Administering IBM Lotus Domino 8.5 servers for beginners

Leonardo W Caldas

Staff Software Engineer IBM Software Group Austin, TX

Gustavo S Ferreira

Software Engineer IBM Software Group Austin, TX

March 2010

© Copyright International Business Machines Corporation 2010. All rights reserved.

Summary: This white paper provides a comprehensive overview of how to administer IBM® Lotus® Domino®, explaining the fundamental components and terminology so that new administrators can feel familiar with the product. Specifically, we explain key features and functionalities such as the Notes.ini file, the Data Directory, IDs, server commands and documents, and server activities. Also included are discussions of server maintenance and NSDs.

Table of Contents

1 Introduction	.2
1.2 Products overview	.2
2 Commonly used Notes and Domino files	.5
3 Domino Directory (Names.nsf)	.6
3.1 Server document	0
3.2 Configuration document	.9
3.3 Person document1	3
3.4 Group document1	5
3.5 Server Mail rules1	7
4 Server commands2	20
4.1 Show commands	21
4.2 Tell commands	23
4.3 Starting and stopping tasks2	24
5 Activities2	27
E 1 Desistering a upor	.7
0.1 Registering a user	-1

	5.2 Recertifying a user	.35
I	5.3 Renaming a user	.43
I	5.4 Deleting a user	.55
I	5.5 Setting quotas	.57
I	5.6 Creating a new mail file	.60
6	Maintenance	71
I		
I	6.1 Fixup	72
I	6.2 Compact	.72
I	6.3 Updall	73
I	6.4 Offline maintenance	74
I	6.5 About database corruption	.75
7	/ NSD	75
I		
8	3 Conclusion	79
I		
g	Resources	.79
1	0 About the authors	80

1 Introduction

The intent of this document is to help the beginner Domino administrator get started by presenting a general illustrated overview of basic Notes and Domino functionalities. Sometimes new administrators don't have the necessary references or documentation on how to get started. So our purpose here is to present, as simply as possible, how to perform the basic duties of a Domino server administrator.

1.2 Products overview

IBM Lotus Domino is a server product that provides enterprise-grade email, collaboration capabilities, and custom application platform. Lotus Domino began life as Lotus Notes Server, the server component of Lotus Development Corporation's client--server messaging technology.

It can be used as an application server for Lotus Notes applications and/or as a Web server. It also has a built-in database system in the .nsf format. (Beginning in release 7, the Domino server can use the IBM DB2® system as its backend database.)

IBM Lotus Notes is a client--server, collaborative application developed and sold by IBM Software Group. IBM describes the software as an "integrated desktop client option for accessing business e-mail, calendars and applications on an IBM Lotus Domino server.

IBM Lotus iNotes[™] offers a fully featured Web-based version of the Lotus Notes client. It provides an interactive interface that duplicates the functionality of Lotus Notes within a Web browser (see figure 1).

Figure 1. Lotus iNotes UI

🕙 Sent - Mozilla Firefox			
<u>Eile Edit View His</u> tory <u>B</u> ool	kmarks Iools Help		
🕢 🕞 - C 🗙 🏠	http://leonardo2.austin.ibm.com/mail/sadmin.nsf	☆ • Soogle	P
East			
Sent			1
IBM.Lotus. iNotes.			nep -
🛃 Mail-Sent 🗙			
🛃 🖼 🔛 🙆 🛄 🐔			Search
Shark Admin	🖑 🕐 New * 🖾 Forward * 🚞 * Þ * 🞁 More * 🖨		Show -
lehau	Recipient Subject	Date * Size	e 🖉 🖻 📫
Drafts	Caldas ID	09/30/09 11:32PM 20K	Ø
🖾 Sent	er teste TESTe	08/31/09 05:51PM 1K	
Follow Up	ra Leonardo W Caldas Re: Testino	08/06/09 01:43PM 18K	
All Documents	·		
Trash			
- Maura			
i vews			
Folders			
Tasla			
100is			
Cher Mail			1
Done			

IBM Lotus Domino Administrator is a client--server application providing a graphic interface whose main purpose is to administer and manage the server, access the server's console, and perform basic tasks such as renaming a user (see figure 2). All this can be done remotely the same way a Lotus Notes user would access the server to check his/her email account.

ا (BMUS Domain - OCEAN/SHARK - IB	iM Don	nino Admini	strator					X
Ele	Edit View Create Actions Administr	ration i	Configuration	Help					
12	740890 +-+·	- 0							
	QQ & U								
	IBMUS Domain - OCEAN/SHARK								
B	People & Groups Files Server Me	essaging	Replication	Configuration					
B	Server: OCEAN/SHARK Release 8.5 on Windows	s/2003 5	i.2 Intel				Use Direct	ory on: Current Server	Tools
•	Server Server Document	9	Add Server	Edit Server	i to Cluster 🚯 Delete Se	rver 🕏 Web 🔹 🚺 hat 🔹			> 🙀 Certification
	All Server Documents		Domain	Server Name ^	Title	Host Name	Domino Release	Operating System	> 🔇 Registration
0	Connections		SHARK	OCEAN/SHARK	Server test	leonardo2.austin.ibm.com	Release 8.5	Windows/2003 5.2 Intel	> A Policies
3	External Domain Network Info	π							> 🔇 Hosted Org
	Replication								> Server
	 Security Security 								DB2 Server
	Isi Policies Web								> 🔯 ID Vaults
	 Monitoring Configuration Health Monitoring 								
	Gluster Services								
	Miscellaneous								
_								A A A A A	Onine

Figure 2. Domino Administrator UI

Lotus Domino Designer is an application development software that allows developers to rapidly build and deploy security-rich, multi-platform collaborative or workflow-driven business applications, allowing the integration of assets from across IT systems and providing application access through many different types of clients and devices (see figure 3).

🥙 mail sadmin uzi - Forma - IBM Torna Do	mino negišter								
Ele Edit View Greate Design Navigate I gois	s Search Project Window Help								
🖻 😁 😫 😚 🆀 😵 😫 🗞 🔛	🖄 🛛 📵 ד 🕽 🖋 ד 🗍 🗢 ד ሩ								
Applications Image: Second	Home × 📩 mail\sadmin.ns	f - Forms X							- 7
0 · 1 - 0	New Form						Filter	-	Clear
Shark Admin							- HOLT	(
VOCEAN/SHARK/mail/sadmin.nsf	Name 🔺	Alias		Last Modifi	ed	Last Modified By	🎽 🖏 🖳 🥪	Comr	nent 🔛
B Forms	\$\$ViewTemplate for TodoByCateg	ac .		10/29/2008	11:05:46 PM	Lotus Notes Template Development/Lotus Notes	4	9	
Wiews	\$\$ViewTemplate for TodoByStatu	s		10/29/2008	11:05:46 PM	Lotus Notes Template Development/Lotus Notes	9	4	
🛞 🚞 Folders	\$\$ViewTemplate for TodoComplet	e		10/29/2008	11:05:46 PM	Lotus Notes Template Development/Lotus Notes		1	
XPages	\$\$ViewTemplate for ToDoGroup			10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes			
Custom Controls	ssview i emplate for i odoversona	1		10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes	4		
to Framesets	CalendarInfoDoc			10/29/2008	11:05:40 PM	Lotus Notes Template Development/Lotus Notes		~	
B Pages	Contact	Person		10/29/2008	11:05:40 PM	Lotus Notes Template Development/Lotus Notes	1	1	
B Code	DOLS Offine Configuration	DOI SOffineConfigur	ation	11/24/2008	02:22:36 PM	Lotus Notes Template Development/Lotus Notes	2	1	
Ru B Data	Group	Group		10/29/2008	11:05:42 PM	Lotus Notes Template Development/Lotus Notes	1	9	
B Bernarder	🔅 Message	Memo		10/29/2008	11:05:42 PM	Lotus Notes Template Development/Lotus Notes	1		
Composite Applications	Quota Report	Quota Report		10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	1	1	
Application Properties	R5 Compatibility Form	R5 Compatibility Form	1	10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	1	4	
	Reply	Reply		10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	1		
	Reply with History & Attachments	Reply		10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	Ì		
	Setup MinWew	Setupminiview		10/29/2008	11:05:43 PM	Lotus Notes Template Development/Lotus Notes	9	1	
	SimplifiedReply	SimplifiedReply		10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	1	4	
	Switcher Form for Calendar	SwitcherForm_Caleni	lar	10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	4		
	Switcher Form for Contacts	SwitcherForm_Conta	cts	10/29/2008	11:05:44 PM	Lotus Notes Template Development/Lotus Notes	1		
	Switcher Form for Group Calendar	rs Switcher Form for Gn	oup Calendars	10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes			
	Switcher Form for Mail	SwitcherForm_Mail		10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes	~		
	Switcher Porm for 10 00	SwitcherPorm_1000	Calandar	10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes	~	-1	
	Switcher MV Form for Mail	Switcher MV Form for	Mail	10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes		2	
	Switcher MV Page for Calendar - F	Br Switcher MV Page for	Calendar - Body	10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes		9	
	Switcher MV Page for Mail - Body	Switcher MV Page for	Mail - Body	10/29/2008	11:05:45 PM	Lotus Notes Template Development/Lotus Notes	1	4	-
	To Do	Task		10/29/2008	11:05:57 PM	Lotus Notes Template Development/Lotus Notes	1		
	wTo Do	Task		10/29/2008	11:05:46 PM	Lotus Notes Template Development/Lotus Notes		1	
	xxxContact	xxxPerson		10/29/2008	11:05:46 PM	Lotus Notes Template Development/Lotus Notes		1	
	and a second sec								×
	<[.								>
	Properties × 🖉 Events ×	🖹 Problems (0 ite	ms) ×						1_3
	Description A	Resource	Path	Locat	Туре				
- 105									
								1.	and a second sec

Figure 3. Domino Designer UI

2 Commonly used Notes and Domino files

Below we briefly describe the key Notes and Domino files, file extensions, and folders:

Names.nsf. Also called the Domino Directory, which some previous releases referred to as the Public Address Book or Name and Address Book, this database is automatically created by Lotus Domino on every server.

The Domino Directory is a directory of information about users, servers, and groups, as well as custom entries that you may add. It contains Server documents, Configuration Settings, Person documents, and Domain, Connection, and Internet Site documents. The Domino Directory is also a tool that administrators use to manage the Domino system.

Log.nsf. Every Domino server has a log file (LOG.NSF) that reports all server activity and provides detailed information about databases and users on the server. The log file is created automatically when you start a server for the first time.

Admin4.nsf. The Administration Requests database (ADMIN4.NSF) is created when the server starts for the first time. Requests for work to be done by the Administration Process (AdminP) are stored in the Administration Requests database.

The status of work done by AdminP is also stored in the database as response Log documents to the requests. To complete tasks, AdminP posts and responds to requests in

the Administration Requests database. Domino servers use replicas of this database to distribute requests made on one server to other servers in the domain. Some requests are only performed by the Administration Server of the Domino Directory.

Notes.ini. The NOTES.INI file is a text file that contains many settings on which both Lotus Notes and Domino rely to work properly. An accidental or incorrect change may cause Lotus Domino or Lotus Notes to run unpredictably. Therefore, you should edit the NOTES.INI file only if special circumstances occur or if Lotus Support Services recommends that you do so.

Mail.box. This is a special database on the server, created automatically at startup, that acts as a temporary repository for all messages in transit to and from mail clients, applications, and other servers. The server creates the number of MAIL.BOX databases specified on the Configuration Settings document.

User.id. The Notes ID is one of the security features of Notes and is a unique file that identifies a Notes user. The user ID is created when a Domino Administrator registers a user and contains, among other things, the following: name of the user, certificate from a Certifier ID, public key, private key, password, and encryption keys.

The **.NSF** extension stands for Notes Storage Format (.nsf), which is a database format, also called application, commonly used by Lotus Notes clients and Domino servers. Some examples of these databases are the Names.nsf, Admin4.nsf, Log.nsf, and user mail files.

The **.NTF** extension stands for Notes Template File (.ntf), which is the extension for a Notes template file. A template contains the structure elements (views, forms, folders, etc.) used on the creation of system and application databases, but it does not contain any documents. For example, the database Names.nsf on the server is created from the Pubnames.ntf template.

Program folder. This is the directory in which the Domino server or Lotus Notes client is installed, and in general this is where the Notes/Domino executable files are located along with the Notes.ini. This folder is specified by the user during the installation process.

Data folder. This is where the data directory for the Domino server or Notes client is installed, and in general this is the folder where the Notes/Domino applications and templates are located. This folder is specified by the user during the installation process.

3 Domino Directory (Names.nsf)

The Domino Directory is considered the core of the server. This is where you find the registered users, the other servers in the same domain, security settings, mail settings, policy settings, etc. It's important to understand the architecture of the Domino Directory by becoming familiar with the documents that form it, and also explore the available settings and options.

We cover the basic components that comprise the Domino Directory without going into much detail because the idea is to give a beginner administrator the basic knowledge with which to learn the product. For more information about any specific topic, refer to the product Help.

To access the Domino Directory, we open the Domino Administrator client and first check whether it's connected to the correct server, specified in the highlighted field in figure 4.

In this case, the Domino Administrator is set to "Local," meaning it is not connected to any servers, so we need to open the server containing the Domino Directory we want to access.



Figure 4. Server field

To do this, follow these steps:

- 1. Select File > Open Server, from the top menu bar. A window should pop up prompting you to select the server to which you want to connect (see figure 5).
- 2. Select the server you wish to access and click the OK button. If the server is not listed, you can manually type the name of the server or the server address.

Figure 5. Open Server window

File	Edit Administration Configuration He	lp.	
	IBMUS Domain - Local		
T	People & Groups Files Server Me	ssaging Replication Configuration	
	Server: Local	Use Directory on: Current Server	Tools
0	E Server		Certification
	 G Replication 	Open Server 🛛 🕄 🗙	
	Monitoring Configuration	Select a server to administer:	
õ	Health Monitoring	OCEAN/SHARK	Policies
2		Cancel	> 💜 Hosted Org
			Server
) 📴 DB2 Server
) 🔯 ID Vaults
_		▲ ▲ ☆ Disconnected ▲	Online

After connecting to the server you should see the name of that server, as shown in the highlighted field in figure 6. The Domino Administrator should open the Domino Directory by default.

IBMUS Domain - OCEAN/SHARK - IBM Domino Administrator	
File Edit Administration Configuration Help	
_ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
IBMUS Domain - OCEAN/SHARK	
People & Groups Files Server Messaging Replication Configuration	
Server: OCEAN/SHARK Release 8.5 on Windows/2003 5.2 Intel	S
Server	Certification
Replication	Registration
Directory	
Security	Policies
Web >	Hosted Org
Monitoring Configuration	Server
> ⓓ Cluster	DB2 Server
V V Offline Services	ID Vaulta
A A	• 📀 •

Figure 6. Server name to which you are connected

Since our goal is to present a general overview of the structure, we now highlight the most relevant components of the Domino Directory, which should help the beginner administrator get more comfortable around the product and the terminology used by Lotus Technical Support.

3.1 Server document

The Server document is where we specify the basic settings that define the server's main functionality, including the protocols and services supported, server tasks, and security settings.

To access the Server document, do the following:

1. Click the Configuration tab, expand Server, and then select Current Server Document or All Server Documents from the left-hand navigation pane (see figure 7).

Figure 7. All Server Documents view

🥝 IBMUS Domain - OCEAN/SHARK - IB	BM Domino Admi	inistrator					🔲 🖻 🔀
File Edit View Create Actions Administr	ration Configuration	on Help					
27468934-8							
BMUS Domain - OCEAN/SHARK		_					
People & Groups Files Server Me	essaging Replica	ation Configuration					
Server: OCEAN/SHARK Release 8.5 on Windows	s/2003 5.2 Intel				Use Direct	ory on: Current Server	Tools
Server	Add Serve	ar 🖉 Edit Server 🏵 Add	to Cluster 😟 Delete Serve	er 🛞 Web 🔻 Chat 🕶			> I Certification
All Server Documents	Domain	Server Name ^	Title	Host Name	Domino Release	Operating System	> 🔇 Registration
Connections	SHAR	K OCEAN/SHARK	Server test	leonardo2.austin.ibm.com	Release 8.5	Windows/2003 5.2 Intel	> 💽 Policies
Programs External Domain Network Info	σπ		1877 (375932.92°)		14.002.000 Tra		> 🕥 Hosted Org
Residentian							> Server
Directory							DB2 Server
Policies) 🔯 ID Vaults
Web Monitoring Configuration							
▶ 🧼 Health Monitoring							
Cluster Generation Generation							
Miscellaneous							
						Σ	
		I	T en	T.	•]	▲] [ﷺ ▲] [S Disconnected ▲	0nline • 💽
- Start 🔡 🚱 🚱 😡	CalCenter:	Host Se Mail - Inbox	- IBM L MhitePaper.o	doc - Mi 🤫 domino designer - S 🦉	untitled - Paint	IBMUS Domain - OC 100%	1:40 PM

- 2. Double-click the desired Server document to open it; you should see a screen similar to that shown in figure 8 below, with all the options available in a Server document.
- 3. Click on each of the tabs to get an idea of what can be configured in the Server document.

