

Server Manager Overview

TRAVERSE is enterprise software with a distributed file structure. Data, setup programs, and source code are stored on the server, while the programs, library, and help are stored on each client. In addition to its own components, TRAVERSE requires Microsoft SQL Server on the server side as a backend database and Access on each client to support the user interface. If you purchase the TRAVERSE Business Edition, you can also use the SQL Server Desktop edition (also called MSDE).

TRAVERSE Server Manager enables you to perform necessary tasks on the server side of TRAVERSE. Using Server Manager you can create new companies, import or export company data, delete companies, update server components stored in Microsoft SQL Server, configure group and user security, set company permissions, and add or delete payroll years.

Note: You must have sysadmin rights to use the functions within Server Manager.

Server Manager Online Help provides the following functions for customizing, setting up, and maintaining your TRAVERSE system:

Installation Covers the system requirements for TRAVERSE Server Manager as well as the required steps for installing TRAVERSE Server Manager.

Database Setup Describes the required steps for setting up the System Database (**SYS**) and the Payroll (**ST**) Database.

Databases Covers the database creation (including the **ST** database) and maintenance functions such as how to add a new company database, copy data from an existing company database, and backup a database. Also includes the steps for viewing database

properties, attaching, detaching, deleting, and restoring databases, how to add and remove applications from a database, and how to generate scripts from the objects within an existing database. Adding payroll years to company databases is also included in this section.

Login & Security

Describes how to create logins, change login properties, and how to delete a login. This chapter also covers how to copy security information from one company to another as well as how to define group and user access to TRAVERSE data and the functionality groups and users will have within the system. Steps for defining permissions for groups and users within specific databases are also included.

Updates

Covers the required steps for performing TRAVERSE maintenance updates and for updating Product IDs. Also covers the procedure for updating index statistics when you have made a significant change in the key values in the index, added, changed, or removed a large amount of data in an indexed column, or truncated the table using TRUNCATE TABLE and then repopulated it.

Generate Logs

Covers the required steps for generating user and error logs.

Data Migration

Describes how to migrate your existing TRAVERSE data into TRAVERSE 10x databases use the TRAVERSE Data Migration Wizard. Also describes the process for executing DTS packages.

TRAVERSE Installation

Covers the required steps for installing TRAVERSE Client.

Server Manager Conventions

The TRAVERSE Server Manager main window appears when you start up TRAVERSE Server Manager. The main window has two columns. The left column contains a list of the databases you created. Double-click an item to expand and contract the list. (You can also click the + and - in front of items to expand and contract the menu list.) When you select a database, the **Applications** and **Groups/Roles** icons appear below the database and in the right column.

The following section covers the conventions for the Server Manager main window:

- Selecting Items** To select an item, use the mouse or use the arrow keys to highlight an item.
- Right-Click Mouse Menu** Displays the contents of the right column in large icons, small icons, list, or details format and all of the functions within Server Manager can be accessed using the right-click mouse menu.
- Refresh** Click to refresh all levels and collapse the tree down to TRAVERSE level.
- Login to Server** Click the button in the toolbar to bring up the [Login](#) dialog box to change what Microsoft SQL Server you're logged into or to switch to a different login username. For more information on this function, see [Server Manager Login](#).
- New Company** Click the button in the toolbar to bring up the New Company Database dialog box to create a new company database. For more information on this function, see [Create a Company](#)

[Database.](#)

Database Backup

Click the button in the toolbar to bring up the Database Backup dialog box to backup a database. for more information on this function, see [Backup a Database](#).

Synchronize Security

Click the button in the toolbar to bring up the Synchronize Security Settings dialog box to copy permissions from one company to another. For more information on this function, see [Synchronize Security Settings](#).

Product ID

Click the button in the toolbar to update the Product ID for all users using the Product ID Validation dialog box. For more information on this function, see [Product ID Update](#).

External Tools

Click the **External Tools** down arrow to access external tools stored in the list box such as the TRAVERSE Data Migration or AIA Manager. For more information, see [Data Migration](#). If you did not use the Installation Wizard to install Server Manager, **Locate** may be one of the initial menu items in this list box. Select **Locate** to browse to the Data Migration file (**TravDUWiz.exe**) in order to add this tool.

Functions

Click the down arrow to view information on main menu items and specify dependency of new objects for customer solutions. You can also access error logs and user logs.

Help/About Server Manager

Click the button in the toolbar to launch online help and to view TRAVERSE Server Manager version information.

Template

In the left column of the Server Manager main window, click the **Template** folder. The right column lists icons for tables,

views, stored procedures, and user-defined data types.

Expand an object in the left column to view a list of scripts used to create the object. The template gets the object information from the Access database Template.tsm which should normally be in the same folder as the Server Manager executable.

Note: This information is view-only.

Exiting Server Manager

To exit from TRAVERSE Server Manager, click the Microsoft Windows close button in the upper-right corner of the window.

Server Manager Login

To Log in to Server Manager, follow these steps:

1. Open TRAVERSE Server Manager. The Login dialog box appears.
2. In the **SQL Server** combo box, enter the **SQL** or **MSDE** server where you want to load TRAVERSE or select the server from the list.
3. Enter a **Login** name. It is good practice to use a login name with administrator rights as you will be doing database operations such as setting up users and creating databases, which require an administrator level login.

If you plan to use a trusted connection for your login and password, both the **Login** and **Password** fields are disabled.

If you do not plan to use a trusted connection, you must enter a login name. Entering a password depends on whether or not a password is set up on the server for the login you entered.

4. Check **Use Trusted Connection** if you plan to use your Windows login and password for access to Server Manager.
5. Check **Start server if stopped** if the Microsoft SQL Server has been stopped for some reason.
6. Click **OK** to log in. The TRAVERSE Server Manager main window appears.

Note: If you click **Cancel**, the Server Manager main window appears with blank panels. If you're already logged into a Microsoft SQL Server, the Server Manager main window displays information for the Microsoft SQL Server you're currently logged into.

Installation Overview

Because TRAVERSE uses Microsoft SQL Server as a backend database, Microsoft SQL Server must be installed before TRAVERSE. However, in cases with a limited number of users, it may not be cost-effective to purchase Microsoft SQL Server. For situations such as these, Microsoft has made available Microsoft SQL Server Desktop Edition (also known as the Microsoft Data Engine) or MSDE.

MSDE offers improved reliability and data integrity, better security, and a vast performance increase compared to a TRAVERSE desktop version.

MSDE is similar to Access Runtime in the following ways:

- It is a fully functional database engine.
- There is no interface. All data interaction must take place through the application software.
- It is available free of charge on the TRAVERSE 10.1 CD.

Install TRAVERSE Server

To install TRAVERSE Server, follow these steps:

Note: When the options are there, during the installation process you can click **Cancel** to exit the installation or click **Back** to return to the last window.

1. Put the TRAVERSE Server Manager CD into your CD drive. The initial installation dialog box appears automatically.
2. Select **Install TRAVERSE Server**.
3. Click **Continue**. TRAVERSE Server Manager Setup prepares the InstallShield Wizard and then the TRAVERSE Server Manager - InstallShield Wizard window appears.
4. Click **Next** to install TRAVERSE Server Manager on your machine. The License Agreement window appears.
5. Click **Yes** to accept the terms in the license agreement. The Customer Information window appears.

Note: Click **No** to exit setup.

6. Enter the your name and company name. When installing on a network, be sure to supply the name of a user responsible for using or administering the server.
7. Select whether you want anyone who uses the computer (all users) to be able to access Server Manager or just you.
8. Click **Next**. The Destination Folder window appears.
9. If you want to store the TRAVERSE Server Manager files in a different location, click **Browse**.
10. Click **Next** to continue. The Special Features window appears.

11. Select the features you want to install and clear the features you don't want to install.
 - **Server Manager** - Install programs to create and manage server databases.
 - **Data Migration Wizard** - Install programs and files to migrate data from existing installations of TRAVERSE into version 10.1 format.
 - **SQL Server Desktop Engine** - Install Microsoft SQL Server.
 - **Microsoft SQL Server Client Components** - Install DMO and DTS components.
 - **Sample Data** - Install sample data for testing purposes.
12. Click **Next**. The following window appears.
13. Review the information. If necessary, click **Back** to go back and make any changes.
14. When you are finished, click **Next**.
15. When the installation is finished, select whether you want to restart your computer now or later.
16. Click **Finish**.

Note: After installing Server Manager (TRAVERSE Server), use the rest of the topics in help to setup Server Manager. Then, use [Install TRAVERSE Client](#) *last*.

Install TRAVERSE Client

Caution: Make sure that you follow the steps to [install Server Manager](#), set up Server Manager, and *then* install TRAVERSE Client.

To install TRAVERSE, follow these steps:

Note: When the options are available, during the installation process, you can click **Cancel** to exit the installation or click **Back** to return to the last window.

