

Cloud and In-House Server CentOS User Administration Guide

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## Cloud and In-House Server CentOS User Administration Guide

### Overview

There are three levels of customers. The level determines the options available.

- **Multi-customer:** A shared cloud with other customers
- **Single customer:** A cloud server designated for only one customer
- **In-house customer:** An in-house server running CentOS

Admin functions are accessed through two options. Either method will display the “Custom Menu” below.

- Press F10 from menu
- Login with your administrative ID (e.g. xxxx.menu where xxxx is your system ID)

*Note: Each server is assigned ONE administrative ID: xxxx.menu where xxxx is your system ID. Please contact Mylee Customer Support if you need assistance with your administrative ID.*

#### Custom Menu

```
1  Transfer File from Server to PC
2  Transfer File from PC to Server
3  Change Password
4  Administration Menu
5  Type-N-Count Utility Menu
6  Printer Support Menu

X  Exit
```

Select:

## 1 Transfer File from Server to PC

The administrative ID (xxxx.menu) automatically has permission for this option. For all regular user IDs, this option requires user permission. The user ID must be coded ‘y’es for “Do you want this user to be able to transmit files?”

This option allows you to transfer files to the connected PC you are using for this session. Please refer to separate documentation for the steps to perform this function.

## 2 Transfer File from PC to Server

The administrative ID (xxxx.menu) automatically has permission for this option. For all regular user IDs, this option requires user permission. The user ID must be coded ‘y’es for “Do you want this user to be able to transmit files?”

This option allows you to transfer files from the connected PC you are using for this session. Please refer to separate documentation for the steps to perform this function.

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### 3 Change Password

All user IDs have permission to access this function.

This option allows you to change your password for your current login ID. To change the password, you need your current password and a new password that you want to use. The new password must be at least 8 characters long and be uniquely different from the current password. See following screen.

```
Change Password

Changing password for user xxxx.jeff.
Changing password for xxxx.jeff
(current) UNIX password:
New UNIX password:
Retype new UNIX password:
passwd: all authentication tokens updated successfully.

Press Enter for menu ...
```

### 4 Administration Menu

The administrative ID (xxxx.menu) automatically has permission for this option.

For all regular user IDs, this option requires the user to have “administrative privileges.” The user ID must be coded ‘y’es for “Do you want this user to have administrative privileges?”

The list of functions shown below varies depending on customer level. Currently, multi-customer (shared cloud server) displays the first 11 options, single customer displays the first 12 options and in-house customer displays all options.

```
Linux Administration Menu

1  Printer support menu
2  Activity support menu
3  Install application update
4  Verify update media
5  End of Month Data Backup
6  Display end of backup log
7  User management menu
8  Future use
9  Future use
10 Future use
11 Future use
12 System reboot
13 System shutdown
14 Backup / USB Drive menu

X  Exit

Select:
```

---

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### 5 Type-N-Count Utility Menu

All user IDs have permission to access this function. This option is for customers that use the Type-N-Count option for counting inventory. Please refer to the separate document for the options on this menu.

### 6 Printer Support Menu

The administrative ID (xxxx.menu) automatically has permission for this option.

For all regular user IDs, this option requires the user to have either “administrative privileges” or “printer menu privileges.” The user ID must be coded ‘y’es for “Do you want this user to have administrative privileges?” OR the user ID must be coded ‘y’es for “Do you want this user to have printer menu privileges?”

This option, being on the main Custom Menu, allows for assigning a user the ability to perform all of the functions on the “Printer Support Menu” without giving the user “Administrative Menu permissions.” See Printer Support under Linux Administration Menu for menu details.

## Cloud and In-House Server CentOS User Administration Guide

### Linux Administration Menu

#### 1 Printer support menu

This menu displays a different list depending on the type of customer. Multi-customer (shared cloud server) has options 1–7 available while single and in-house customers have all options available. See menu below.

```

Printer Support Menu

1  Enable printer for printing
2  Disable printer from printing
3  Printer status
4  Printer request status
5  Cancel printer requests
6  Captured report file utility
7  Printer List
8  Stop/Start LP Print Spooler

X  Exit

Select:
```

#### 1 Enable printer for printing

This procedure re-enables a printer and makes it available for printing. When a printer is disabled, users can still send print jobs to the printer but the print spooler does not send data to the printer. See screen below.

```

Enable printer for printing

This procedure will allow you re-enable a printer and make it available
to the spooler for printing. When a printer is disabled you can still spool
to the printer but the spooler will not send data to the printer.

The following is a list of available printers:

xxxxlp          xxxxcsv          ftpptr          xxxx.ptpl

Please enter printer to enable or 'q' to quit  xxxxlp
Do you wish to enable xxxxlp (y or n)? y
```

