



Navy Cash Training System Operational Procedures Unit 2



Objectives

At the end of this unit of training, you will be able to:

- Describe the cluster server and node management.
- Describe the servers and Overland Storage.
- State the reasons why weekly maintenance is performed on the Navy Cash system.

Node Management

Node Management

- Each node is attached to the Overland Storage unit.
- Each Overland Storage unit can be controlled by only one node at any point in time. Ownership of the nodes can be transferred back and forth using the Microsoft Failover Cluster Manager Application.

Using KVM to Switch Between Nodes

- You will need to verify which node you're viewing before sending commands to the server.
- You can switch viewing of Nodes by pressing the “1” button on the KVM for Node 1, “2” button for Node 2.



Failover Cluster Manager

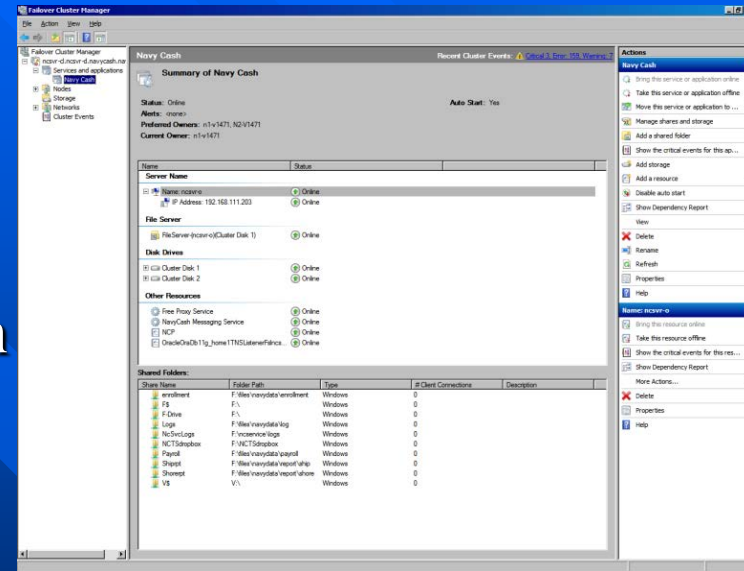
- Failover Cluster Manager is a Windows application used to control and manage all Navy Cash resources.
- All Navy Cash resources are controlled by one node at a time.
- The shared files and drives cannot be viewed if you are not on the controlling node.

Failover Cluster Manager (cont)

- Failover Cluster Manager allows you to monitor the status of the cluster and check for fail-over or loss of ownership activities.
- Fail-over can occur either as an entire node failure or a resource on a node fails. Node failure is easily identified in Failover Cluster Manager.

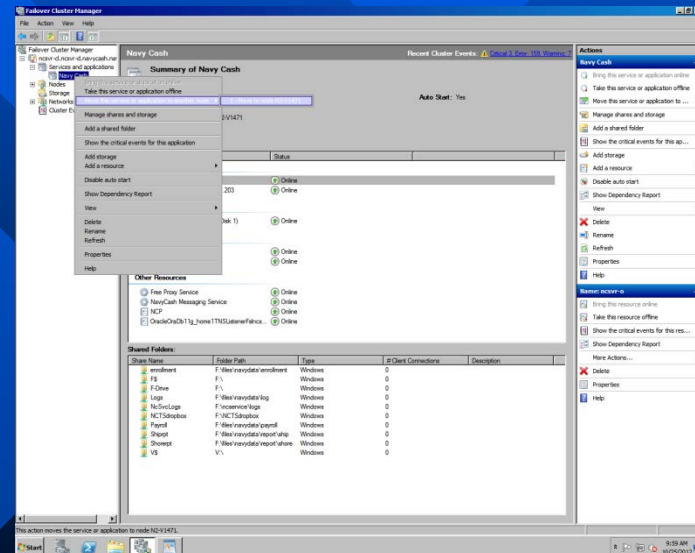
Verifying Ownership of Cluster

- **Step 1:** Open Failover Cluster Manager
Start → Programs → Administrative Tools → Failover Cluster Manager.
- **Step 2:** Under Failover Cluster Manager, expand ncsvr-d.navycash.navy.mil. Then expand Services and Applications.
- **Step 3:** Click on Navy Cash. In the middle window you will see which node is in control next to ‘Current Owner’.



