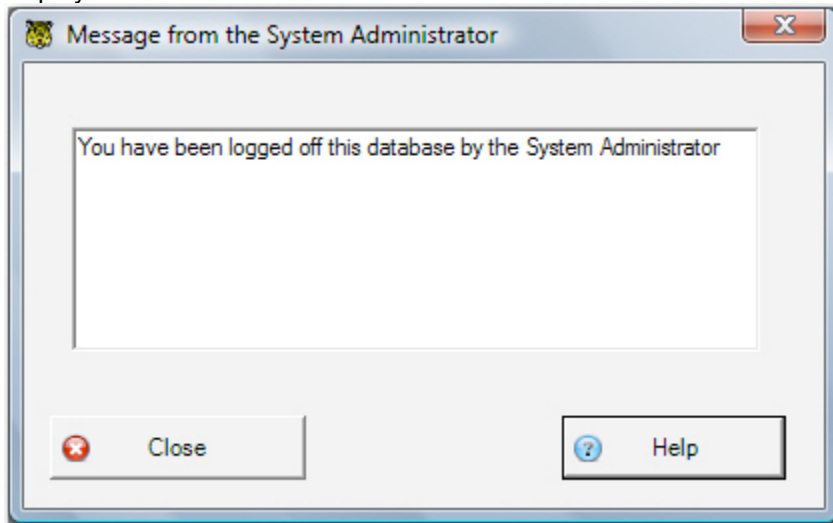
The users will receive the following message:



While you are waiting, you can click on the Refresh button on the Logged On Users form. When no users are listed, the system will automatically lock the database..

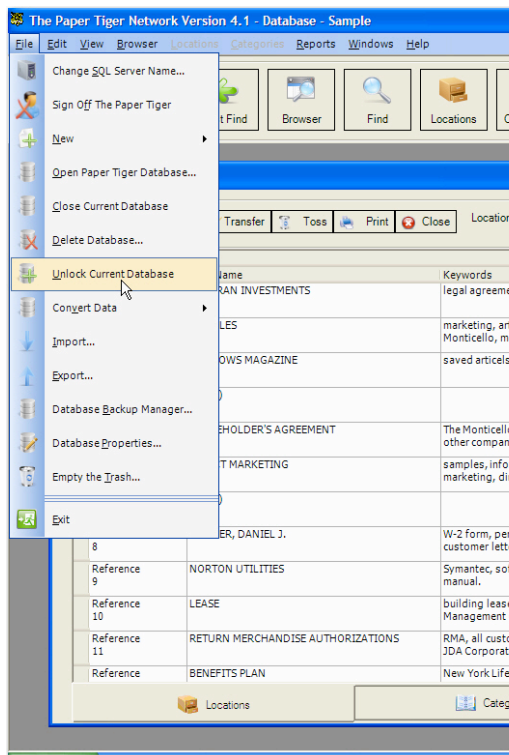
If for some reason, one or more users do not log off when they get the message, you can force them off by clicking on the Force All Users Off button.

The databases will automatically be closed on the user's computers and the following message will be displayed on their screen.