#### 2 Disable printer from printing

This procedure disables the printer from printing but still lets users send reports to the print spooler for later printing. As soon as a disabled printer is enabled, the print spooler starts printing any reports it has stored.

```

Disable printer from printing

This procedure will allow you disable the printer from printing but still
be able to send reports to the spooler for later printing. As soon as you
re-enable a printer that has been disabled, it will start printing any reports.

The following is a list of available printers:

xxxxlp          xxxxcsv          ftpptr          xxxx.ptpl

Please enter printer to disable or 'q' to quit  xxxxlp
Do you wish to disable xxxxlp (y or n)? y
```

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### 3 Printer status

This option displays the status of all printers. This includes accepting or rejecting print jobs, enabled or disabled, and lists any jobs waiting or in the process of printing.

```
Printer status

scheduler is running
device for xxxxlp: ///dev/null
device for xxxxcsv: ///dev/null
device for ftpptr: ///dev/null
device for xxxx.ptpl: ///dev/null
xxxxlp accepting requests since Wed 26 Mar 2014 11:51:11 AM CDT
xxxxcsv accepting requests since Wed 26 Mar 2014 11:51:11 AM CDT
ftpptr accepting requests since Wed 26 Mar 2014 11:51:11 AM CDT
xxxx.ptpl accepting requests since Wed 26 Mar 2014 11:51:11 AM CDT
printer xxxxlp is idle.  enabled since Wed 26 Mar 2014 11:51:11 AM CDT
printer xxxxcsv is idle.  enabled since Wed 26 Mar 2014 11:51:11 AM CDT
printer ftpptr is idle.  enabled since Wed 26 Mar 2014 11:51:11 AM CDT
printer xxxx.ptpl is idle.  enabled since Wed 26 Mar 2014 11:51:11 AM CDT

Press Enter for menu ...
```

### 4 Printer request status

This option displays a list of jobs printing or waiting to print.

```
Printer request status

xxxx.ptpl-3      xxxx.jeff      2048   Fri 28 Mar 2014 03:17:22 PM CDT
xxxx.ptpl-4      xxxx.jeff      13948928  Fri 28 Mar 2014 03:17:41 PM CDT

Press Enter for menu ...
```

### 5 Cancel printer requests

This option cancels printer jobs that are still on the server. A print job can be printing but it is no longer on the server to be cancelled because the print job is buffered somewhere else. It can be in the printer buffer, a windows print buffer, a terminal used for pass-through printer, etc. This option uses the printer number that directly corresponds to the printer numbers within . First select a printer number from the list and then a list of print jobs is shown for that printer. Enter the **job number** to cancel from the list. The job number is the numeric number that follows the printer name [e.g., xxxx-tp1-3 is job number 3].

(Sample screen display for "Cancel printer requests" is shown below.)

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Cancel printer requests

This procedure will allow you cancel printer reports that are being sent to the printer. If you cancel the current report printing it may take a few minutes for the printer buffer to empty.

The following is a list of available printers:

```
1 - ftpptr          2 - ftpptr          3 - ftpptr          4 - xxxx.ptpl
5 - ftpcsv
```

Please enter printer number you want to cancel reports for or 'q' to quit 4

The following is a list of the current reports printing or waiting to be printed for the selected printer:

PTR	JOB#	USER	SIZE	DATE	TIME
xxxx.ptpl-3		xxxx.jeff	2048	Fri 28 Mar 2014	03:17:22 PM CDT
xxxx.ptpl-4		xxxx.jeff	13948928	Fri 28 Mar 2014	03:17:41 PM CDT

Please enter printer job number you want to cancel or 'q' to quit 3

## 6 Captured report file utility

Please refer to the separate document "[ADMIN 800 Captured Report File Utility](#)" for instructions on using this option.

## 7 Printer List

This option lists printer numbers with the print spooler name and comments.

```
Printer List

PTR# Name          Comment
1   ftpptr         pdf printer / not for invoices
2   ftpptr         PDF printer for Invoices
3   ftdpptr        Statement Printer
4   xxxx.ptpl      Oki job label ptp
5   xxxxcsv        csv printer / spool csv queries to download to PC

Press Enter for menu ...
```

---

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### 8 Stop/Start LP Print Spooler

This option only available to single and in-house customers. It stops and restarts the print spooler. If print jobs seem to be hanging up and not printing, stopping and restarting the print spooler can sometimes fix the problem.

```
This procedure will stop CUPS Spooler and then re-start it.

If anyone is printing or trying to print, they may get an error message
and/or lose their report.

Is this what you want to do? (Y or N) y

**** working ****

Stopping cups:                [ OK ]
Starting cups:                 [ OK ]

**** please wait for restart ****

**** finished ****

scheduler is running

*** CUPS Spooler stopped & restarted.
*** Look for status of 'scheduler is running' above.

Press Enter for menu ...
```

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### 2 Activity support menu

This menu displays a different list depending on customer type. Multi-customer has options 1–4, single customer has options 1-5 and in-house customers have all options available. See menu below.

```

Activity Support Menu

1  Who's logged on
2  Who's doing what
3  Process list
4  Kill a User
5  Display free disk space
6  Set Date and Time

X  Exit

Select:

```

#### 1 Who's logged on

This option lists users currently logged on to the system.

```

Who's logged on

xxxx.rick pts/3          2014-05-12 14:41 (192.168.1.100)
xxxx.jeff pts/4          2014-05-12 14:42 (192.168.1.101)

Press Enter for menu ...