1. Put the TRAVERSE Server Manager CD into your CD drive. The initial installation dialog box appears automatically.
2. Select **Install TRAVERSE Client**.
3. Click **Continue**. TRAVERSE Server Manager Setup prepares the InstallShield Wizard and then the InstallShield Wizard window appears.
4. Click **Next** to begin the installation. The License Agreement window appears.
5. Review the license agreement and then select the **I accept the terms in the license agreement** option button and click **Next**. The Customer Information window appears.
6. Enter the your name and company name. When installing on a network, be sure to supply the name of a user responsible for using or administering the client software.
7. Select whether you want anyone who uses the computer (all users) to be able to access Server Manager or just you.
8. Click **Next** to continue. The Destination Folder window appears.
9. If you want to store the TRAVERSE files in a different location, click **Browse**.

10. Click **Next** to continue. The Setup Type window appears.
 - Select **Typical** to install all program features. This selection requires the most disk space.
 - Select **Custom** to choose which program features you want installed and where they will be installed.
11. Click **Next** to continue.
12. Review the information on the next window. If necessary, click **Back** to go back and make any changes.
13. When you are finished, click **Next**. The Login dialog box appears.
14. The SQL Server name you specified during installation as well as the type of connection you defined appears. Click **OK** to continue. The TRAVERSE First Time Setup window appears.

The check boxes on the First Time Setup window are selected as TRAVERSE Setup performs each task. The applications being installed are listed in the list box.

15. When TRAVERSE Setup is finished, a message box appears stating “TRAVERSE First Time Setup completed.” Click **OK**.
16. On the TRAVERSE First Time Setup dialog box, click **Close**.
17. Click **Finish** on the final InstallShield Wizard window.

System Requirements

The system requirements for installing TRAVERSE Server and Client are as follows:

Network and Hardware Requirements

Hardware and software requirements are constantly changing. The requirements listed below are minimum requirements. Open Systems recommends using as fast a processor as possible. Please remember that RAM requirements increase with the number of users. Current hardware and software requirements can also be found on our website at www.osas.com.

TRAVERSE Server Manager Business Edition:

- Pentium 450 Mhz (or equivalent)
- 256 MB RAM

TRAVERSE Server Manager Enterprise Edition:

- Pentium 1 Ghz and 512 MB RAM for the first five users and 128 MB RAM for each additional 10 users.

Software Requirements

You will need one of the following to install TRAVERSE Server and Client:

Server Software

TRAVERSE Business Edition

- SQL Database Edition - 2000 Desktop Engine (MSDE 2000). Included with

TRAVERSE Business Edition.

Operating System - Windows 98 SE, Windows NT 4.0 (Workstation or Server), Windows 2000 (Professional or Server), Windows XP (Professional).

TRAVERSE Enterprise Edition

- SQL Database Edition - 7.0 Standard

Operating System - Windows NT 4.0 (Server or Enterprise), Windows 2000 (Server or Advanced Server), Windows XP (Professional).

- SQL Database Edition - 7.0 Enterprise

Operating System - Windows NT 4.0 (Enterprise), Windows 2000 (Advanced Server), Windows XP (Professional)

- SQL Database Edition - 2000 Standard or 2000 Enterprise

Operating System - Windows NT 4.0 (Server or Enterprise), Windows 2000 (Server or Advanced Server), Windows XP (Professional)

- SQL Database Edition - 2000 Developer

Operating System - Windows NT 4.0 (Workstation, Server or Enterprise), Windows 2000 (Professional, Server or Advanced Server), Windows XP (Professional)

Workstation Software

TRAVERSE Business or Enterprise Edition

- MS Access Version - 2000 (Office 2000) - full version or run-time.

Operating System - Windows 98 SE, Windows NT 4.0 (Workstation or Server), Windows 2000 (Professional or Server), Windows XP (Professional).

- MS Access Version - 2002 (Office XP) - Full version or run-time (Run-time included with TRAVERSE).

Operating System - Windows 98 SE, Windows NT 4.0 (Server or Enterprise), Windows 2000 (Professional, Server or Advanced Server), Windows XP (Professional).

System Files

The following files are required in order to successfully run Server Manager:

File	Description
TSM.exe	Main Server Manager program
TravDUWiz.exe	Data Migration Wizard
Tsm.chm	Help file
Template.tsm	Scripts to create TRAVERSE databases
Data_New.tsm	Initialization data for company database
Data_Sys.tsm	Initialization data for System database
Data_ST.tsm	Initialization data for Payroll Tax
Data_Pa.tsm	Initialization data for Payroll
TravDTSDat.tsm	Field mappings to create DTS packages
TravActx.dll	Activation program

TravLogin.dll Login interface for TRAVERSE

TravDTS.dll Interface to DTS

TravNet.dll Network functions used by TRAVERSE

Other required components (distributed by Microsoft):

- axscphst.DLL
- axscphst.rll
- Comdlg32.ocx
- custtask.dll
- custtask.rll
- Mscmctl.ocx
- dtsffile.dll
- dtsffile.rll
- Mscmct2.ocx
- dtspkg.dll
- dtspkg.rll
- Richtx32.ocx
- dtspump.dll
- dtspump.rll
- Tabctl32.ocx
- dtsrun.exe
- dtsrun.rll
- MSDART.DLL
- sqldmo.dll
- sqldmo.rll
- Msvbm60.dll
- sqlresld.dll
- sqlsvc.rll
- sqlsvc.dll
- w95scm.dll

System Database Setup

After installing TRAVERSE Server, the first thing you must set up is the System (**SYS**) database. The **SYS** database contains information about TRAVERSE companies, security, menus, user settings, currency, exchange rates, and language.

To setup the **SYS** database, follow these steps:

1. [Log in](#) to TRAVERSE Server Manager.
2. Expand **TRAVERSE** in the left column. The word **Install...** then appears below it.
3. Click **Install...** The Install System Database dialog box appears.

The **Name** and **Description** fields are unavailable.

4. When creating the System database, you should estimate how big it will be when filled with data. If the initial size that appears in the **Initial Size** box is not large enough for what your database requires, change the number. Once created, the database size automatically grows as you add information. To change how the database grows (whether it be by megabytes or by percentages), use Microsoft SQL Server Enterprise Manager. Microsoft SQL Server Enterprise Manager is installed with Microsoft SQL Server.
5. The **Template Folder** box displays the default path where the Server Manager template file is installed. Should you need to locate the Template.tsm file, use the Browse button to search for the file.
6. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it creates tables, views (queries for tables), and stored procedures for the **SYS** database.
7. When finished, **Completed** displays on the **Status** tab and the following

message box appears: “TRAVERSE System Database created. Refer to log for any messages.” Click **OK**.

8. Click **Close** to exit the Install System Database dialog box and return to the Server Manager main window.
9. If you purchased the Payroll application, Server Manager prompts you to set up the [Payroll](#) (ST) database.

If you are not using Payroll, Server Manager prompts you to set up a [sample company](#) (CPU by default).

View SYS Database Properties

To view System (**SYS**) database properties, follow these steps:

1. In the left column of the Server Manager main window, right-click on TRAVERSE or any company database.
2. Select **System Database** from the right-click menu. System database information appears in the right column of the main window. The **Compatibility** line displays the Microsoft SQL Server version that the database functions like.

Related Topics

[Backup a Database](#)

[Restore a Database.](#)

Payroll Database Setup

After the **SYS** Database is created, the Payroll Tax icon appears on the Server Manager main window. The words **Payroll Tax** appear in red.

To set up the Payroll (**ST**) database, follow these steps:

1. Right-click on **Payroll Tax** and select **Install**. The Install Payroll Tax dialog box appears.
2. The **Name** and **Description** fields are unavailable.
3. When creating the **ST** database, you should estimate how big it will be when filled with data. If the initial size that appears in the **Initial Size** box is not large enough for what your database requires, change the number. Once created, the database size automatically grows as you add information. To change how the database grows, use Microsoft SQL Server Enterprise Manager.
4. The **Template Folder** box displays the default path where the Server Manager template file is installed. Should you need to locate the Template.tsm file, use the Browse button to search for it.
5. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it creates tables, views (queries for tables), and stored procedures for the ST Database.
6. When finished, **Completed** appears on the **Status** tab and the following message box appears: "Payroll Tax Routines created. Refer to log for any messages." Click **OK**.
7. Click **Close** to exit the Install Payroll Tax dialog box and return to the Server Manager main window.

Server Manager prompts you to set up a [sample company](#) (CPU by default).

Add Year

To create a new year for payroll taxes and copy the information from an existing payroll year, follow these steps:

1. Right-click the **Payroll Tax** icon in the left column of the Server Manager main screen.
2. Select **Add Year** from the right-click menu. The Payroll Tax dialog box appears.
3. In the **Copy From** box, select the year from which you want to copy payroll tax information.
4. Type the year you are creating in the **Add Year** text box. Click **OK**.