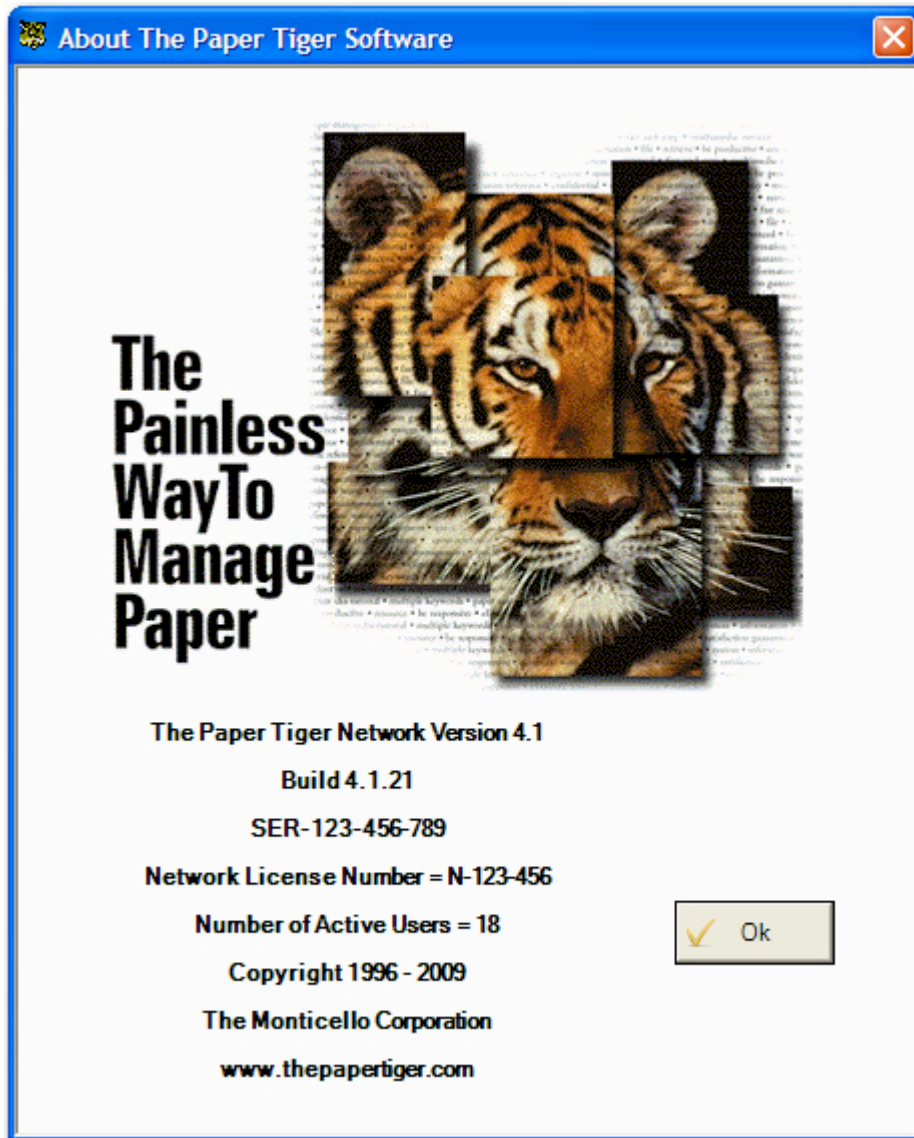
Again, please allow a few minutes for the system to close down all of the client computers.

When you are finished with the restore process, unlock the database by clicking on File/Unlock Current Database in the Menu.