Figure 8	3. Serv	/er docu	Iment	Basics	tab
----------	---------	----------	-------	--------	-----

Image: Sever CEAN/SHARK Image: Sever OCEAN/SHARK Image: Sever CEAN/SHARK Image: Sever CEAN/SHARK Image: Sever Text Sever Text Image: Sever Text OCEAN/SHARK Sever Text Sever Text Image: Sever Text Sever Text	Edit View Create Actions	Help		
IBMUS Doman - OCEAN/SHARK Server: OCEAN/SHARK Image: Comparison of the server of the serve	2 4 4 8 8 9 1	4 - + = #Q 2		
BillUS Damain - OCEAN/SHARK				
Directory registering of the server registering of the registere registere registering of the registering of the regi	BMUS Domain - OCEAN/SHA			
Operation Operation Basics Security Ports Server Tasks Internet Protocols MTAs Miscellaneous Transactional Logging Shared Mail DAOS Lotus Traveler Administration Basics Security Ports Server Tasks Internet Protocols MTAs Miscellaneous Transactional Logging Shared Mail DAOS Lotus Traveler Administration Basics Server Tasks Internet Protocols MTAs Miscellaneous Transactional Logging Shared Mail DAOS Lotus Traveler Administration Basics Server Tasks Server Tasks Routing tasks Mail Routing Stares Stares <td< td=""><td></td><td></td><td></td><td></td></td<>				
Server: OCEAN/SHARK Internet Protocols MTAs Miscellaneous Transactional Logging Shared Mail DAOS Lotus Traveler Administration Derices	Edit Server Ocreate	s web (/Examine Notes Certificate(s) (Cancel		
Directory Information Automatic Server FaultOrash: Automatic Server FaultOrash: Mise of the server Automatically Restart Server Suitance Clean Protectory Directory Information And tamese Server is: Directory Information Server Server	Server: OCEAN	SHARK loopardo? pustin ibm com	THERE PARTY	010010101010
Basics Security Ports Server Tasks Intermet Protocols MTAs Miscellaneous Transactional Logging Shared Mail DAOS Lotus Traveler Administration Bosics Server name: OCEAN/SHARK Server task Mail Routing Server task Mail Routing Borning SHARK Server task Mail Routing Server task Mail Routing Domain name: SHARK SMTP listener task Enabled Server task	Server. OCLAN	OT MALINE REGISTER CONT	nioretor	- onorelease
Beners Server name: OCEAN/SHARK Server build number: Release 8.5 Server title: Server test Routing tasks: Mail Routing Domain name: SHARK SMTP listener task: Enabled Fully qualified Internet host name: SHARK SMTP listener task: Enabled Cluster name: OP ount 2 Operating system: Windows/2003 5.2 Intel Cluster name: Disabled Operating system: Windows/2003 5.2 Intel Server the server? No Berver/Internet Sites Disabled Automatic Server Recovery Recovery Directory Information Automatic Server Recovery Recovery Recovery Directory assistance database name: Run This Script After Server (This script must not run NSD) Eatibled Adatabase name: FaultOrash: Run NSD To Collect Diagnostic Information: FaultOrash: Name of condensed directory catalog on this server: Fves Automatically Restart Source Script Restart Source Script Mark FaultOrash: Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: 600 seconds Allow this directory to be used as a rernote primar	Basics Security Ports	Server Tasks Internet Protocols MTAs Miscellaneou	IS Transactional Logging	Shared Mail DAOS Lotus Traveler Administration
Server name: OCEANISHARK Server text Routing tasks: Mail Routing Domain name: SHARK SMTP listener task: Enabled Disabled Server's phone number(s): CPU count: 2 Cluster name: Operating system: Windows/2003 5.2 Intel Configurations from Server(Internet Sites documents: 120 seconds Is this a Sametime server? No Directory assistance database name: Pres Run This Script After Server Fault/Crash: Pres Directory assistance database name: Yes Automatically Restart Server After Fault/Crash: Enabled Directory Type: Primary Domino Directory Cleanup Script /NSD Maximum Excertor Times Enabled Directory Type: Primary Domino Directory Cleanup Script /NSD Maximum Excertor Times 600 seconds Directory Type: Primary Domino Directory Cleanup Script /NSD Maximum Excertor Times 600 seconds	Basics			
Server title: Server test Routing tasks: Mail Routing Domain name: SHARK SMTP listener task: Enabled Durbag unification from Server's phone number(s): Server's phone number(s): CPU count 2 Load Internet Disabled Operating system: Windows/2003 5.2 Intel configurations from ServerInternet Sites 0 Server's phone number(s): Server's phone number(s): Maximum formula 120 seconds Is this a Sametime server? No Directory Information Automatic Server Recovery? No Directory assistance Run This Script After Server (This script must not run NSD) Fault/Crash: Name of condensed directory catalog on this server: Trust the server based If yes Cleating for authentication with interner protocols: Primary Domino Directory Cleanup Script /NSD feabled Directory Type: Primary Domino Directory Cleanup Script /NSD 600 seconds Allow this directory to be growt be servers: If yes Server Shutdown Timeout: 300 seconds	Server name:	OCEAN/SHARK	Server build number:	Release 8.5
Domain name: SHARK SMTP listener task: Enabled Fully qualified Internet host name: leonardo2.austin.ibm.com Server's phone number(s): Server's phone number(s): Cluster name: OPU count 2 Load Internet configurations from Serverithermet Sites documents: Disabled Operating system: Windows/2003 5.2 Intel Maximum formula execution time: 120 seconds Is this a Sametime server? No Directory Information database name: Put Social After Server Recovery No Directory catalog on this server: Run This Script After Server (This script must not run NSD) Pathenatics Pathenation Name of condensed directory catalog on this server: Run NSD To Collect Diagnostic Information: V Enabled Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: servers: Colleanup Script / NSD Maximum Execution Time: 600 seconds Enabled	Server title:	Server test	Routing tasks:	Mail Routing
Full qualified Internet host name: leonardo2 austin.ibm.com host name: Server's phone number(s): Cluster name: OPU count 2 Load Internet configurations from Server/Internet Sites documents: Disabled Operating system: Windows/2003 5.2 Intel Maximum formula execution time: 120 seconds Is this a Sametime server? No Is this a Sametime server? No Directory Information Automatic Server Recovery Run This Script After Server (This script must not run NSD) faultCrash: Name of condensed directory catalog on this server also of condensed directory catalog for authentication with internet protocols: Yes Automatically Restart server (This script Must not run NSD) Directory Type: Primary Domino Directory Cleanup Script / NSD maximum Execution Time: 600 seconds Allow this directory to other servers: Yes Server Shudown Timeout 300 seconds	Domain name:	SHARK	SMTP listener task:	Enabled
Cluster name: CPU count 2 Load Internet configurations from Server/Internet Sites documents: Disabled Operating system: Windows/2003 5.2 Intel Maximum formula execution time: 120 seconds Is this a Sametime server? No Directory Information Automatic Server Recovery No Directory assistance database name: Run This Script After Server Recovery This script must not run NSD) Directory assistance database name: Run NSD To Collect Diagnostic Information: Fabled Name of condensed directory callog on this server: Yes Automatically Restart Server After Fault/Crash: Fabled Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time. 600 seconds Allow this directory to be used as a remote primary directory for other server: Yes Server Shutdown Timeout: 300 seconds	Fully qualified Internet host name:	leonardo2.austin.ibm.com	Server's phone number(s):	
Load Internet Disabled Operating system: Windows/2003 5.2 Intel configurations from serverithment Sites documents: 120 seconds Is this a Sametime server? No Maximum formula execution time: 120 seconds Is this a Sametime server? No Directory Information Automatic Server Recovery Server Recovery Server Automatic Server Recover Server Directory assistance database name: Run This Script After Server (This script must not run NSD) Automatically Restart server: Run NSD To Collect Diagnostic Information If Enabled Trust the server based ocondensed directory catalog for authentication with internet protocols: If Yes Automatically Restart Server After Fault/Crash: Enabled Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: 600 seconds Allow this directory to be primary directory for other servers: FY Yes Server Shutdown Timeout: 300 seconds	Cluster name:		CPU count:	2
Maximum formula execution time: 120 seconds Is this a Sametime server? No Directory Information Automatic Server Recovery Directory assistance database name: Run This Script After Server (This script must not run NSD) database name: Name of condensed directory catalog on this server: Run NSD To Collect Diagnostic Information: Trust the server based condensed directory catalog for authentication with internet protocols: Yes Directory Type: Primary Domino Directory Altomatically Restart server Situation for other server; Yes Server Situation for other server is event; Server Shutdown Timeout: 300 seconds	Load Internet configurations from Server\Internet Sites documents:	Disabled	Operating system:	Windows/2003 5.2 Intel
Directory Information Automatic Server Recovery Directory assistance database name: Run This Script After Server (This script must not run NSD) Fault/Crash: Name of condensed directory catalog on this server: Run NSD To Collect Diagnostic Information: Image: Condensed Diagnostic Information: Trust the server based condensed directory catalog for authentication with internet protocols: Image: Condensed Directory Type: Image: Condense Primary Domino Directory Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: 600 seconds Altow this directory to be used as a renote primary directory for other servers: Image: Condense Primary Directory Type: Pres	Maximum formula execution time:	120 seconds	Is this a Sametime server?	No
Directory assistance database name: Run This Script After Server (This script must not run NSD) Fault/Crash: Name of condensed directory catalog on this server: Run NSD to Collect Diagnostic Information: Image: Enabled Trust the server based condensed directory catalog for authentication with intermet protocols: Yes Primary Domino Directory Image: Enabled Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: 600 seconds Allow this directory to be primary directory for other servers: Fride Y Yes Server Shutdown Timeout: 300 seconds	Directory Information		Automatic Server Recovery	
Name of condensed directory catalog on this server: Run NSD To Collect insignostic Information: Image: Collect insignostic Information: <t< td=""><td>Directory assistance database name:</td><td></td><td>Run This Script After Server Fault/Crash:</td><td>(This script must not run NSD)</td></t<>	Directory assistance database name:		Run This Script After Server Fault/Crash:	(This script must not run NSD)
Trust the server based condensed directory catalog for suthentication with internet protocols: Yes Automatically Restart Server After Fault/Crash: Server After Fault/Crash: Server After Fault/Crash: Server After Fault/Crash: Cleanup Script / NSD Maximum Execution Time: Enabled Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: 600 seconds Allow this directory to be used as a remote primary directory for other servers: Image: Server Shutdown Timeout 300 seconds	Name of condensed directory catalog on this server:		Run NSD To Collect Diagnostic Information:	✓ Enabled
Directory Type: Primary Domino Directory Cleanup Script / NSD Maximum Execution Time: 600 seconds Allow this directory to be used as a remote primary directory for other servers: Image: Vesual Script / NSD Server Shutdown Timeout: 300 seconds	Trust the server based condensed directory catalog for authentication with internet protocols:	∏ Yes	Automatically Restart Server After Fault/Crash:	Enabled
Allow this directory to be 🔽 Yes Server Shutdown Timeout: 300 seconds used as a remote primary directory for other servers:	Directory Type:	Primary Domino Directory	Cleanup Script / NSD Maximum Execution Time:	600 seconds
	Allow this directory to be used as a remote primary directory for other servers:	₩ Yes	Server Shutdown Timeout:	300 seconds
	12.3			

TIP: If you left-click on a specific field and hold, it will display a brief description of what that field does or represents, which can save you some time. Figure 9 shows what you see if you click and hold on the server name.

Figure 9	. Server	field	description	help
----------	----------	-------	-------------	------

	A - A - A 0 0		
	4 - 7 = M 4 W		
(54 GP E)	CIUM IN		
BMUS Domain - OCEAN/SHA		~	
🖉 Edit Server 🔇 Create	Web (DExamine Notes Certificate(s)	Cancel	
Server: OCEAN	SHARK leonardo2.austin.ibm.co	om and a second	01001001010 00010101010 110101010 1101010
lasics Security Ports	Server Tasks Internet Protocols MTAs	Miscellaneous Transactional Logging 3	Shared Mail DAOS Lotus Traveler Administration
Basics			
Server name:	OCEAN/SHARK	Server build number:	Release 8.5
Hierarchical name of ser egistration followed by th	ver. The name is entered automatically duri ne certifier name associated with the certifie	ng registration and consists of the server i r ID used to register the server.	name specified during
Fully qualified internet host name:	ieonardo2.austin.ibm.com	Server's phone number(s):	
Cluster name:		CPU count:	2
Load Internet configurations from Server/Internet Sites documents:	Disabled	Operating system:	Windows/2003 5.2 Intel
Maximum formula execution time:	120 seconds	Is this a Sametime server?	No
Directory Information		Automatic Server Recovery	
Directory assistance database name:		Run This Script After Server Fault/Crash:	(This script must not run NSD)
Name of condensed directory catalog on this server:		Run NSD To Collect Diagnostic Information:	✓ Enabled
Trust the server based condensed directory catalog for authentication with internet protocols:	☐ Yes	Automatically Restart Server After Fault/Crash:	Enabled
Directory Type:	Primary Domino Directory	Cleanup Script / NSD Maximum Execution Time:	600 seconds
Allow this directory to be used as a remote primary directory for other servers	Ves	Server Shutdown Timeout:	300 seconds

3.2 Configuration document

The Configuration document is where we define the operational configurations for the server, including routing options and restrictions, configuration parameters, Lotus iNotes settings, etc.

To access the Configuration document:

- 1. Click the Configuration tab, expand Server, and then select Configurations from the left-hand side.
- 2. Double-click on the Configuration document for the server you want to open.
- 3. After opening it you should see a screen similar to that shown in figure 10, with all the options available in a Configuration document. Click all the tabs to get an idea of what is configurable in the Configuration document.

Figure 10	. Configuration	Settings	document
-----------	-----------------	----------	----------

Configuration for OCEAN/SHARK - I	BM Domino Administrator		
Eile Edit View Create Actions Help			And a state of the
724334204-4	E # 4 0		
BINDS Domain - OCEAN/SHARK			
Edit Server Configuration	Cancel		
Configuration Setting	IS : OCEAN/SHARK Router/SMTP MIME NOTES.INI Settings Lotus iNotes	IMAP SNMP Activity Logging Diagnostics	Administration
Basics			
Use these settings as the default se for all servers:	ettings Г Yes		
OR			
Group or Server name:	OCEAN/SHARK		
Type-ahead:	Enabled		
International MIME Settings for this document:	F Enabled		
IMAP server returns exact size of m	essage: Enabled		
POP3 server returns exact size of message:	Disabled		
License Tracking:	Disabled		
Minimum Client Level: (Does not pertain to Server Adminis	strators)		
Maximum Client Level: (Does not pertain to Server Adminis	strators)		
Comments:			
Tivoli Enterprise Console Sett	ings		
Enable logging to Tivoli Enterpri	ise Console		
IP Address:			
Port Number: 5529			
Domino Domain Monitoring Event Tivoli Enterprise Console (TEC) see Resource Models running under th and port of that TEC server.	s raised by Operating System Probes can be forwarded to a rver. This is also true for events raised by any third party ne RMEval server task. If enabled, please specify the address		
		▲) 📢 ▲) 🛵 ▲) 😒 Dis	sconnected 🔺 Online 🔺 🛄 🔺

3.3 Person document

The Person document is where all the information regarding a registered user is located, such as user name, mail server, Internet address, and Internet password.

