

SYSTEM ADMINISTRATOR GUIDE FOR HOMEBANKING OF PPF banka a.s.

Procedure for archiving and database maintenance settings

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1. Introduction

Archiving can improve the clarity of viewing, reduce the volume of the data transmitted from the client database, speed up the running of the GCS application, etc.

You must be logged into the Gemini Client Station application (“GCS”) as the System Administrator of the application to be able to set up archiving and database maintenance.

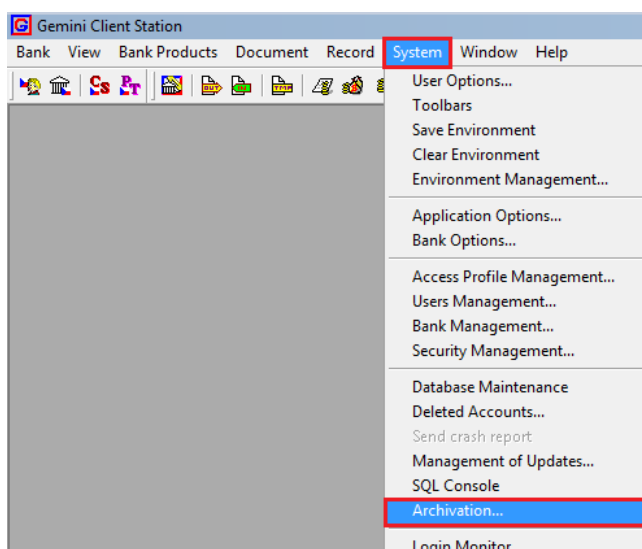
!!! ATTENTION !!!

Before archiving, always back up the database (the “gemini.mdb” file in the case of using Access, and the “gemini.mdf” file in the case of using SQL)!!!

2. Configuration of the archiving function

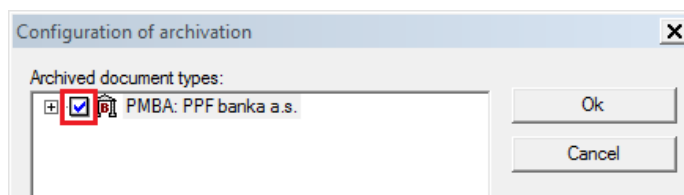
Via configuration, you can set up the archiving conditions for the various types of documents, specify whether a document should be archived and, if so, at what interval and in which format and whether the document is to be erased after archiving.

Selecting **System/Archivation** open the **Configuration of archivation** dialogue window.

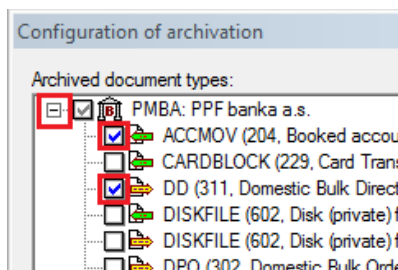


Select the types of documents that you want to archive:

- a) ticking the field next to the name of the Bank, you select all documents for archiving,

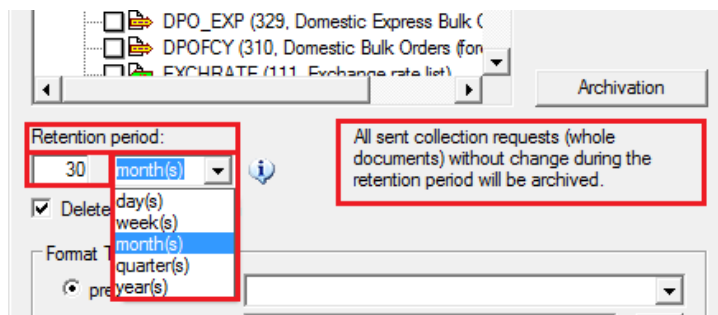


- b) after expanding the hierarchical tree using the “+” sign, you can tick the respective fields to select specific types of documents for archiving.