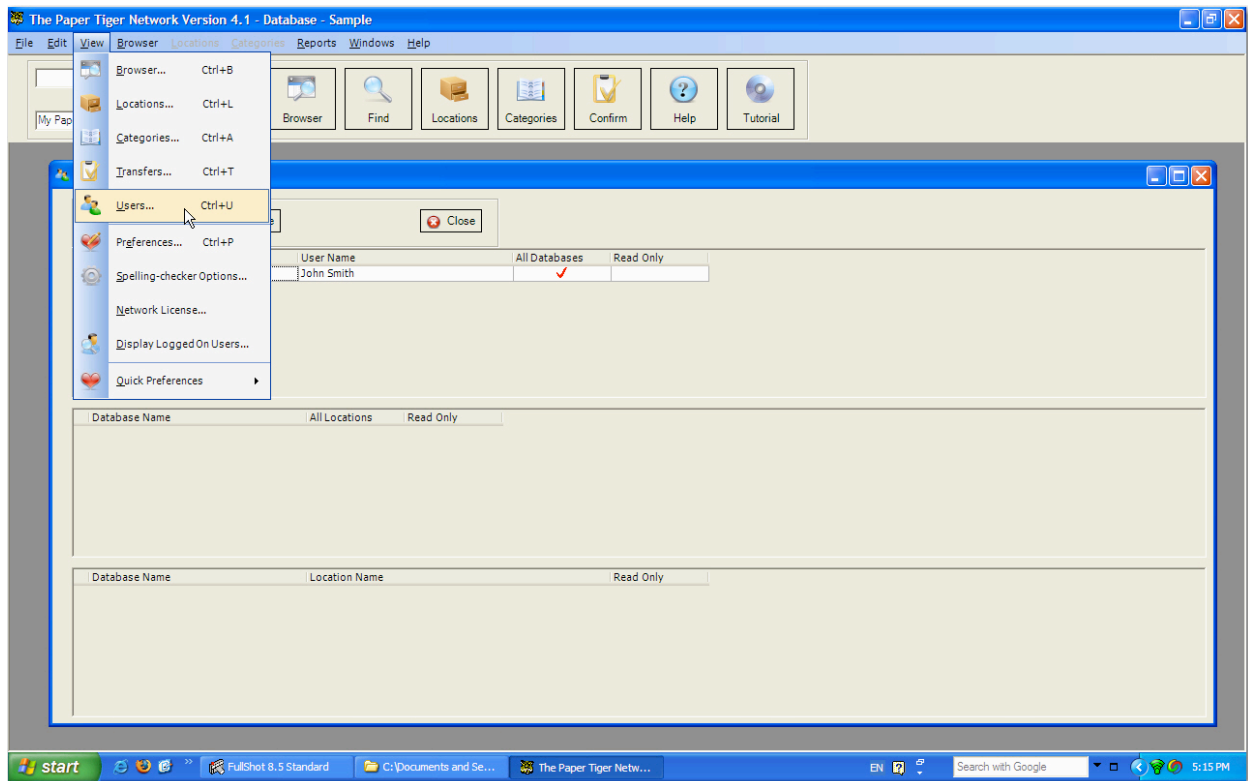
Setting up Network Users

One of the most important functions of the administrator is the setting up of Network users. These control access to The Paper Tiger, and access to specific databases within The Paper Tiger. The only way a person can get into The Paper Tiger is either logging on as a Network User or logging in as the administrator using the administrator password. The number of Network Users that can be set up are controlled by the Network license number. To check the number, click on the Help/About Paper Tiger in the menu.



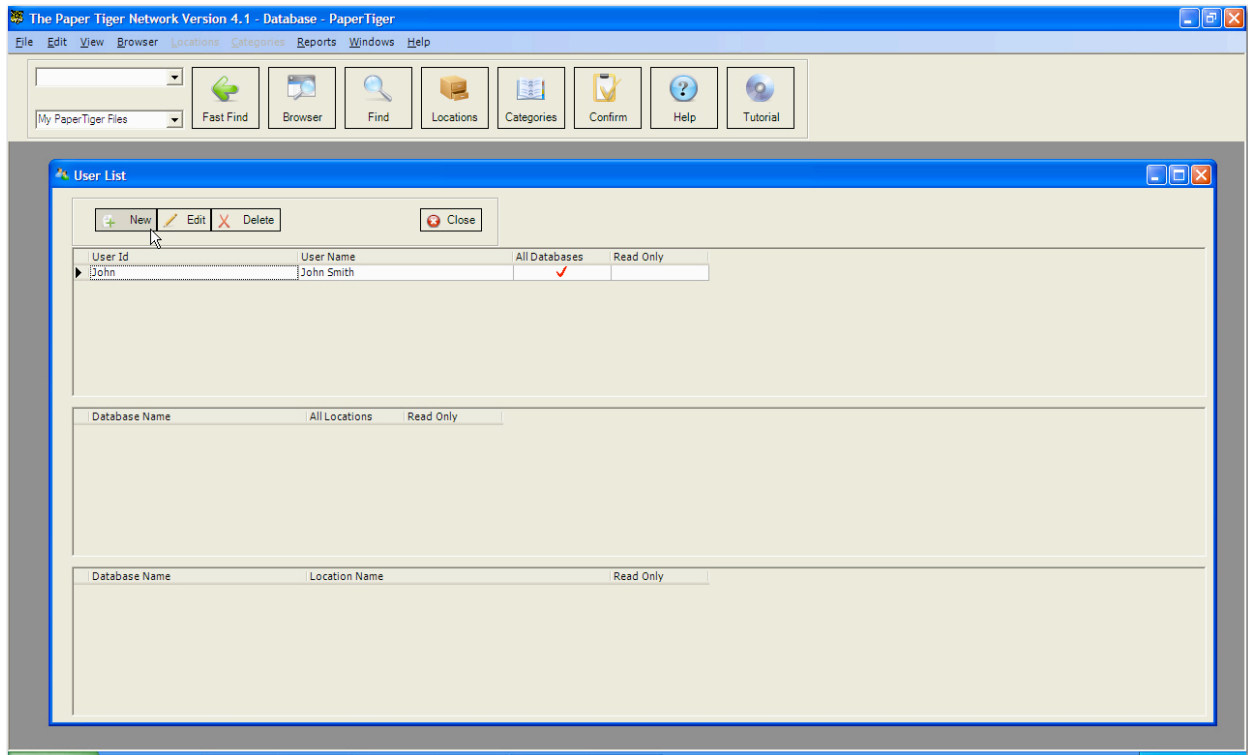
The Number of active users controls the number of Network users that can be set up.

To start the process, click on View/Users in the Menu.



This will bring up the User List displaying the users that are set up.

To set up a new user, click on the New button.



This will bring up the Edit User Form.

User Id:

Password:

Verify Password:

User's Full Name:

User Read Only All Databases

| Database Name | Database Access | All Locations | Read Only |
|---------------|-----------------|---------------|-----------|
| PaperTiger | | | |
| Sample | | | |

Ok Help Cancel Locations...

This process can be very simple to very complex. To simply set up a user with access to all databases, enter the user information and check the All Databases checkbox. If you wish to set up the user with no password, leave the Password and Verify Password fields blank. If you want the user to be able to view all databases but not make any changes, click the User Read Only checkbox.