```

#### 2 Who's doing what

This option shows all the processes that a user is running. This is primarily used for troubleshooting.

```

xxxx.rick pts/3          2014-05-12 14:41 (192.168.1.100)
  PID TTY          TIME CMD
 12317 ?            00:00:00 sshd
 12318 pts/3        00:00:00 bash
 12390 pts/3        00:00:00 bash
 12394 pts/3        00:00:00 dfrun

xxxx.jeff pts/4          2014-05-12 14:42 (192.168.1.101)
  PID TTY          TIME CMD
 12434 ?            00:00:00 sshd
 12435 pts/4        00:00:00 bash
 12506 pts/4        00:00:00 bash
 12510 pts/4        00:00:00 dfrun

Press Enter for menu ...

```

#### 3 Process list

This option shows all the processes the server is running. This is primarily used for troubleshooting.

---

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### 4 Kill a User

The option kills a user that is locked up and can not log back in.

```
This procedure will kill all processes running for a specific user.
Here is a list of active users:
xxxx.jeff    xxxx.rick    xxxx.menu
Please enter the user ID or q to quit xxxx.rick
Do you wish to kill all processes for user xxxx.rick? Y or N y
Process killed for user xxxx.rick.
Press Enter for menu ...
```

### 5 Display free disk space

This displays (in gigabytes) the total disk space, the space used, the space available and the percentage of disk space currently used. The used space includes the operating system, programs, data and reports.

```
Display free disk space
Filesystem      Size  Used Avail Use% Mounted on
/dev/xvda1      9.3G  6.9G  2.0G  79% /
tmpfs           128M   0  128M   0% /dev/shm
Press Enter for menu ...
```

### 6 Set Date and Time

This option (only for in-house customers) changes the date and time. Under most circumstances, this should not be necessary. The server is configured to sync its internal clock with a service on the internet.

```
The current date and time is Mon May 19 09:21:09 CDT 2014.
Do you want to change the date and time? Y or N y
Please enter month 01-12: 05
Please enter day 01-31: 19
Please enter year 01-80: 14
Please enter hour 00-23: 09
Please enter minute 00-59: 21
The new date and time is Mon May 19 09:21:00 CDT 2014
Press Enter for menu ...
```

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### 3 Install application update

This option installs application updates. Instructions for using this option will be included in the documentation with an application update.

### 4 Verify update media

This option verifies update media (if needed). Instructions for using this option will be included in the documentation with an application update when appropriate.

### 5 End of Month Data Backup

This option creates a file on your server that contains data files (without indexes) and the currently installed set of programs. This allows for a fast backup of files just before performing end of month procedures in case there is a need to roll back your end of month closing. **Make sure everyone is logged off the system before starting a backup.** The file name is **eom.data.backup** and resides in **/home/xxxx/temp** for all cloud server customers and in a directory controlled by the Backup menu configuration settings for in-house customers. This process supports a delayed backup option. See screen below.

```
This procedure will copy all Data files to /home/xxxx/temp/eom.data.backup

Do you want to perform a Verify after the backup?
[enter "y" for yes, "n" for no] y
Are you ready to continue? [enter "y" for yes, "n" for no, "d" for delayed] y
. . .
The EOM backup has COMPLETED.
The verify has COMPLETED.

If you want save a copy of the EOM data off of the cloud server
you can download the file "/home/xxxx/temp/eom.data.backup" to your PC.
Keep in mind that this is a large file and may take some time to download.
You might want to rename the file on your PC to include the date in the name.

Press Enter for menu ...
```

Delayed backup asks an additional question.

```
Please enter the number of hours to delay starting the backup 2

Waiting for 2 hours before starting backup.
```

### 6 Display end of backup log

This option displays the status of the last backup. See the screen below where the EOM backup was completed and verified on March 26, 2014 at 13:04.

```
Display end of backup log

Wed Mar 26 13:04:16 CDT 2014 EOM Backup Started
Wed Mar 26 13:04:17 CDT 2014 EOM Backup Complete
Wed Mar 26 13:04:17 CDT 2014 Verify Started
Wed Mar 26 13:04:17 CDT 2014 Verify Completed

Press Enter for menu ...
```

---

## Cloud and In-House Server CentOS User Administration Guide

### 7 User management menu

This menu manages user logins. Add and remove users and/or change permissions for functions outside of . See menu below.

```

User Management Menu

1  Add a user
2  Delete a user
3  User permissions
4  Current user list

X  Exit

Select:
```

#### 1 Add a user

For in-house systems “xxxx” will not display. For all other customers “xxxx” will be replaced with system ID.