System Setup for 8.4 and 9.4 CS

The following steps describe the process for installing TRAVERSE 10 Server Manager on an SQL Server machine currently running TRAVERSE CS 8.4x/9.4x.

Note: This is only one of the options available. If you are running TRAVERSE on SQL Server 2000, you could install an additional instance for Version 10. Please consult the SQL Server Books Online for further detail.

1. Make sure all users are logged off of the SQL Server you intend to upgrade to TRAVERSE 10.
2. Database names must be unique. In the SQL Server, rename all existing databases, including the **SYS** database that holds all the system information related to TRAVERSE.
3. In the **Resources** subfolder on the TRAVERSE CD, locate the following SQL script file: **rename_8494.sql**.
4. Load this file using SQL Query Analyzer tool that is included with MS SQL Server. The script parses the table **tblSmCompInfo** in the **SYS** database for pointers to all the company databases.
 - By default, the company databases are renamed with a **_94** suffix. You may modify the script to alter this, if needed.

Note: The Company ID and database names are equivalent in TRAVERSE.

- After renaming company databases, the **SYS** database is renamed with the **_94** suffix.

Note: You will now be unable to use your existing TRAVERSE 8.4x/9.4x software.

5. Install TRAVERSE Server for Version 10.1. (See [Install TRAVERSE](#))

[Server](#) for more information.)

6. Use TRAVERSE Server Manager to create a new **SYS** database and new company databases. For more information on creating a new **SYS** database, see [System Database Setup](#). For more information on creating new company databases, see [Create a Company Database](#).
7. Run the TRAVERSE Data Migration utility. See [Data Migration](#) for more information on this utility.
8. In Step 2 of the TRAVERSE Client Server Data Migration, there is a **SYS DB** box. Enter **SYS_94** or the name you chose during customization in the text box.
9. Follow the rest of the steps for the TRAVERSE Data Migration utility

Database Maintenance Overview

There are several functions on the right-click menu for maintaining databases, including deleting databases, attaching and detaching databases, and backing up and restoring databases.

You can use Server Manager to delete a nonsystem database when it is no longer needed or if it is moved to another database or server. When a database is deleted, the files and their data are deleted from the disk on the server, and it is permanently deleted and cannot be retrieved without using a previous backup.

Data and transaction log files of a database can be detached and then reattached to another server or even to the same server. Detaching a database removes the database from Microsoft SQL Server but leaves the database intact within the data and transaction log files that compose the database. These data and transaction log files can then be used to attach the database to any instance of Microsoft SQL Server, including the server from which the database was detached. This makes the database available in exactly the same state it was in when it was detached.

Detaching and attaching databases is useful if you want to move a database:

- From one computer to another without having to re-create the database and then restore the database backup manually.
- To a different physical disk, for example, when the disk containing the database file has run out of disk space and you want to expand the existing file rather than add a new file to the database on the other disk.
- To move a database, or database file, to another server or disk, you must detach the database, move the database files to another server or disk, and then attach the database specifying the new location of the moved files.

When you attach a database, the name and physical location of the primary data file must be specified. The primary file contains the information needed to find the other files comprising the database unless one or more of those files have

changed location since the database was detached.

The backup and restore functions provide an important safeguard for protecting critical data stored in Microsoft SQL Server databases.

With proper planning, you can recover from many failures, including:

- Media failure
- User errors
- Permanent loss of a server

Additionally, backing up and restoring databases is useful for other purposes, such as copying a database from one server to another. By backing up a database from one computer and restoring the database to another, a copy of a database can be made quickly and easily.

In order to develop a successful backup and restore plan, you must understand when your data needs to be accessible and the potential impact of data loss on your business. Your overall backup strategy defines the type and frequency of backups and the nature and speed of the hardware required for them.


It is strongly recommended that you test your backup and recovery procedures thoroughly. Testing helps to ensure that you have the required backups to recover from various failures, and that your procedures can be executed smoothly and quickly when a real failure occurs.

Create a Company Database

Use the **New Database** function to create a new company database.

Note: The **Advanced Options** tab is reserved for future use.

To create a new company database, follow these steps:

1. Right-click on **TRAVERSE** or any company database and select **New Database**, or click the **New Company** button  on the toolbar. The New Company Database dialog box appears.
2. On the **General** tab, enter a three character ID of the new company in the **Name** text box. Only numbers and A-Z characters are allowed.
3. Enter a brief description of the company in the **Description** text box.
4. When creating a company database, you should estimate how big it will be when filled with data. If the initial size that appears in the **Initial Size** box is not large enough for what your database requires, change the number. Once created, the database size automatically grows as you add information. To change how the database grows (whether it be by megabytes or by percentages), use Microsoft SQL Server Enterprise Manager.

Note: Each database limit when using MSDE is 2GB.

5. The **Template Folder** field displays the default path where the Server Manager template file is installed. Should you need to locate the **Template.tsm** file, use the Browse button to search for it.
6. To specify a location other than the default for your database, use the **Options** tab. You can also use the **Options** tab to define the **Public Role** as well as determine if you want to save your DTS package.
7. Click the [= 4\) BSPSPopupOnMouseOver\(event\)"](#)

[CLASS="BSSCPopup">Copy Data](#) tab to copy data from another company. You can use this tab for adding a second company, for splitting one company into two, or to have a test company.

8. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it creates the new company database.
9. When finished, **Completed** displays on the **Status** tab and the following message box appears: "New Company Database created. Refer to log for any messages." Click **OK**.

View Database Properties

To view database properties, follow these steps:

1. In the left column of the Server Manager main window, right-click on the database you want to view information about.
2. Select **Properties** from the right-click menu. Database information appears in the right column of the main window. The **Compatibility** line displays the Microsoft SQL Server version that the database functions like.

Add and Remove Applications

Use this function to define which applications each company database uses.

To add an application to or remove an application from a company database, follow these steps:

1. Right-click the database, the **Applications** icon within a database, or expand **Applications** and right-click an individual application icon.
2. Select **Add/Remove Applications** from the right-click menu. The Applications dialog box appears showing the applications currently selected for the database.
3. Add or remove applications by selecting or clearing the application check boxes.
4. Click **All** to select all applications or click **None** to clear any applications already selected.
5. Click **OK** to save your changes and return to the main window.

Click **Cancel** to exit the dialog box without saving your changes.

6. In the left column of the main window, right-click the database, the **Applications** icon, or an individual application icon and select **Refresh** from the right-click menu to view your changes.

Attach a Database

To attach a database, follow these steps:

1. In the left column of the main window, right-click on **TRAVERSE** or any company database.
2. Select **Attach Database** from the right-click menu. The Attach Company Database dialog box appears.
3. Enter the name of the database in the **Name** text box. The database name must not match any existing database names.
4. Enter a brief description in the **Description** text box.
5. Enter the path and the master data file (MDF) name of the database to attach.
6. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it attaches the database.
7. When finished, **Completed** appears on the **Status** tab and the following message box appears: "New Company Database created. Refer to log for any messages." Click **OK**.
8. Click **Close** to return to the Server Manager main window.

Detach a Database

To detach a database, follow these steps:

1. In the left column of the main window, locate the database you want to detach and right-click on it.
2. Select **Detach Database** from the right-click menu. A message box appears asking if you are sure you want to detach the database.
3. Click **Yes** to detach it or click **No** to cancel the action.

Restore a Database

To restore a database, follow these steps:

In the left column of the main window, right-click on TRAVERSE or any company database.

1. Select **Restore Database** from the right-click menu. The Database Restore dialog box appears.
2. In the **Database** combo box, select or enter the company database you want to restore. You can select any company database, company payroll databases, as well as the System (**SYS**) and main Payroll (**ST**) databases.
3. Select the type of restoration you want:
 - **Database - complete** -- restores all database files including the transaction log.
 - **Transaction Log** -- restores only the transaction log of the selected database.
4. The default path where the backup file is stored appears in the **Source** text box. This location was selected when Microsoft SQL Server was installed. Should you need to locate the file, use the Browse button to search for it.
5. Select or enter the backup file name.

Note: A naming convention should be established for your backup files.

6. Click **Verify** to have Server Manager check the file and make sure it's a real backup file. If the file is not a real backup file, and you don't verify that prior to clicking **OK**, an error message appears and the restore stops.
7. Click the **Misc** tab to view the detailed content of backup media if any exist. If you chose to append your media, you can use the **Misc** tab to view cumulative backup information.

8. Click **OK**. As the restoration progresses, the percent completed appears in the **Message** box.
9. When finished, **100 percent restored** appears in the message box and the following message box appears: “Restore Completed.” Click **OK**.
10. Select another database to restore or click **Cancel** to exit the dialog box and return to the Server Manager main window.