Edit User

User Id:

Password:

Verify Password:

User's Full Name:

User Read Only All Databases

| Database Name | Database Access | All Locations | Read Only |
|--|-----------------|---------------|-----------|
| <input checked="" type="checkbox"/> PaperTiger | ✓ | ✓ | |
| <input type="checkbox"/> Sample | | | |

If you wish the user to be able to access a specific database, click on the Database Access column in the grid for the appropriate database. To allow access to all locations click on the All Locations field. If you wish to allow Read Only access to the entire database, click on the Read only field.

Edit User

User Id:

Password:

Verify Password:

User's Full Name:

User Read Only All Databases

| Database Name | Database Access | All Locations | Read Only |
|-------------------------------------|-----------------|---------------|-----------|
| <input type="checkbox"/> PaperTiger | ✓ | | |
| <input type="checkbox"/> Sample | | | |

To control access to specific Locations with a database, click on the Database Access column for the appropriate database, but do not click on the All Locations column. This will open up the Locations button on the right of the form. Click on that to bring up the Edit User Database Locations form.

Edit User Database Locations

User Id:

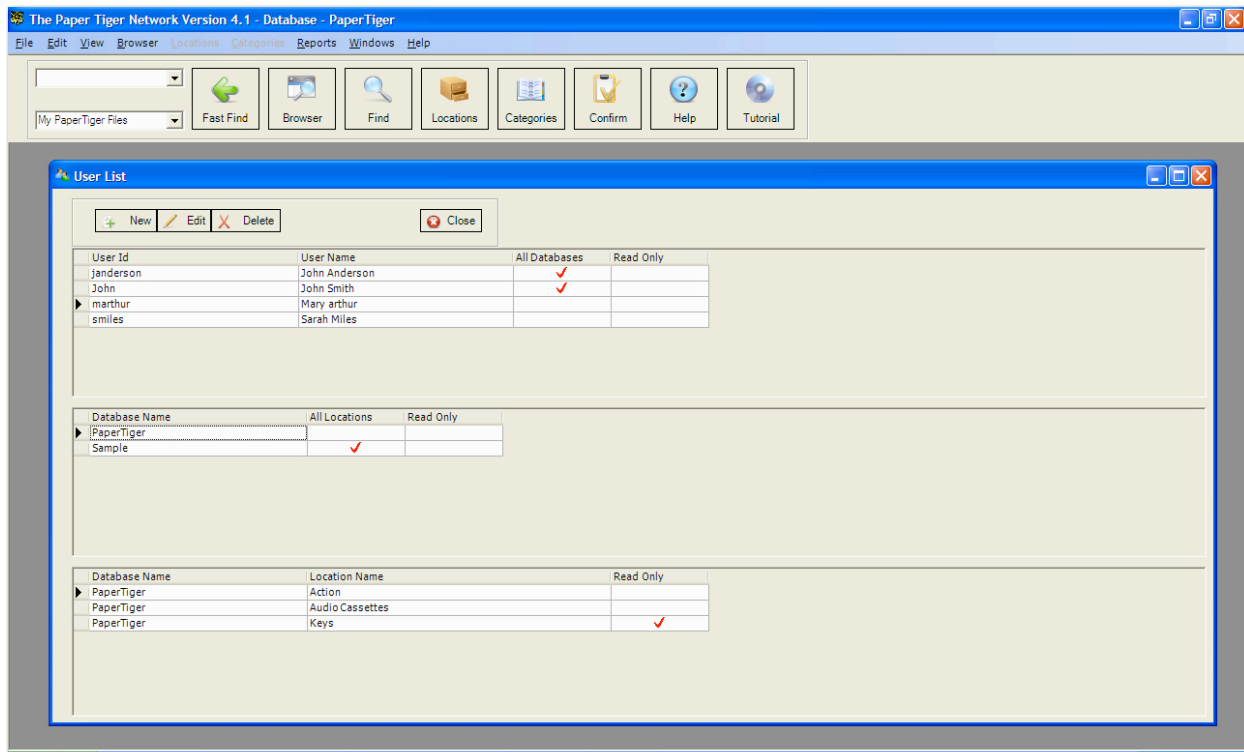
User's Full Name:

Database Name:

Database Read Only

| Location Name | Location Access | Read Only |
|-------------------------------|-----------------|-----------|
| Action | ✓ | |
| Archives | | |
| Audio Cassettes | ✓ | |
| Books | | |
| <input type="checkbox"/> Keys | ✓ | ✓ |
| Reference | | |
| Software | | |
| Trash | | |

Click on the Location Access column for the appropriate Locations. To make a Location Read Only, click on the Read Only column.



The User List form displays the users that have been set up. If you click on a User in the top grid, that user's databases will be displayed in the middle grid. If you click on a database in the middle grid, the database locations will be displayed in the bottom grid.