Before adding a user the following information is needed:

1. User’s name.
2. User’s login ID.
3. What is the default store directory (store 1 = str1 or store 2 = str2)
4. Can the user transmit files to and from the server? (Y or N)
5. Can the user change stores? (Y or N)
6. If user can change stores are there any stores they can not change to? (3,5)
7. Does user have administrative privileges to access these menus? (Y or N)
8. Does user have printer privileges to access the printer menu? (Y or N)
9. When logging in, the system requires a terminal ID entry. This option specifies a terminal ID to always use for this user. This terminal ID directly corresponds to a POS options record. If you enter a terminal ID here, then when the user logs in it will not pop up and ask for a terminal ID. Leaving the field blank will mean that the user will have to enter a terminal ID each time logging in. Be careful, especially with managers. If managers usually use a terminal ID that displays cost during item inquiry (for example), assigning that terminal ID to the manager in this option means cost will always show during inquiries wherever they login EVEN at the front counter. This may not be desirable if unauthorized employees or customers also can see the screen.
10. A default password (at least 8 characters long). The user has the ability to change their own password at any time.
11. The screen below will display one question at a time. The bold text represents your responses. Login ids should be in lower case. Store directory must be in lower case. Yes and No answers can be upper or lower case N or Y.

---

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```
This procedure will add a user to the system.

Please enter user's name or just <ENTER> to quit: Joe Smith

Please enter user's Login ID excluding "xxxx." jsmith

Please enter store directory eg. str1 str1

Do you want this user to be able to transmit files?
[enter "y" for yes, "n" for no] n

Do you want this user to be able to change stores?
[enter "y" for yes, "n" for no] y

Enter a comma separated list of stores this user can not change to.
Leave list blank to allow user access to all stores.
3,5

Do you want this user to have administrative privileges?
[enter "y" for yes, "n" for no] n

Do you want this user to have printer menu privileges?
[enter "y" for yes, "n" for no] y

Enter Terminal ID for this user or leave blank to ask for ID at login.
5

Please wait while creating new user.

Please establish password for user. It can be changed later.

Changing password for user xxxx.jsmith.
New password:
Retype new password:

passwd: all authentication tokens updated successfully.
```

## 2 Delete a user

For in-house systems "xxxx" will not display. For all other customers "xxxx" will be replaced with system ID. The screen below will display. The **bold** text represents your response.

```
This procedure will delete a user from the system.

Please enter user's Login ID excluding "xxxx." or just <ENTER> to quit jryder5

Please wait while delete the user.

Press Enter for menu ...
```

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### 3 User permissions

This option displays the permissions set when a user was added and allows changes to those permissions. Here is a list of options that can be changed:

1. What is the default store directory (store 1 = str1 or store 2 = str2)
2. Can the user transmit files to and from the server? (Y or N)
3. Can the user change stores? (Y or N)
4. If user can change stores are there any stores they can not change to? (3,5)
5. Does user have administrative privileges to access these menus? (Y or N)
6. Does user have printer privileges to access the printer menu? (Y or N)
7. Optional Terminal ID. See notes in adding user for concerns.

The screen displays a list of users. Enter a user to see the current permissions. To change any of the permissions, answer "yes" and the screen displays one question at a time. Press ENTER for any option to keep its current value. Bold text represents responses.

```
This program is for changing the various settings for
user logins. This includes their store to log into, permissions
to change stores, administration permissions, printer menu
permissions and an optional default terminal number to automatically
load. Below is a list of users to choose from. Choose a user and
then follow the instructions on the screen.
```

```
xxxx.jeffr    xxxx.joes
```

```
Please enter user or just press <ENTER> to quit: xxxx.joes
```

```
Here are your current settings for xxxx.joes - xxxx - Joe Smith
```

```
Current store directory is str1
Current change store permission is y
Current list of stores to deny access is NONE
Current file transfer permission is n
Current administration permission is n
Current printer menu permission is y
Current terminal ID is NONE
```

```
Do you want to edit the options (Y or N)? y
```

```
Editing permissions for xxxx.joes - xxxx - Joe Smith
```

```
Current store directory is str1
```

```
Please enter new store directory or just press ENTER
```

```
Current change store permission is y
```

```
Please enter new change store permission (y or n) or just press ENTER
```

```
Current list of stores to deny access is NONE
```

```
Please enter new comma separated list of stores to deny access
(0 = remove list) or just press ENTER
```

```
Current file transfer permission is n
```

```
Please enter new file transfer permission (y or n) or just press ENTER
```

---

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```
Current administration permission is n
Please enter new administration permission (y or n) or just press ENTER

Current printer menu permission is y
Please enter new printer menu permission (y or n) or just press ENTER

Current terminal ID is NONE
Please enter new terminal ID (0 = remove ID) or just press ENTER

Here are your new settings for xxxx.joes

New store directory is str1
New change store permission is y
New list of stores to deny access is NONE
New file transfer permission is n
New administration permission is n
New printer menu permission is y
New terminal ID is NONE

Do you want to save the changes (Y or N)?  y
```

### 4 Current user list

This option displays current users established on the server.

```
Here is a list of current users:

xxxx.jeffr    xxxx - Jeff Ryder
xxxx.joes    xxxx - Joe Smith
xxxx.jryder5  xxxx - Jeff Ryder

Press Enter for menu ...
```

### 8 Future use

This option is reserved for future use.