To access the Person document, click the People & Groups tab, choose People from the left-hand navigation pane, and double-click on the Person document for the desired user (see figure 11).

Figure 11. Person document view



After opening it, you should see a screen similar to that shown in figure 12 containing all the information available for a specific user. Click through the tabs to get an idea of what can be configured in the Person document.

Figure 12. Person document

Edit View Create Action			
A A A & A B	ns <u>H</u> elp		
207076	2 + - + = AQ8		
20 8 3			
IBMUS Domain - OCEA	IN/SHARK III & MAR Back /MARKETING /SHARK X		
Edit Person E	xamine Notes Certificate(s) 😌 Cancel 🥹 Open Mail File Ghat 🕈		
Person: Mike B Basics Work/Home	Black/MARKETING/SHARK mike.black@shark.com	19%	500
Basics	- 12 AM	Mail	New York
First name:	Mike	Mail system:	Notes
Middle name:	1920 F. Maria	Domain:	SHARK
Last name:	Black	Mail server.	OCEAN/SHARK
User name:	Mike Black/MARKETING/SHARK Mike Black	Mail file:	mail\mblack
	Mike Black/SALE/SHARK	Forwarding address:	
Alternate name:		Internet address:	mike.black@shark.com
		Format preference for incoming mail:	Keep in senders' format
Short name/UserID:	MBlack	When receiving	
Personal title:		unencrypted mail, encry	pt No
Generational qualifier:		mailfile:	
Internet password:			
Preferred language:		Collaboration	
		Instant messaging serve	r:
		Instant messaging serve	ar.
		Instant messaging serve	κ.
		Instant messaging serve	r.
		Instant messaging serve	ĸ
		Instant messaging serve	r.
		Instant messaging serve	ĸ
		Instant messaging serve	κ.
		Instant messaging serve	r.
		Instant messaging serve	к.
		Instant messaging serve	r.
		Instant messaging serve	ic
		Instant messaging serve	κ.
		Instant messaging serve	ĸ
		Instant messaging serve	r.
		Instant messaging serve	ĸ
		Instant messaging serve	ic
		Instant messaging serve	κ.
		Instant messaging serve	ĸ
		Instant messaging serve	r.
		Instant messaging serve	κ
		Instant messaging serve	ic

Notice that the "User Name" is Mike Black/MARKETING/SHARK. According to the naming convention of Domino/Notes, Mike Black is the "common name", MARKETING is the "organizational unit", and SHARK is the "organization".

NOTE: The Person document, along with the Server and Configuration documents, are the most commonly used and often the most important as well, so understanding and becoming familiar with these documents is critical for a Domino administrator.

3.4 Group document

The Group document is used to create a group and to specify the members who belong to it, and contains the group's Internet address, the group type, etc. This can be useful when sending email to a group of people instead of individual recipients, restricting or allowing access to a determined group, creating rules, etc.

To access the Group document, click the People & Groups tab, select Groups from the left-hand navigation pane, and double-click on the Group document for the desired group (see figure 13).

As the figure shows, some groups already display by default, and groups can contain more than just users; some groups also contain servers, as is the case of the group "LocalDomainServers".

Figure 13. Group document view

IBMUS Domain - OCEAN/SHARK - IBM Domini				💶 🖻 🔀
File Edit View Create Actions Administration Peo	ople Help			
279989994-8= 30	X Q =			
Q Q & B				
BMUS Domain - OCEAN/SHARK				
People & Groups Files Server Messaging	Benlication Configuration			
	Congulator			
Server: OCEAN/SHARK Release 8.5 on Windows/2003 5.2 I	2 Intel			✓Tools
CO Domino Directories		A	0	
SHARK's Directory	Add Group Edit Group Dele	te Group Copy to Personal Address Book	✓Find Group Member Chat	People
······································	∧ Group ∨	Category ^	Description) 👸 Groups
2 33 DV Organization	LocalDomainAdmins	Administration	This group should contain all Domino administrators in your domain. Most s) El ID Vaults
S by Organization	LocalDomainServers OtherDomainServers	Administration	This group should contain all Domino servers in your domain. Many databat	
Mail-In Databases and Resources	& Teste	Samilaradi		
V Mail Policies				
by Person/Group				
by Category				
Settings				
Alt Language Info				
A Deny Access Groups				
			Ð	
			 Image: A market and A market an	Online 🔺 🌍 🔺

In figure 14, we can see the details of the group LocalDomainAdmins, such as the group's name, type, members, and Internet address. In this case the group does not have an Internet address, but you could create one so that all email delivered to this address will be delivered to all the members specified in the group.

Figure 14. LocalDomainAdmins Group document



3.5 Server Mail rules

Server mail rules allow Domino administrator to filter messages passing through the server's Mail.box based on the content of the messages as defined by some criteria.

When a message arrives in the server's Mail.box, it checks whether the message meets any conditions defined by the administrator. If it does, then the server automatically executes the action specified in the server mail rule. If it does not meet any specified conditions, then the message continues its normal flow.

To access the system mail rules, open the Configuration document, click the Router/SMTP tab, then the Restrictions and Controls tab, and then finally the Rules tab (see figure 15).

Figure 15. Rules window



To create a new rule, put the document in into edit mode by clicking the Edit Server Configuration button on the top, and then click New Rule, as shown in figure 16, which already contains some rule examples. Figure 16. Create a new rule

Configuration for OCEAN/SHARK - IBM Domino Administrator
File Edit View Create Actions Help
IBMUS Domain - OCEAN/SHARK
Delti Server Configuration Cancel
Configuration Settings : OCEAN/SHARK
Basics Security Client Upgrade Router/SMTP MIME NOTES.INI Settings Lotus iNotes IMAP SNMP Activity Logging Diagnostics Administration
Basics Restrictions and Controls Message Disclaimers Message Tracking Message Recall Advanced Restrictions SMTP Inbound Controls SMTP Outbound Controls Delivery Controls Transfer Controls Rules
Image: Second
Vhen Size is greater than 7000000 bytes(s) don't Accept Message
Vhen Attachment names contains .exe don't Accept Message
When Subject contains Shark Admin OR Sender contains Mike Black Journal this Message
L Conline → Con

The Server Mail Rule – New Rule window opens, allowing you to create a new system mail rule. The top section is where you specify the condition(s) for a certain rule; the bottom part is where you define what should be done to the message, in case the specified condition is met (see figure 17).

ierver Mail Rule - New Rule		×
This rule is: 🕫 On 🤇 Off		
Specify Conditions		
Create: Condition C Exception		
AND Sender	contains	
Vhen mail messages arrive that meet thes	e conditions:	
When: Becinient Count is greater than 20		Add
		Remove
		Remove All
Specify Actions journal this message		Ť
Perform the following actions:		
don't Accept Message		Add Action
		Remove
		Remove All
		OK Cancel

Figure 17. Server Mail Rule – New Rule window

Possible actions for a rule include journaling a message, moving it to a database, refusing to accept or deliver a message, changing the routing state of a message, or stopping the processing of subsequent rules. Rule conditions are based on content in the message header or in the message body.

This feature can be quite useful in preventing messages with certain content from leaving the server or being delivered to users, in blocking spam, or enforcing company guidelines and business conduct policies or any other form of abuse.

4 Server commands

The most common way to send a command to the server is either through the Domino Administrator client or directly into the server console.

To access the server console through the Domino Administrator, click the Server tab, then the Status tab, and then select Server Console (see figure 18). Finally, click the Live button on the right-hand side to enter the live mode.

This allows you not only to issue commands but also to view everything that is being executed in the server console. If you just wish to send commands to the server console and view the result, you can input and send the command through the Domino Command box at the bottom of the window.

IBMUS Domain - OCEAN/SHARK - IBM Domino Administrator	
File Edit Administration Live Console Help	
BMUS Domain - OCEAN/SHARK	
People & Groups Files Server Messaging Replication Configuration	
E Status Analysis Monitoring Statistics Performance	
Server: OCEAN/SHARK Release 8.5 on Windows/2003 5.2 Intel	Live 🔲
Server Tasks Events	
A Notes Users 🏨 11/08/2009 07:20:30 AM Opened live remote console session for Gustavo S Ferreira/Austin/IBM	
internet Users	
Server Console	
Programs	
Q_0 Agents	
B Mail Routing	
Replication	
Domino Command: Send	Commands 🔻
	• 🧇 •

In the examples below, we issue the commands directly into the server console, but this can also be done via the Administrator client. This should help you get more familiar with how to issue commands on the server. For more information about available commands and their correct syntaxes, enter "HELP" in the server console or consult the Administrator Help.

Most commands have an associated abbreviation to make things a little easier; to see some common command abbreviations, refer to the Lotus Support Technote #1100045, titled "Domino server console command abbreviations."

4.1 Show commands

The Show command has several options available, but here we use the "show server" and the "show tasks" commands for our examples.

The show server command is used to display information about the Domino server, including the version of the server, as shown in the first line of figure 19.

Figure 18. Server console Live mode

Figure 19. Show server display

🕘 Gustavo/Colorado: Lotus Domino Server		
(Release 8.0.2 for Windows/32) 11/02/2009 03:08:18	PM	
Gustavo/Colorado Colorado C:NDomino.data C.Domino.data 11 days 05:10:59 Last minute: 0; Last hour: 0; Peak: 154 4 at 10/22/2009 01:04:11 PM Max. concurrent: 40 40 (TCPIP Port) 100 (state: AUAILABLE) Not Enabled Not Enabled Not Enabled Not Enabled Not Enabled Not Enabled Not Enabled Not Enabled Not Enabled Sot Enabled Sot Enabled C:\Domino\data\IEM_TECHNICAL_SUPPORT Enabled (1K) C:\Domino\data\IEM_TECHNICAL_SUPPORT\console.log Not Enabled		
	<pre>No Server (Release 8.0.2 for Windows/32) 11/02/2009 03:08:18 Gustavo/Colorado Colorado C:\Domino\data C.Domino\data 11 days 05:10:59 Last minute: 0; Last hour: 0; Peak: 154 4 at 10/22/2009 01:04:11 PM Max. concurrent: 40 40 (TCPIP Port) 100 (state: AVAILABLE) Not Enabled Not EnableA Not E</pre>	

As the name itself implies, Show Tasks displays information about the server tasks currently running and their status (see figure 20).

側 Gustavo/Colorado: Lotus Domino Server		
> > show tasks		•
Task	Description	
Database Server	Perform console commands	
Database Server	Listen for connect requests on TCPIP	
Database Server	Load Monitor is idle	
Database Server	Database Directory Manager Cache Refresher is idle	
Database Server	Organization Name Cache Refresher is idle	
Database Server	Log Purge Task is idle	
Database Server	Idle task	
Database Server	Idle task	
Database Server	Idle task	
Database Server	Perform Database Cache maintenance	
Database Server	Idle task	
Database Server	Shutdown Monitor	
Database Server	Process Monitor	
Admin Process	Idle	
Admin Process	Idle	
SMTP Server	Listen for connect requests on ICP Port:25	
SMTP Server	Utility task	
Agent Manager	Executive '1': Idle	
SMTP Server	Control task	
Process Monitor	Idle	
Rooms and Resources	Idle	
Directory Cataloger	Idle	
Router	Idle	
Agent Manager	Idle	
HTTP Server	Listen for connect requests on TCP Port:80	-

Figure 20. Show tasks display

4.2 Tell commands

The Tell command has several options, but we use the "tell amgr" and "tell router" commands for our examples here.

Tell amgr. Amgr is the Domino task responsible for running agents. This command displays the agents that are scheduled to run on the current day, as well as the database in which they are located (see figure 21). One common agent is the OutOfOffice agent, or OOO, for short.

Figure	21.	Tell	agmr	display
--------	-----	------	------	---------

🕖 Gustavo/Colorado: Lotus D	omino Server	
Database Server Database Server Database Server Database Server Database Server Database Server Database Server	Idle task Idle task Idle task Idle task Idle task Idle task Idle task	*
Database Server Database Server Admin Process Admin Process SMTP Server CMTP Server	Shutdown Monitor Process Monitor Idle Idle Listen for connect requests on I(CP Port:25
Agent Manager SMIP Server Process Monitor Rooms and Resources Directory Cataloger Router	Executive '1': Idle Control task Idle Idle Idle	
Hgent Manager HITP Server Schedule Manager Calendar Connector Replicator Directory Indexer Indexer Admin Process Event Monitor	Idle Listen for connect requests on TO Idle Idle Idle Idle Idle Idle Idle Idle	CP Port:80
> > > > tell amgr schedule S S Ø3:12 PM Today > _	OutOfOffice¦OutOfOffice	mail\acolorad.nsf

Tell router. The router task is responsible for delivering mail to databases located on the server and for transferring mail to other servers, if necessary. Quite often it is necessary to check the router's queues or update its configuration tables, to verify it is working correctly.

The OOO feature can run as an agent or as a service, depending on how it is configured. The example in figure 22 shows how to view the information regarding the OOO when running as a service, which is through the router. Figure 22. "Tell router o" display

Gustavo/Colorado: Lotus Domino Server

Colorado: Lotus D

For a brief explanation of what these commands (and a few more) do, see Technote # 1382161, titled "Tell commands for the Domino router."

4.3 Starting and stopping tasks

It's often necessary to stop a certain task or to start another one, either for testing purposes, maintenance, a performance issue, or whatever the case may be.

As you probably noticed in the last example above, you can stop a task running on the server by issuing the command "tell task quit", or "tell task q" for short, where "task" is the task you wish to terminate (for example, "tell http q" or "tell smtp quit").

This is yet one more option for the tell command and is illustrated in figure 23.

Figure 23. Quit command examples

🕖 Gustavo/Colorado: Lotus Domino Server	
> tell http quit 11/08/2009 09:53:34 AM Domino Off-Line Services HTTP extension unloaded. 11/08/2009 09:53:35 AM HTTP Server: Shutdown >	
> tell smtp q 11/08/2009 09:53:50 AM SMTP Server: Waiting for all tasks to complete	
11/08/2009 09:54:00 AM SMTP Server: All tasks have completed 11/08/2009 09:54:00 AM SMTP Server: Shutdown	
> tell router quit 11/08/2009 09:55:08 AM Router: Shutdown is in progress 11/08/2009 09:55:08 AM Mail Router shutdown	
	_

You can start a task by using the command "load task", where "task" is the task you wish to start (for example, "load router" or "load http"). In figure 24 we start the tasks we stopped previously.

Figure 24. Load task command example

🕖 Gustavo/Co	lorado: Lotu	s Domino	Server	<u> </u>
>				-
2				
) load htty	•			
11/08/2009	09:58:53	AM H	TTP Server: Using Web Configuration Niew	
11/08/2009	Ø9:58:57	AM .II	JM: Java Virtual Machine initialized.	
11/08/2009	09:58:57	AM H	ITP Server: Java Virtual Machine loaded	
11/08/2009	09:58:57	AM HI	ITP Server: DSAPI Domino Off-Line Services HTTP exte	ensi
on Loaded s	successfu	11y		
11/08/2009	09:58:58	AM HI	ITP Server: Lotus Quickr Services loaded successful	ly.
Release: 8	3.1.0.13	Build	: QRD8.1.0.13-003a On Domino: Build 0801_02072008	
11/08/2009	09:59:00	AM H	ITP Server: Started	
< C				
load wout	- 010			
11/08/2009	Ø9:59:16	AM Ma	ail Router started for domain COLORADO	
11/08/2009	09:59:16	AM R	outer: Internet SMTP host gustavo in domain austin.	ibm.
com			a da kata sa mangan kata kata kata kata kata kata kata ka	
>				
> load smtr			u menera co asve cense da constante da constante da constante da constante da constante da constante da constan	
11/08/2009	09:59:37	AM SI	TP Server: Starting	
11/08/2009	07:57:38	HE SI	MIP Server: Started	
				_
				*

Restart server. Some changes made to the server, especially if made to the Server document, may require an entire server restart (see figure 25).

