

How to Run a Temporary Backup of UADFILE during Checklists (alternative to backing up to tape)

This document will guide you through creating a backup of UADFILE as required in many checklists. Instructions for restoring are also in this document. **Before attempting to restore, please contact TSB** or your AS400 hardware support provider for assistance.

During most of the checklists, when instructed to run a backup, you will use Temporary backups. At or near the end of many checklists, there may be step instructing you to run a final backup, or a backup for your Permanent Record – that step is when you will choose F for the Final Backup. The backups may be stored on a special tape or data cartridge assigned to the Assessor's Office or Treasurer's Office, or they may be stored on the county's AS400. If your office has one or more cartridges designated for special backups, you will need to put it into the drive on the AS400 before starting this procedure. If you aren't sure, or don't have access to the special backups cartridge(s), please contact TSB before continuing.

PART 1 – Creating a Backup

1. To access the backup menu, type GO BACK on a command line, and then press Enter.

```

13. MH On-Line Appraisal
14. MH Decal/Serial # Inquiry

Selection or command
==> go back_

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel

```

You should see a menu that looks similar to this screen shot. If your screen doesn't look like this, please contact TSB before continuing.

```

BACK                                MENU: BACK

Select one of the following:

  1. INDEX1                        13. RESTORE UADFILE
  2. INDEX2                        14.
  3. >>>BACKUP<<<                 15.
  4. INITIALIZE TAPE              16.
  5. INIT & SAVE UADFILE (**DATA**) 17.
  6. INIT & SAVE UADLIB (*PROGRAMS*) 18.
  7. DISPLAY TAPE                 19.
  8.                               20.
  9. INIT & SAVE INDIVIDUAL FILES  21.
 10. UADFILE BACKUP CONTROL SETUP 22.
 11. Special UADFILE Backups (Drives) 23.
 12. View/Restore Special Backups  24. UADOFF

Selection or command
==> _

F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
F13=Information Assistant   F16=System main menu

```

2. From this menu, select Option 11 for Special UADFILE Backups (type 11 on the command line, then press Enter).

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BACK                                MENU: BACK

Select one of the following:

  1. INDEX1                        13. RESTORE UADFILE
  2. INDEX2                        14.
  3. >>>BACKUP<<<                 15.
  4. INITIALIZE TAPE              16.
  5. INIT & SAVE UADFILE (**DATA**) 17.
  6. INIT & SAVE UADLIB (*PROGRAMS*) 18.
  7. DISPLAY TAPE                 19.
  8.                               20.
  9. INIT & SAVE INDIVIDUAL FILES  21.
 10.                               22. Special Backup Control Maint.
11. Special UADFILE Backups (Drives) 23.
12. View/Restore Special Backups  24. UADOFF

Selection or command
==> 11_

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant  F16=System main menu

```

3. Enter A or T to indicate which office is running the backup (this is used to separate the backup files, so each office only sees the backups they create). After typing the A or T in the field, press Enter.

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UAD BACKUP PROCESS DEPARTMENT SELECTION

Select Department:

  A=Assessors Office
  T=Treasures Office

F12=Cancel

```

4. For most backups during a checklist, choose T (temporary). After filling in these fields, press Enter. Temporary backups are typically stored on the AS400 and are purged after a specified number of days.

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Assessors UAD File Backup

Ensure that the disk cartridge Or Tape is in the Backup Device on the IBM if this is the FINAL
Ensure every one has signed off the system before pressing Enter

Is this the Final Backup for the Drive: _ (F=Final Backup T=Temporary Drive Backups)
Enter the description for this particular backup: _____

Press Enter To Perform Backup

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For the Description, we suggest including the checklist name or number, the step, and date. If you need to restore, these are the key pieces of information to help locate the correct backup.

Example: CL8/400, Step 17 T, 05/02/2025
 This description indicates the backup is from the Assessment Notice Checklist (CL8/400), Step 17 T (the end of Step 17, which rolls the PP Values into Parcel Master), and it was created on 05/02/2025.

5. This is an example of your screen while the backup is running.



When the backup is complete, you will be returned to the Backup Menu. Press F3 to return to the screen you were on before you navigated to the backup menu.

If you have any questions or need assistance with this process, please contact TSB.

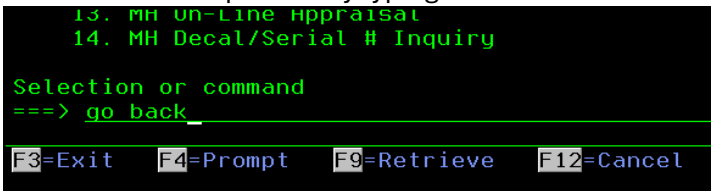
PART 2 – Restoring a Backup

IMPORTANT:

