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

🐺 Database Backup Manager						×
	Pap	perTiger	•			
Backup Files						
Backup File Name	Number E	Backups File Size	Archive Date	Archive File Na	me	
PaperTiger_Backup0001		78 122,760,7	04.00			
•						•
Backups In File						
Backup File Name	Backup Number	Backup Type	Backup Size	Date Backed Up	Date Restored	
PaperTiger_Backup0001	78	Full Database Backup		9/19/2007 6:52:42 PM		
PaperTiger Backup0001	77	Full Database Backup	1,648,640.00	9/16/2007 2:18:55 PM		
PaperTiger_Backup0001	76	Full Database Backup	1,451,008.00	9/16/2007 2:17:08 PM		-
PaperTiger Backup0001	75	Full Database Backup		9/16/2007 2:14:34 PM		-
PaperTiger_Backup0001	74	Full Database Backup	1,647,616.00	9/16/2007 2:12:41 PM		-
PaperTiger_Backup0001	73	Full Database Backup	1,647,616.00	9/16/2007 1:57:40 PM		-
PaperTiger_Backup0001	72	Full Database Backup	1,647,616.00	9/16/2007 1:56:04 PM		-
PaperTiger_Backup0001	71	Full Database Backup		9/16/2007 1:46:55 PM		
Desertione Deslows0001	70	Full Database Dealors	1 451 000 00	0/10/0007 1-4E-E4 DM		- -
		f Backup Full Database	C Create New Backup	File		
Backup Database Re	estore Database	Archive Backup File	Restore Archive F	ile 😧 Close	Help	

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

🐺 Database Backup Manager						\mathbf{X}
	PaperTiger		•			
Backup Files						
	Number Backups F	ile Size	Archive Date	Archive File Na	me	
PaperTiger Backup0001	78	122,760,704.00	Archive Dute		ine in the second se	
•				1]
Backups In File						1
Backup File Name Backup I	Number Backup Ty	/pe Bac	kup Size	Date Backed Up	Date Restored	1
PaperTiger_Backup0001 78		ase Backup	1,647,616.00	9/19/2007 6:52:42 PM		
PaperTiger_Backup0001 77	Full Datab	ase Backup	1,648,640.00	9/16/2007 2:18:55 PM		
PaperTiger_Backup0001 76	Full Datab	ase Backup	1,451,008.00	9/16/2007 2:17:08 PM		
PaperTiger_Backup0001 75	Full Datab	ase Backup	1,647,616.00	9/16/2007 2:14:34 PM		
PaperTiger_Backup0001 74	Full Datab	ase Backup	1,647,616.00	9/16/2007 2:12:41 PM		
PaperTiger_Backup0001 73	Full Datab	ase Backup	1,647,616.00	9/16/2007 1:57:40 PM		
PaperTiger_Backup0001 72	Full Datab	ase Backup	1,647,616.00	9/16/2007 1:56:04 PM		
PaperTiger_Backup0001 71	Full Datab	ase Backup	1,648,640.00	9/16/2007 1:46:55 PM		
PT PJ0004 70	Type of Backup	ase © Cr	eate New Backup F	ile		1
Backup Database Restore Databas	Archive Ba	ckup File	Restore Archive F	ile 😧 Close	(?) Help	

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.

🐺 Database Backup Manager					
	PaperTiger		•		
Backup Files					
Backup File Name	Number Backups	File Size	Archive Date	Archive File Nam	e
PaperTiger_Backup0002	1				
PaperTiger_Backup0001	78				
•					
Backups In File					
	Number Backup	Tuna Dad	kup Size Date B	acked Up	Date Restored
PaperTiger_Backup0002 1		abase Backup	1,649,152.00 9/19/2		Date Restored
	Type of Backup	base C Cr	eate New Backup File		
Backup Database Restore Databa	se Archive E	Backup File	Restore Archive File	<table-cell> Close</table-cell>	(?) Help

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 crate 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.

🐺 Database Backup Manager								
	PaperTiger		•					
Backup Files								
Backup File Name	Number Backups	File Size	Archive Date	Archive File Nan				
PaperTiger Backup0002	1 Inter Dackups		Archive Date	Archive File Ivan	iie			
PaperTiger_Backup0002	78	1						
4					Þ			
Backups In File								
Backup File Name Ba	ckup Number 🔄 Backup	Type Bac	kup Size 🛛 D	ate Backed Up	Date Restored			
PaperTiger_Backup0001 78		abase Backup	1,647,616.00 9/	/19/2007 6:52:42 PM				
PaperTiger_Backup0001 77		abase Backup	1,648,640.00 9/	/16/2007 2:18:55 PM				
PaperTiger_Backup0001 76		abase Backup		/16/2007 2:17:08 PM				
PaperTiger_Backup0001 75		abase Backup		/16/2007 2:14:34 PM				
PaperTiger_Backup0001 74		abase Backup		/16/2007 2:12:41 PM				
PaperTiger_Backup0001 73		abase Backup		/16/2007 1:57:40 PM				
PaperTiger_Backup0001 72		abase Backup		/16/2007 1:56:04 PM				
PaperTiger_Backup0001 71		abase Backup		/16/2007 1:46:55 PM				
Backup Database Restore Database Archive Backup File Close (2) Help								

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.