### 9 Future use

This option is reserved for future use.

### 10 Future use

This option is reserved for future use.

### 11 Future use

This option is reserved for future use.

---

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### 12 System reboot

This option is only available to single customer cloud users and in-house servers. This option allows users to reboot the server. The reboot can be performed from any terminal and automatically restarts the server up without any other interaction from the user. See screen below.

```
Are you sure you want to reboot the system (Y or N)? Y
Broadcast message from xxxx@localhost.localdomain
(/dev/pts/1) at 14:38 ...
The system is going down for reboot NOW!
Press Enter for menu ...
```

### 13 System shutdown

This option is only available to in-house servers. This option allows users to shutdown the server. The shutdown can be performed from any terminal. Depending on the server hardware, it may or may not power down the server at the end of the shutdown. If server does not power off, check the main console connected directly to the server for any messages before turning off the server. See screen below.

```
Are you sure you want to shutdown the system (Y or N)? Y
Broadcast message from xxxx@localhost.localdomain
(/dev/pts/0) at 14:41 ...
The system is going down for halt NOW!
Press Enter for menu ...
```

---

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### 14 Backup / USB Drive menu

This option is only available to in-house customers. See menu below.

```
Backup / USB Drive Menu

1  Backup data files only
2  Backup all files
3  Display end of backup log
4  Terminate delayed backup
5  List Prior Backup files
6  Verify Prior Backup file
7  Remove Prior Backup files
8  Change backup directories
9  USB Drives mounted / space
10 USB Drives available
11 Un-mount USB Drive
12 Mount USB Drive

X  Exit
```

Select:

For in-house systems you may backup your system files to an internal hard drive, external USB hard drive or one or more USB memory sticks. For example you can have a USB memory stick for each day of the week and keep them offsite when not in use. Mylee needs to initially set up the various USB devices, but after that, it is practically automatic.

If you set up the Data, Full or End of Month backup paths to contain "\$USB/" then the system will present you with a list of USB devices that are available to be mounted and you then pick the device that you have already plugged into the server. See sample screen below. Your screen may vary from this sample.

```
The following is a list of available USB drives:
```

```
1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec
```

```
Please enter USB drive number to backup to or 'q' to quit
```

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After selecting the appropriate USB drive using the number on the left side of the screen, the program will then try to mount the device so that it can write files to it. When the backup is complete, the USB device will be unmounted automatically and it should inform you on the screen that the USB device can be removed. The sample screen below is an example of selecting the USB for performing a WEDNESDAY backup. Your screen may vary from this sample.

```
The following is a list of available USB drives:
```

```
1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec
```

```
Please enter USB drive number to backup to or 'q' to quit 3
```

```
This procedure will copy all Data files to /usb/wed/DATE-TIME.databackup.
```

```
Do you want to perform a Verify after the backup?
```

```
[enter "y" for yes, "n" for no] y
```

```
Are you ready to continue? [enter "y" for yes, "n" for no, "d" for delayed] y
```

```
Proceeding with the backup ...
```

```
.
.
.
```

```
home/xxxx/bu.sys/var/log/mslogin
home/xxxx/bu.sys/var/log
home/xxxx/bu.sys/var
home/xxxx/bu.sys
1057823 blocks
```

```
Data backup COMPLETE to /usb/wed/20150325-1154.databackup.gz
```

```
Verify COMPLETE.
```

Filesystem	Size	Used	Avail	Use%	Mounted on
/dev/sdb1	8.3G	87M	8.2G	2%	/usb/wed

```
OK to remove USB - Wed Daily from system.
```

```
Press Enter for menu ...
```

**NOTE:** When performing a backup to a USB device, there is a “pause” after the message “Verify Complete” and the “OK to remove USB – Xxx xxxxx from system” so the system can “un-mount” the USB. Be sure to WAIT until the “OK to remove USB” message displays before physically removing the USB.

## Cloud and In-House Server CentOS User Administration Guide

### 1 Backup data files only

This option copies all application data files, indexes, stored query report definitions, current programs and some system configuration files. It does not backup files saved in the “temp” directories. The start of the backup can be optionally delayed 1 to 72 hours. For delayed backups it will display the current time to help you determine the amount of delay you want to schedule. **Make sure everyone is logged off the system before starting a backup.** Backup destination directory can be changed (option 8) which allows backup to an external USB drive or some other compatible device. The “DATE-TIME” portion of the file name is replaced with the actual date and time of the backup. The file name also contains a “.gz” at the end of the file name to indicate that the file is compressed.

If the Data backup path is set up to contain “\$USB/” then the system will present you with a list of USB devices that are available to be mounted and you then pick the device that you have already plugged into the server. See sample screen below. Your screen may vary from this sample.

