

Administration, Database Backup, Restore and Data Exchange in SOUL

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1. Introduction:

SOUL (Software for University Libraries) is being used by a number of universities and other institutions. Administration module of the SOUL software is nothing but the User ID creation for the staff members working with the software's different modules. The module provides facility for the creating User ID and password for the staff members working with different modules with their rights. The supervisor can create the user ID's and password for each users using the administration module.

2. Why to take backup?

In our country computer systems at many places run without AC and UPS. The power fluctuation may suddenly shut down the system causing loss of data anytime. Other than this, one may lose their precious data through user actions, through disasters like floods, viruses, incompetent or malicious users, corruption, damages to the physical disk device or theft etc. Recovering from these situations require a good backup strategy and plan relevant to the application.

3. Popular Devices for Backup

Number of popular devices are being used based on their efficiency, performance and storage capacity which are easily available in the market such as Hard disk, Diskette, Tap Drive (Internal and External), DAT (Digital Audio Tape) Drive and CD-RW (Compact Disk-Read and Write)

4. Backup & Restore through SQL Server

SQL server supports backup and restore facility by using the Enterprise manager. It supports all three types of backups.

4.1. SOUL Database Backup Process

Steps for backup of SOUL database:

1. Start → Programs → Microsoft SQL Server → Enterprise Manager
2. Microsoft SQL Servers → SQL Server Groups → Select the Server
3. Now click on Tools → Backup Database → Now SQL Server Backup Window appears
4. It shows two tabs: **General** and **Options**. Select the database name (as per the database created on SQL), type of backup and decide the location for the keeping backup either in hard disk or in CD-RW or in tape drives at **General** tap.
5. Now press OK to start taking backup, at last system display the message **Backup completed successfully**.
6. In case of internal backup device, scheduler can be run for the backup according to the requirement.

4.2. SOUL Database Restore Process:

Steps for storing the SOUL database:

1. Follow the above steps 1 and 2
2. Now click on Tools → Restore Database → Now Restore Database Window appears

3. It shows two tabs: **General** and **Options**. Select the database name (as per the database created on SQL), type of Restore normally it is database and select the device from where restore will be done from **General** tap.
4. Now press the **Options** tap and click on Force restore on existing database
5. Then press OK button to start restore the database and at last system displays the **Restored the database successfully**.

5. Data Exchange from ISO 2709 to SOUL and Vice-Versa:

Data exchange from one system to another is the important issue for the library house keeping software. It is the de facto utility for each library house keeping software. SOUL software provides the facility for exchanging the catalogue records from one system to another by using the International data exchange standard ISO 2709. This utility is called as Export/Import.

5.1 Steps for exporting records from SOUL software:

- Catalogue → Retrospective Conversion → Import / Export
- Put the Login and Password (This is given for making security, only authorized person can use this utility). Only super user may handle this.
- Now conversion utility Window appears on screen → Export SOUL data to [ISO 2709]
- Now another Window appears of Export SOUL data to ISO 2709. Fill up options display on screen such as ISO file name, Starting record number, Ending record number, Classification Scheme. Now click on the option either Export to CCF or Export to MARC21.
- At the ending of the export of records, system displays the message **<file_name> (from n1 to n2) are converted into ISO format. Your file name is <file_name>**

5.2 Steps for Importing ISO 2709 records into SOUL Database:

Before importing the records from one system's database to SOUL database, one should first convert those records in SOUL format by using the CDS/ISIS software with the help of BKSOU.FST file and should make the ISO 2709 file.

- Catalogue → Retrospective Conversion → Import / Export
- Put the Login and Password (This is given for making security, only authorized person can use this utility). Only super user may handle this.
- Now conversion utility Window appears on screen → Import ISO 2709 to SOUL database
- Now another Window appears of Import ISO 2709 to SOUL Database.
- Now select the file to which one wants to import in SOUL database, which creating by using the BKSOU.FST file in CDS/ISIS software. Then click on Import button.
- At the end of the Import, system displays the message called **file processing completed**.

8. Conclusion:

SOUL Administration in terms of backup and restore of database, when disaster occurs, is very simple and easy process. Any one, who has little knowledge of computer system, can handle it easily. Basically the software has been developed keeping in mind the library professionals, who are not much acquainted with the computer technology. With little knowledge of working with computers, they should be able to handle the backup and restore facility of the software.

For more details contact Director, INFLIBNET Centre.