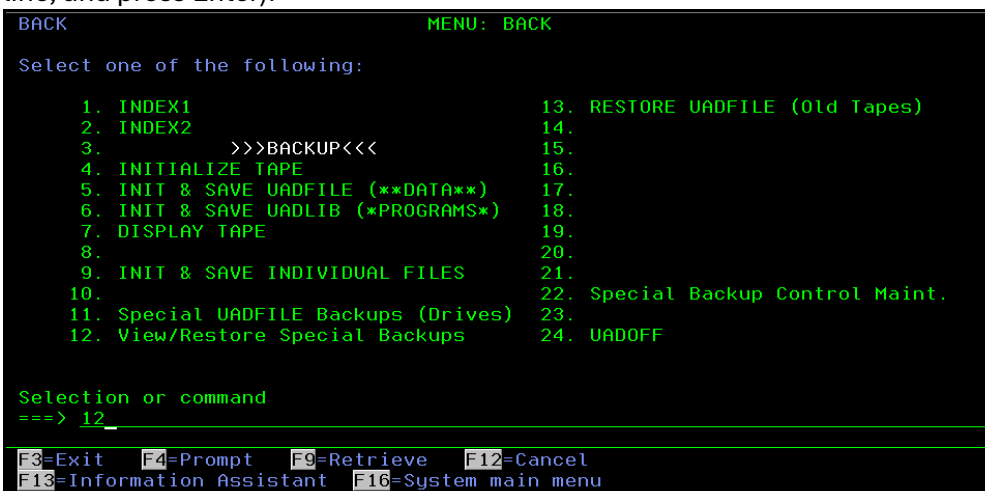
Before attempting to restore, please **contact TSB** or your AS400 hardware support provider (typically Stephensons or Miicor) for assistance.

To restore a backup:

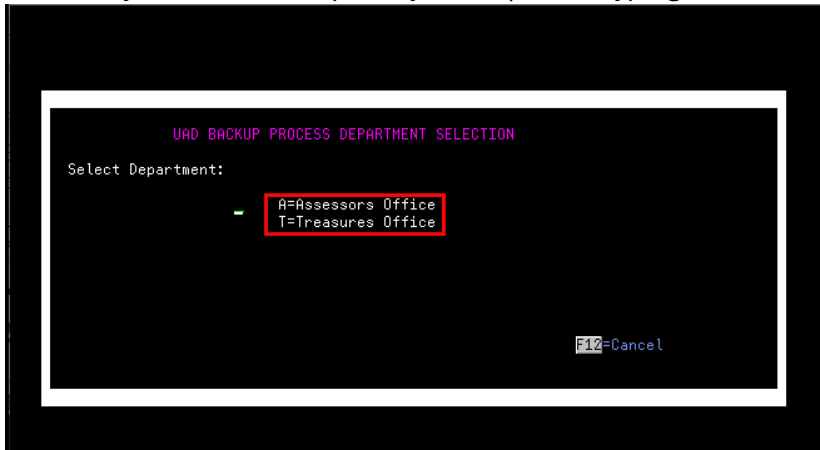
1. Make sure both offices (Assessor and Treasurer) are signed off before attempting to restore.
2. If you have a tape or cartridge for special backups, put it in the drive.
3. Access the backup menu by typing GO BACK on a command line and then pressing Enter.



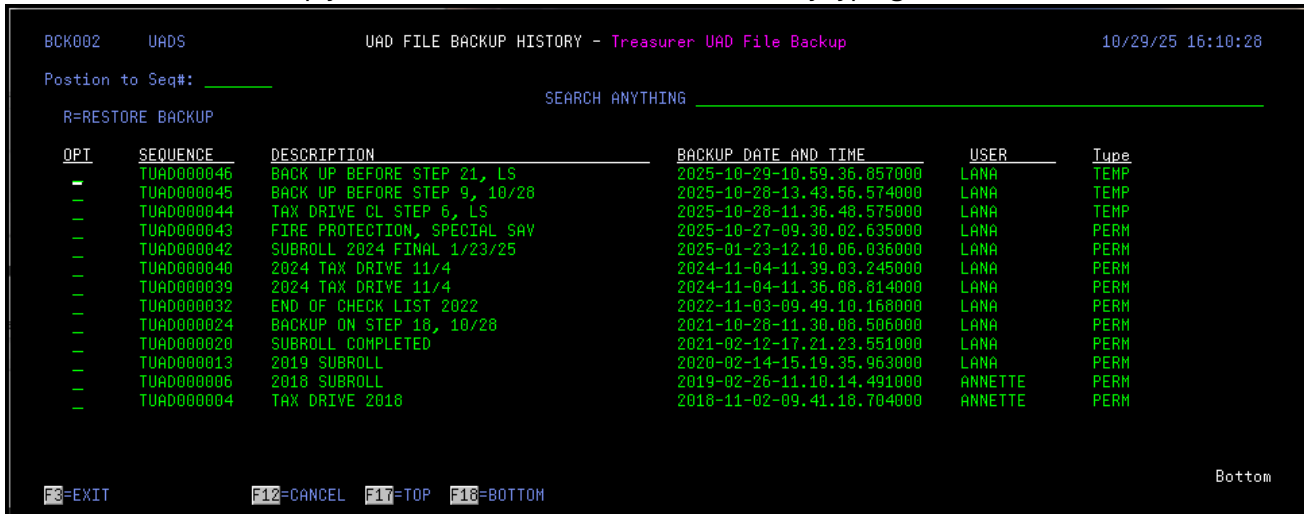
4. You should see a menu that looks similar to the following screen shot. Take Option 12 (type it on the command line, and press Enter).



6. Enter A or T to indicate which office is running the backup (this is used to separate the backup files, so each office only sees the backups they create). After typing the A or T in the field, press Enter.



7. Determine which backup you need to restore, and then mark it by typing R on the OPT line:



8. Follow the instructions on the screen. It may take a little while to complete the restore – don't panic! As a precaution, the programs may create a backup of the existing data in UADFILE before restoring.

Contact TSB or your AS400 hardware support provider (typically Stephensons or Miicor) if you have questions or concerns.