*This screen displays ONLY if using an external USB drive or some other compatible device for backups. Your list of devices may vary from what is shown here:*

The following is a list of available USB drives:

```
1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec
```

Please enter USB drive number to backup to or 'q' to quit

If backing up on a MONDAY, be sure the USB device labeled for MONDAY backups has been inserted into the USB drive. If backing up on a TUESDAY, be sure the USB device labeled for TUESDAY backups has been inserted into the USB drive and so on.

Select the appropriate USB device by entering the number shown on the left side of the screen. For example, to perform a WEDNESDAY backup, select 3 for the USB drive number.

After selecting the USB device, follow the screen prompts. Typically you would respond y for Yes to verify the backup. To backup immediately, respond y to the “Are you ready to continue?” message. To start the backup later, enter ‘d’ for delayed. You’ll then be prompted to enter the number of hours to wait.

This procedure will copy all Data files to /usb/xxxx/DATE-TIME.databackup.

*--Above prompt will vary depending on the backup destination.--*

Do you want to perform a Verify after the backup?

[enter “y” for yes, “n” for no] y

Are you ready to continue? [enter “y” for yes, “n” for no, “d” for delayed] y

Proceeding with the backup ...

## Cloud and In-House Server CentOS User Administration Guide

The sample screen below is an example of selecting the USB for performing a WEDNESDAY backup and selecting the option to continue with the backup immediately. Your screen may vary from this sample.

```
The following is a list of available USB drives:
```

```
1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec
```

```
Please enter USB drive number to backup to or 'q' to quit 3
```

```
This procedure will copy all Data files to /usb/wed/DATE-TIME.databackup.
```

```
Do you want to perform a Verify after the backup?
```

```
[enter "y" for yes, "n" for no] y
```

```
Are you ready to continue? [enter "y" for yes, "n" for no, "d" for delayed] y
```

```
Proceeding with the backup ...
```

```
.
.
.
```

```
home/xxxx/bu.sys/var/log/mslogin
home/xxxx/bu.sys/var/log
home/xxxx/bu.sys/var
home/xxxx/bu.sys
1057823 blocks
```

```
Data backup COMPLETE to /usb/wed/20150325-1154.databackup.gz
```

```
Verify COMPLETE.
```

Filesystem	Size	Used	Avail	Use%	Mounted on
/dev/sdb1	8.3G	87M	8.2G	2%	/usb/wed

```
OK to remove USB - Wed Daily from system.
```

```
Press Enter for menu ...
```

**NOTE:** When performing a backup to a USB device, there is a “pause” after the message “Verify Complete” and the “OK to remove USB – Xxx xxxxx from system” so the system can “un-mount” the USB. Be sure to WAIT until the “OK to remove USB” message displays before physically removing the USB.

## Cloud and In-House Server CentOS User Administration Guide

The sample screen below is an example of selecting the USB for performing a WEDNESDAY backup and selecting the option to DELAY the start of the backup for 2 hours. Your screen may vary from this sample.

The following is a list of available USB drives:

```
1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec
```

Please enter USB drive number to backup to or 'q' to quit 3

This procedure will copy all Data files to /usb/wed/DATE-TIME.databackup.

Do you want to perform a Verify after the backup?

[enter "y" for yes, "n" for no] y

Are you ready to continue? [enter "y" for yes, "n" for no, "d" for delayed] y

The current time is Wed Mar 25 16:23:26 CST 2015

Please enter the number of hours to delay starting the backup 2

Waiting for 2 hours before starting backup.

**After 2 hours has elapsed, the backup will begin.**

Proceeding with the backup ...

```
.
.
.
```

1057823 blocks

Data backup COMPLETE to /usb/wed/20150325-1834.databackup.gz

Verify COMPLETE.

Filesystem	Size	Used	Avail	Use%	Mounted on
/dev/sdb1	8.3G	87M	8.2G	2%	/usb/wed

OK to remove USB - Wed Daily from system.

Press Enter for menu ...

**NOTE:** When performing a backup to a USB device, there is a “pause” after the message “Verify Complete” and the “OK to remove USB – Xxx xxxxx from system” so the system can “un-mount” the USB. Be sure to WAIT until the “OK to remove USB” message displays before physically removing the USB.

---

## Cloud and In-House Server CentOS User Administration Guide

### 2 Backup all files

This option copies most of the server files. It does not copy prior backup files that contain “.databackup” or “.fullbackup” in the file name. The start of the backup can be optionally delayed 1 to 72 hours. For delayed backups, it will display the current time to help you determine the amount of delay you want to schedule. **Make sure everyone is logged off the system before starting a backup.** Backup destination directory can be changed (option 8) which allows backup to an external USB drive or some other compatible device. The “DATE-TIME” portion of the file name is replaced with the actual date and time of the backup. The full backup actually creates multiple files, one for each of the primary directories (directories below the top level directory). The file name also contains a “.dir.gz” at the end to indicate the directory copied and that the file is compressed (“dir” will be replaced with the actual directory name).

