

NADABAS

National Account Data Base System

Version 2.1

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Administrators Guide

NADABAS has been developed by

Søren Netterstrøm
Statistics Denmark
sne@dst.dk

in cooperation with

Jan Redeby
Statistics Sweden
[redeby@iLesotho.com](mailto:redaby@iLesotho.com)

and

Instituto Nacional de Estatística
Maputo
Moçambique

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National Account Data Base System (NADABAS)

This guide contains information for administrators about how to do day to day administration of the system.

For more information about the system, you are referred to the following guides

- The Users Guide covers the functions that all users of the system can utilize.
- The Developers Guide contains the information needed to setup the system and create the Excel workbooks that will be the actual system of National Account.
- The Installation Guide covers the installation of the system.

Menu

For the administrator, the menu contains an extra item, **Administration**, that in turn has a submenu.

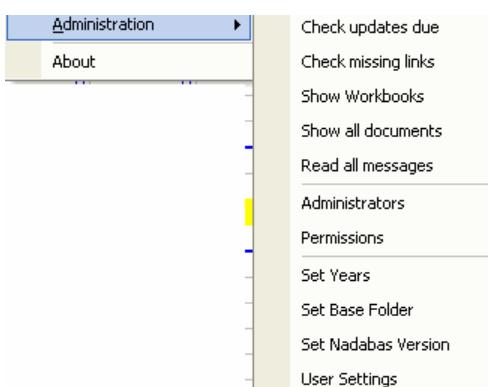


Figure 1

This menu will also contain an item **Templates** and either **Show Templates** and **Hide Templates**, these are covered in the Designers Guide.

Apart from this, some of the functions covered in Users Guide may have extra options, that will be covered in this guide.

Check updates dues

Check updates dues examines the database to see, if there exist any sheets loading data that are not updated after new data has been saved that should be loaded by this sheet.

This allows the administrator to control that the system of workbooks is consistently updated.

Note however that this does only includes cells that has been previously loaded. If some cells have never been saved, these will not be detected.

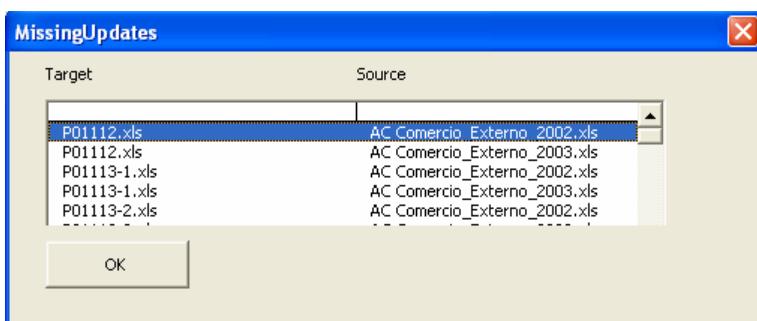


Figure 2

Check missing Links

Check missing links checks if any workbook has made an attempt to load cells never saved. Go to each of these sheets and use **Links, unresolved** to get more detailed information for each sheet. This function may report a sheet as having unresolved links and then Links unresolved may not report any. This will happen if the definitions have been corrected and **Clear DB load** (see Designers Guide) has not been activated.

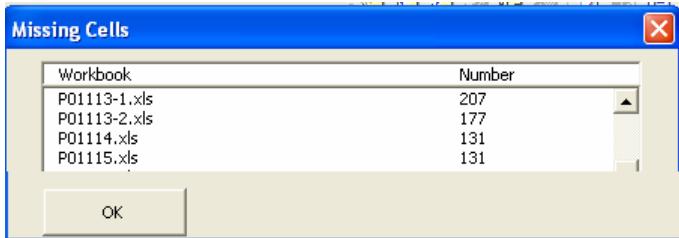


Figure 3

This function may not be available, see **User Settings** for more info.

Show Workbooks

Show Workbooks displays information about all workbooks that has saved or loaded information from the database or is in the menu. This includes the time when data was last saved/loaded, if the workbook has pending updates or missing links etc.