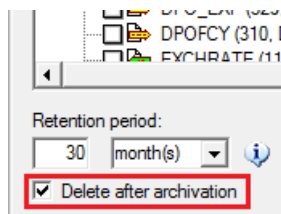


Then set up **Retention period**, i.e., the period that documents will be kept in the database. Only documents the validity of which ended before a period longer than the Retention Period will be archived. The Retention Period always includes the selected number of the selected whole time units.

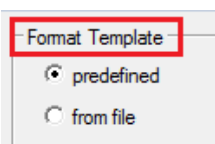
The moment from which the age of a document is calculated depends on the type of the document, and in the setting-up process the related information is described in the dialogue placed under the **Archivation** button.



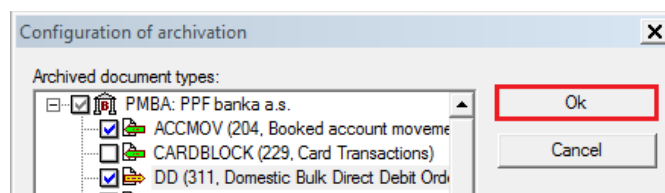
By ticking **Delete after archivation**, you determine whether the selected types of documents are to be physically erased after archiving. The required erasure of an archived outgoing document only takes place in the case that the document is in the final status.



Then select the required **Format Template**, with a predefined template (templates sent to you from the Bank and stored in the database), or a template from a set (templates stored on the disk, which you yourself have created depending on your specific requirements). The offered types of predefined templates depend on the type of the document selected for archiving.

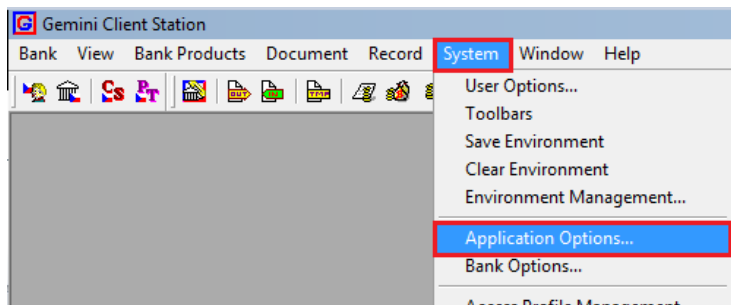


Click the **OK** button to store the configuration of archiving set up as above.



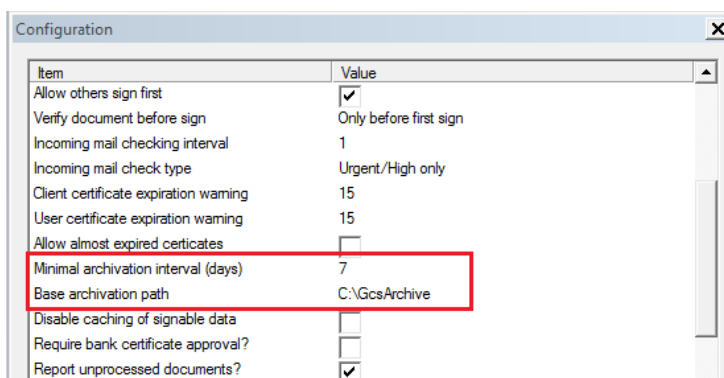
3. Setting the archiving interval and the path to archive files

Select **System/Application Options** to set up the archiving interval and the path to archive files.



In **Minimal archivation interval (days)** field write, in days, the time interval following the end of which (from the last archiving) the prompt to archive will be automatically shown (seven days is the default interval).

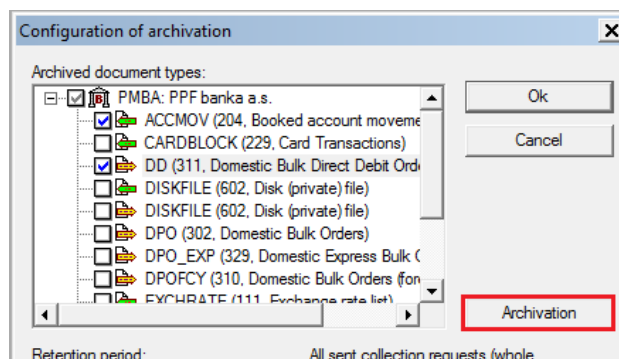
Similarly, in the **Base archivation path** field set up the path to where the archive files are to be stored. The target directory of archive files will be automatically named by the date of archiving. The names of the various archive files are composed of the Bank's alphanumerical code, the type and, if applicable, the number of the document, and the date of archiving.