Figure	25.	Restart	server	display
--------	-----	---------	--------	---------

🕖 Gustavo/Colorado: Lotus D	Domino Server	
Database Server Database Server SMTP Server Agent Manager HTTP Server Router Schedule Manager Agent Manager Rooms and Resources Process Monitor Directory Cataloger SMTP Server Calendar Connector Renlicator	Shutdown Monitor Process Monitor Listen for connect requests on TCP Port:25 Utility task Executive '1': Idle Listen for connect requests on TCP Port:80 Idle	
Directory Indexer Indexer Admin Process Event Monitor	Idle Idle Idle Idle	
<pre>> restart server 11/02/2009 03:56:26 F 11/02/2009 03:56:27 F 11/02/2009 03:56:28 F 11/02/2009 03:56:30 F</pre>	 M Calendar Connector shutdown AMgr: Executive '1' shutting down. Process id '1028' M Router: Shutdown is in progress M Mail Router shutdown M Rooms and Resources Manager shutdown complete M Database Replicator shutdown M Schedule Manager shutdown complete M Administration Process Shutdown M Agent Manager shutdown complete M SMIP Server: Waiting for all tasks to complete M Index update process shutdown M Domino Off-Line Services HTTP extension unloaded. M HTTP Server: Shutdown M Event Monitor shutdown 	•

Quit server. When you must stop the entire Domino server completely, we recommend using the quit command, or "q" for short. Some examples of when this is necessary are when restarting the operating system, performing hardware maintenance, and installing a fixpack.

IMPORTANT: Be sure to wait until the server has completely and safely terminated all its tasks and services (see figure 26). The server console window should be closed automatically by the server when the entire shutdown process is complete. Do not close it manually as this may cause the server to crash.

Figure	26.	Quit	server	display
--------	-----	------	--------	---------

🕕 Gustavo/Co	olorado: Lotus	; Dom	ino Server	_ [] ×
2				
2 QUIT 11/08/2009	10-24-23	0M	Calendar Connector Shutdown	
11/08/2009	10:24:23	AM	Database Renlicator shutdown	
11/08/2009	10:24:23	AM	Schedule Manager shutdown complete	
11/08/2009	10:24:23	AM	Rooms and Resources Manager shutdown complete	
11/08/2009	10:24:23	AM	AMgr: Executive '1' shutting down. Process id '1956	
11/08/2009	10:24:24	AM	Index update process shutdown	
11/08/2009	10:24:24	AM	SMTP Server: Waiting for all tasks to complete	
11/08/2009	10:24:24	AM	Agent Manager shutdown complete	
11/08/2009	10:24:25	AM	Domino Off-Line Services HTTP extension unloaded.	
11/08/2009	10:24:26	AM	Event Monitor shutdown	
11/08/2007	10:24:26	HI	Alle Server: Shutdown	
11/00/2007	10-24-20	AM	Naministration reocess shutdown	
11/08/2007	10-24-30	OM	SMTP Server: All tasks have completed	
11/08/2007	10-24-38	0M	SMTP Sewiew: Shutdown	
11/08/2009	10:24:41	AM	Server shutdown complete	
				· · · ·

5 Activities

Now let's discuss some server administrative activities.

5.1 Registering a user

Here we describe the steps for a standard, basic user registration. For information on other methods, for example, registering multiple users using text files, consult the Domino Administrator Help (click F1 for the shortcut to Help).

To register an example user, we use the following required information:

First name of the user: Mike Last name of the user: Black Department: SALE Internet address (email): mike.black@shark.com

- 1. Open the Domino Administrator and click the Configuration tab (recall figure 7).
- 2. Click the Registration button on the right-hand side, as shown in red in figure 27, and select Person from the list of options.



Figure 27. Register Person

- 3. Now you must select the cert.id (Domino Domain) or the Organization Unit (OU) under which you want register the user. Figure 28 shows an example of a cert.id (/SHARK, highlighted in red). Some companies use the name of the corporation as the cert.id.
- 4. Type in your password for the cert.id and click OK.

Contraction of the Serie Series Contraction Contr	IBMUS Domain - OCEAN/SHARK - IBM Domino Administrator Electric Administration Conference Hills			
Control of a	he cut Administration Conguration hep		1	
Image: Control Contro Control Contervice Contervice Control Control Control Control Con			12.	
Image: Source Weighting Configuration Configuration Image: Source Weighting Configuration Image: Source Weighting Configuration Image: Source Weighting Configet Weighting Configet Weighting Configurat	BIDNUS Domain - OCEAN/SHADK			
Note: CCAN (SARK:	People & Groups Files Server Messaging Benlication Configuration			
	Control Configuration Configuration	tus Notes Certifier Name Certifier N	Use Dir	ettory on: Current Server ✓ Tools ✓ Registration Person Server Organization Internet Certifier > ③ Policies ✓ ④ Hosted Org → ③ Hosted Org → ③ Everer → ④ D2 Server → ⑤ ID Vaults

Figure 28. Certifier Name and password prompt

5. In this case, the user is to be registered under the "SALE" department, so we must switch to the SALE OU (/SALE/SHARK, in red in figure 29). Type your password for the SALE ID and click OK.

ShARK Domain - UCLAN/SHARK - IBM Domino Administrator File: Eath Administration - Configuration Heb	- C' 🗡
1 전 명 영 · · · · · · · · · · · · · · · · · ·	
] 이외 - 윤월	
SHARK Domain - OCEAN/SHARK	
People & Groups Files Server Messaging Replication Configuration	
HARK Domes - OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Release 5.5 on Windows/2003 5.2 Intel Server: OCEAN/SHARK Server:	Server

Figure 29. OU name password prompt

6. In the Register Person – New Entry window (see figure 30), the Registration Server name is OCEAN/SHARK; enter the required fields of First name, Last name, and Password for our example user, and then click the Password Options button.

IBMUS Domain - OCEAN/SHARK - IB/ Els. Edit. Administration. Confirmation Hide	M Domino Administrator					
The cort somestation configuration hep	<u></u>			1		
BMUS Domain - OCEAN/SHARK						
People & Groups Files Server Mess	saging Replication Configura	stion			1000	
Server: OCEAN/SHARK		Register Perso	on New Entry	?	X Current	Server V Toole
Release 8.5 on Wind	ows/2003 5.2 Intel	. Denter	Provide name nassword and other basic information t	or the new person. To view/edit additional	in occount on the second	V 1000
Server		Dasics	registration settings, check the 'Advanced' checkbox	below.		> 💽 Certification
Replication	 Configu 	Mail	Registration Server OCEAN/SHARK			Registration
Directory	Select a vie	Address	Ent name: Midde name:	Last came: Chart came:		Vegisuadon
Security		ID Info	Mice	Black MBlack		Person
Web		23 Groups	Desenvering Mail and east	Fundad anter		Server
Monitoring Configuration		A Roaming	mice@2009	(Alana Ausilable)		Organizational Unit
▶ S Health Monitoring		(the set	Louis Notes			Internet Cartifier
Cluster Services		Other	Password Options	No organization policy assigned to this person		internet Certilier
Miscellaneous			Enable roaming for this person	-		Policies
			Create a Notes ID for this person	Molicy Synopsis		> 🌍 Hosted Org
						> Server
) G
						7 B DB2 Server
		Advanced	New Person Migrate People	ort Text File	×	> 🔀 ID Vaults
		Registration Que	ue (local):			
		- User I	Name ^ Registration Status	Date ^		
					-	
		<			>	
		Register All	Register Delete Option	s Vews. Done		
	1					
			iii			>

Figure 30. Register Person – New Entry window

7. In the Password Options window (see figure 31), enable (check mark) the Set internet password option (in red) if you want the user to be able to access his mail database via iNotes (that is, with a browser). Click OK.

M Domino Administrator		
aging Replication Configura	on	
ows/2003 5.2 Intel	Register Person New T Password Options X ? X rectory on: Current	Server Y Tools
Configu Select a vie	Image: Comparison of analysyndhets the number and vanity of comparison of analysyndhets the number and vanity of characters in the password vanity of the characters in the password vanity of characters in the password vanity of characters in the password vanity of the password vanity of the password vanity of the password vanity of the characters in the password vanity of the password vanit the password vanity of the password vanity o	Image: Certification Image: Certification Person Server Organizational Unit Organization Internet Certifier Internet Certifier Image: Certifier Image: Certifier Internet Certifier Image: Certifier
	S Begister Delete Optione Vegs Done	
	M Domino Administrator	A Domino Administrator

Figure 31. Password Options window

- 8. Select Mail from the left-hand side of the Register Person New Entry window and verify that the Mail Server field shows the correct name of the user's mail server (see figure 32).
 - For the "Mail file name" field you can use any name, but make sure the name of the mail database does not exist in this mail server; also, the folder should be "mail\".
 - In this example we used the default suggestion for the Domino Administrator, that is, first letter of the first name and the last name.
 - In the end, make sure you select the "Mail(R8.5)" in the "Mail file template" field.

Figure 32. Mail fields



9. Select Address from the left-hand side of the window. In the Internet address field, set the Internet address of the user, making sure you use an Internet domain registered in this Domino server (see figure 33). In the Internet Domain field, set the Internet domain for this user.

Figure 33. Address fields

IBMUS Domain - OCEAN/SHARK - IBM Dor	mino Administrator		
File Edit Administration Configuration Help			
) 12 12 9 At 🔗 19 St 16 46			
ା ଦାଇ ଜଣ୍ଡା			
BMUS Domain - OCEAN/SHARK			
People & Groups Files Server Messaging.	Replication Configuration		
Server: OCEAN/SHARK	Register F	Person Mike Black	nt Server Y Tools
Release 8.5 on Windows/2	2003 5.2 Intel	Mail Internet Address Information	(10010) V 10010
EA Messaging	4 Configu	Internet address Internet Domain	> 🔯 Certification
V Replication		mike black@shark.com	💛 🌍 Registration
Directory Security	Select a vie	Address name format Separator	Person
Policies		FirstName LastName V None V	Server
Web	ag Grou	ps Cambridge address format attives for the selected assets assesses. The balance address is	Organizational Unit
Health Monitoring	Roal	ring created using the person's name, the internet domain and internet address format components. It	Organization
Custer Services	Othe	r mus de unique in the aduless book.	Internet Certifier
Miscellaneous			> Re Policies
			> 🤍 Hosted Org
			> 🚺 Server
) 🙀 DB2 Server
			> 🕅 ID Vaults
	Advanc	ed New Person Migrate People Import Text File	
	negistration	ser Name A A Registration Status A Date A	
	8 B	lack , Mike Ready for registration 10/19/2009	
	 ∢ <u>□</u>		
	Register	All Register Delete Options Views Done	

- 10.Select ID Info and make sure the option "Create a Notes ID for this person" is enabled and that the Certifier ID is set correctly (see figure 34). We recommend not enabling the option "In Domino directory", especially if you use any initial standard passwords.
- 11.Enable the "In file" option, and set the path where the user ID will be saved in the registration.

12.Now click the large check button \blacksquare , to confirm all the user's information is correct.

Figure 34. ID Info fields

IBMUS Domain - OCEAN/SHARK - IB	M Domino Administrator			_ 6 🗙
File Edit Administration Configuration Help	9			
] ¹ 2 II 9 14 2 2 3 16 II 9				
ାରର ଜଣା				
J 😻 IBMUS Domain - OCEAN/SHARK				
People & Groups Files Server Mes	saging Replication Configuratio	1		
Server: OCEAN/SHARK Release 8.5 on Winc Release 8.5 on Winc Rele	dows/2003 5.2 Intel	gister Person Mike Black ?? Basics ✓ Create a Notes ID for this penson Uble CA process Mail Centifier ID Information Centifier ID Infor B Diafo Groups Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓ Compatible with 6 0 and later (1024 Bits) ✓ North American ✓	rectory on: Current Server	
	E F I I I I	In file: Sel D He C.YULAB SHARKANie Black if In order for In personal address book. In Notes ID you Advanced New Person Magrate People Import Tex File Import Tex File		Server Bog Server Bog Server Bog Server Dog Server Dog Server Dog ID Vaults
	<	π		

- 13.If an OK symbol displays for the user, you can go ahead and click the Register button if you only have one user to register. If you have more than one, click the Register All button.
- 14.After the user is registered, a window pops up confirming that the registration is complete, or displaying how many errors the registration had. If there are any errors, you need to check the local Log.nsf to determine what the issue was.

15. Finally, when you are finished with the registration, click the Done button.

5.2 Recertifying a user

You have two options for recertifying users, either via the AdminP task (recommended) or manually (if a user's ID has expired). If you need to recertify the user manually, refer to the Domino Administrator Help (F1 key) and search for the topic "Recertifying a certifier ID or a user ID".

To recertify a user via the AdminP task:

1. Open the Domino Administrator, click the People & Groups tab, select People from the left-hand pane, and then select the user(s) you want to recertify (see figure 35).

IBMUS Domain - OCEAN/SHARK - I	BM Domino Administrator	
File Edit View Create Actions Administr	ation People Help	
27000000000000000000000000000000000000		
IBMUS Domain - OCEAN/SHARK		
People & Groups Files Server Me	ssenin Residue Configuration	
Server: OCEAN/SHARK Release 8.5 on Win	dows/2003 5.2 Intel	√Tools
Omino Directories OSHARK's Directory	🛈 Add Person 🕖 Edit Person 📵 Delete Person 🕦 Copy to Personal Address Book 📧 Send Upgrade Notifications 🖉 Open Mail File Chat 🕶 📝	People
💴 🕨 🚴 People	Name 🗠 Telephone Company 🛆 E-Mail Mail Server 📎	Groups
A Groups	Admin_Shark Admin/SHARK@SHARK OCEAN/SHAF	
Policies	Black, Mike Black/SALE/SHARK @SHARK OCEAN/SHAF / Caldas, Eabiana Eabiana Eabiana	Coll ID values
 Image: Second Se		
× ×		(mm)

Figure 35. Select user(s) to recertify

2. Expand the People twistie on the right-hand side and select Recertify from the dropdown menu (see figure 36).
Figure 36. Recertify menu option

M: Dif Wor Cettel: Actions: Adversalitation: Topole : Help Image: Control School :	IBMUS Domain - OCEAN/SHARK - I	Domino Administrator				_ P 🛛
Control C	File Edit View Create Actions Administ	an People Help				
INID: Concer:: Class Versiti INID: Concer:: Class Versitie: C						
Image: Control Market Description Period Force Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Description Image: Control Market Des						
Image: Server Meanage: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations Contgoated Image: Relations	IBMUS Domain - OCEAN/SHARK					
Image: Server Server Below Image: Server Server Server Below Image: Server Server Server Below Image: Server	People & Groups Files Server Me	ging Replication Configuration				
Weaker 6.5 or Windows2003 5.3 led Image: Company - Shak AdminySMARCSSMR OccarVision Pagitien Monor Shak AdminySMARCSSMR OccarVision Mail						
Image: Control to the control of th	Release 8.5 on Wir	ws/2003 5.2 Intel				VTools
Image: Stark Decky Image: Stark Decky Image: Stark Administrative Stark Company American Deck Deck Deck Deck Deck Deck Deck Deck	Image: Sector Directories	Add Person 🖉 Edit Person 🛞 Delete Person 🚺	Copy to Personal Address Book	🖅 Send Upgrade Notifications 🛛 🏵 Open Mail Fil	e Chat •	
Image: Interpretation into the interpretation interpretation into the interpretation interpretation into the interpretation interpretation into the interpretation interepretation interpretation interpretation interpretati	SHARK's Directory	Name i Telephone	Company	E Mol	Mail Conver	Ponictor
Image: Allow Max Black/ALF/SHARK OSHARK OCEN/SHAR Retained Image: Allow Fabiana Caldas/SHARKOSHARK OCEN/SHAR Delete Image: Allow Fabiana Caldas/SHARKOSHARKOSHARKO OCEN/SHAR Delete Image: Allow Fabiana Caldas/SHARKOSHARKOSHARKO OCEN/SHAR Delete Image: Allow Fabiana Caldas/SHARKOS	Gill A Groups	Admin Shark	Company	Shark Admin/SHARK@SHARK	OCEAN/SHAP	Move to Another Server
Caldas, Fabiana Caldas, Caldas, Fabiana Caldas, Fabiana	Mail-In Databases and R	Black . Mike		Mike Black/SALE/SHARK@SHARK	OCEAN/SHAP	Rename
Image: Service of Contract of Cont	Policies	Caldas , Fabiana		Fabiana Caldas/SHARK@SHARK	OCEAN/SHAF	Delete
Image: Set State	by Person/Group					Recertify
Validate Internet Address Roaming A Lungage Mi M	by Category					Set Internet Address
A Longunge trie A Longunge trie Assign Policy Create Replica(s) Find User(s) Policy Synopsis Upgrade License Tracking Opgrade Diverse Tracking Diverse Trackin	Certificates					Validate Internet Address
Assign Policy Create Replica(5) Policy Synopsis Upgrade Userse Tracking Open Fault Reports Set D2G Vier Names Encryption Capabilities	At Language Info					Roaming
Image: Second Secon	Deny Access Groups					Assign Policy
Find User(\$) Policy Synopsis Ucense Tracking Opprade Ucense Tracking Oper Fault Reports Validate 082 User Names Propriot Capabilities > 🛟 🗊 ID Vaults > 🗊 ID Vaults						Create Replica(s)
Policy Synopsis Upgrade Set D82 User Name Valides Trading Dene Fault Reports Set D82 User Name Valides Trading Dener Statistics Dener Stat						Find User(s)
Image: Control of the second secon						Policy Synopsis
Licens Fatcing Open Fatcing Set DB2 User Name Validate DB2 User Name Validate DB2 User Name Validate DB2 User Name D Compositives D Compositive						Upgrade
Open Fault Reports Set D82 User Names Validate D82 User Names P the fault Reports P the fault Repo						License Tracking
Set D82 User Name Validate D82 User Names Encryption Capabilities P (2) Groups P (2) ID Vaults						Open Fault Reports
Validate DB2 User Names Encryption Capabilities						Set DB2 User Name
						Validate DB2 User Names
						Encryption Capabilities
) 🛗 Groups
) 🔯 ID Vaults
		<u> </u>			>	16.