Workbook	Last Put	Last Get	Upd	Mis	Res	Drt	Path
Equilibrio_2003	25-09-2006 18:59:48	18-09-2006 08:46:28	X	X			C:\Documents and Settings\Bærbar\Skrivebord\CN2003\Produtos
P01111-1	02-10-2006 17:36:20	03-10-2006 11:43:42	X	X			C:\Documents and Settings\Bærbar\Skrivebord\CN2003\Produtos
P01111-2	20-09-2006 15:43:08	02-10-2006 09:08:20	X	X			C:\Documents and Settings\Bærbar\Skrivebord\CN2003\Produtos
P01111-3	25-09-2006 09:02:41	25-09-2006 15:13:35	X	X			C:\Documents and Settings\Bærbar\Skrivebord\CN2003\Produtos
P01111-4	25-09-2006 17:47:27	25-09-2006 17:47:33	X	X			C:\Documents and Settings\Bærbar\Skrivebord\CN2003\Produtos
P01112	25-09-2006 17:49:31	30-08-2006 10:18:22	X	X			C:\Documents and Settings\Bærbar\Skrivebord\CN2003\Produtos

Close **Delete** **Details** **Rename File**

Legend

Upd : Needs update
Mis : Missing cells in DB
Res : Reserved
Drt : Dirty (not saved in DB)

Figure 4

If you should **delete** any workbook that is part of the system, you should do it from this screen in order to clean up properly the system.

To **rename** a workbook also use the function provided here so that the system is properly updated.

Details give some detailed information for the workbook pointed to.

Read all messages

Read all messages give the administrator to option to browse all messages remaining in the messages queue to any user or workbook. As messages should be deleted when the issue of the message has been resolved, there should not be any messages left at the end of a complete update of the SNA.

The administrator may also use this to see if messages are being handled and to take appropriate action if any messages are pending.

Administrators

Use this option to add or remove administrators.

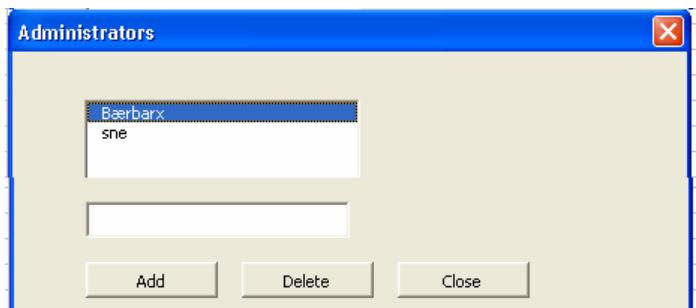


Figure 5

To add ad administrator, put the UserID (logon to Windows NT/ network) in the textbox and pres add.

To remove an administrator, select from the list box and press Delete.

Press Close to close the window.

It should be noted, that if there are no administrators, anybody is considered administrator.

Permissions

Use this menu option to maintain permissions (if used).

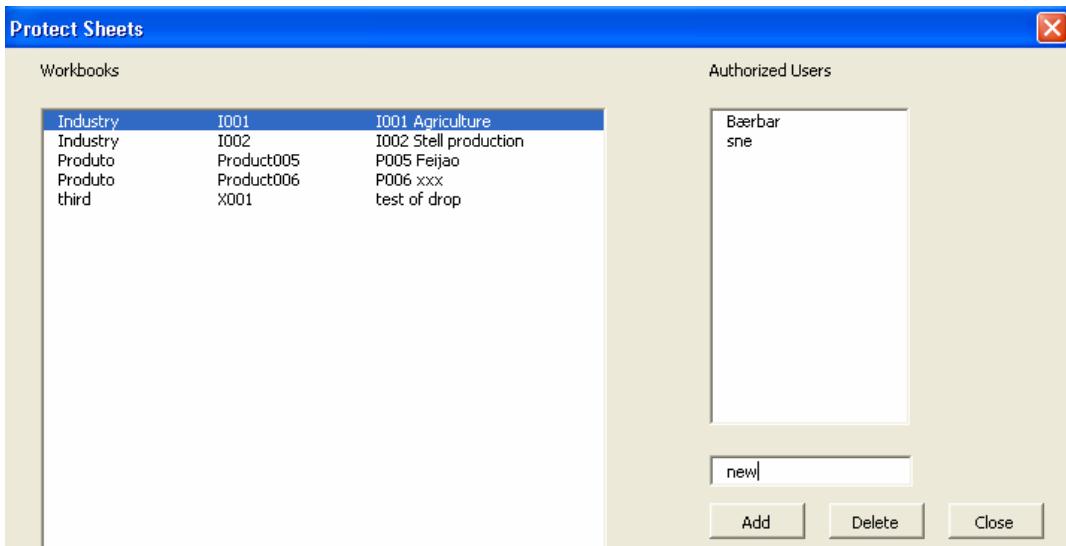


Figure 6

Select the workbook in the left list box. The right list box will show those users who are authorized.