Delete a Database

To delete a database, follow these steps:

1. In the left column of the main window, locate the database you want to delete and right-click on it.
2. Select **Delete Database** from the right-click menu. A message box appears asking if you are sure you want to delete the database.
3. Click **Yes** to delete it. The database should be removed as should any Payroll Year specified databases that existed for the company. For more Payroll Year database information, see [Payroll Maintenance](#).
4. Click **No** to cancel the action.

Backup a Database

To backup a database, follow these steps:

1. In the left column of the main window, right-click on **TRAVERSE** or any company database and select **Backup Database** from the right-click menu, click the Database Backup button  in the toolbar, or select Backup Database from the **Database** menu. The Database Backup dialog box appears.
2. On the **General** tab, in the **Database** combo box, select or enter the company database you want to back up. You can select any company database, company payroll databases, as well as the System (**SYS**) and main Payroll (**ST**) databases.
3. Select the type of backup you want:
 - **Database - complete** -- performs a complete database backup.
 - **Database - differential** -- backups only the parts of the database that have changed since the last database backup was created.
 - **Transaction Log** -- saves only the transaction log.
5. The default location for storing the backup file appears in the **Destination** text box. This location was selected when Microsoft SQL Server was installed. Should you need to define the path, use the Browse button to search for the right folder.

A default backup file name appears (**Company ID_Bak.dat**). Accept the default file name or enter a different one.

Note: If you are backing up the ST database, the default file name is **ST_data.bak**.


Note: A naming convention should be established for your backup files.

6. Click the **Options** tab to define whether or not you want to overwrite an existing backup.
 - Select **Append to media** if you want the previous contents of the media to remain intact. The new backup is written after the end of the last backup on the media.
 - Select **Overwrite existing media** if you want to overwrite the existing contents of the media with the new backup.
7. Click the **Misc** tab to view the detailed content of backup media if any exist. If you choose to append your media (on the **Options** tab), you can use the **Misc** tab to view cumulative backup information
8. Click **OK**. As the backup progresses, the percent completed appears in the **Message** box.
9. When finished, **100 percent backed up** appears in the message box and the following message box appears: “Backup Completed.” Click **OK**.
10. Select another database to back up or click **Cancel** to exit the dialog box and return to the Server Manager main window.

Note: For advanced topics such as scheduling backups, refer to Microsoft SQL Server Books Online.

Sample Data

To create sample data, follow these steps:

1. Right-click on **TRAVERSE** or any company database and select **New Database** or click the **New Company** button  on the toolbar. The New Company Database dialog box appears.
2. On the **General** tab, enter a three character ID of the sample data company in the **Name** text box. Only numbers and A-Z characters are allowed.
3. Enter a brief description of the company in the **Description** text box.
4. To specify a location other than the default for your data, use the [Options](#) tab. You can also define whether or not everyone can access the data immediately and if you want to save your DTS package.
5. Click the [= 4\) BSPSPopupOnMouseOver\(event\)" CLASS="BSSCPopup">Copy Data](#) tab.
6. Select **Sample Data** from the list. The other fields on the tab become unavailable.
7. Click **OK** to begin copying the sample data files. The **Status** tab appears and displays Server Manager's progress as it creates the new company database.
8. When finished, **Completed** displays on the **Status** tab and the following message box appears: "New Company Database created. Refer to log for any messages." Click **OK**.

Payroll Maintenance

Note: See “Payroll Tax Maintenance” for information on adding tax tables and formulas for a new payroll year, installing the yearly payroll tax updates, and backing up your ST database.

Each year of payroll information is stored in a separate database. To add a new payroll year database to a company database, follow these steps:

Note: The **Advanced Options** tab is reserved for future use.

1. In the left column of the main window, right-click on the company to which you want to add a payroll year database and select **New Payroll Year** from the right-click menu. The Add Payroll Year dialog box appears.
2. On the **General** tab, select the company database to which you want to add a payroll year. The database name will be saved in the format **YYYyyyy**, where **YYY** is the company database name and **yyyy** is the payroll year.
3. The **Year** text box displays the sequential payroll year for the company database. If you want to save the payroll year as a different one than the default, change it here.
4. When creating a database, you should estimate how big it will be when filled with data. If the initial size that appears in the **Initial Size** box is not large enough for what your database requires, change the number. Once created, the database size automatically grows as you add information. To change how the database grows (whether it be by megabytes or by percentages), use Microsoft SQL Server Enterprise Manager.

Note: Each database limit when using MSDE is 2GB.

5. The **Template Folder** box displays the default path where the Server Manager template file is installed. Should you need to locate the **Template.tsm** file, use the Browse button to search for it.

6. To specify a location other than the default for your database, use the [Options](#) tab. You can also define whether or not everyone can access the database immediately and if you want to save your DTS package.
7. Click the [= 4\) BSPSPopupOnMouseOver\(event\)"
CLASS="BSSCPopup">Copy Data](#) tab to copy payroll data from another company.
8. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it creates the new payroll year.
9. When finished, **Completed** appears on the **Status** tab and the following message box appears: "New Payroll Year created. Refer to log for any messages." Click **OK**.

View Payroll Year Properties

To view Payroll Year properties, follow these steps:

1. Expand **Applications** within the database about which you want to view payroll year information.
2. Expand **PA** and right-click on the payroll year database.
3. Select **Properties** from the right-click menu. Payroll year database information appears in the right panel of the main window. The **Compatibility** line displays the Microsoft SQL Server version that the database functions like.

Delete a Payroll Year

To delete a payroll year database, follow these steps:

1. In the left column of the Server Manager main window, locate the payroll year database you want to delete and right-click on it.
2. Select **Delete Year** from the right-click menu. A message box appears asking if you are sure you want to delete the database.
3. Click **Yes** to delete it or click **No** to cancel the action.

Add Payroll Tax Information

This section covers the function you use to add tax tables and formulas for a new payroll year. This function allows you to add tax tables and formulas for a new payroll year. It does not install updated tax tables and formulas. It simply adds tables and formulas that you can use in the new payroll year. To create a new year for payroll taxes and copy the information from an existing payroll year, follow these steps:

1. Right-click the **Payroll Tax** icon in the left column of the Server Manager main screen.
2. Select **Add Year** from the right-click menu. The Payroll Tax dialog box appears.
3. In the **Copy From** box, select the year from which you want to copy the tables and formulas.
4. Enter the year for which you want to add tax tables and formulas in the **Add Year** text box.
5. Click **OK**.

Update Payroll Tax

To install the yearly payroll tax updates, follow these steps:

1. Right-click the **Payroll Tax** icon in the left column of the Server Manager main screen.
2. Select **Update...** from the right-click menu. The **Maintenance Update** dialog box appears.
3. The **Update File** box displays the default path where the update file resides. To locate the tax update file you downloaded from our web site and extracted, use the browse button to search for the **Updatesrvxxx.tsm** file, where **xxxx** represents the current build number, for example, **Updatesrv2199.tsm**.
4. The **Summary** section of the dialog box displays a description of what is included in the update.
5. In the **Select Databases** section, select the company year databases to which you want to apply the maintenance update changes.

Click **All** to select all listed databases or **None** to clear any databases already selected.

6. Select the **Include Payroll Tax Updates** check box to include updates for the Payroll (**ST**) database.
7. Select the **Include System Updates** check box to include updates for the System (**SYS**) database.
8. When finished, click **Next**. The **Options** tab appears.

If you've made modifications, select the individual objects you want to update. If you haven't made modifications, select all objects.

9. There are several ways to select objects:
 - In the **Select Object Type** section of the dialog box, select an object type such as **All Tables** and checks appear next to those items in the list section of the dialog box.
 - Use the list section of the dialog box to select individual objects, such as tables, stored procedures, views, and user-defined data types.
 - Select a range of items in the list section by holding down the **Shift** key, clicking the object names, and then clicking **Select**.
 - Select objects scattered throughout the list by holding down the **Ctrl** key, clicking the object names, and then clicking **Select**.
10. If there is data included in the maintenance update, click the **Data** tab. In the middle of the dialog box, the system lists any available updates made to data that represent menus, language, payroll, 1099 tax reporting, and so on.
11. The **Load Data** check box is selected by default. With the check box selected, the system modifies required data. For example, if a maintenance update requires a new menu to be added as part of a data update (as opposed to an object update), the new record is inserted into the menu table.
12. Click **OK** to begin the maintenance update. The **Status** tab appears and displays Server Manager's progress as it updates the objects you selected.
13. When finished, **Completed** appears on the **Status** tab and the following message box appears: "Maintenance Update Completed." Click **OK**.

Back Up, Restore, Detach, Attach, and Delete the ST Database

For information on these functions, see [Backup a Database](#), [Restore a Database](#), [Detach a Database](#), [Attach a Database](#), and [Delete a Database](#).