3. The Choose a Certifier window should display. Make sure the server name and the cert.id or ID from the user's OU are correct (see figure 37). If they are, then click OK.



Figure 37. Choose a Certifier window

4. In the password prompt box, type the password for the OU ID, as shown in figure 38.

Edit View Create Actions Administ					
	anno caspis trep				
Basels & Cause Cit Con La					
reopie a croups riles Server Mi	essaging Replication Configuration	Lotus Notos		Ô.	
Server: OCEAN/SHARK Release 8.5 on Wil	ndows/2003 5.2 Intel	Lotus Notes	LA.		Tools
V CO Domino Directories		Certifier Name	/SALE/SHARK		
V SHARK's Directory	Add Person OEdit Perso	Certifier		cations Open Mail File Chat -	V O People
> A People	Name ^	password:	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Mail Server	Register
Mail-In Databases and R	Admin , Shark	- 73		SHARK OCEAN/SHA	Move to Another Server
V APPolicies	Caldas , Fabiana	-	OK Cancel	K@SHARK OCEAN/SHA	Rename
Dynamic Policies			· · · · · · · · · · · · · · · · · · ·		Delete
by Category					Set Internet Address
Settings					Validate Internet Addre
Alt Language Info					Roaming
Deny Access Groups					Assign Policy
					Create Replica(s)
					Find User(s)
					Policy Synopsis
					Upgrade
					License Tracking
					Open Fault Reports
					Set DB2 User Name
					Encountion Consulting
					AP a
					Groups
					/ jui in vauics
2 [11]	A lost				

Figure 38. Certifier password prompt

5. You should now see the Renew Certificates in Select Entries window, in which you can change the date when the user's certificate will expire (see figure 39). It's recommended to set the date of expiration no more than 2 years out. After setting the date, click OK.



Figure 39. Renew Certificates in Select Entries window

6. You should now see the Recertify User window (see figure 40). Confirm the information is correct and click OK.

IDMUS Domain - OCEAN/SHARK - II	BM Domino Administrator			in El
TO A A A A A A A A	> □ □ □ □			
0080				
BMUS Domain - OCEAN/SHARK				
People & Groups Files Server Me	ssaging Replication Configuration			
Server: OCEAN/SHARK	1d	Jocuments Recertify User	×	Tools
Release 8.5 on Win	idows/2003 5.2 Intel	Primary Name Information		10000
V Domino Directories	🕒 Add Person 🖉 Edit Person 🔫	Delete P Common Name: Mike Black	Upgrade Notifications 🖉 Open Mail File Chat 🔻	and a second sec
People	Name ^	Teleph Qualifying Org. Unit:	Mail Serve	er Register
Groups Mail-In Databases and R	Admin , Shark	OK Skip Cancel Remaining Entries	Admin/SHARK@SHARK OCEAN/SH ack/SALE/SHARK@SHARK OCEAN/SH	HAF Move to Another Server
Policies	Caldas , Fabiana	ral	Diana Caldas/SHARK@SHARK OCEAN/SH	HAF Rename
by Person/Group				Recertify
by Category				Set Internet Address
Certificates				Validate Internet Addre
Alt Language Info				Roaming
Leny Access Groups				Assign Policy
				Create Replica(s)
				Policy Synonsis
				Upgrade
				License Tracking
				Open Fault Reports
				Set DB2 User Name
				Validate DB2 User Nam
				Encrypuon capabilities
				Groups
				> imit to vauits
-				

Figure 40. Recertify User window

7. If the process is successful, you should see the Processing Statistics window, as shown in figure 41.

Edit View Create Actions Administra		
7.9.4.8.9.7 + - + -		
0080		
BMUS Domain - OCEAN/SHARK		
People & Groups Files Server Met	aging Replication Configuration	
Server: OCEAN/SHARK Release 8.5 on Win	ows/2003 5.2 Intel Processing Statistics Entries selected: 1	▼Tools
Domino Directories Directories	Add Person ②Edit Person ④Delete Persor Succeeded: 1	Send Upgrade Notifications 🖉 Open Mail File 🛛 Chat 🔻 🚽 👌 People
 ♥ UL SHARK Directory À Reade À Stroups 	Name Telephone Failed 0 Admin, Shark Cancelide: 0 BlackMike Cancelide: 0 Caldas, Fabiana Cearlow in the Cefficiation Log OCEAN/SHARK (No information is recorded in the or skoped entree) OK	Mail Mail Server Mail Kamin/SHARK@SHARK OCEAN/SHAR Ide Black/SALE/SHARK@SHARK OCEAN/SHAR abiana Caldas/SHARK@SHARK OCEAN/SHAR Biana Caldas/SHARK@SHARK OCEAN/SHAR Recertify Set Internet Address Validate Internet Address Validate Internet Address Validate Internet Address Validate Internet Address Policy Symposit Upgrade License Tracking Validate DB2 User Name Validate DB2 User Name Validate DB2 User Name

Figure 41. Processing Statistics window

By default, AdminP processes requests marked as daily, at 12:00 AM (midnight). If you need to run this process before 12:00 AM, issue the command "tell adminp process new" on the Domino console.

To run the command from Domino's console (see figure 42):

- 1. Open the Domino Administrator, select the Server tab, and select Server Console from the left-hand pane.
- 2. Click the Live button and type the command "tell adminp process new" in the Domino Command field at the bottom of the screen.
- 3. Click the Send button.



Figure 42. Running server command from the Domino console

NOTE: The user's ID won't update until the user connects to the server after AdminP processes the request.

5.3 Renaming a user

The Rename User function can be used to change the name of users, as in the situation when a user gets married and changes the last name, but the most common reason is when a user moves to another department. (For more information, use the F1 key to access the Domino Administrator Help and search for the topic, "Moving a user name in the name hierarchy".)

For example, suppose the following user is to be moved to the department MARKETING:

User: Mike Black Department: SALE Notes name: Mike Black/SALE/SHARK

1. Open the Domino Administrator, select the user you want to rename, and then select Rename from the right-hand menu (see figure 43).

Figure 43. Rename menu option

ا 🔕	BMUS Domain - OCEAN/SHARK - II	BM Domino Ad	Iministrator					_ D 🔀
File	Edit View Create Actions Administr	ation People H	Help					
2	7000070000000000000000000000000000000	≥ 🛱 🛱 🍳						
10	Q Q & B							
	BMUS Domain - OCEAN/SHARK							
m	People & Groups Files Server Me	ssaging Repli	cation Configuration					
	Release 8.5 on Win	dows/2003 5.2	2 Intel					√Tools
	V Domino Directories					Send Ungrade Notifications	Open Mail File Chat	A Decele
	SHARK's Directory	Anderen		() beleet erstin			jopennianne ende	
	A People		Name ^	Telephone	Company ^	E-Mail Charle Admin (CLADIC & CLADIC	Mail Server	Register
	Mail-In Databases and R		Black . Mike			Mike Black/SALE/SHARK@SHARK	OCEAN/SHA	Move to Another Server
	Policies		Caldas , Fablana			Fabiana Caldas/SHARK@SHARK	UCEAN/SHAF	Rename
	by Person /Ground							Delete
	by Category							Cot Internet Address
	Settings							Validate Internet Address
	Alt Language Info							Roaming
	A Deny Access Groups							Assign Policy
	02401							Create Replica(s)
								Find User(s)
								Policy Synopsis
								Upgrade
								License Tracking
								Open Fault Reports
								Set DB2 User Name
								Validate DB2 User Names
								Encryption Capabilities
								Groups
) 🖬 ID Vaults
								· •
	<	<					>	
	1					*) (Disconnected	

2. In the Rename Select Notes People window, click the Request Move to New Certifier button (see figure 44).

IBMUS Domain - OCEAN/SHARK - IBM Domino Administrator	•		_ d
File Edit View Create Actions Administration People Help			
270604-4-2000			
<u>]QQ &]</u>			
BMUS Domain - OCEAN/SHARK			
People & Groups Files Server Messaging Replication Configuration			
Server: OCEAN/SHARK	Rename Selected Notes People	×	Tools
Control Directories	Upgrade to Hierarchical Done		
C SHARK's Directory	Change Common Name Help		V U People
Admin Shark	Request Move to New Certifier	dmin/SHARK@SHARK OCEAN/SH	Register
Black , Mike		ick/SALE/SHARK@SHARK OCEAN/SH	Rename
Caldas , Fabiana	Honor old names for up to 21 days (Between 14 and 60 days)	Caldas/SHARK@SHARK OCEAN/SH	Delete
by Person/Group			Recertify
Settinge			Set Internet Address
Certificates			Validate Internet Address
At Language Info			Roaming
Kan Deny Access choups			Assign Policy
			Create Replica(s)
			Find User(s) Policy Synopsis
			Ungrade
			License Tracking
			Open Fault Reports
			Set DB2 User Name
			Validate DB2 User Names
			Encryption Capabilities
			> 📸 Groups
) 🔯 ID Vaults

Figure 44. Rename Select Notes People window

3. In the Choose a Certifier window, make sure to select the user's server and the OU's ID the user is now under, for example, SALE/SHARK (see figure 45). Type the SALE/SHARK OU's password, and click OK.



Figure 45. Choose a Certifier window

4. In the Request Move for Selected People window, select the new OU for the user, for example, MARKETING/SHARK (see figure 46); click OK.

۵ ا	BMUS Domain - OCEAN/SHARK - IB	BM Domino Administrator					X
File	Edit View Create Actions Administra	abon People Help					
2	7 3 4 8 4 5 4 - 4 -	= 🗄 🛱 🔍 🚍					
	Q Q & U						
	BMUS Domain - OCEAN/SHARK						
T	People & Groups Files Server Mes	ssaging Replication Configuration					
h	Server: OCEAN/SHARK		Request Move For Selected People	×			Tools
	Release 8.5 on Wind	dows/2003 5.2 Intel	Old Certifier: /SALE/SHARK	OK			VIOUS
O.	Domino Directories Directories	🗅 Add Person 🖉 Edit Person 🐽 Dele			rade Notifications 🖉 Open Mail File	Chat▼	🚽 👌 People
	People	Name 🔨 Te	New Certifier:	Cancel		Mail Server	Register
B	Groups	Admin , Shark	/MARKETING/SHARK		n/SHARK@SHARK	OCEAN/SHAP	Move to Another Server
ŏ	Policies	Black , Mike Caldage Eabiana	V Inspect each entry before submitting request		SALE/SHARK@SHARK	OCEAN/SHAF	Rename
Z	V K Dynamic Policies	Caldas , l'ablalla	(Between 14 and 60 days)		Idas/STAICCOSTAICC	OCCANJONAL	Delete
	by Person/Group						Recertify
	Settings						Set Internet Address
	Certificates						Validate Internet Address
	Alt Language Into						Roaming
							Assign Policy
							Find Llear(s)
							Policy Synopsis
							Upgrade
							License Tracking
							Open Fault Reports
							Set DB2 User Name
							Validate DB2 User Names
							Encryption Capabilities
) 👸 Groups
) 🕅 ID Vaults
	<	< <u>m</u>				>	
	11				•] 🖘 •] (%A •] (3	Disconnected	▲] [Unline ▲] [[[]] ▲]

Figure 46. Request Move for Selected People window

5. In the Rename Person window, make sure you renamed the correct user, and then click OK (see figure 47).

IBMUS Domain - OCEAN/SHARK - II	BM Domino Administrator			
File Edit View Create Actions Administr	ration People Help			
]QQ & []				
BMUS Domain - OCEAN/SHARK				
People & Groups Files Server Me	ssaging Replication Configuration			
Server: OCEAN/SHARK	1 docume	Rename Person ×		1
Release 8.5 on Win	ndows/2003 5.2 Intel	Primary Name Information		VIOOIS
Domino Directories	Add Person Delet	Common Name: Mike Black	ograde Notifications 🖉 Open Mail File Chat 🕶	🚽 👌 People
A People	Name ^ Tel	Qualifying Org. Unit:	Mail Server	Register
2) And Groups	Admin , Shark	Allow the primary name to be changed when the name is moved.	min/SHARK@SHARK OCEAN/SHAR	Move to Another Server
Policies	✓ Black, Mike Caldas, Fabiana	(All systems must be running R5.04 or higher for this to work)	k/SALE/SHARK@SHARK OCEAN/SHAR Caldas/SHARK@SHARK OCEAN/SHAR	Rename
V M Dynamic Policies		OK Skip Cancel Remaining Entries	10	Delete
by Person/Group			-	Recertify
Settings				Validate Internet Address
At Language Info				Roaming
Access Groups				Assign Policy
				Create Replica(s)
				Find User(s)
				Policy Synopsis
				License Tracking
				Open Fault Reports
				Set DB2 User Name
				Validate DB2 User Names
				Encryption Capabilities
				> 👸 Groups
) 🔯 ID Vaults

Figure 47. Rename Person window

6. If the process was successful, you should see the Processing Statistics window (see figure 48); however, we're not done yet.



Figure 48. Processing Statistics window

7. Now you must go into the Administration database to complete the rename process. In the Domino Administrator, select the Files tab, and double-click Admin4.nsf in the list of databases (see figure 49).

