

# Utilities

This chapter describes the tape utilities used to retension a tape, erase a tape, and format a DC2000 tape. Also included is a description of catalog operations and information about log files and the Backup Exec Password Database.

## Tape Utilities

Tape utilities can be found under the menu selection Operations. The tape utilities include:

- Eject Tape
- Erase Tape
- Retension Tape
- Format Tape

Tape operations will work on the tape currently loaded in the tape drive.

## Eject Tape

This selection is available under the menu selection Operations or by clicking the Eject button on the Selection Bar.

On tape drives designed to electronically eject a tape, this selection will signal the tape drive to rewind the tape to the beginning and eject the tape from the drive.

On tape drives not designed to electronically eject a tape, this selection will signal the tape drive to rewind the tape. A window will open when rewinding is complete informing you that the tape may be manually removed from the drive.

## Erase Tape

Erasing a tape causes Backup Exec to see the tape as blank. Erase overwrites the beginning of the tape which makes the data contained on the tape inaccessible. If your drive supports it, you can select a Secure Erase if you have sensitive information on the tape. If you select Secure Erase, the erase operation will take significantly longer to complete and will physically erase the entire tape. It also retensions the tape. For most users, a Secure Erase is not necessary.

Before the erase operation begins, the Erase Job window will open. In this window, you can:

- Enter a Job name
- Select Secure Erase
- Select the Device, Magazine, and Group

Click Run Now to start the Erase Job; click Schedule to run the Erase Job at a later date and time; click Cancel to close this window without erasing the tape.

**Important:** Once an Erase operation has begun, it cannot be cancelled. All data on the tape will be erased.

**Note:** An unformatted DC2000 tape cannot be erased; it must be formatted first. A Secure Erase may not be available on some tape drives.

## Retension Tape

The Retension operation signals the tape drive to run the tape its entire length (without stopping), at a fast speed, to the end of the tape and then back to its beginning. This procedure evenly winds the tape so it will run more smoothly past the tape drive heads.

Annual retensioning is required by some tape manufacturers to maintain shelf life of archived tapes.

**Note:** The Retension operation is not required for 4mm or 8mm tape drives and will not run on these drives.

From the menu, select Operations|Retension Tape. A Retension Job dialog box appears.

In this window, you can:

- Enter a Job Name
- Select the type of tape drive

Click Run Now to start the retension job; click Schedule to run the retension job at a later date; click Cancel to close this window without running the retension job.



## Format Tape

This menu item is for use with DC2000 tape drives and will not run with other drives. Selecting Format Tape causes Backup Exec to format the DC2000 tape currently in the tape drive. Format Tape will erase the entire tape and may take two or more hours to complete.

From the menu, select Operations|Format Tape. A Format Job dialog box appears.

In this window, you can:

- Enter a Job Name
- Select the type of tape drive

Click Run Now to start the format job; click Schedule to run the format job at a later date; click Cancel to close this window without running the format job.

## Catalogs

A catalog keeps track of the contents of tapes created during a Backup or Archive operation. Catalogs are stored on the disk drive in your Backup Exec directory. They are also stored on the tape itself. If during a Backup or Archive operation, you selected Include Catalogs in Backup, Backup Exec will also back up your \CATALOGS directory on the tape. This enables you to restore all of your catalogs without having to catalog all of your tapes individually.

Catalog operations can be found under the menu selection Operations. Catalog operations include:

- Search Catalogs
- Catalog a Tape
- Catalog Maintenance

## Search Catalogs

The Search button on the Selection Bar starts the Search operation. This operation searches the catalog(s) of one or more fully cataloged tapes for directories and/or files. The search criteria can include:

- A Specific Tape or All Cataloged Tapes to search
- Drive and Path to search
- File name to search for (wildcards may be used)
- Search all subdirectories
- Search password protected tapes
- Maximum number of search results desired

***To search the catalog(s), follow these steps:***

1. Click the Search button in the Selection bar or click on Operations in the Menu Bar and click on Search Catalogs.

The Catalog Search Criteria window will open.

2. Enter the search criteria:
  - ☐ Select All Cataloged Tapes or click the down arrow on the right side of the search field to select the tape of your choice.
  - ☐ Enter the drive and/or path you want to search. If you do not specify a drive, it will search all drives. If you do not specify a path, it will search all directories. If you specify a path, it will only search for files in the path specified (if Search all subdirectories is checked, the search will include the path specified and all its subdirectories).
  - ☐ Enter a file name or use \* and ? wildcards to search for specific files.
  - ☐ Specify whether or not to search all subdirectories in the directory specified.
  - ☐ Specify whether or not to search password protected tapes. If you check this box, during the search, you may be prompted to enter passwords. You will have the option to skip the password-protected tape or cancel the search when prompted.
  - ☐ Specify the maximum number of search results desired (default is 250) by entering a number or using the up and down buttons.
3. Click OK to start the search.

Click Cancel to stop the search operation at any time. The files found in the Search Results window can be selected for an operation.