Save As		? 🛛
Save in:	🔁 Backup Folder 💌 🗲 🗈 📸 📰 🗸	
My Recent Documents Desktop		
My Documents		
My Computer		
S		
My Network Places	File name: PaperTiger_Backup0001.bak Save as type:	Save Cancel

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.

🐺 Database Backup Manager				
	PaperTiger		•	
Backup Files				
Backup File Name	Number Backups	File Size	Archive Date	Archive File Name
PaperTiger_Backup0002	2	3,296,768.00		
PaperTiger_Backup0001	78	122,760,704.00	9/19/2007 7:23:27 PM	C:\PaperTiger\BackupFolder\PaperTiger_Backup
Backups In File				
Backup File Name Backup	Number Backup	Type Bac	kup Size Date Ba	cked Up Date Restored
	⊤Type of Backup			
	 Full Data 	base C Cr	eate New Backup File	
Backup Database Restore Databa	se Archive I	Backup File	Restore Archive File	Close 🕜 Help

- 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.

Open		? 🗙
Look in	n: 🔁 Backup Folder 💽 🖛 🖭 🗸	
	PaperTiger_Backup0001.bak	
My Recent Documents		
Desktop		
My Documents		
My Computer		
(
My Network	File name: PaperTiger_Backup0001.bak	Open
Places	Files of type: Backup Files (*.bak)	Cancel
a. A file op	pen Dialog Box will be displayed to locate the Archived File.	

a. A nie open blaiog box will be displayed to locate the Archived File.

The Pap	ber Tiger Network Version 4.1
(į)	The archive file has been loaded into the Database Backup Manager. You can now go there to select which backup to restore.
	ОК
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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.

🐺 Database Backup Manager								
	PaperTiger		•					
Backup Files								
Backup File Name	Number Backups	File Size	Archive Date	Archive File Nam	e			
PaperTiger Backup0002	2							
PaperTiger Backup0001	78							
•					•			
Backups In File								
	ckup Number Backup	· · ·		ate Backed Up	Date Restored			
PaperTiger_Backup0001 78		abase Backup		/19/2007 6:52:42 PM				
PaperTiger_Backup0001 77		abase Backup		/16/2007 2:18:55 PM				
PaperTiger_Backup0001 76		abase Backup		/16/2007 2:17:08 PM				
PaperTiger_Backup0001 75		abase Backup		/16/2007 2:14:34 PM				
PaperTiger_Backup0001 74		abase Backup		/16/2007 2:12:41 PM				
PaperTiger_Backup0001 73		abase Backup		/16/2007 1:57:40 PM				
PaperTiger_Backup0001 72		abase Backup		/16/2007 1:56:04 PM				
PaperTiger_Backup0001 71		abase Backup		/16/2007 1:46:55 PM				
Prestress Budius Addit Type of Backup Image: State Addition Budius Image: State Addition Budius Image: Backup Database Restore Database Archive Backup File Restore Archive File Image: State Addition Budius Image: State Addition Budius								

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 in running. To do this select, **File/Lock Current Database** from the menu.

🐺 Th	ne Pa	per Tig	ger Netwo	rk Versio	on 4.1 -	Data	ibase - S	Sample				
Eile	<u>E</u> dit	<u>V</u> iew	<u>B</u> rowser	Location	s <u>C</u> ateo		<u>R</u> eports	s <u>W</u> ind	ows	<u>H</u> elp		
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壮	<u>0</u> pe	n Paper	r Tiger Data	base								
用	<u>C</u> los	se Curre	ent Databas	e	Transfe	er 🧃	Toss	ie P	rint	😧 Clo	se L	ocation
X	<u>D</u> ele	ete Data	abase						_			
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		Ref 11	erence	RETU	RN MER	CHANE	DISE AUTH	HORIZAT	IONS			II custo orporate
		Ref	erence	BENE	FITS PLA	N		_			New Y	ork Life,
				Ve La	ocations							Categ

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

Se	lect	User Name	Logged On	Activity Time Stamp	UserId
0	v	John Smith	3/29/2009 4:27:14 PM	3/29/2009 4:27:14 PM	John
•					

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.