Generate Scripts Overview

Use the **Generate Scripts** function to generate scripts from the objects in an existing database. In effect, this re-creates the whole database structure and any individual database objects.

When you generate scripts, TRAVERSE Server Manager looks within Microsoft SQL Server for objects you specify. Server Manager then copies and stores them into a separate Access database. This database can be used later to create another SQL database or to send information to Open Systems support for help with a problem.

For example, if you create modifications for TRAVERSE, you can generate scripts so that these modifications can be used when installing TRAVERSE elsewhere. You can set up the databases based on the modifications, using the scripts.

Generate Scripts

To generate scripts for a company database, follow these steps:

Note: To generate scripts for the System (**SYS**) database, select **Generate System Scripts** from the right-click menu. The rest of the steps are the same for both functions.

1. In the left column of the main window, right-click on the database from which you want to generate scripts.
2. Select **Generate Scripts** from the right-click menu. The Script Database dialog box appears.
3. There are several ways to select objects:
 - In the **Select Object Type** section of the dialog box, select an object type such as **All Tables** and checks appear next to those items in the list section of the dialog box.
 - Use the list section of the dialog box to select individual objects, such as tables, stored procedures, views, and user-defined data types.
 - You can select a range of items in the list section by holding the **Shift** key down, clicking the object names, and then clicking **Select**.
 - You can select objects scattered throughout the list by holding down the **Ctrl** key, clicking the object names, and then clicking **Select**.
 - Use the **Filter Containing** text box to search for specific text included within an object name. For example, enter **tmp** and press **Tab** to bring to the top of the list all objects containing the letters **tmp** in the object name.
4. In the **Save to Folder** text box, enter the path where you want to store the Access database that contains the generated scripts or use the Browse button to look up the location.

5. The default file name is **YYY_Script.tsm** where YYY is the database you select.
6. Click **OK** to generate your scripts or click **Cancel** to exit the dialog box.

Login and Security Overview

Once you have successfully created company databases, the next step is to define the groups and users that can access the TRAVERSE data and the functionality they will have within the TRAVERSE Accounting System.

Because Microsoft SQL Server is used as the backend database for TRAVERSE, the user must have permission to access Microsoft SQL Server each time TRAVERSE is run. The first step in establishing security is to determine the type of SQL login authentication to be used. Depending on the Microsoft SQL Server configuration, there are different types of logins available.

Windows Authentication Mode. This mode allows each user to connect through a Microsoft Windows user account. When a user connects through a Windows account, Microsoft SQL Server revalidates the account name and password by calling back to Windows for the information.

Mixed Mode. This mode allows users to connect to an instance of Microsoft SQL Server using either Windows Authentication or SQL Server Authentication. Users who connect through a Windows NT 4.0 or Windows 2000 user account can make use of trusted connections in either Windows Authentication Mode or Mixed Mode.

SQL Server Authentication. When a user connects with a specified login name and password from a nontrusted connection, Microsoft SQL Server performs the authentication itself by checking to see if an SQL Server login account is set up and if the specified password matches the one previously recorded.

SQL Server Authentication is provided for backward compatibility because applications written for SQL Server 7.0 or earlier may require the use of SQL Server logins and passwords. Additionally, SQL Server Authentication is required when an instance of SQL Server is running on Windows 98 because Windows Authentication Mode is not supported in Windows 98. Therefore, SQL Server uses Mixed Mode when running on Windows 98.

Once you have specified the type of authentication, groups and group members


can see only the tables and views they are authorized to see and can execute only the stored procedures and administrative functions they are authorized to execute.

A login ID only enables the user to connect to an instance of Microsoft SQL Server. Permissions within specific databases are controlled by user accounts. Every object in TRAVERSE Server Manager is owned by a user. When an object is first created, the only user ID that can access the object is the owner or creator ID. If the owner wants only specific users to access the object, the owner can grant permissions to those specific users.

It is easy to manage the permissions in a database if you define groups based on job functions and assign each group the permissions that apply to that job. You can then move users between groups rather than having to manage the permissions for each individual user. If the function of a job changes, it is easier to change the permissions once for the group and have the changes applied automatically to all group members.

Login Creation and Maintenance

To create a login, follow these steps:

1. Right-click on the **Security** icon and select **New Login** from the right-click menu. The Login Properties dialog box appears.
2. Enter a login name in the **Name** text box or use the Browse button  to select a group or group member from the [= 4\) BSPSPopupOnMouseOver\(event\)" CLASS="BSSCPopup">Windows Members](#) dialog box.
3. In the **Authentication** section of the dialog box, select the type of authentication.
 - **Windows Authentication** -- Relies on Windows NT/2000 to authenticate the users login credentials. Select this option to automatically use your Windows login. Select the primary domain from the **Domain** list.
 - **SQL Server Authentication** -- Relies on Microsoft SQL Server to perform the login validations. Select to specify a login other than the Windows login. Enter a user name and password. The password is optional, depending on your Microsoft SQL Server settings.
 - **Allow Access to TRAVERSE** -- Clear to remove a group or group member's access to TRAVERSE.
4. In the **Database Permissions** box, select the company database check boxes to which you want the group or group member assigned. For more information on groups, see [Groups and Users](#).

Click **All** to select all listed company databases. Click **None** to deselect any company databases currently selected. Once you select a company database check box, the **Database Roles** list box displays all the available roles/groups.

5. Select the groups to which you want the group or group member to be assigned.

Note: Public is checked and required for all.

6. Click the [= 4\) BSPSPopupOnMouseOver\(event\)" CLASS="BSSCPopup">Server Roles](#) tab to define the function of a user such as administrator, backup operator, database creator, and so on.

The security measures in Microsoft SQL Server include several predefined roles with implied permissions. If you have users who require these permissions, you must add their accounts to these predefined roles. Fixed server roles, which cannot be created, are defined at the server level and exist outside of individual databases.

7. Select the predefined roles you want to assign to the new login. A brief role definition appears in the list box near the bottom of the window.
8. Click **Apply** to create the new login. Once the login is created, the cursor appears in the Name text box for creating another login.

Click **OK** to create the new login and return to the Server Manager main window. Click **Cancel** to cancel the action and return to the Server Manager main window.

Change Login Properties

To change login properties, follow these steps:

1. In the left column of the main window, expand **Security** and right-click on the login for which you want to view or change properties.
2. Select **Properties** from the right-click menu. The Login Properties dialog box appears.
3. You may only make changes to the following areas of the dialog box:
 - Clear or select the **Allow Access to TRAVERSE** check box.
 - Database Permissions
 - Database Roles
 - Server Roles
4. Click **OK** to save your changes. You are returned to the main window.

Delete a Login

1. To delete a login, right-click on the login you want to remove.
2. Select **Delete Login** from the right-click menu. A message box appears asking if you are sure you want to delete the login.
3. Click **Yes** to delete or click **No** to cancel the action. You are returned to the main window.

Defining Permissions Overview

Groups are a powerful tool that allow you to collect users into a single unit against which you can apply permissions. Permissions applied or not applied to a group also apply to any member of the group. You can establish a group that represents a job performed by a class of workers in your organization and grant the appropriate permissions to that group. As workers rotate into the job, you add them as a group member. When they rotate out of the job, remove them. You do not have to apply and remove permissions to or from each person as they accept or leave a job. The permissions are applied automatically when the users become members of the group.

Groups and Users

Groups are used by the menu level security within TRAVERSE to control the functionality that each group of users has.

To make your system as secure as possible, take away all user access within the Public group, create new groups, and assign roles and permissions for those new groups based upon needs and tasks. See [Define Application Security](#) for information on assigning user access within groups.

Create a Group

To create a new group, follow these steps:

1. In the left column of the main window, expand the company database within which you want to create a group.
2. Right-click on **Groups/Roles** and select **New Group** from the right-click menu. The Group/Role Properties dialog box appears.
3. On the **General** tab, enter the group name in the **Name** text box.
4. Select which users should or should not be included in the group.
5. Click **All** to select all users in the list box or **None** to clear any users already selected.
6. Select the **Advanced** tab.
7. Click **Reset Database Security** to grant permission to Public role for global objects. This is useful if global objects lose their permissions.
8. Click **OK** when finished. You are returned to the main window. Click **Cancel** to exit the dialog box without creating a group. You are returned to the main window.
9. Right-click on **Groups/Roles** and select **Refresh** from the right-click menu in order to view the group you created.

Change Group Properties

To change group properties, follow these steps:

1. In the left column of the main window, right-click on the group for which you want to view or change properties.
2. Select **Properties** from the right-click menu. The Group/Role Properties dialog box appears.
3. Make any changes to the users and application permissions for the group.
4. Click **OK** to save your changes or click **Cancel** to exit the dialog box without saving any changes. You are returned to the main window.

