

CS Gold Spring Semester Start & End procedures

CS Gold® Daily Maintenance Checklist

There are several items that should be checked daily on your CS Gold servers to ensure they are operating properly and to identify potential problems before they develop. Please reference the CS Gold Daily Maintenance Checklist below.

1. Ensure that Nightly finished successfully.
 - a. Check for the automated email indicating it finished successfully.
 - b. Check the **D:\diebold\dcsgoldserver\log\nightly.log** for errors.
2. Check the System Report for items that may need your attention. Such items are indicated by *** in the left margin.
3. Ensure that Backup finished successfully.
 - a. Check for the automated email indicating it finished successfully.
 - b. Check the **D:\diebold\dcsgoldserver\log\gold_backup.log** for errors.
 - c. Check the **D:\diebold\dcsgoldserver\log\oracle_backup.log** for errors.
 - d. Check the physical backup to ensure the data is good.
4. Check to ensure Imports are being processed correctly.
 - a. Look for .mp files more than a few minutes old in the import directory.
 - b. Ensure that importshell.exe is running in the processes tab of Windows Task Manager.
5. Ensure that Batch Queue is operating correctly.
 - a. Check for jobs that have been running for an excessively long time.
 - b. Check for jobs that are in an error state.
6. Ensure that you have adequate hard-drive space on the TPS and Database server.
 - a. Check the Drives tab in CS Dashboard.
 - b. Watch for trends of disk usage that point to an upcoming space issue.
7. Ensure Licenses are up to date and correct.
 - a. An email with *** next to the license name indicates attention is required.
 - b. CurrUnits is the number of units currently being used.
 - c. Units is the number of units for which the system is currently licensed.
 - d. Expiration is the date on which the current license will expire.

If you encounter problems in any of these areas that you are unable to resolve, please contact Support at (866) 789-2977.