Figure 49. Database l	ist
-----------------------	-----

ا 🔕	BMUS Domain - OCEAN/SHARK - IB	BM Domino Administrator										- 0 ×
File	File Edit Administration Files Help											
	8 2 3 9						1					
	00 401											
-	BMUS Domain - OCEAN/SHARK											
	People & Groups Files Server Mes	ssaging Replication Configuration										
	Server: OCEAN/SHARK											
40	Release 8.5 on Wind	dows/2003 5.2 Intel					Show me	2: Database	s only	×	All	
	V C:\Lotus\Domino\data	Title 🗢	Filename 🗘	Physical Path 🗘	File Format O	Logical Size 🗘	Physical Size 🗘 🛛 M	ax Size 🗘	Quota 🗘		Diak Canad	
	🖮 địc 🚺	Administration Requests	admin4.nsf	C:\Lotus\Domino\	R6 (43:0)	2,883,584	2,883,584	No limit	0		Disk Space	
	🕨 🧰 domino	💊 Catalog (8)	catalog.nsf	C:\Lotus\Domino\	R6 (43:0)	1,880,064	1,880,064	No limit	0	\rightarrow Ca	Folder	
(ES)	etc .	Certificate Requests database	certificate.nsl	C:\Lotus\Domino\	R8 (48:0)	1,880,064	1,880,064	No limit	0			
	gtrhome	CPP FreeBusy WebService	cppfbws.nsf	C:\Lotus\Domino\	R6 (43:0)	589,824	589,824	No limit	0		Database	
2	i help	cppfbws	cppfbws.ntf	C:\Lotus\Domino\	R6 (43:0)	589,824	589,824	No limit	0	0.02	DB2 Groups	
		Customers	customer.nsf	C:\Lotus\Domino\	R6 (43:0)	15,204,352	15,204,352	No limit	0		002 010005	
	mail mail	Substituição	dasubsti.nsr	C: Lotus Domino	R6 (43:0)	19,398,656	19,398,656	NO limit	0			
	meval	Directory Assistance	dircat.nsr	C:\Lotus\Domino\	R6 (43:0)	1,385,152	1,585,152	No limit	0			
		Domine Cortificate Authority	deminector pr	C. (Lotus (Domino)	PR (43.0)	2,407,090	2,407,090	No limit	0			
	W32	Domino Directory Cache (6)	dbdirman nef	C:\Lotus\Domino\	R6 (43:0)	2 350 206	2 350 206	No limit	0			
	Catalog (8)	Domino Domain Monitor (8)	ddm.nsf	C:\Lotus\Domino\	R6 (43:0)	5,505,024	5,505,024	No limit	0			
		Domino Web Administrator (8)	webadmin.ns	C:\Lotus\Domino\	R8 (48:0)	8,126,464	8,126,464	No limit	0			
		DPI (Domino Portal Integration)	dpicfa.nsf	C:\Lotus\Domino\	R6 (43:0)	958,464	958,464	No limit	0			
		Global HSBC Mail Directory	hsbc.nsf	C:\Lotus\Domino\	R8 (48:0)	13.631.488	13.631.488	No limit	0			
		Homepage (8.5)	homepage.ns	C:\Lotus\Domino\	R6 (43:0)	458,752	458,752	No limit	0			
		💑 Java AgentRunner	agentrunner.	C:\Lotus\Domino\	R5 (41:0)	458,752	458,752	No limit	0			
		💊 Lista de End. de BNDES	names-temp.	C:\Lotus\Domino\	R6 (43:0)	86,769,664	86,769,664	No limit	0			
		Local free time info	busytime.nsf	C:\Lotus\Domino\	R6 (43:0)	393,216	393,216	No limit	0			
		Ictus Notes/Domino Fault Repor	Indfr.nsf	C:\Lotus\Domino\	R6 (43:0)	1,015,808	1,015,808	No limit	0			
		lotus Notes/Domino Smart Upgr	Indsutr.nsf	C:\Lotus\Domino\	R6 (43:0)	774,144	774,144	No limit	0			
		Monitoring Configuration	events4.nsf	C:\Lotus\Domino\	R6 (43:0)	30,408,704	30,408,704	No limit	0			
		OCEAN'S Log	log.nsf	C:\Lotus\Domino\	R6 (43:0)	2,883,584	2,883,584	No limit	0			
		Offline Services	doladmin.nst	C:\Lotus\Domino\	R6 (43:0)	786,432	786,432	No limit	0			
		S redirect	redirect.nsf	C:\Lotus\Domino\	R8 (48:0)	1,253,376	1,253,376	No limit	0			
		Sample web Agent - Reset User	pwdresetsan	C: Lotus Domino	R6 (43:0)	524,288	524,288	NO limit	0			
		Server Certificate Admin	certsrv.nsr	C: (Lotus Domino)	R6 (43:0)	1,437,090	1,437,090	No limit	0			
		Server.coad Secup Agents	corting per	Cill otus Domino	R6 (43.0)	663 553	663 553	No limit	0			
		SHARK's Directory	names nef	C:\Lotus\Domino\	R6 (43:0)	16 515 072	16 515 072	No limit	0			
		Si Milles Direccory	namesmar	C. (Locus (Domino)	100 (45.0)	10,515,072	10,515,072	NO MILL				
		1 file(s) selected 3 MB (2,883,584 l	oytes)						>			
1][•] 🔜 •]	[XA •] [3 C	isconnected	Online	• 🖾 •

8. In the Administrative Requests database, select the Name Move Requests view, select the user you want to rename (in this example, Mike Black/SALE/SHARK), and then click the "Complete Move for selected entries" button at the top (see figure 50).



Figure 50. Name Move Requests view

9. In the Choose a Certifier window, select the user's server and the OU's ID to which the user is going (in this example, MARKETING/SHARK), and then click OK (see figure 51). Type in the password for the MARKETING/SHARK OU ID.



Figure 51. Choose a Certifier window

10.In the Certificate Expiration Date window, set the date of expiration for the user ID (we recommend 2 years, the default), and then click OK (see figure 52).

dministration Requests - Name Move Req	 Requests - Name Move Requests - IBM Domino Administrator
dit View Create Actions Help	 te Actions Help
<i>₹♥��%%</i> @ <i>\$</i> → <i>\$</i> ≈ ■₽	
🔗 IBMUS Domain - OCEAN/SHARK 🛛 🔏 Adminir	in - OCEAN/SHARK 🛛 🔏 Administration Requests 🗙
Administration Requests	ration Requests Complete Move for selected entries (?)Help
Administration Require Pending Administrator Approval Individual Approval Required Pending by Server Pending by Server All Activity by Server All Activity by Server All Requests by Artion All Requests by Server All Requests by Server Al	complete Move for selected entries tive Attention Require dministrator Approval lad Approval Required by Server is by Server by Server is by Server uests by Name uests by Name uests by Server uests by Name uests by Server uests by Name uests by Server uests by Name uests by Criginating A uests by Trainitiate Gover Requests ain an Authority Requests at Requests there Requests are Requests are Requests are not mathematicate and the set of the submitting request at Requests are requests are in Mathematicate and the set of the submitting request at Requests are requests are requests and the set of the submitting request are requests are requests are requests are requests and the set of the submitting request at the set of the submitting request at the sequests are requests at the sequests are requests at the sequests are requests at the sequests at the sequests at the sequests are requests at the sequests are requests at the sequests at the sequest at the sequests at the sequests at the sequest a

Figure 52. Certificate Expiration Date window

11.In the Rename Person window, confirm that you renamed the correct user; click OK (see figure 53).

Crest Domain Requests Crest Request Crest Re	Edit View Create Actions Help	
Constant of the second se	· 〒少合多多菌 チーキー 画内C 目	
Market Dame: OCDAN-UNR Reguests Complete Autority Research		
Administration Request Complete Move for selected entries Peelon Peedong Mainistrative Attention Required Target: Current Na Reame Person Peedong Mainistrative Attention Required Induct Marce There (S MA) Nor Manay Name Monaton Peedong Mainistrative Attention Required Induct Marce There (S MA) Nor Manay Name Monaton Peedong Mainistrative Attention // AAACCTINE (S MA) Nor Manay Name Monaton Peedong Mainistrative Attention // AAACCTINE (S MA) Nor Manay Name Monaton Peedong Mainistrative Attention // AAACCTINE (S MA) Nor Manay Name Monaton Pall Errors by Oake Second Marce Name Mainistrative Attention Nor Manay Name Monaton Pall Errors by Oake Second Name Marce Mainistrative Attention Nor Manay Name Monaton Pall Requests by Server All Requests by Server Second Name Marce M	🛞 IBMUS Domain - OCEAN/SHARK 🧭 Administration Requests 🗙	
Administrative Attantion Required Target Current N Idocased Main Status Attantion Required Pending Administrative Attantion Required More Required Pending Dy Saver Pending Dy Saver More Required More Required All Perces by Date More Required More Required More Required All Perces by Date More Required More Required More Required All Required by First More Required More Required More Required All Required by Terrer All Required by Terrer More Required More Required All Required by Terrer All Required by Terrer More Required More Required All Required by Terrer All Required by Terrer More Required More Required Cortis Domain Decoder Required More Required More Required Cortis Domain Required by Terrer More Required More Required Cortis Domain Required by Terrer More Required More Required Cortis Domain Required by Terrer More Required More Required Cortis Domain Required by Terrer More Required by Terrer More Required Cortis Do	Administration Requests Complete Move for selected entries (THelp	
Administration Requests	Administration Requests Complete Move for selected entries Phelo Administrative Attention Require Target Current Na Idoument Rename Person Individual Approval Requests Target Current Na Idoument Rename Person Individual Approval Requests Target Current Na Idoument Rename Person Individual Approval Requests Target Current Na Idoument New Finny Vlame Vdame Vdame All Enrors by Date MarketTING/SIALE/SHAR New Finny Vlame Vdame New Finny Vlame All Requests by Name All Requests by Varianting A New Finny Vlame New Finny Vlame All Requests by Varianting A All Requests by Varianting A New Finny Vlame New Finny Vlame All Requests by Varianting A All Requests by Varianting A New Finny Vlame New Finny Vlame All Requests by Varianting A All Requests by Varianting A New Finny Vlame New Finny Vlame All Requests by Varianting A All Requests by Varianting A New Finny Vlame New Finny Vlame Cortificate Requests Cortificate Requests Cortificate Requests Recovery Information Update Recovery Information Update Height All Requests A Height All Requests All Requests Height All Request All Requests	

Figure 53. Rename Person window

11.If the process was successful, the Processing Statistics window should display, indicating "Succeeded". However, the process to rename the user is still not done.

By default, AdminP processes requests marked as daily, at 12:00 AM (midnight). If you need to run this process before 12:00 AM, you should run the command "tell adminp process new" on the Domino console.

To run the command via the Domino Administrator, use these steps (recall figure 42):

- 1. Open the Domino Administrator, select the Server tab, and select Server Console from the left-hand pane.
- 2. Click the Live button, and type the command "tell adminp process new" in the Domino Command field at the bottom.
- 3. Click the Send button.

NOTE: Changes to User.ID files are not immediate; AdminP must first process the requests, and the user must connect to his/her home server.

5.4 Deleting a user

You can use this option to remove the user from the server. In this example we delete the user Debby White. (For more information, refer to the Domino Administrator Help and search for the topic "Deleting a user".)

- 1. Open the Domino Administrator, select the People & Groups tab, and select the user you want to delete (see figure 54).
- 2. Under the People pane on the right, select Delete.

Figure 54. Deleting user Debby White

🧶 IB	MUS Domain - OCEAN/SHARK - IE	BM D	omino Administrator					- 2 🔀
File E	dit View Create Actions Administra	ation	People Help					
2	F 🕀 🔶 🎸 🐼 💠 🗕 🔶 = 🔶 =	. (i Aq I					
	20 8 9							
ſ	IBMUS Domain - OCEAN/SHARK	Admin	istration Requests - Pendi ×					
	People & Groups Files Server Me	ssagir	g Replication Configuration					
n	Server: OCEAN/SHARK							Tools
	Release 8.5 on Win	dows	/2003 5.2 Intel					100is
OT A	COD SHARK's Directory	0	Add Person 🖉 Edit Person	Delete Person	Copy to Personal Address Book	Send Upgrade Notifications	🌮 Open Mail File Chat 🕶	🤝 👌 People
	> A People		Name ^	Telephone	Company ~	E-Mail	Mail Server	Register
B	Croups		Admin , Shark			Shark Admin/SHARK@SHARK	OCEAN/SHAP	Move to Another Server
0	Policies		Black , Mike			Mike Black/MARKETING/SHARK	DSHARK OCEAN/SHAP	Rename
3	Settings	~	White . Debby			Debby White/SALE/SHARK@SH	ARK OCEAN/SHAF	Delete
	Certificates	-						Recertify
	Alt Language Info							Set Internet Address
	Deny Access Gloups							Validate Internet Address
								Roaming
								Assign Policy
								Create Replica(s)
								Find User(s)
								Policy Synopsis
								Upgrade
								License Tracking
								Open Fault Reports
								Set DB2 User Name
								Validate DB2 User Names
								Encryption Capabilities
								👂 📸 Groups
) 🗐 ID Vaults
4		< 1					2	
	1 document selected					•	A Control A Contro	▲ Online ▲ 🧔 ▲

- 3. In the Delete Persons window, select these options (see figure 55):
 - Delete the mail database on the user's home server
 - Delete mail replicas on all other servers
 - Delete user from the Domino Directory immediately
- 4. Click OK. At this point, the user cannot access the server anymore; however, the process to delete the user is not done yet.

FI	gure 55. Dele		e Person wir	aow					
Ele:	Sdit View Create Actions Administr	DM L	Pennle Heln						
1.8	₹.A. A. A. A. 🗟 A. – A. –								
	າ ເບັນ ອີງອີງແມ່ນ ອີງອີງ ລາວ 24 ເປັ								
	BANDS Domain - OCEAN/SHARK								
	reopie & droups Hies Server Me	essagi	ng Replication Configuration	Delete De	50D		n -		
	Server: OCEAN/SHARK Release 8.5 on Win	wohr	s/2003 5.2 Intel	Delete Pel	5011	L_	1		'√Tools
5	VI Domino Directories				Use this tool to delete users and their associated data from your Domino domain in the background using the Administration	ОК			
	V SHARK's Directory	9	Add Person Dedit Person	V	Process.	Cancel	fications Open Mail	File Chat*	V O People
-	People		Name ^	Selected:	SHARK's Directory (names.nsf) on OCEAN/SHARK			Mail Server	Register
	Mail-In Databases and R		Admin , Shark Black , Mike		Debby White/SALE/SHARK		@SHARK NG/SHARK@SHARK	OCEAN/SHAF	Move to Another Server
	Policies		Caldas , Fabiana	What sho	uld happen to the user's mail database?		RK@SHARK	OCEAN/SHAF	Rename
	Cettings	1	White , Debby	O Do not	lelete the mail database		HARK@SHARK	OCEAN/SHAP	Delete
	Alt Language Info			• Delete	he mail database on the user's home server.				Set Internet Address
	A Deny Access Groups			i De	ete mail replicas on all other servers.				Validate Internet Address
				What sho	Id happen to the user's ID in the ID vault?				Roaming
				(a) Maric th	ID as inactive and keep the ID in the vault				Assign Policy
				Delete	he ID from the vault.				Create Replica(s)
				0 1 1					Find User(s)
				Optional:					Policy Synopsis
				Add delete	l user to Deny Access Group:	Groups			Upgrade
				<no deny<="" td=""><td>Access Group selected or available></td><td>Clear</td><td></td><td></td><td>License Tracking</td></no>	Access Group selected or available>	Clear			License Tracking
				Delete	iser's Windows account, if existing.				Open Fault Reports
				Delete	iser from this Domino Directory immediately.				Set DB2 User Name
				The Admi	istration Process will create Approve Mail File Deletion requests for all	replicas of these			Formation Conshilition
				users' ma	ties.				20 capabilities
				-36					y 🔟 Groups
) 🔟 ID Vaults
		1						(*)	
_		1014					100.0	December 1	

Figure 55. Delete Person window

- 5. From the Domino console, run the command "tell adminp process new", just as we did when renaming a user in Section 5.3.
- 6. Now you must go into the Administration database to complete the delete process. In the Domino Administrator, select the Files tab, and double-click Admin4.nsf in the list of databases (recall figure 49).
- 7. Select the Pending by Server view, and open the sub-view of the user's home server. Select the user you want to approve to delete the mail database, and then click the Approve selected Requests button (see figure 56).

Figure 56. Pending by Server view

Administration Requests - Pending Adm	inistra	itor Approval\l	By Server - IBM Domino Administrat	or				
File Edit View Create Actions Help								
2786890 + - + - =	AQ	. 😑						
IBMUS Domain - OCEAN/SHARK	tration R	equests - Pendi '	×					
Administration Requests	App	rove Selected	Requests 2 Help					
Auministration Requests	LIPP		tictocoto (Ticto					
Administrative Attention Require	Q	Sched. Type	Action	Reques	ster	Action performed on		
Pending Administrator Approval		VOCEAN/SHA	ARK					
Pending by Age		Approval	request pending today					
Pending by Server	~	27	Approve Mail File Deletion	Leonar	do W Calda	as Debby White/SALE/SHARK		
All Activity by Server								
All Errors by Date								
All Errors by Server								
All Requests by Action								
All Requests by Name								
All Requests by Server								
All Requests by Time Initiated								
Certify New Key Requests								
Cross Domain	0							
Certification Authority Requests	5							
Revocation Requests	1							
Enrollment Requests	1							
Configuration Updates								
Recovery Information opdate								
11011110010101010101010100101101101	0							
101011011001011011011010101010100100100								
AND ADDRESS OF A DECK OF A								
Long which had a substantion to have been								
and the second sec								
and the second second								
the second for								
Contraction American								
The second with a second second								
Contraction and Southern Propagation								
Contraction and the second states of the second								
Administration Requests								
Administration Requests								
1 document selected						▲) (~	A CA A Disconnected	• Online • 🤣 •

8. Verify you've selected the correct user's mail database to delete. We recommend waiting for AdminP to delete the user's mail database when it runs at 12:00 AM (by default). (Remember that the user cannot access the server anymore after Step 4 above is done.)