Delete a Group

To delete a group, follow these steps:

Note: A group cannot be deleted if it contains users. You must remove the users first. For information on deleting users, see [= 4\)](#)

[BSPSPopupOnMouseOver\(event\)" CLASS="BSSCPopup">Delete a User.](#)

1. In the left column of the main window, expand the company database where the group resides that you want to delete.
2. Expand **Groups/Roles** and right-click on the group you want to delete.
3. Select **Delete Group** from the right-click menu. A message box appears asking if you are sure you want to delete the group.
4. Click **Yes** to delete it or click **No** to cancel the action. You are returned to the main window.

Add a User

To add a user to a group, follow these steps:

1. In the left column of the main window, expand the company database where the group resides to which you want to add a user.
2. Expand **Groups/Roles** and right-click on the group to which you want to add a user.
3. Select **Add User** from the right-click menu. The Group/Role Properties dialog box appears.
4. Select the users you want to add to the group.
5. Click **All** to select all the users in the list box or **None** to clear any users already selected.
6. Select the **Advanced** tab.
7. Click **Reset Database Security** to grant permission to Public role for global objects. This is useful if global objects lose their permissions.
8. Click **OK** when finished or click **Cancel** to exit the dialog box without saving your changes. You are returned to the main window.
9. Right-click on **Groups/Roles** and select **Refresh** from the right-click menu in order to view the user you created.

Delete a User

To delete a user, follow these steps:

1. In the left column of the main window, expand the company database where the group resides from which you want to delete a user.
2. Expand **Groups/Roles** and right-click on the user you want to delete.
3. Select **Delete User** from the right-click menu. A message box appears asking if you are sure you want to delete the user.
4. Click **Yes** to delete it or click **No** to cancel the action. You are returned to the main window.

Define Application Security

To define what applications and menu functions users within a group have access to (or don't have access to), follow these steps:

1. In the left column of the main window, expand the company database to which you want to assign group permissions.
2. Expand **Groups/Roles**.
3. Right-click on the group and select **Properties**. The Group/Role Properties dialog box appears.

The group name appears in the **Name** field.

Available users appear in the **Users** list box section of the dialog box. See [Add a User](#) for more information on adding a user to a group.

4. Click **Permissions**. The Menu Security dialog box appears.

The current group you are working with appears in the **Group** list box. By expanding an application such as **Accounts Receivable**, you can view both Application Menu and Function Level items.

5. Select an application to choose all menus and functions within that application. If you want specific menus and functions only, expand the appropriate application and application menu to make your selections. Those items not selected will not be available to the group.

Note: If you select or clear at a certain level, all levels beneath that level have their box selected or cleared accordingly.

6. Click **Apply** to save your changes and select another group for defining application access.
7. Click **OK** to save your changes and return to the Group/Roles Properties dialog box.

Click **Cancel** to exit without saving any changes.

Menu and Dependency

Use the **Menu and Dependency...** function to view application information, the menus and functions within those applications, and to specify dependency of new objects for custom solutions.

Note: This function is designed for developers and technical consultants. Permissions issues occur if this function is not used properly. See your VAR or technical consultant for more information

1. Click the down arrow of the **Function** menu and select **Menu and Dependency...** from the box. The Menu and Dependency... dialog box appears.
2. Click **Main Menu** to view applications or click an application or a menu within an application to view a menu or function. The following application and menu information appears:

Note: This information is view-only.


- The number assigned to the item type: form (2), report (3), macro (4), module (5), comment (6), function (7), menu (8), crystal (9), DAP (10), or document (11).
 - The object name for the menu item
 - The number that represents the order of the menu item on the menu
 - The parameter value for the menu item
 - Whether the item is hidden
 - The application ID for the menu item
3. In the left column of the main window, expand the application menu to view the application function level. The **Server Objects** and **Dependent Objects** section of the dialog box appears.

4. Select a **Server Object** and click the right arrow button to move the object to the **Dependent Object** column. This makes the menu function dependent on that object and grants permission to the object when setting up menu security. See [Define Application Security](#) for more information.
5. Select a **Dependent Object** and click the left arrow button to remove an the object.
6. Click the screen to return to the main menu.

Synchronize Security Settings

Use the **Synchronize Security Settings** function to copy the permissions for one company database to another company database. For example, if you have many companies, you can create permissions within one company database and use it as a template when creating other company databases.

To copy permissions from one company database to another, follow these steps:

1. Click the **Synchronize Security Settings** button  from the Server Manager toolbar. The Synchronize Security Settings dialog box appears.
2. To duplicate existing permissions settings, select the **Copy security settings** option button.
3. To re-apply permissions to all groups/roles in a company without selecting them individually, select the **Apply object permissions** option button.
4. Select the company database from which you want to copy permissions.
5. If you are copying a company's payroll database permissions, select that database from the **Payroll** box.

The roles and role members for either the company database or payroll database you selected appear in the **Database Roles** and **Role Members** section of the dialog box.

The available company databases to which you can copy permissions appear in the **Copy To** list box.

6. Select the company database to which you want to copy the permissions.
7. Alternatively, click **All** to select all company databases in the list box or **None** to clear any company databases already selected.
8. Select **Remove Roles and Members** to remove the existing roles and members within the company database to which you want to copy new

permissions, roles and role members.

9. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it copies the permissions.
10. When finished, click the **General** tab to do more copying or click **Cancel** to exit the dialog box and return to the Server Manager main window.

Maintenance Update Overview

Open Systems is continually developing TRAVERSE applications to better serve our customers. Product updates help ensure these improvements can be put to use in a timely manner. These improvements are distributed to our Value Added Resellers through a private section of our Web site or by CD for major updates or version changes.

TRAVERSE is a client/server application in which triggers, stored procedures, and views are executed on the server for more efficient operation. These objects are stored in the company and system databases that reside on the server.

Open Systems gives you considerable flexibility when updating TRAVERSE. You have the option of updating the source code, the object code, and the server objects. This flexibility can save you time when updating, depending on your installation. Updates to TRAVERSE typically include modifications to these files.

Maintenance Update

To do a maintenance update of server objects, follow these steps:

1. On the main window, right-click on **TRAVERSE** or any company database.
2. Select **Maintenance Update** from the right-click menu. The Maintenance Update dialog box appears.
3. The **Update File** box displays the default path where the update file resides. Should you need to locate the **Updatesrv.tsm** file, use the Browse button to search for it.
4. The **Summary** section of the dialog box displays a description of what is included in the update.
5. Select the company databases to which you want to apply the maintenance update changes.
6. Click **All** to select all listed databases or **None** to clear any databases already selected.
7. Select the **Include Payroll Tax Updates** check box to include updates for the Payroll (**ST**) database.
8. Select the **Include System Updates** check box to include updates for the System (**SYS**) database.
9. When finished, click **Next**. The **Options** tab appears. Alternatively, you can just click the **Options** tab.

If you've made modifications, select the individual objects you want to update. If you haven't made modifications, select all objects.

10. There are several ways to select objects:
 - In the **Select Object Type** section of the dialog box, select an object type

such as **All Tables** and checks appear next to those items in the list section of the dialog box.

- Use the list section of the dialog box to select individual objects, such as tables, stored procedures, views, and user-defined data types.
 - Select a range of items in the list section by holding down the **Shift** key, clicking the object names, and then clicking **Select**.
 - Select objects scattered throughout the list by holding down the **Ctrl** key, clicking the object names, and then clicking **Select**.
11. The **Refresh Views** check box only appears if table structure modification is part of the update. Select this check box to automatically refresh the views to accommodate the new definitions (not just the ones depending on the table changes).
 12. If there is data included in the maintenance update, click the **Data** tab. In the middle of the dialog box, the system lists any available updates made to data that represent menus, language, payroll, 1099 tax reporting, and so on.
 13. The **Load Data** check box is selected by default. With the check box selected, the system modifies required data. For example, if a maintenance update requires a new menu to be added as part of a data update (as opposed to an object update), the new record is inserted into the menu table.
 14. Click **OK** to begin the maintenance update. The **Status** tab appears and displays Server Manager's progress as it updates the objects you selected.
 15. When finished, **Completed** appears on the **Status** tab and the following message box appears: "Maintenance Update Completed." Click **OK**.


Maintenance History

The system maintains a history of updates at the database level. You can access this history using the **Maintenance History** function within the **Help** menu. Use this function to quickly view all the service packs and hot fixes applied to the database.

Product ID Update

With TRAVERSE Server Manager, the product ID is stored on the server, not on the individual workstations. When new applications or new licenses are purchased, a new product ID is issued from Open Systems, Inc. Use the Product ID function to apply the new product ID for all users.

To update the product ID for all users, follow these steps:

1. From the Server Manager main window, click the **Product ID** button  from the main toolbar. A message box appears asking, “Would you like to update the Product ID for all users?”
2. Click **Yes**. The Product ID Validation dialog box appears.
3. Enter the new product ID in the **Product ID** text box.
4. If you obtained TRAVERSE through Subscription Licensing, the Product ID Validation dialog box also displays a **Subscription Key** text box. Enter your subscription key number.