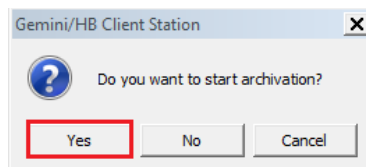


4. Running the archiving process

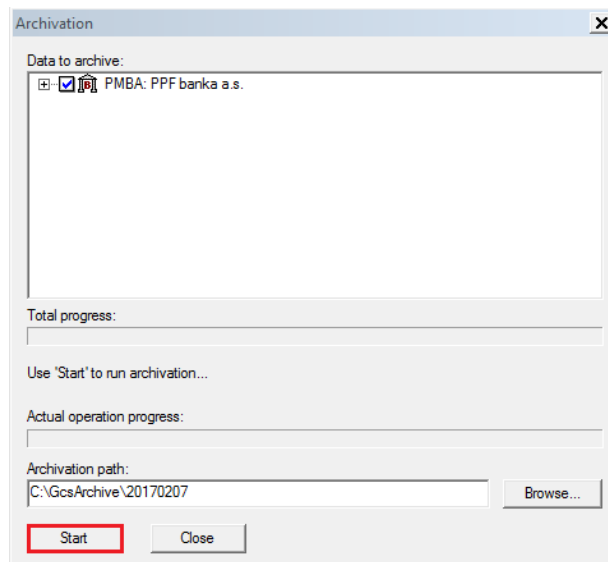
On the basis of the stored configuration (see point 2.) archiving can be started

- a) immediately following the setting of the Configuration of archivation, by clicking the **Archivation** button and then the **YES** button to confirm.





The **Archivation** window opens. Click **Start** to start the Archiving process itself;



or

- b) later, for example, when the application prompts archiving after the selected interval (see point 3., the **Minimal archivation interval (days)** field).

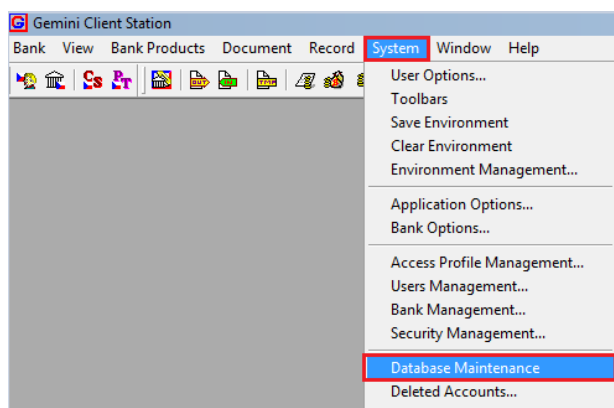
5. Database maintenance

Database maintenance helps to optimise the storing of data in terms of the speed or memory requirements and detects, and possibly corrects or removes corrupt data.

The **System/Database Maintenance** command is active only for the **Access** platform. For checking and correcting the consistency of the **SQL database** we recommend using directly the documentation describing MS SQL Server, and the respective commands can be started from the SQL console.

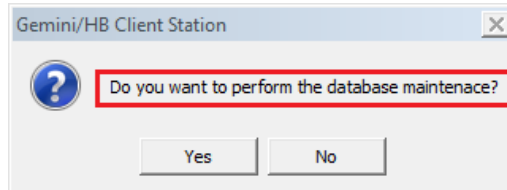
How to run database maintenance:

- a) By selecting **System/Database Maintenance**



or

- b) After completing the archiving process and erasing archived data, by the automatic display of the query **Do you want to perform the database maintenance?**



Confirm maintenance by clicking **YES** – database compressing will be started.

Following the successful completion of maintenance, the GCS login window opens.