Moving Ownership of Cluster

- **Step 1:** Open Failover Cluster Manager Start → Programs → Administrative Tools → Failover Cluster Manager.
- **Step 2:** Right-click on Navy Cash, select ‘Move this service or application to another node’.
- **Step 3:** Select ‘Move to node



File System Management

- The F:\, V:\ and Z:\ drives are clustered share drives.
- Remember, the controlling Node is the only node that can access the share drives and files on the Overland Storage Unit.

- The information contained on each drive is:

F:\ navy.cfg file

F:\ Oracle\NCP

F:\ Data base and Live Update

V:\ Backup Files and Logs

Z:\ Microsoft Clustering Service

Log File Verification

- Ensure there is communications between the shipboard Navy Cash server and the shore Navy Cash SFTP server by utilizing the following. On either Node from an elevated command prompt type: telnet
gppfts.navycash.fiscal.treasury.gov 22 (shore Navy Cash FTP Server IP Addresses port 22) to establish and confirm communications between the shipboard Navy Cash server and the shore Navy Cash FTP server. If the result states 'SSH-2.0-OpenSSH_4.3' then you have good SFTP communications.

Daily Backups

Daily Backups

- Backups are done on hard drives and are located on the servers and Overland Storage Device.
- Backup Logs can be found at V:\logs.
- The backup job is called Daily Backup (Scheduled Tasks) and runs at 0400 GMT. This backup includes the Windows File System Backup, Oracle Backup (former expncp.dmp).
- Daily backups are CRITICAL:
 - If a backup fails, it must be addressed and corrected, or log files may fill the drive, and eventually crash the server.
 - Completed backups will purge these log files.

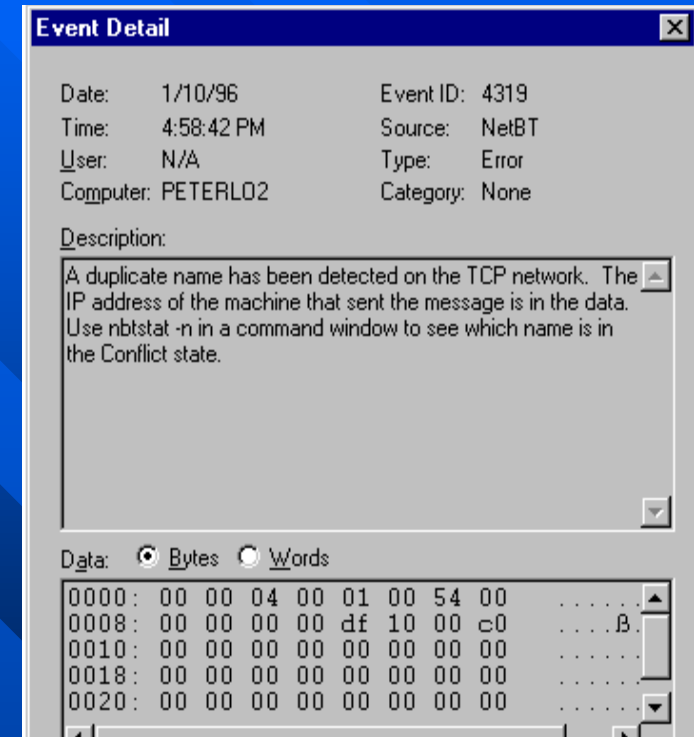
Weekly Maintenance

Weekly Maintenance Tasks

- Weekly maintenance tasks are performed to maintain system resources at optimal level:
 - Ensure that drives F:\ and V\ have at minimum 10-20% free space.
 - » If these drives do not have free space, this is an indication that backups may not have been successfully completed.

Verify Event Viewer

- Access Event Viewer through the Start Menu
 - **Step 1:** Search all event logs for events displaying an error or warning icon.
 - **Step 2:** Double-click message to open, receiving more detail on errors or warnings (detail window will display).
 - **Step 3:** Report all errors or warnings to technical support personnel via daily reporting methods.