Subscription Licensing enables startup companies and those with limited financial resources to obtain TRAVERSE without paying the total cost up front. Subscription Licensing users make monthly payments enabling them to obtain additional applications or add more users to make their system more efficient.

5. Click **OK** to update.

Update Index Statistics

SQL Server maintains statistics on the distribution of the key values in each index and uses these statistics to determine which indexes to use in query processing. Query optimization depends on the accuracy of the distribution steps. Use **Update Index Statistics** in the following situations:

- If you made a significant change in the key values in the index
- If you add (for example, as a result of Data Migration), change, or remove a large amount of data in an indexed column (that is, if the distribution of key values changed)
- If you truncated the table using the TRUNCATE TABLE statement and then repopulated it


To run **Update Index Statistics**, right-click in the left column of the main Server Manager window and select **Update Index Statistics**. When the update finishes, a dialog box appears stating "Index statistics updated." Click **OK**.

Error Log

Use the Error Log to ensure that processes are completed successfully (for example, backup and restore operations, batch commands, or other scripts and processes). The log is helpful for detecting any current or potential problem areas.

Note: In order to view a list of errors, you must select the **Maintain Error Log** check box (**Options** tab) using the System Manager **Company Information** function within the **Company Setup** menu.

To generate the error log, follow these steps:

1. Click the down arrow of the **Function** menu  and select **Error Log...** from the box. The **Error Log dialog box appears.
2. Accept the default (current) date or click the **Include From** down arrow and select a different date from the box.

The following information for the date you specify appears:


- Date and time the error occurred
 - Error message number and text
 - Name of the module and procedure where the error occurred
 - User's login name
 - Machine number being used where the error occurred.
 - Name of the company database being used
 - Description of the function where the action occurred
3. Close the screen to return to the main menu.

User Log

Use the **User Log** function to view user activity recorded by TRAVERSE.

Note: In order to view a list of errors, you must select the **Maintain User Log** check box (**Options** tab) using the System Manager **Company Information** function within the **Company Setup** menu.

To generate the User Log, follow these steps:

1. Click the down arrow of the **Function** menu  and select **User Log...** from the box. The **User Log dialog box appears.
2. Accept the default (current) date or click the **Include From** down arrow and select a different date from the box.

The following information for the date you specify appears:

- User Name
 - Date and time when the action occurred
 - Type of action that occurred (in or out)
 - Description of the function where the action occurred
 - Name of the company database being used
3. Close the screen to return to the main menu.

Data Migration Overview

To migrate your existing TRAVERSE data into TRAVERSE version 10 databases, use the TRAVERSE Data Migration Wizard. The Wizard uses Data Transformation Services (DTS) technology for this process. DTS technology provides the tools that allow the Wizard to extract, transform, and consolidate data from several sources into single or multiple destinations. The Wizard provides you with the easiest method of copying data from previous versions of TRAVERSE by creating data migration packages.

A DTS package is an organized collection of connections, DTS tasks, DTS transformations, and workflow constraints assembled with the Wizard and saved to Microsoft SQL Server.

Each package contains one or more steps that are executed sequentially or in parallel when the package is run. When executed, the package connects to the correct data sources, copies data and database objects, transforms data, and notifies other users or processes of events. Packages can be edited, password protected, and retrieved by version.

With the Data Migration Wizard, you can currently upgrade TRAVERSE versions 8.4/9.4 Desktop or CS and OSAS version 6.1x to TRAVERSE version 10.

Create Data Migration Packages - Desktop

Note: If you are migrating from TRAVERSE 8.4/9.4, you should install another instance of SQL to a different server name for best results.

Use the **New Database** function to create a new company database. See [Databases](#) for instructions on how to set up databases.

Use the **New Payroll Year** function if you migrate payroll data. You need to create your payroll database for each year you migrate. See [Payroll Maintenance](#) for more information on payroll databases.

Note: When the options are there, during the Data Migration Wizard process you can click **Cancel** to exit the procedure or click **Back** to return to the last window.

To create the data migration packages required to migrate your existing data, follow these steps:

1. Select TRAVERSE Data Migration from the **External Tools** list box  . The TRAVERSE Data Migration Wizard–Introduction window appears.

Note: If **TRAVERSE Data Migration** is not in the **External Tools** list box, select **Locate** and browse to the TRAVERSE Data Migration file (**TravDUWiz.exe**) to add this tool.

2. Select the **Skip this screen in the future** check box if you don't want to view the current window when building data migration packages in the future.

Note: You must create the database to which you want to migrate data using Server Manager prior to beginning the Data Migration process. See [Create a Company Database](#) for instructions on how to set up databases.

3. Click **Next**. The TRAVERSE Data Migration Wizard–Step 1 window

appears.

4. From the **Data Source** section of the dialog box, select **TRAVERSE Desktop**.

Use the **TRAVERSE Business/Enterprise** data source option to migrate or copy data from one Version 10 system to another. Use the **OSAS 6.x** data source option to convert from OSAS data.

5. Click **Next** to continue. The TRAVERGE Data Migration Wizard–Step 2 window appears.
6. In the **Specify path to sysm1.trv file** text box, enter the sysm1.trv file path or use the Browse button to locate the file.
7. If you have secured MS Access databases, specify the path to the MS Access Workshop file.
8. Enter the **User Name** and **Password** required to open the MS Access database.
9. Click **Next** to continue. The TRAVERGE Data Migration Wizard–Step 3 window appears.
10. Select the database that you want to migrate.
11. Click **Next** to continue. The TRAVERGE Data Migration Wizard–Step 4 window appears.

If you are currently logged in using a trusted connection, the **Use Trusted Connection** check box is selected.

12. From the **SQL Server** list box, specify the Microsoft SQL Server where TRAVERGE version 10 is installed.
13. Specify the login information needed to connect to that Microsoft SQL Server. For more information on logins, see [Login and Security Overview](#).

If the login for the SQL Server you specified requires Microsoft SQL

Server Authentication, enter the **Login** and **Password** (optional).

To test your connection to the SQL Server you selected and to validate if TRAVERSE 10 is installed on the destination server (optional), click **Test Connection**. A message box appears confirming that your connection was successful or that the login failed.

14. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Step 5 window appears.
15. Select the company database where you plan to integrate the data.
16. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Finished! window appears.
17. Click **Finish**. The TRAVERSE Data Migration dialog box appears. See [Data Migration Dialog Box](#) for information on using this dialog box.

Create Data Migration Packages - Client Server

To create your data migration packages in order to migrate your existing data, follow these steps:

Use the **New Database** function to create a new company database. See [Databases](#) for instructions on how to set up databases.

Use the **New Payroll Year** function if you migrate payroll data. You need to create your payroll database for each year you migrate. See [Payroll Maintenance](#) for more information on payroll databases.

Note: You can click **Cancel** to exit the procedure or click **Back** to return to the last window at any time when the options appear on the window.

1. Select **TRAVERSE Data Migration** from the **External Tools** list box . The TRAVERSE Data Migration Wizard–Introduction window appears.

Note: If **TRAVERSE Data Migration** is not in the **External Tools** list box, select **Locate** and browse to the TRAVERSE Data Migration file (**TravDUWiz.exe**) in order to add this tool.

2. Select the **Skip this screen in the future** check box if you don't want to view the current window when building data migration packages in the future.
3. Click **Next**. The TRAVERSE Data Migration Wizard - Step 1 window appears.
4. From the **Data Source** section of the dialog box, select **TRAVERSE Client Server**.

Use the **TRAVERSE Business/Enterprise** data source option to migrate or copy data from one Version 10 system to another. Use the **OSAS 6.x** data

source option to convert from OSAS data.

5. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Step 2 window appears.

If you are currently logged in using a trusted connection, the **Use Trusted Connection** check box is selected.

6. From the **SQL Server** list box, specify the SQL Server where the data is currently stored.
7. Specify the login information needed to connect to that SQL Server. For more information on logins, see [Login and Security Overview](#).
 - If the login for the SQL Server you specified requires SQL Server Authentication, enter the **Login** and **Password** (optional).
 - To test your connection to the SQL Server you selected (optional), click **Test Connection**. A message box appears confirming that your connection was successful or that the login failed.
8. The **Sys DB** text box is used when installing TRAVERSE 10 Server Manager on an SQL Server machine currently running TRAVERSE CS 8.4/9.4. Enter **SYS_94** or the database name you chose during customization.
9. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Step 3 window appears.
10. Select the database that you want to migrate.
11. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Step 4 window appears.

If you are currently logged in using a trusted connection, the **Use Trusted Connection** check box is selected.

