

## Relocation of NOTEbookS Databases to a NOTES Server

This procedure may be used when NOTEbookS databases have been installed on an initial test server or anytime databases must be moved to a different server.

This procedure assumes that DOS copies of the NOTEbookS databases have been placed on the new server and have been copied to the same NOTES\DATA\NOTEbookS directory on the new server or this can be the same directory as the previous directory. This part is important for configuration reasons. If the databases are relocated to a different directory then parts of the configuration must be redone. The databases include the following (although file names and titles may be different, this is the standard naming convention for NOTEbookS):

NOTEbookS Online Catalog	NOTEbookS\nbbooks.nsf
NOTEbookS Serials	NOTEbookS\nbserial.nsf
NOTEbookS Research	NOTEbookS\nbresrch.nsf
NOTEbookS Labels	NOTEbookS\labels.nsf
NOTEbookS Acquisitions	NOTEbookS\nbacq.nsf
NOTEbookS Circulation	NOTEbookS\nbcirc.nsf
NOTEbookS Serials Circulation	NOTEbookS\nbsrc.nsf
NOTEbookS Serial Routing	NOTEbookS\nbrot.nsf
NOTEbookS Tables	NOTEbookS\nbtables.nsf
NOTEbookS Online Training	NOTEbookS\nbtrain.nsf

The following databases may be included:

NOTEbookS Advanced Bookings	NOTEbookS\nbadvbks.nsf
NOTEbookS Patrons	NOTEbookS\nbpat.nsf

(if naming convention for files is different from above, substitute as appropriate)

1. Edit the configuration document in the Home Page, Online Catalog, Serials, Research, Acquisitions and Circulation so that the server name is equivalent to the name (hierarchical) of the new Notes server where the databases will reside or use "CURRENT". In the Home Page, edit the database entry documents to put the new server name or "CURRENT" in the server field.
2. Go to the organizational Notes name and address book and choose the view "Server...Mail-In databases". Edit each of the NOTEbookS mail-in databases so that the new server name (hierarchical) is substituted for the previous server name.
3. Open the NOTEbookS Online Catalog database, click "For Library Use Only" button and then go to the view, "1. Collection...1. By Title". Expand all categories and do Cntrl-A to select all of the documents. Then run "Actions"...."Restore Doc IDs" on all of the documents. This agent runs on selected documents only so you must have previously selected all of the documents for the agent to be effective.
4. Open the NOTEbookS Serials database, click "For Library Use Only" button and then go to the view, "1. Collection...1. By Title". Expand all and do Cntrl-A to select all of the documents. Then run "Actions....Restore Doc IDs on Subscriptions" on all of the documents. When the agent is complete, do Cntrl-A to select all documents again and then run "Actions"...."Restore Doc IDs on Issues". Both agents run on selected documents only so you must have previously selected all of the documents for the agent to be effective.

5. Create an agent for the Circulation database to run against all selected documents. The agent formula should be `FIELD DbName := [catalog database file path]` (eg. `NOTEbooks\|nbbks.nsf`). Then run the agent against all documents in view 1 and view 2.1.

This concludes the setup procedures for relocating your NOTEbooks databases.