Verify Batch Processing

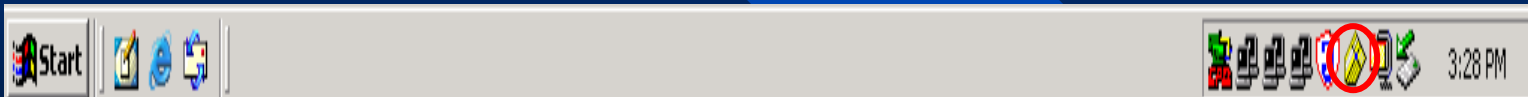
- Perform the following steps in order to ensure the End of Day (EOD) processed correctly on shore:
 - **Step 1:** On the controlling node, ensure there are no files in F:\files\navydata\error\UIC_batchID.yyyymmdd directory.
 - **Step 2:** Check the “F:\files\navydata\log: directory for presence of new “process_ship2shorepost.yyyymmdd.hhmiss.log” files.
 - The summary file indicates if the round trip was successful or not.

Verify Batch Processing (cont)

- **Step 3:** Step 6 of the summary file may fail several times until the file info has been processed on the shore side and the database has been updated.
- A failure at any other step might be an indication of an issue. Troubleshoot those various other steps and if you are unable to find the cause of the failure then the Navy Cash Central Support Unit (CSU) should be contacted immediately.

Symantec Live Update

- Updates are automated, but can be done manually.
- Live Update utility provides antivirus definition updates. These updates protect the system from the most current web security threats. Updates are done automatically to the servers, workstation(s), and laptop(s), provided that a user is logged on.
- Live Update is a part of the software loaded on the server.



Symantec Live Update (cont)

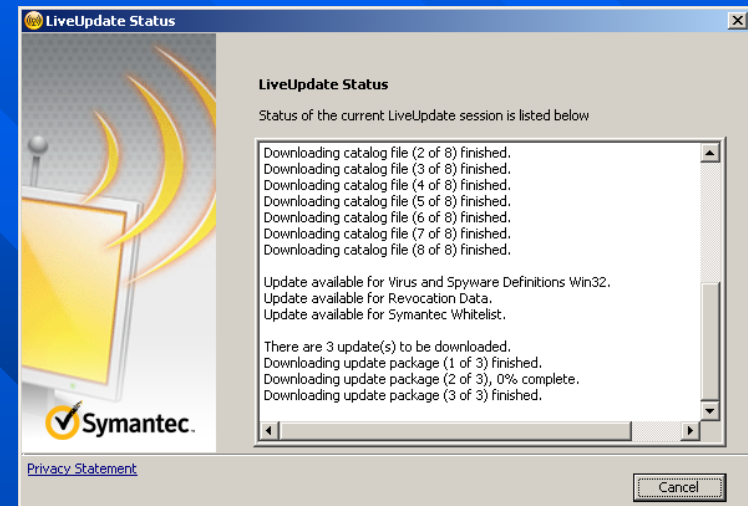
- Once the icon on the task bar is clicked on the following screen will appear.



- To run Live Update, press the Live Update button in the lower right corner.

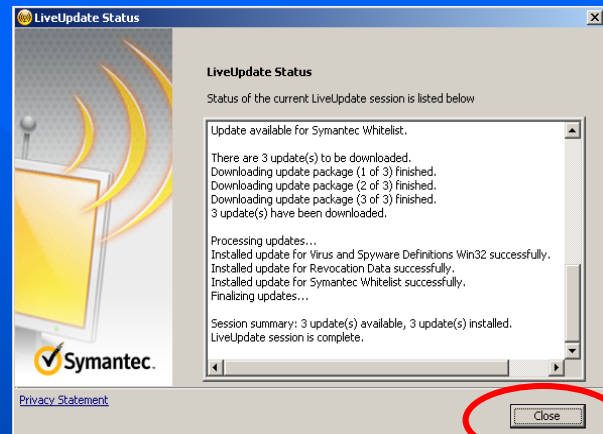
Symantec Live Update (cont)

- After pressing the Live Update button, the following screen will appear.
- It will automatically begin downloading and the most current virus definitions will be loaded into the system.