To add a new user, enter the name in the textbox just above "Add" and press add.

To delete a user, select the user in the list box and press "Delete".

Set Years

The workbooks to compile the National Account may be designed in a way, where each workbook covers a very large range of years, including years in the future.

Loading, saving (and testing) data for all years can take some times in a networked environment. To speed up the system, the administrator can set a range of active years. All GetDB and PutDB operations will then be performed for those years only.

It is a prerequisite that all KeyFamilies uses the same name for the concept related to year.

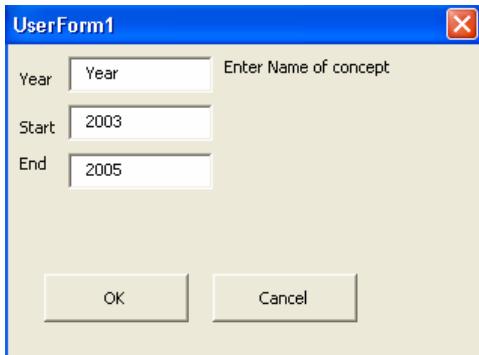


Figure 7

Note that you can set both the starting and ending year, so you may also exclude any historic information from further updating.

Take care when using this feature to update the range of years as needed.

SetBase Folder

It is recommended, that all workbooks and documents and the Nadabas database related to the System of National Account and registered within the Nadabas system is kept in the scope of a base folder. All files should be located in the base folder or a subfolder for the base folder.

Set base folder is used to inform the system about the name of the base folder. All references in the database to files are now saved in the form

!\Subfolder\...\Filename or

!Filename

where ! is replaced by the Basefolder when actually using the path to locate a file.

The benefit is that the whole system can easily be moved to another location, i.e. a new network drive or a new folder. See also archiving later. The whole system, including the database is simply copied to a new location, then the system is started, the new database is selected and base folder is changed as needed. Then the **Menu** and **Documents** option will work.

See also **Backup and Archiving**

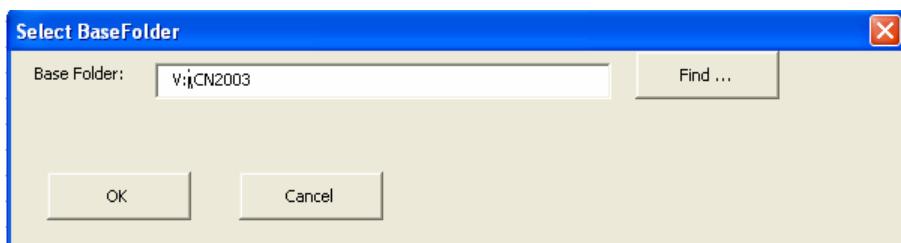


Figure 8

Set Nadabas Version

This function saves the Version Number (i.e. 2.1.004) into the database.

Whenever a user opens the startup book of Nadabas, the system will test that the user is user this version of the Nadabas Software. If not, the user will be informed.

As Nadabas must be installed for each user as an add in, this function can be used to ensure that all users get updated when a new version of Nadabas is put into production.

User Settings

This function allows the administrator to customize certain parts of Nadabas. The settings will be saved in the database and will be the settings for all users connected to the database.