Message	\mathbf{X}
Please log off Paper Tiger as soon as possible. The database needs to be restored.	
Send Message X Cancel O	

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

The users will receive the following message:

Message from the System Administrator	X
Please log off Paper Tiger as soon as possible.	The database needs
to be restored.	
3 Close	(?) Help

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.

X Message from the System Administrator	
No. Inc. Inc. I. With the local state	Color Alexandre
You have been logged off this database by the	System Administrator
Close	Help

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.

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Eile	<u>E</u> dit	View	<u>B</u> rowser	Location	s <u>C</u> ategories <u>R</u> eports <u>W</u> indows <u>H</u> elp	
	Cha	nge <u>S</u> QI	L Server Na	me		
×	Sign	Off Th	e Paper Tig	er	t Find Browser Find L	.ocations C
8	<u>N</u> ew	r		•		(
壮	<u>0</u> pe	n Paper	r Tiger Data	base		
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		9	erence	NURI	ION UTILITIES	Symantec, sof manual.
		Ref 10	erence	LEAS	E	building lease Management (
		Ref 11	erence	RETU	RN MERCHANDISE AUTHORIZATIONS	RMA, all custo JDA Corporate
		Ref	erence	BENE	FITS PLAN	New York Life
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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.

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<u>F</u> ile <u>E</u> dit	View	Browser Loc	ations <u>C</u> ategor	ries <u>R</u> eports	Windows	<u>H</u> elp								
		<u>B</u> rowser	Ctrl+B	1					?	0				
My Pap		Locations	Ctrl+L	Browser	Find	Locations		Confirm	Help	Tutorial				
,		<u>C</u> ategories	Ctrl+A								_		_	
-	V	<u>T</u> ransfers	Ctrl+T											
	4	Users	Ctrl+U	, ,		😧 Close								
	ø	Pr <u>e</u> ferences	Ctrl+P	User Na			All Databases	Read Only						
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		<u>N</u> etwork Licens	se											
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	÷	Quick Preference	ces 🕨											
	Dat	tabase Name		All Loc	ations	Read Only								
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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.

The Paper Tiger Network Version 4.1 - Database - Paper Tiger	7 🗙
Edit View Browser Locations Categories Reports Windows Help	
My PaperTiger Files Fast Find Browser Find Locations Categories Confirm Help Tutorial	
A User List	
✓ Mew ✓ Edit X Delete User 1d User Name All Databases Read Only	
▶ j]ohn mith ✓	
Database Name All Locations Read Only	
Database Name Read Only	

This will bring up the Edit User Form.

S Edit User				
User Id:	janderson			V Ok
Password:	 			🕜 Help
Verify Password:	•••••			X Cancel
User's Full Name:	John Anderson			Locations
	User Read Only	All Databases		
Database Name PaperTiger		Database Access	All Locations	Read Only
Ø Sample				

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.

S Edit User				
User Id:	smiles			V Ok
Password:				Help
Verify Password:				X Cancel
User's Full Name:	Sarah Miles			Locations
	User Read Only	All Databases		
Database Nam	16	Database Access	,	Read Only
.∥ PaperTiger 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.

marthur			V Ok
			(?) Help
			X Cancel
Mary arthur	All Databases		🧔 Locations
e	Database Access	All Locations	Read Only
	`		
	, Mary arthur User Read Only	, Many arthur □ User Read Only □ All Databases e □ Database Access	

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.

User Id:	marthur			V Ok	
User's Full Name:	Mary arthur			 Usis 	
Database Name:	PaperTiger			Help	
	🗖 Datab	ase Read Only		X Cancel	
Location N	ame	Location Access	Read Only		
Action		✓			
Archives					
Audio Cas	ettes	>			
Books		✓	V		
Ø Keys					
.∥ Keys Reference					
Ø Keys Reference Software					-
.∥ Keys Reference					•
Ø Keys Reference Software					_

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

	Locations Categories Reports Windo	ws <u>H</u> elp					
y PaperTiger Files	▼ Fast Find Frowser Find	d Locations	Categories C	onfirm (?)	Tutorial		
A User List							
🕒 New	🖌 Edit 🗙 Delete	😧 Close					
User Id	User Name		All Databases	Read Only		 	
janderson	John Anderson		✓				
John	John Smith		✓				
marthur	Mary arthur						
smiles	Sarah Miles						
Database Nar PaperTiger		Read Only				 	
Sample	✓						
Database Nar				Read Only		 	
PaperTiger	Action						
PaperTiger	Audio Cassette	s					
PaperTiger	Keys			✓			
1							

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.