Symantec Live Update (cont)

- Click Close button when prompted.



- Notice new date.



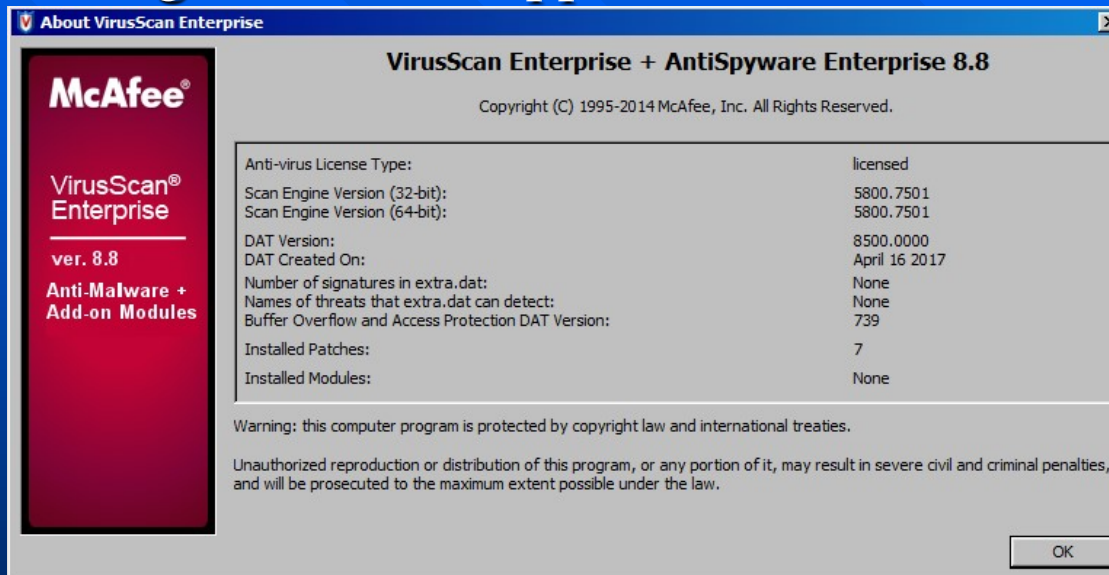
McAfee Anti Virus

- Updates are automated, but can be done manually.
- McAfee provides antivirus definition updates. These updates protect the system from the most current web security threats. Updates are done automatically to the servers, workstation(s), and laptop(s), provided that a user is logged on.
- Live Update is a part of the software loaded on the server and is on newer images.



McAfee Anti Virus (cont)

- Once the icon on the task bar is double-clicked the following screen will appear.



- To manually update AV definitions, right click the icon on the task bar and select Update Now. Follow the prompts. It will automatically close when done.

Update Laptop

If the laptop is not used on a daily basis, it should be plugged into a Navy Cash drop and logged onto to manually run the Anti-virus program at least once a week. Additionally, the laptop should be left plugged in to a Navy Cash drop and left logged on for a minimum of 24 hours to allow all security updates to be downloaded and installed.

INFOCON III Requirement ST3-5

- Infocon III Reporting software is installed automatically as part of the image.
- Verify that the "Sys Baseline" task is Enabled in the Scheduled Tasks window.
- Initial baseline dump is located in F:\files\navydata\logs\baseline\

Weekly Tasks

- Connect laptop if not being used to the Navy Cash LAN drop in the office for a minimum of 24 hours to perform an update for anti-virus definitions and to install security updates.
- Verify that anti-virus definitions on the Navy Cash servers, workstation(s), and laptop(s) are up to date.

Summary

- Daily and weekly tasks mainly consist of verification of EOD and ship to shore files processing. View the Event Viewer for any errors that may have occurred on the server.
- Do not change the computer name of the servers, workstation(s) or the laptop(s).
- Do not change the computer time from GMT.

Summary (cont)

- Do not re-assign the drive letters of the system disks on the server, workstation(s), or laptop (s).
- Check all event logs on the servers for any error messages.

Questions