## The Search Results Window

The Search Results window gives you the following information about the results of your search efforts:

Ext (File Extension)	This field shows the filename extension of the file; you can also sort the name of all files by the filename extension.
File Name	Displays the filenames found that were specified when setting up the search criteria.
Size	Displays the size of the file.
Date	This is the date the file was originally backed up.
Time	This is the time the file was originally backed up.
Attr (Attribute)	This displays the file attribute associated with the file; the attributes include: A – Archive; R – Read Only; H – Hidden; S – System
Path	This displays the path where the file was originally backed up from.
Set #	This is the number of the tape family set the file resides on. For example, Set 2 means the file resides on Tape 2 of a 3 tape family.
Tape Name	The name of the tape the cataloged file resides on.
Backup Set Label	The name of the backup set the cataloged file resides in.

# Catalog a Tape

The Catalog a Tape operation will create a catalog of an uncataloged tape or catalog unknown backup sets on a previously cataloged tape. This operation can also be performed by double-clicking on a tape or partially cataloged backup set. Using this operation will create either a partial or full catalog, as specified.

***To catalog a tape, follow these steps:***

1. Click Operations.
2. Click Catalog a Tape.

The Catalog a Tape window will open. In this window, you can:

- Enter a Job Name
- Enter a Password (the tape's password, if you gave it one)
- Select Full or Partial Cataloging
- Select the Device, Magazine, and Group

Click Run Now to start cataloging the tape; click Schedule to catalog the tape at a later date and time; click Cancel to close this window without cataloging the tape.

You will be prompted to insert each tape of the “tape family” to complete the cataloging of the backup. If the current tape contains fully cataloged backup sets, they will be skipped and only the uncataloged backup sets will be cataloged.

To stop the Catalog operation after it has begun, click Abort. When the cataloging is finished, click OK to end the operation.

**Notes:** You will be prompted if there is insufficient disk space to create the catalog. You will have to make more disk space available and repeat this process.

If there are tapes missing from a tape family, you can also de-select Use tape-based catalogs in the Settings|Catalog menu. Remember to re-select the Use tape-based catalogs option when done.

**Tip:** It is often faster to insert the last tape in the family before starting a catalog tape operation.

## Catalog Maintenance

Since catalogs consume disk space and can become outdated, you may want to retire some old tapes and remove the catalogs for those tapes.

Clicking Operations and Catalog Maintenance on the menu bar opens the Catalog Maintenance window.

### Change This Tape to Partially Cataloged

Applying this choice to the selected tape will change the tape from a fully cataloged tape to a partially cataloged tape. Partially cataloged tapes require substantially less disk space than fully cataloged tapes.

***To change a tape's catalog type, follow these steps:***

1. Select Catalog Maintenance under Operations on the Menu Bar.
2. Select the tape you want to change.

<b>Note:</b> If the tape is partially cataloged, this option will be grayed.
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3. Select Change this tape to partially cataloged.

4. Click Apply.

The Change to Partially Cataloged window will open.

5. Click Yes to continue or click No to cancel the process.
6. Click Close.



## Remove This Tape From the Catalog

Applying this choice to the selected tape will remove the tape from the catalog.

***To remove a tape from the catalog, follow these steps:***

1. Select Catalog Maintenance under Operations on the Menu Bar.
2. Select the catalog you want to remove.
3. Select Remove this tape from the catalog.
4. Click Apply.

The Delete Tape Catalog window will open.

5. Click Yes to continue or click No to cancel the process.
6. Click Close.

***Tapes can also be removed from the catalog by performing these steps:***

1. In the Tape window, click on the tape you want to delete.
2. Press <Del>.

You will be prompted to confirm deletion of the tape.

3. Click Yes to delete the tape; click No to exit this window without deleting the tape.

# Job History

Backup Exec provides the capability to log the current session activities in a log file on your hard disk.

Each job run creates its own log file (if the Job History option is enabled). This includes jobs started from the Program Manager (with the job icon) and scheduled jobs.

To display a list of history files, double-click the Job History icon at the bottom of your screen or select Job History under Window in the menu bar.

The following information is available in this window:

Job Name	Displays the name you assigned the job.
Type	Displays the type of processed job (Backup, Verify, Restore, Erase, Catalog, Retension, Format).
Drive	The name of the tape drive or loader used to process the job.
Log File	The name of the job's associated log file.
Status	Displays the status of the job (Success, Running, Error, Aborted, Failed).
Start Time	Displays the time the job began.
Minutes	Displays the time (in minutes) it took to process the job.
Volumes	Displays the number of volumes the job processed.
Bytes	Displays the total number of bytes backed up during the operation.
Skipped	Displays the number of files that were skipped during the operation.

Corrupt	Displays the number of corrupt files encountered during the operation.
In-Use	Displays the number of files that were skipped and in-use at the time the operation tried to access them.
Rate	Displays the total number of megabytes backed up, archived, restored, or verified per minute.

***To change your default logging options, do the following:***

Click Settings|History on the menu bar. The Settings - Job History window opens.

The number of sessions to keep may be set from 0 to 999. If the number is set to 0, History is disabled. The default is 99.