5.5 Setting quotas

You can control the size of users' mail databases by setting quotas. (For more information, refer to the Domino Administrator Help and search for the topic "Database size quotas".) To do this:

1. Open the Domino Administrator, select the Files tab, and select the Mail view from the left-hand pane (see figure 57). Highlight the user's mail database for which you want set the quota.

Figure 57. Mail databases view

IBMUS Domain - OCEAN/SHARK -	IBM Domino Administrator	- 5 🔀
File Edit Administration Files Help		
6 8 9 9		
BMUS Domain - OCEAN/SHARK		
People & Groups Hes Server	Messaging Keplication Configuration	
Server: OCEAN/SHARK Release 8.5 on W	C Show me: Databases only All Tools	
C:\Lotus\Domino\data	Title ♦ Filename ♦ Physical Path ♦ File Format ♦ Logical Size ♦ Physical Size ♦ Quota ♦ Warning ♦ File Torisk Space	
🕋 🦛 drc	Fabiana Caldas fcaldas.nsf C:\Lotus\Domino\ R8 (48:0) 252,427,968 No limit 0	
etc	Max reste 2 mteste4.nsr C:LotusUp0minov R6 (43:0) 11 706 480 11 706 480 No limit 0 Li 706 480 No limit 0	
2 gthome	Shark Admin sadmin.nsf C: Votus Domino V R8 (48:0) 19,136,512 19,136,512 No limit 0	
i help		
iNotes	y we bez Groups	
meval		
i Users		
W32		
(acaion (a)		
	1 file(s) selected 11 MB (11,796,480 bytes)	
Found 131 files on OCEAN/SHARK	A CA A A Disconnected A Online	A 📑 A

2. Right-click on the user's database (here, Mike Black's) and select the Quotas option from the drop-down list (see figure 58).





- 3. In the Set Quotas window, select the user's mail database, and select the options "Set database quota to" and "Set warning threshold to" (see figure 59). In this example, we set the quota at 250 MB.
- 4. It's recommended to set an alert to the user, to let him know when the database is about to reach the limit of the quota. To do that, you need set a value for the "Set warning threshold to" option. We recommend setting the value at about 90% or less of the quota limit.
- 5. To complete the process, click OK.

Figure 59. Set Quotas window



5.6 Creating a new mail file

If a user's database gets damaged (corrupted) and maintenance steps (see Section 6) cannot recover it, then you can create a new mail file. To do this:

1. Open the Domino Administrator and select File > Application > New from the top menu (see figure 60). Note that you can perform this task using the Notes client, but you must log in as a user who has Administrator rights.

8	create a new Notes appl	cation												
File	Edit View Create	Actions Admir	histration	People Help										
Op	ben	Enter		B A Q E										
0	ben Server													
d	ose	Ctrl+W	h											
Do	ocument Properties			10.0.0	10.0	1								
A	plication		Prope	d Neblication	1 Conhourati	xn								
Re	eplication	•	Acces	s Control										Tools
M	obile	٠	Make	Available Offline										1.
In	stant Messaging		Open.		Ctrl+O	rsor	Delete Person	Copy t	o Personal Address Bool	k .	Send Upgrade Notifications	🖉 Open Mail File	e Chat 🕶	→ Â People
Im	port Contacts		New	÷	Ctrl+N		Telephone		Company 🔿	-	E-Mail		Mail Server	Register
Ex	port Contacts	CHLIP	New C	Copy			relephone		company		Shark Admin/SHARK@SHARK		OCEAN/SHAF	Move to Another Server
Pa	ide Setup	Curter	Publish	h							Mike Black/MARKETING/SHARK	(@SHARK	OCEAN/SHAF	Rename
Pr	eferences	•	Delete	i		9					Fabiana Caldas/SHARK@SHAF	RK	OCEAN/SHAF	Delete
Se	curity	۲	Archiv	·c										Reportific
C	ose All Open Window Ta	bs	Refre	sh Design		1								Sot Internet Address
Ex	it Administrator		Design	n Svnopsis										Velidete Tetereet Address
			T	i o fridpoloriti										Validate Internet Address
														Koaming
														Assign Policy
														Create Replica(s)
														Find User(s)
														Policy Synopsis
														Upgrade
														License Tracking
														Open Fault Reports
														Set DB2 User Name
														Validate DB2 User Names
														Encryption Capabilities
) 🔐 Groups
) 📓 ID Vaults
														- -
. 1	<	1	> < 11										>	
	16					_				_		<u></u>	D	

Figure 60. Create a new Notes application

- 2. In the top portion of the New Application window, set the following fields (see figure 61):
 - Server: The home server of the user for whom you want to create the new mail database.
 - Title: The description of the database.
 - File name: The name of the mail database. Make sure you type "mail\" before the name of mail database, the default folder for mail databases.
- 3. In the lower portion of this window, set the Server field as the home server of the user, and then select Mail(R8.5) for the Template. Click OK, to complete this step.



Figure 61. New Application window

4. From the Files tab, open the new mail database by double-clicking on it from the Mail databases view (see figure 62).

Administration Files Help											
999											
6 A BI											
BMUS Domain - OCEAN/SHARK											
ople & Groups Files Server Mess	aging Replication Config	guration									
Server: OCEAN/SHARK								Terror and			
Release 8.5 on Windo	ows/2003 5.2 Intel						Show me:	Databases	only	A	Tools
C:\Lotus\Domino\data	Title 🗢	Elename 🗘	Physical Path Q	Elle Format O	Logical Size Q	Physical Size Q	Max Size C (Qunta Q	Waming Q		
🧰 dfc 🛛 📢	💊 Fabiana Caldas	fcaldas.nsf	C:\Lotus\Domino\	R8 (48:0)	25,427,968	25,427,968	No limit	0		> 🖾 U	isk space
🕨 🚞 domino 🛛 🔹	Max Teste 2	mteste4.nsf	C:\Lotus\Domino\	R6 (43:0)	27,262,976	27,262,976	No limit	0	S	> Ca F	older
etc _	🚫 Mike Black	mblack.nsf	C:\Lotus\Domino\	R8 (48:0)	12,058,624	12,058,624	No limit	250 MB	220 1		
gtrhome	💊 newdatabase	newdatabas	C:\Lotus\Domino\	R8 (48:0)	25,165,824	25,165,824	No limit	0		> 😒 D	atabase
inelp (Notes	Shark Admin	sadmin.nst	C:\Lotus\Domino\	R8 (48:0)	19,136,512	19,136,512	Nolimit	0) 💷 D	B2 Groups
mail										/	
properties											
🕨 🧰 meval											
Contract Users											
📄 W32											
Catalog (8)											

Figure 62. Open the new database

- 5. When you open the new mail database, the Owner Value Not Set window will display, with the warning "Please set owner value in Mail File preferences." Just click OK.
- 6. Press the ESC key and then, in the mail database, click the More button at the top; select the Preferences option (see figure 63).

Figure 63. Select Preferences

ewdatabase - Inbox - Full Ac	cess Administration - IBM D	lomino Administrator			_ 2 🛛
File Edit View Create Actions Help					
27468804-	* = = # 4				
		8			
BMUS Domain - OCEAN/SHA	RK				
🚨 🕲 Mail 🛪 📃	🖄 New Message 🛛 🚑 Rej	ply 🔹 Reply to All 👻 📑 Forward 👻 👔	🛛 🕈 🏱 🕆 🗍 🔍 🕶 More 🕶 🚱	🗹 View All	J View Unread
	V Sender A	Subject ^	Preferences	Date ~	Size v 🔨 v
🔓 🚵 Inbox					
💮 📝 Drafts			Add Sender to Contacts		
Sent 🖉			Block Mail from Sender		
Follow Up			Schedule a Meeting		
All Documents			New Message with Stationery		
Trash			Mail Rules		
Chat History					
🗉 🥫 Views					
🕀 🚞 Folders					
🖲 🛃 Archive					
🗷 🍓 Tools					
Follow Up -					
on OCEAN/SHARK			Preview 🔺		
			•	A Sisconnected A Online	• 🧔 •

7. In the Preferences window, select the Mail tab, then Basics, and then click the Change button (see figure 64).

Figure 64. Prefere	ences window	
🤌 newdatabase - Inbox - IBM Domino Adm	inistrator	
File Edit View Create Actions Help		
270000) 為Q 🔤	
<u> </u> ଦୁଇ ଛାଇ		
SHARK Domain - OCEAN/SHARK	ewdatabase - Inbox X	
		View All View Upread
	Preferences ? X	
	Sender A	Date Y Size Y A Y
Inbox	Mail Calendar & To Do Access & Delegation OK	
Drafts	Basics Letterhead Signature Follow Up Attention Indicators Cancel	
Sent		
P Follow Up	Owner: Shark Admin/SHARK Change	
All Documents	Mail security preferences	
20 Junk	Outoping Mail Checking	
Trash	Spell-check messages before sending	
Chat History	Warn me about blank message subjects	
Views		
🗄 🧰 Folders	View and Folder Management	
🗄 📸 Archive	Allow others to recall mail sent to me	
🗄 🦗 Tools	When I delete a collapsed conversation:	
	Ask me	
	When I delete any document in the Sent view:	
	Ask me 🗸	
	When I delete a calendar document from any Mail view or tolder:	
	Delete documents in my Trash folder after 48 hours	
Follow Up •		
on OCEAN/SHARK	Preview 🔺	

- 8. The Owner Name Change window will display with a warning message; just click the Yes button.
- 9. In the Directory field of the Select Name window, select the Domino Directory (Names.nsf) the user will use for this new mail database, select the user (here, Mike Black), and click OK (see figure 65).
- 10.When you're returned to the previous screen, just confirm that you selected the correct user, and then click OK.

SHARK Donain - OCENUSHARK. Investablase kbox X Mail New Message Preferences Select Name Select Namm	Edit View Greate Actions Help	mminasi uku	
Additional and a constraint from any Mail view or folder: Add to Certacts	7 · · · · · · · · · · · · · · · · · · ·		
SAMAK Coman - OCEMUSHAK. Intervidedade - Hox X Mail New Message Preferences Sect Name Oxoo En dectory. Ben type al or pat of the name. Oxoo Torifs Sect Mail Calende Oxoo: Decte Dectory SHARK Deceary Oxoo Decte Dectory SHARK Deceary Oxoo Decte Dectory Decte Dectory De	0080		
Mail New Message Preference: Select Name Image: Control of the selectory.	SHARK Domain - OCEAN/SHARK	newdatabase - Inbox X	
	Image: SHARK Domain - OCEAN/SHARK Image: Shark Domain - OCEAN/SHARK	rewdatabase - Intox x w Message Preferences Select Name Sender ^ Mail Calenda Orose the directory, then type all or part of the name. Basics Basics Basics Owner: Shark A Preferences Select Name Outgoing Mail Select Name Outgoing Mail Select Name View and Fold Caldas, Fabiana Select Name Uctors Notes/Domino Fault Reports Use Outsources/Domino Fault Reports Use Outsources/Domino Fault Reports Unitsolves/Domino Fault Reports Unitsolves/Domino Fault Reports Unitsolves/Domino Fault Reports Unitsolves/Domino Fault Reports When I delete a Ask me When I delete a Ask me Unitsolves/Domine Smart Upgrade Tracking Report View and Fold OK Cancel When I delete a Ask me Unitso remove or delete De	View All View Unr Date Size ∧

Figure 65. Select Name window

- 11.Now select File > Application > Access Control, from Domino Administrator's top menu (recall figure 60).
- 12. In the Access Control List (ACL) window, click the Add button (see figure 66).



Figure 66. Access Control List for new database

13.In the Directory field of the Select Names window, select the Domino Directory (Names.nsf) the user will use for his new mail database, select the user, and then click the Add button (see figure 67). Click OK, to complete this step.

dit View Create Actions Help			
; - + - +	- 1 🛱 🔍 🗉		
10 8 8			
🍓 SHARK Domain - OCEAN/SHARK	🔂 newdatabase - Inbox 🗙		
SHARK Doman-OCEAN/SHARK Mail Mail Torafts Sent Follow Up All Documents Junk Trash Chat History Chat History Folders Folder	Demendatabase - Inbox X New Message	Select Names Select Names Choose the directory, then type all or part of the name. Predory: Hid names stating with: Names Administration Requests Administration Ful name Ful name Ful name Ful name An Access Control List (ACL) defres who can view and edit your Votes Administration Requests An Access control List (ACL) defres who can view and edit your Votes Administration Requests Administration Requests Administration Requests Ful name Ful name Ful	v View All ☐ View Unread
Follow Up •			
OCEAN/CUADY	4		

Figure 67. Select Names window

14.Set the ACL level; in this example (see figure 68), the user has the default level of access (Editor), though sometimes users may need a higher level, for example, Manager. Click OK.



15.Open (double-click) the user's Person document from the People view (see figure 69).

SHARK Domain - OCEAN/SHARK - I	BM Domino Admii	nistrator					_ D 🔀
ile Edit View Create Actions Administr	ation People Help						
2700000000000000	■ □ A Q □						
<u> </u> QQ & B	_						
SHARK Domain - OCEAN/SHARK							
People & Groups Files Server Me	ssaging Replicatio	n Configuration					
Server: OCEAN/SHARK Release 8.5 on Win	dows/2003 5.2 Int	el					∽Tools
Domino Directories	Add Person	CEdit Person	Delete Person	Copy to Personal Address Book	🖅 Send Upgrade Notifications 🔊 Open M	ail File Chat 🕶	🗸 👌 People
🕑 📡 🔏 People		Name 🗠	Telephone	Company ~	E-Mail	Mail Server	Register
Groups	Adn	nin . Shark			Shark Admin/SHARK@SHARK	OCEAN/SHAF	Move to Another Server
Policies	Blac	ck . Mike das Eabiana			Mike Black/MARKETING/SHARK@SHARK	OCEAN/SHAF	Rename
Settings	Cu	aus , rabiana			Tobiana Calabiyon Articeon Artic	OCCANOTIA	Delete
Certificates							Recertify
Deny Access Groups							Set Internet Address
							Validate Internet Address
							Roaming
							Assign Policy
							Create Replica(s)
							Find User(s)
							Policy Synopsis
							Upgrade
							Open Fault Reports
							Set DB2 User Name
							Validate DB2 User Names
							Encryption Capabilities
) 💦 Groups
							> 🛃 ID Vaults
							· ••
	<					>	

Figure 69. Open Person document

16.Click the Edit Person button and change the Mail File field to the name of the new mail database, in this example, mail\newdatabase (see figure 70). Click the Save & Close button.

NOTE: You also need to update the information in the user's Location document in the Notes client, which is in the Mail file field, under the Mail tab. Set this field with the path and name of the new mail database for the user (in this case, mail\newdatabase).

Figure 70. Edit Person document

۵.	Mike Black/MARKETING/S	HARK - IBM Domino Administrator			×
File	Edit View Create Actions	Text Help			
1	-	· b i 2912日日王·纪弘国《创新术厂			
	QQ & E				
		ICUADY III Mile Diade MADVETING (CUADY V			
-	SHARK DOINAIN OCEAN		0		
	Save & Close	Examine Internet Certificate(s) ()Examine Notes Certificate(s) ()Car	ncel 🖉 Open Mail File Chat 🕶		
	Person: Mike Basics Work/Home	Black/MARKETING/SHARK mike.black@shark.c Other Miscellaneous Certificates Roaming Administration	com	500	
A	Basics		Mail		
0	First name:	^P Mike a	Mail system:	"Notes I .	
Q	Middle name:	× _	Domain:	"SHARK J	
	Last name:	^F Black_	Mail server:	CCEAN/SHARK I	
	User name:	^P Mike Black/MARKETING/SHARK	Mail file:	"mail\newdatabase_	
		Mike Black	Forwarding address:	[a	
	Alternate name:	HIKE DIGUY SALE/ STIAKK	Internet address:	"mike.black@shark.com_	
	Alternate name.		Format preference for incoming mail:	™Keep in senders' format	
	Short name/UserID:	"MBlack_	When receiving		
	Personal title:	1	encrypted mail,	"No INI	
	Generational qualifier:	°	storing in your mailfile:		
	Internet password:	Enter Password			
		(GIB6czunG7ydOiTtFHWU)	Collaboration		
	Preferred language:	P d	Instant messaging	F	
		Mail 6	IO DOMO - O. G. MATI \ ISMITH		
		Mail I	ine manie e.g. MALLOSMITH		
				▲ 💭 ▲ 📈 ▲ Sisconnected 🔺 Ocean Shark	• 🛄 🔺

6 Maintenance

You should schedule regular restarts of the Domino server, to ensure best performance and server availability. Proper backup and restoration tests should also be scheduled, to ensure that data has not only been recorded but can also be recovered correctly.

