

WG
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Tape Back-up Procedure

Each working day, when the system is operational, a back-up tape should be made. The persons responsible are assigned on a list in the machine room. The person responsible for back-up on a given day should perform the back-up himself or arrange for someone else to do it in his absence.

Daily and Permanent Back-up Tapes

All back-up tapes will be either a) daily back-up tapes that are kept in the machine room in the back-up tape rack, or b) permanent back-up tapes which are stored outside the machine room. Associated with each back-up tape is a listing that is generated by the back-up program when a dump is made onto a tape. The listings for the daily dump tapes are stored in a binder which is kept in the machine room next to the back-up tape rack. The listings for permanent back-up tapes are stored with the permanent back-up tapes.

Daily Back-up Procedure

The twenty daily back-up tapes are stored at the left end of the back-up tape rack in two clusters. The left cluster is justified against the left end of the tape rack and the right cluster is separated from the left cluster by exactly one empty slot in the rack. Each reel of tape is numbered and the tapes are in numerical order from left to right in the rack. To perform a tape back-up, do the following steps:

- 1) Remove the leftmost tape from the right cluster and mount it on the tape drive and thread it as shown in the diagram posted inside the tape cabinet door.
- 2) Hit the RESET button, then hit the LOAD button twice. The load button should light up, indicating the tape is at load point. Then hit the ON LINE button (It should light up.).
- 3) Enter the BACKUP sub-system and do a TIME command. If the time is not correct, set the time correctly with a SET command.
- 4) Do a DUMP command and type in the reel number of the mounted tape. The BACKUP sub-system will now dump the disk files on the tape, generate a listing and rewind the tape when done.
- 5) To unload the tape, hit the RESET button and then the REWIND button.
- 6) Dismount the tape and place it in the rack as the rightmost tape of the left cluster.
- 7) Take the listing from the terminal and insert it in the DAILY DUMP LISTING binder at the front.

Retiring a Daily Tape to Permanent Tape Storage

If just before starting the Daily Back-up Procedure, all the tapes are left justified, i.e., all twenty tapes are in the left cluster, then it is time to retire a tape to the permanent back-up tape storage. To do this, perform the following steps:

- 1) Take the leftmost tape, i.e., the tape with the lowest reel number, and remove it from the tape rack and put it into the permanent back-up tape storage.
- 2) Remove the listing in the daily dump listing binder for the retired tape and insert it at the front of the permanent back-up tape listing binder.

- 3) Take an unused tape, assign it a reel number, one greater than that of the right most reel in the tape rack and place it at the right end of the cluster. The left cluster has now become the new right cluster with an empty left cluster. Now a daily back-up can be done.