*This screen displays ONLY if using an external USB drive or some other compatible device. Your list of devices may vary from what is shown here:*

The following is a list of available USB drives:

```
1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec
```

Please enter USB drive number to backup to or 'q' to quit 9

This procedure will copy All files to /home/xxxx/temp/DATE-TIME.fullbackup.

*--Above prompt will vary depending on the backup destination.--*

Do you want to perform a Verify after the backup?

[enter "y" for yes, "n" for no] y

Are you ready to continue? [enter "y" for yes, "n" for no, "d" for delayed] y

Backing up bin directory

Backing up boot directory

Backing up etc directory

.  
.
.

Full backup COMPLETE to /home/xxxx/temp/20150213-1130.fullbackup.usr.gz

Verify COMPLETE.

Full backup COMPLETE to /home/xxxx/temp/20150213-1130.fullbackup.var.gz

Verify COMPLETE.

Press Enter for menu ...

---

## Cloud and In-House Server CentOS User Administration Guide

### 3 Display end of backup log

This option displays the most recent 40 lines of the backup log. The display will pause at full screen before continuing. Below is a sample showing the last few lines of the log file.

```
Wed Mar 25 12:00:17 CDT 2015 Data Backup Started
1057824 blocks
Wed Mar 25 12:00:37 CDT 2015 Data Backup Complete
  /usb/wed/20150325-1200.databackup.gz
Wed Mar 25 12:00:37 CDT 2015 Verify Started
Wed Mar 25 12:00:40 CDT 2015 Verify Completed

Press Enter for menu ...
```

### 4 Terminate delayed backup

This option cancels a scheduled (delayed) backup that is waiting to start on a different login session. A warning displays telling you that if the backup was going to a USB device, that the USB device did not get un-mounted so you will need to Un-mount (option 11) before removing the USB device from the server.

```
Do you want to stop the delayed backup? [enter "y" for yes, "n" for no] y

If the delayed backup was to a USB device, that device did not get
un-mounted. Please use the menu selection to un-mount the USB device
before removing it from the system.

Press Enter for menu ...
```

---

## Cloud and In-House Server CentOS User Administration Guide

### 5 List Prior Backup files

This option allows you to display a list of backup files for a specific backup type. After choosing the backup type, if that backup type is being backed up to multiple USB devices you will be given a list of devices and select the one that is currently plugged in to the server. The program will mount the USB device, display the listing and then un-mount the device so that you can then remove the device from the server. If the list of files is more than a screen full the program will pause at a screen full.

The sample screen below displays a list of files on the Wednesday backup USB drive:

```
List prior backup files. Please select type of backup.

1 - Data Backup
2 - EOM Backup
3 - Full Backup
X - exit

Choice 1

The following is a list of available USB drives:

1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec

Please enter USB drive number to list files from or 'q' to quit 3

86058292      /usb/wed/20150311-1154.databackup.gz
86057844      /usb/wed/20150318-1159.databackup.gz
86058232      /usb/wed/20150325-1200.databackup.gz

Press Enter for menu ...
```

---

## Cloud and In-House Server CentOS User Administration Guide

### 6 Verify Prior Backup file

This option allows you to verify a specific backup file for a specific backup type. After choosing the backup type, if that backup type is being backed up to multiple USB devices you will be given a list of devices and select the one that is currently plugged in to the server. The program will mount the USB device and then display the listing of backup files with a number in front of each file to allow you to pick a backup file to verify by number. Once a file has been selected the file will be verified and report the result. The program will then un-mount the USB device so it can be removed from the server.

```
Verify a prior backup file. Please select type of backup.

1 - Data Backup
2 - EOM Backup
3 - Full Backup
X - exit

Choice 1

The following is a list of available USB drives:

1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec

Please enter USB drive number to verify backup or 'q' to quit 3

1:/usb/wed/20150311-1154.databackup.gz
2:/usb/wed/20150318-1159.databackup.gz
3:/usb/wed/20150325-1200.databackup.gz

Please enter file number 3
.
.
home/xxxx/bu.sys/var/log
home/xxxx/bu.sys/var
home/xxxx/bu.sys
1057824 blocks

The verify for /usb/wed/20150325-1200.databackup.gz
has COMPLETED.

Filesystem      Size  Used Avail Use% Mounted on
/dev/sdb1       8.3G  259M  8.0G   4% /usb/wed

OK to remove USB - Wed Daily from system.

Press Enter for menu ...
```

---

## Cloud and In-House Server CentOS User Administration Guide

### 7 Remove Prior Backup files

This option allows you to remove older backup files to make room for more backup files for a specific backup type. After choosing the backup type, if that backup type is being backed up to multiple USB devices you will be given a list of devices and select the one that is currently plugged in to the server. The program will mount the USB device, display the listing of backup files with the oldest files listed first. The file names for the backups all start with yyyymmdd format. After the files are listed, it will tell you how many backup files were found and then you will be asked how many backup files to delete. The program will delete the oldest files determined by the name of the file that starts with the date the file was created. You can enter '0' zero to not delete any backups or any number from 1 to the current number of backup files. Once the files are deleted the program will then unmount the USB device so it can be removed from the server.