12. From the **SQL Server** list box, specify the SQL Server where TRAVERSE version 10 is installed.

13. Specify the login information needed to connect to that SQL Server. For more information on logins, see [Login and Security Overview](#).
 - If the login for the SQL Server you specified requires SQL Server Authentication, enter the **Login** and **Password** (optional).
 - To test your connection to the SQL Server you selected and to validate if TRAVERSE 10 is installed on the destination server (optional), click **Test Connection**. A message box appears confirming that your connection was successful or that the login failed.
14. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Step 5 window appears.
15. Select the company database where you plan to integrate the data.
16. Click **Next** to continue. The TRAVERSE Data Migration Wizard–Finished! window appears.
17. Click **Finish**. The TRAVERSE Data Migration dialog box appears. See [Data Migration Dialog Box](#) for information on using this dialog box.

Data Migration Dialog Box - Desktop

The information that appears on the TRAVERSE Data Migration dialog box comes from the selections you made while using the TRAVERSE Data Migration Wizard.

1. On the **Source** tab, make sure the source data information you specified is correct and make any necessary changes.
 - If you change the path in the **System Manager Path** section of the dialog box, click **Refresh** to refresh the information in the **Source Database** list box.
2. Click the **Destination** tab to check the destination data information you specified and make any necessary changes.
 - If you change SQL Servers in the **Connection** section of the dialog box, click **Refresh** to refresh the information in the **Destination Database** list box.
 - In the **Options** section of the dialog box:
 - Select **Execute data migration** to create a DTS package and execute it immediately.
 - Select **Save DTS Packages** to save the DTS package(s) to the destination server.
 - You can choose one or both of the options.
3. Click the **System** tab to select which **SYS** tables you want to upgrade. If you have prior GL statements defined, company information, comments, exchange rates, currency, and so on, you must select those tables to include them in your upgrade.
4. Use the **Applications** tab to select the applications and payroll data that you

plan to migrate.

5. Click the **Analysis** tab to count the number of records in each table in your source or destination directory. Use this function to compare the number of source files to the number of destination files to get an idea of how many records were or will be upgraded.

Note: When migrating from the desktop version, explicit permission to the tables in Microsoft Access is required. An error message is generated if that type of permission is not granted. In such cases, use the **Set Permission** button to grant the necessary permissions. This button is visible only when the program encounters the permissions error.

6. Click **OK** when you are finished with your changes to the TRAVERSE Data Migration dialog box.
 - If you selected **Execute data migration** on the **Destination** tab, the data migration automatically begins. The Execute DTS Package dialog box appears and status messages appear in the list box section of the dialog box as the data is migrated. When finished, a message box appears, stating, “Data Migration completed. Refer to log for more information.” Click **OK**. Click **Close** to exit the Execute DTS Package dialog box.
 - If you selected **Save DTS Packages** on the **Destination** tab, your packages are saved. When finished, a message box appears stating, “DTS packages successfully saved on *destination SQL server*.” Click **OK**.
 - If you selected both options on the **Destination** tab, the data migration automatically begins and your packages are saved. The Execute DTS Package dialog box appears and status messages appear in the list box section of the dialog box as the data is migrated. When finished, a message box appears, stating, “DTS packages successfully saved on *destination SQL server*.”

A second message box appears, stating, “Data Migration completed. Refer to log for more information.” Click **OK**. Click **Close** to exit the Execute DTS Package dialog box.

7. Click **Close** to exit the TRAVERSE Data Migration dialog box. The DTS packages are stored under **DTS** on the TRAVERSE Server Manager main window.

The DTS Package naming convention is **TravDTS**, a colon, the database name (for example, **RTW**), another colon, and the Application ID (for example, **FA** for Fixed Assets): **TravDTS:RTW:FA**.

Data Migration Dialog Box - Client Server

The information that appears on the TRAVERSE Data Migration dialog box comes from the selections you made while using the TRAVERSE Data Migration Wizard.

1. On the **Source** tab, make sure the source data information you specified is correct and make any necessary changes.
 - If you change SQL Servers in the **Connection** section of the dialog box, click **Refresh** to refresh the information in the **Source Database** list box.
 - If your source data is Client Server, you can change the name of the System (**SYS**) database. This is required if both source and destination databases reside on the same SQL Server machine. (See [System Setup for 8.4 and 9.4 CS](#) for more information on how to change the SYS database name for 8.4/9.4 migration.)
2. Click the **Destination** tab to check the destination data information you specified and make any necessary changes.
 - If you change SQL Servers in the **Connection** section of the dialog box, click **Refresh** to refresh the information in the **Destination Database** list box.
 - In the **Options** section of the dialog box:
 - Select **Execute data migration** to create a DTS package and execute it immediately.
 - Select **Save DTS Packages** to save the DTS package(s) to the destination server.
 - You can choose one or both of the options.

3. Click the **System** tab to select which **SYS** tables you want to upgrade. If you have prior GL statements defined, company information, comments, exchange rates, currency, and so on, you must select those tables to include them in your upgrade.
4. Use the **Applications** tab to select the applications and payroll data that you plan to migrate.
5. Click the **Analysis** tab to count the number of records in each table in your source or destination directory. Use this function to compare the number of source files to the number of destination files to get an idea of how many records were or will be upgraded.
6. Click **OK** when you are finished with your changes to the TRAVERSE Data Migration dialog box.
 - If you selected **Execute data migration** on the **Destination** tab, the data migration automatically begins. The Execute DTS Package dialog box appears and status messages appear in the list box section of the dialog box as the data is migrated. When finished, a message box appears, stating, “Data Migration completed. Refer to log for more information.” Click **OK**. Click **Close** to exit the Execute DTS Package dialog box.
 - If you selected **Save DTS Packages** on the **Destination** tab, your packages are saved. When finished, a message box appears stating, “DTS packages successfully saved on <destination SQL server>.” Click **OK**.
 - If you selected both options on the **Destination** tab, the data migration automatically begins and your packages are saved. The Execute DTS Package dialog box appears and status messages appear in the list box section of the dialog box as the data is migrated. When finished, a message box appears, stating, “DTS packages successfully saved on <destination SQL server>.”

A second message box appears, stating, “Data Migration completed. Refer to log for more information.” Click **OK**. Click **Close** to exit the Execute DTS Package dialog box.

7. Click **Close** to exit the TRAVERSE Data Migration dialog box. The DTS packages are stored under DTS on the TRAVERSE Server Manager main window.

The DTS Package naming convention is TravDTS, a colon, the database name (for example, RTW), another colon, and the Application ID (for example, FA for Fixed Assets): **TravDTS:RTW:FA**.

Execute DTS Packages

If you did not automatically execute your DTS packages while using the Data Migration Wizard, once you create your DTS Packages, you must execute the packages in order to perform the final data migration. (For more information, see [Data Migration Overview](#).)

To execute a DTS package, follow these steps:

1. From the left column of the TRAVERSE Server Manager main window, click the DTS icon to view the available saved packages.
2. Right-click a package and select **Execute** from the right-click menu. The Execute DTS Package dialog box appears.

The package name you selected appears at the top of the dialog box.

3. Click **OK** to migrate the data. Status messages appear in the list box section of the dialog box as the data is migrated.
4. When the migration is complete, a message box appears, stating, “Data Migration completed. Refer to log for more information.” Click **OK**.
5. Click **Close** to exit the Execute DTS Package dialog box.

Note: If you would like to customize your DTS Package, see Microsoft SQL Server Enterprise Manager Online Help for information.

View DTS Package Properties

1. In the left column of the Server Manager main window, expand **DTS**.
2. Right-click on the package you want to view information about.
3. Select **Properties** from the right-click menu. Package information appears in the right column of the main window.

Delete a DTS Package

To delete a DTS package, follow these steps:

1. In the left column of the main window, expand **DTS** and locate the package you want to delete.
2. Right-click on the the package and select **Delete** from the right-click menu. A message box appears asking if you are sure you want to delete the DTS Package.
3. Click **Yes** to delete it. The package should be removed. Click **No** to cancel the action.

Options Tab

If you want to specify where databases are created, click the **Options** tab. The default path for the data and log folders appears.

Note: The **Advanced Options** tab is reserved for future use.

1. Change the location of the data and log folders either by clicking in the text boxes and typing the location or by using the browse button.
2. Select the **Permit 'Public' Role** check box if you want everyone to be able to access the company once it is created; otherwise, only the database owner (administrator) has permission to use the company until specific rights are granted using the [Menu Security](#) function.
3. Select the **Save DTS Package Definition** check box if you want to automatically execute the data migration and save your packages for future reference.
4. When you are finished, click **OK**. The **Status** tab appears and displays Server Manager's progress as it creates the new company database.
5. When the database is created, **Completed** appears on the **Status** tab and the following message box appears: "New Company Database created. Refer to log for any messages." Click **OK**.