There may be situations in which the only alternative left to recover from a certain event is to restore a backup, so if one does not exist or is not properly done, it could lead to catastrophic loss of information or financial loss.

It is also often necessary to perform general or specific maintenance on some databases on the server so as to fix database corruption, reduce database size, fix performance issues, etc.

Here we cover the most common database maintenance procedures generally performed by a Domino Administrator and also requested by Lotus Technical Support.

NOTE: There are some considerations needed before using the following procedures if some Domino features have been enabled like Transactional Logging and/or DAOS.

6.1 Fixup

Fixup is usually run as an attempt to fix corrupted views and documents in a database. It should be used when a database is suspected to have a problem, but it is not recommended to have it run periodically on a database as a preventive measure.

It is also not recommended to use the fixup method on databases on which transactional logging is enabled. (For more information, refer to the "-j" switch in the product Help.)

Usage:

Load fixup databasepath options

Example (see figure 71):

Load fixup mail\acolorad.nsf -F

Figure 71. load fixup mail\acolorad.nsf -F

> load fixup mail\acolorad.nsf -F 11/06/2009 01:09:51 PM Database Fixup: Started 11/06/2009 01:09:51 PM Performing consistency check on mail\acolorad.nsf 11/06/2009 01:09:55 PM Completed consistency check on mail\acolorad.nsf 11/06/2009 01:09:55 PM Database Fixup: Shutdown	🕐 Gustavo/Colorado: Lotus Domino Server 📃 🗖 🗙					
⁵ load fixup mail\acolorad.nsf -F 11/06/2009 01:09:51 PM Database Fixup: Started 11/06/2009 01:09:51 PM Performing consistency check on mail\acolorad.nsf 11/06/2009 01:09:55 PM Completed consistency check on mail\acolorad.nsf 11/06/2009 01:09:55 PM Database Fixup: Shutdown	>					
7 Joad (11/06/2009 61:09:51 PM Database Fixup: Started 11/06/2009 61:09:54 PM Performing consistency check on mail\acolorad.nsf 11/06/2009 61:09:55 PM Completed consistency check on mail\acolorad.nsf 11/06/2009 61:09:55 PM Database Fixup: Shutdown	land fiven mail acclound not -P					
11/06/2009 01:09:51 PM Performing consistency check on mail\acolorad.nsf 11/06/2009 01:09:54 PM Completed consistency check on mail\acolorad.nsf 11/06/2009 01:09:55 PM Database Fixup: Shutdown	11/06/2009	01:09:51	PM	Datahase Fixun: Started		
11/06/2009 01:09:55 PM Completed consistency check on mail\acolorad.nsf 11/06/2009 01:09:55 PM Database Fixup: Shutdown	11/06/2009	01:09:51	PM	Performing consistency check on mail\acolorad.nsf		
	11/06/2009 11/06/2009	01:09:54 01:09:55	PM PM	Completed consistency check on mail\acolorad.nsf Database Fixup: Shutdown		
					-	

For a complete list of the available switches for the fixup method, use the "-?" switch (load fixup -?).

6.2 Compact

Compact is usually run to reorganize the contents of the database, to reduce database size, and to attempt to solve database corruption issues for which the use of fixup did not help.
Usage:

Load compact databasepath options

Example (see figure 72):

Load compact mail\acolorad.nsf -c

Figure 72. load compact mail\acolorad.nsf



For a complete list of the available switches for the compact method, use the "-?" switch (load compact -?).

6.3 Updall

Updall is used to update or rebuild database views and indexes. Keeping database views and indexes current is important for performing text searches and can also impact performance.

Usage:

Load updall databasepath options

Example (see figure 73):

Load updall mail\acolorad.nsf -R -X

Figure 73. load updall mail\acolorad.nsf -R -X



For a complete list of the available switches for the updall method, use the "-?" switch (load updall -?).

6.4 Offline maintenance

It is extremely important to perform maintenance (such as running compact, fixup, and updall) on critical server databases like Names.nsf, Log.nsf and Cldbdir.nsf, to mention a few. This must be done **while the server is down;** severe damage can occur to the server if such operations are performed while it's running.

On a Microsoft® Windows® 32-bit (Win32) platform, the alternative way to run the above maintenance tasks or critical databases is through a command prompt window, since the server should not be running. This scenario could also apply if the server wont' start for whatever reason and some maintenance is necessary on a database.

In the Domino directory, there should be executable files called nfixup.exe, ncompact.exe, and nupdall.exe. These can be executed through a command prompt window with the same effect as via the commands load fixup, load compact, and load updall on the server console (see figure 74).

Figure 74. nfixup from Command Prompt window



6.5 About database corruption

Database corruption is generally characterized as when a part or the entire database has suffered data loss, integrity issues, inconsistent data, limited functionality, or is just plain unreadable.

Database corruption can be caused by factors such as power outages, hard disk failures, network issues, crashes, software failure, and user intervention. Due to the nature of corruption itself and the many factors that could cause it, it is not possible to determine what caused the corruption unless it is reproducible.

Many times it may be possible to recover a database from a corrupted state by use of some or all the maintenance tasks fixup, compact, and updall, which are usually performed in that order. Unfortunately, however, sometimes this is just not possible, so it may be necessary to restore a copy from a backup (thus the importance of backing up).

For more detailed information about server maintenance, refer to Techdoc #7006573, titled "Administrator Guide for Domino Server maintenance."

7 NSD

NSD is a program that comes with the Domino Server (nsd.exe for Win32 platforms or nsd.sh for UNIX® platforms) and is also available with Lotus Notes clients. When executed, it collects vital information about the computer's current status, such as the server/client version, date and time, NSD version, the processes running in the operating system, thread information, and memory allocation, and the generates a report containing all this information.

This information is extremely useful when troubleshooting server or client crashes and hangs, and is often requested by Lotus Technical Support. Therefore, it's important to keep the NSD up-to-date because continuous improvements are added by IBM that help in the troubleshooting process. For more information about updating the NSD version, refer to Technote #1233676 titled, "NSD Fix List and NSD Update Strategy."

It's important to understand and verify whether the server is configured to collect an NSD in the event of a crash. You can do this under the Basics tab of the Server Document for a specific server, as shown in figure 75.

۵ 3	erven: OCEAN/SHARK - IB/	A Domino Administrator					_ J 🛛 🔀	
File	Edit View Create Actions	Text Help						
1	•	-bi2刘脸目泪玉·彩色圆刀包的龙尸						
	BMUS Domain - OCEAN/	SHARK						
h	Baye & Close Ocreate Web DExamine Notes Certificate(s) OCancel							
h	0100100000							
	Server: OCEAN/SHARK leonardo2.austin.ibm.com							
Basics Security Ports. Server Tasks. Internet Protocols. MTAs. Miscellaneous Transactional Logging Shared Mail DAOS Lotus Traveler Administration								
		1	1 1					
	Basics							
õ	Server name:	CCEAN/SHARK J	Server build number:	Release 8.5				
2	Server title:	" Server test	Routing tasks:	* Mail Routing				
	Fully qualified Internet	Pleasardo2 austin ibm com	Server's phone number(s):	P				
	host name:	Bonardoz.adstrition.com	derver s priorie number(s).	4				
	Cluster name:		CPU count	2				
	Load Internet	^{ir} Disabled	Operating system:	Windows/2003 5.2 Intel				
	configurations from							
	documents:							
	Maximum formula	¹⁷ 120 seconds	Is this a Sametime server?	^r No				
	execution time:							
	Directory Information		Automatic Server					
			Recovery					
	Directory assistance database name:	а а	Run This Script After Server Fault/Crash:	[™] ≟ (This script must not run NSI	D)			
	Name of condensed	r .	Run NSD To Collect	Enabled				
	server:		biagnoatic mornation.					
	Trust the server based	∏ Yes	Automatically Restart	Frabled				
	condensed directory catalog for authentication		Server Atter Fault/Crash:					
	with internet protocols:							
	Directory Type:	Primary Domino Directory	Cleanup Script / NSD Maximum Execution Time:	⁷ 600 a seconds				
	Allow this directory to be	Ves	Server Shutdown Timeout:	^P 300 a seconds				
	primary directory for other							
	servers:			-				
			Maximum Fault Limits:	⁷ 3 a faults within ⁷ 5 a minutes				
			Mail Fault Notification to:	' J 💌				
	Server Location Infor	rmation						
	COLIVER EDECIDION MICH							
Check to enable Fault Recovery.								
_	1			.)	Discourse to t	A) Online		
	Д			-)[J [SLA •] [3 Disconnected	- Unine		

Figure 75. Server document Basics tab

Specifically, on the bottom right-hand portion of the page you can set the options for automatic server recovery (see figure 76).

Run This Script After Server Fault/Crash:	[™] 』(This script must not run NSD)
Run NSD To Collect Diagnostic Information:	Finabled
Automatically Restart Server After Fault/Crash:	F Enabled
Cleanup Script / NSD Maximum Execution Time:	[⊮] 600 _ seconds
Server Shutdown Timeout:	[™] 300 _ seconds
Maximum Fault Limits:	[™] 3 a faults within [™] 5 a minutes
Mail Fault Notification to:	°

Figure 76. Automatic Server Recovery section of Server doc

To determine the best configuration for each environment, you need to understand what each setting does, so let's review some of the key fields as shown above in figure 76:

Run NSD To Collect Diagnostic Information. Enable this to have an NSD collected in the event of a server crash.

Automatically Restart Server After Fault/Crash. Enable this if you want the server to restart automatically after a crash. For example, if it crashes during the middle of the night, the server would restart by itself without any human intervention needed.

Maximum Fault Limits. Use this option to specify the maximum number of faults during a certain amount of time in which the server should be restarted automatically. This can help prevent further damage to the server itself when, for example, a database is corrupted and as soon as the server is restarted, it crashes again and again.

In some cases, it may also be necessary to obtain a manual NSD, to diagnose a hang, for example. In the following example we show how to obtain a manual NSD on a Domino server running on the Win32 platform:

Let's start by opening a Command Prompt window and navigating to the Domino program directory (see figure 77), which is where the nsd.exe file should be located (in case the Domino program directory is not in the path of the operating system).

Figure 77. Navigate to Domino program directory



Now we execute the nsd.file on the console to collect the information and generate a report. Figure 78 shows the nsd running and gathering system information.

Figure 78. NSD gathering system info

es Command Prompt - nsd	
C:\Domino>nsd	
Host Name : GUSTAUO	
User Name : Gustavo	
Date : Fri Nov 06 12:24:35 2009	
Vindows Dir : C:\VINDOWS	
Arguments : nsd	
NSD Version : 8.0.20.8154 (Release 8.0.2)	
OS Version : Windows/2003 5.2 [32-bit] (Build 3790), PlatID=2, Service 2 (2 Processors)	Pack
Build time : Fri Aug 8 13:00:44 2008	
Latest file mod : Tue Jun 03 10:45:33 2008	
Process [nservice: 0eb0] started at 11/05 17:32:13	
Process [nSERVER: 08cc] started at 11/05 17:32:13	
Process [nevent: 0820] started at 11/05 17:32:21	
Process [nUpdate: 0e34] started at 11/05 17:32:35	
Process [nReplica: 0b7c] started at 11/05 17:32:36	
Process [nRouter: 07c0] started at 11/05 17:32:36	
Process [nAMgr: 0f80] started at 11/05 17:32:36	
Process [nAdminP: 07e8] started at 11/05 17:32:36	
Process [nCalConn: 0e04] started at 11/05 17:32:36	
Process [nSched: 02a4] started at 11/05 17:32:36	
Process [nRnRMgr: 0e0c] started at 11/05 17:32:36	
Process [
Process [nSMTP: 0e2c] started at 11/05 17:32:36	
Process [ndircat: 0f58] started at 11/05 17:32:36	
	-

After the NSD process has finished, it displays the information shown in figure 79, indicating the time it ended and the location and name of the file generated. This text file is usually generated in IBM_TECHNICAL_SUPPORT located in the Domino Data Directory and has a .log extension.

Figure 79. NSD finished

Ex Command Prompt

Process [nRouter: 07c0] terminated at ???, exit code=259

Process [nupdate: 0e341 terminated at ???, exit code=259

Process [nupdate: 0e341 terminated at ???, exit code=259

Process [nevent: 0820] terminated at ???, exit code=259

Process [nsERUER: 08cc] terminated at ???, exit code=259

Process [nsERUER: 08cc] terminated at ???, exit code=259

Process [nsERUER: 08cc] terminated at ???, exit code=259

Process [nsERUER: 08cd] terminated at ???, exit code=259

Started at: Fri Nov 06 12:24:35 2009

Ended at: Fri Nov 06 12:225:05 2009

Time Spent: 00:00:30

Generated Messages:

INFO (0): Memcheck running stand-alone

INFO (0): Renote Drive query disabled. Refer to help for more information.

WARNING (3): can't get process 0xa8 status

WARNING (3): can't get process 0xa70 status

WARNING (0): failed to match open view DBH=37

Please send the following files:

NSD Log : C:\Domino\data\IBM_TECHNICAL_SUPPORT\nsd_W321_Gustavo_2009_11_060e12_24_35.log

C:\Domino>_

Note that the NSD file name also contains information about the platform, host name, and the date and time it was executed, which may be useful in locating the desired NSD file.

For more information on how to run NSD on the UNIX platform, refer to Technote #1214298, titled "How to run NSD manually on a Domino server for UNIX platforms."

8 Conclusion

Now that you are familiar with Domino terminology and the basic operational procedures to administer a Domino server, you have the foundation on which you can continually learn more product features and become an advanced Domino system administrator.

9 Resources

Notes and Domino Information Center: http://publib.boulder.ibm.com/infocenter/domhelp/v8r0/index.jsp

developerWorks® Lotus Notes and Domino product page: http://www.ibm.com/developerworks/lotus/products/notesdomino/

Lotus Notes, Lotus Domino, and Lotus Domino Designer Release Notes: http://www.ibm.com/developerworks/lotus/documentation/releasenotes/

Notes and Domino wiki: http://www-10.lotus.com/ldd/dominowiki.nsf

Notes/Domino Fix List: http://www-10.lotus.com/ldd/r5fixlist.nsf

10 About the authors

Leonardo Caldas has been a Level 2 Software Engineer with IBM Lotus Support since November 2005, currently working on the LATAM team in North America. Before joining IBM, he worked for an IBM partner in Brazil from 1997 to 2005, starting in Domino/Notes Support. In 2000 he became a manager for the Support team, rising to a technical director in 2004. He's an IBM Certified Advanced System Administrator for Lotus Domino 6.5.x/7.x/8.x and an IBM Certified Application Developer for Lotus Domino 8.x. You can reach him at <u>caldas@us.ibm.com</u>.

Gustavo Ferreira has been a Level 2 Software Engineer with IBM Lotus Support since April 2008, currently working on the LATAM team in North America. Before joining IBM, he worked as a researcher for CNPQ and for an IBM partner in Brazil. He's an IBM Certified System Administrator for Lotus Domino 7.x. You can reach him at <u>gsferrei@us.ibm.com</u>.

Acknowledgement

The authors extend their thanks to Lourdes Pelcastre for her help in reviewing this paper.

Trademarks

- DB2, developerWorks, Domino, IBM, and Lotus are trademarks or registered trademarks of IBM Corporation in the United States, other countries, or both.
- Windows is a registered trademark of Microsoft Corporation in the United States, other countries, or both.
- Other company, product, and service names may be trademarks or service marks of others.