The example below shows how to remove the 2 oldest backups on the USB device used for Wednesday backups:

```
Remove prior backup files. Please select type of backup.

1 - Data Backup
2 - EOM Backup
3 - Full Backup
X - exit

Choice 1

The following is a list of available USB drives:

1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec

Please enter USB drive number to remove backups from or 'q' to quit 3

20150311-1154.databackup.gz      20150325-1200.databackup.gz
20150318-1159.databackup.gz

There are 3 backup files. The oldest files will be removed.
Please enter the number of files to be removed or 0 to quit. 2

2 files have been removed.

Filesystem      Size  Used Avail Use% Mounted on
/dev/sdb1       8.3G  87M  8.2G   2% /usb/wed

OK to remove USB - Wed Daily from system.

Press Enter for menu ...
```

---

## Cloud and In-House Server CentOS User Administration Guide

### 8 Change backup directories

This option controls where the data, full and EOM backup files are written. For example, using a USB drive connected to the system instead of the internal hard drive or other type of backup media. If you have multiple USB devices that you want to plug in “one at a time” to do backups, then enter a path of \$USB/ and this will tell the programs to ask which USB device is currently plugged in to the server and should be used for doing the backup. Please follow the directions on the screen below.

***In the example below, the Data backup and EOM backup were already set to \$USB/. The Full backup was to /home/xxxx/temp/ and is being changed to \$USB/.***

```
This program is for changing the directory locations
for the backup programs. Just press ENTER to leave them
unchanged and to change please enter a new directory
location starting with '/' and end with '/' just like
this example: /home/xxxx/temp/
To back up to one of two or more USB devices enter $USB/
and the backup program will ask you to choose the device.
```

```
-----
Current directory for your Data backup is
```

```
$USB/
```

```
Please enter new directory or just press ENTER
```

```
-----
Current directory for your Full backup is
```

```
/home/xxxx/temp/
```

```
Please enter new directory or just press ENTER
```

```
$USB/
```

```
-----
Current directory for your EOM backup is
```

```
$USB/
```

```
Please enter new directory or just press ENTER
```

```
Press Enter for menu ...
```

## Cloud and In-House Server CentOS User Administration Guide

### 9 USB Drives mounted / space

This option displays the total, used and free disk space, the percentage of disk space used and the mount point (the directory where the external USB device is accessed) for currently mounted USB devices. The USB device can be an external hard drive or a memory “Jump” drive as in the device listed below.

```
USB Drives mounted / space

Filesystem      Size  Used Avail Use% Mounted on
/dev/sdb1       8.3G   87M  8.2G   2% /usb/spec

Press Enter for menu ...
```

### 10 USB Drives available

This option displays a list of available USB drives. Currently, USB devices must be configured by Mylee Customer Support prior to using them the first time. After that, mount and un-mount the USB device using the options below.

```
USB Drives available

1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec

Press Enter for menu ...
```

### 11 Un-mount USB Drive

This option allows un-mounting a USB drive so it can be safely removed from the server without corrupting the information on them. This program will list only USB devices that are currently mounted. Follow the instructions on the screen below.

```
Un-mount USB Drive

This procedure will un-mount a USB drive to allow you to unplug
it from the server.

The following is a list of available USB drives:

10:USB - Special Backup:/usb/spec

Please enter USB drive number to un-mount or 'q' to quit 10

Do you wish to un-mount 10:USB - Special Backup:/usb/spec (y or n)? y

OK to remove USB - Special Backup from system.

Press Enter for menu ...
```

---

## Cloud and In-House Server CentOS User Administration Guide

### 12 Mount USB Drive

This option mounts a USB drive on the server after it is connected. The drive **MUST** be mounted before file reads or writes can be performed. This program will list only drives that are not currently mounted. Follow the instructions on the screen below.

```
Mount USB Drive

This procedure will mount a USB drive to allow you to access
it from the server.

The following is a list of available USB drives:

1:USB - Mon Daily:/usb/mon
2:USB - Tue Daily:/usb/tue
3:USB - Wed Daily:/usb/wed
4:USB - Thu Daily:/usb/thu
5:USB - Fri Daily:/usb/fri
6:USB - Sat Daily:/usb/sat
7:USB - Sun Daily:/usb/sun
8:USB - End of Month:/usb/eom
9:USB - Full Backup:/usb/full
10:USB - Special Backup:/usb/spec

Please enter USB drive number to mount or 'q' to quit 10

Do you wish to mount 10:USB - Special Backup:/usb/spec (y or n)? y

Filesystem      Size  Used Avail Use% Mounted on
/dev/sdb1       8.3G   87M  8.2G   2% /usb/spec

Press Enter for menu ...
```

**\*\*\* End of Document \*\*\***