History files are located in the directory where you installed Backup Exec. By default, history files are identified as BEXnn.TXT where nn equals a number up to the number of sessions to keep specified.

Example: BEX00.TXT

	BEX01.TXT
	BEX02.TXT

If desired, you may specify a history file base name of your choice, rather than use the default, BEX. The base name may be up to six (6) characters that are valid for a DOS name.

Printing the current session's history file can be accomplished by selecting YES within the Print Current Selection section of the window. If you're not sure as to whether to print the history file, activate Prompt; you will be asked if you want to print the file when the current session ends.

You can view a job's associated log file from the Job History window by simply double-clicking an entry; the log file will appear in a Log File View window.

You can choose to print the current session or be prompted first by clicking on one of the radio buttons. If you choose to print the log file, it will be printed when the operation is completed. The default is No.

A log file may be deleted by selecting it in the Job History window and pressing <Del>. You can also choose how much information is put in the log file. The choices are:

- Summary information only (default)
- Summary information and directories processed
- Summary information, directories, and files processed
- Summary information, directories, files, and file details

Information Logged	Description
Summary information only	Includes: <ul style="list-style-type: none"> <li>• Job name</li> <li>• Tape name</li> <li>• Backup Set label</li> <li>• Start date and time</li> <li>• Directories processed</li> <li>• Completed date and time</li> <li>• Number of files, in number of directories, backed up</li> <li>• Number of bytes processed in x minutes</li> </ul>
Summary information and directories processed	Includes the summary information described above plus: <ul style="list-style-type: none"> <li>• all directories backed up</li> </ul>
Summary information, directories, and files processed	Includes the summary information described above plus: <ul style="list-style-type: none"> <li>• Lists all directories backed up and the files processed.</li> </ul>
Summary information, directories, files, and file details	Includes the summary information described above plus: <ul style="list-style-type: none"> <li>• all directories and files backed up, along with each file's size, attributes, and each file's date and time.</li> </ul>

## The Log File View Window

Backup Exec records the history of each job it processes and posts the entry in the Job History window. Each history entry contains a log file that is automatically generated for each Backup Exec job; it records all aspects of the operation and appears in the Log File column of the Job History window.

The log file view window appears after you double-click a history entry in the Job History window. The log file name appears in the title bar of the log file view window.

# Security

Backup Exec routinely accesses data throughout the network. It is highly recommended that the Backup Exec application and all of its data files be secured.

Windows NT includes tools that enable you to limit access to:

- the system itself.
- specific directories and files.
- resources.

***To maintain the highest level of security possible, do the following:***

1. Install Backup Exec on a Windows NT NTFS hard disk.
2. Use Microsoft Windows NT security tools to prevent unauthorized access to the directory where Backup Exec is installed, as well as the data files contained therein.

Refer to your Microsoft Windows NT documentation for complete details.

## The Password Database

Backup Exec incorporates an encrypted password database that “remembers” usernames and passwords. This allows Backup Exec to attach to other network devices when it launches scheduled jobs.

## Contents of the Password Database

The Backup Exec Password Database contains the following information:

- Usernames and passwords used to access specific devices
- Default usernames and passwords used to access devices on a specific branch
- Passwords for E-mail accounts

User-defined share names

**Important:** Although the sensitive information contained in the Password Database is encrypted to prevent casual browsing, the encryption is NOT intended to be a substitute for security.

# Primary Roles of the Password Database

The following are primary roles of the Password Database:

- Allow Backup Exec to automatically access devices that require usernames and passwords during unattended jobs — Backup Exec retrieves the user information for each device from the Password Database without requiring user intervention.
- Allows the user to select or browse devices on the network — The user does not have to enter the username and password for each device accessed.
- Provides support for E-mail — Backup Exec retrieves the password for the E-mail account from the Password Database when E-mail notification is enabled for jobs.
- Provides support of user-defined shares — The list of user-defined shares is retrieved from the Password Database at initialization time.

## Using the Password Database

To turn on password protection, follow these steps:

1. Click Settings|Preferences on the Menu bar.
2. Click the checkbox for Password Protect Database.  
You are prompted to enter a new password.
3. Enter your new password.
4. Enter the new password again in the confirmation field.
5. Click OK.

## Entering a Password

Backup Exec will prompt for your password at the following times:

- When starting Backup Exec
- When connecting to a backup server
- When disconnecting from a backup server
- When you click the Set Database Password button
- When you uncheck Password Protect Database

## Changing the Database Password

*To change your password, follow these steps:*

1. Click Settings|Preferences on the Menu bar.
2. Click the Set Database Password button.

This allows you to change the database password. You are prompted to enter your old password.

3. Enter your old password.
4. Enter your new password.
5. Enter the new password again in the confirmation field.
6. Click OK.

## Password Database Lockout

If you enter three (3) consecutive incorrect passwords when prompted for your password, the Password Database will no longer be accessible. To recover from this situation, you must exit Backup Exec and restart Backup Exec.

**Important:** When Backup Exec is running a job, Backup Exec does not prompt for your database password, even when Password Protect Database is enabled.