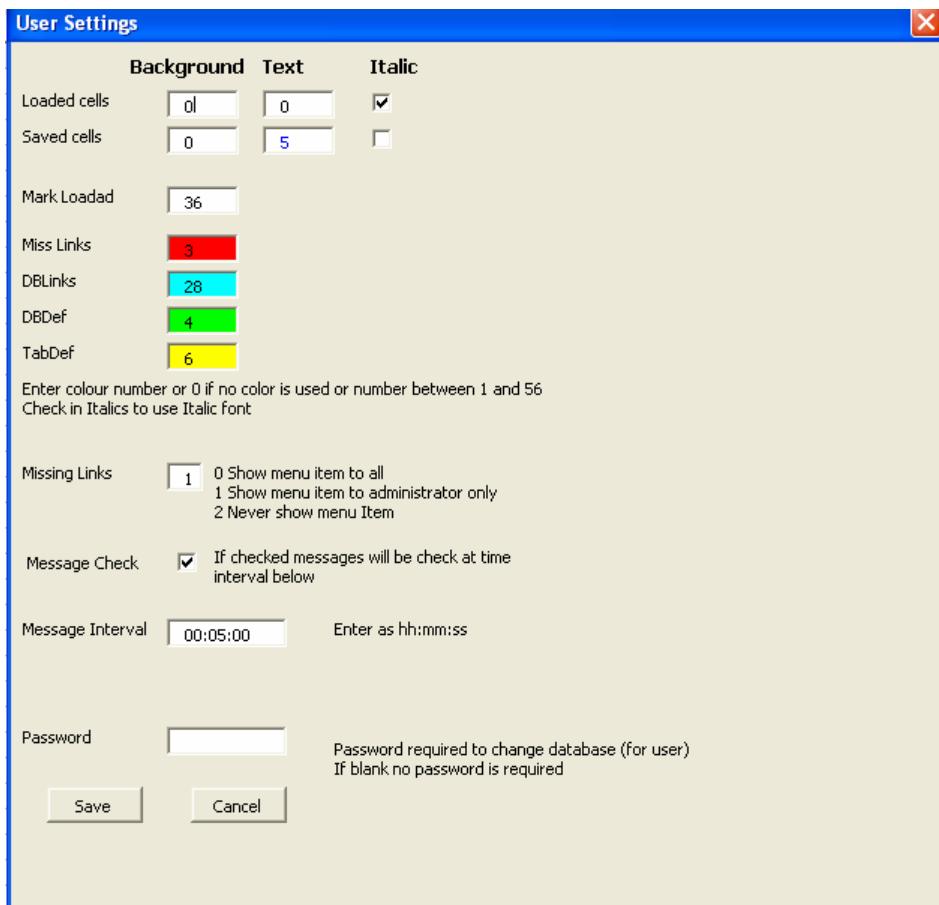


Figure 9

The first two lines are used to determine, if cells loaded or saved from the database should be marked during the operation. You may select a background colour, a text colour or to write the figures in italic and any combination. For load, these colours are used for all cells whether actually loaded or not. If colour is set to 0, no change is made.

Mark Loadad are used to assign a specific background colour used to mark those cells that has actually been loaded. See more in users guide.

Mark missing is used to mark cells that was not found in the database during load. See more in users guide.

DbLinks, DbDef and TabDef are used to mark the definition areas, see more in Developers Guide.

The menu items **Links.Unresolved** and **Administration.Check Missing Links** can be hidden. This may be useful if the design of the system allows for missing links. 1 hides these menu items for everybody, 1 allows administrators to use these menu items.

Message Check if checked will make Nadabas look for new messages at regular intervals. The interval should be given as `i hh:mm:ss`, i.e. `00:05:00` to check every 5 minutes.

If **Message Check** is not checked, the system will test each time a workbook is opened.

Password is used to password protect **Change Database** menu item. This way normal users will be prevented from using another database than the current production database.

When the user has selected a database, that information is save in the registry (of the user).

Password protection allows the user (or administrator when user is logged on) to change database by providing the password.

Compact Database

As data is loaded and changed in the database, the structure of the database gradually becomes fragmented. This may affect the performance of the system.

It is recommended at regular intervals to **Compact** the database by selecting this option.

Compact database will only work if not other users are currently active on the database.

It is recommended to take a backup just before using this option.

Backup and Archiving

The system of National Accounts consisting of all work books (Excel files), the database and all related documents should be backed up at regular intervals. Backup is a function that is normally done by the IT-department, but the administrator of the system should ensure that this is done and that the time between backups is acceptable.

The reason to take backups is to protect the data from system breakdown or other unintended destruction of data, to be able to restore (part of) the system as it looked at the time of the backup.

The SNA is normally updated in cycles, where at the end of each cycle a new revised version of the SNA is available. At this point the system should be consistent. Before starting a new cycle, it may be advisable to archive such a consistent state as it may be needed for future reference.

Archiving is a function that should be handled by the administrator of the system.

To facilitate archiving and backup, it is strongly recommended that the whole system (Excel-files, database and documents) is located within a single base folder. See also **Base Folder** menu item above.

To archive the system make a copy of the folder holder the system into a new location. Open Nadabas (the startup sheet) and select «Change Database». Select the database in the archive. Now Select Change Base Folder and set the new base folder for the archive. You should now Change Database back to your production system.