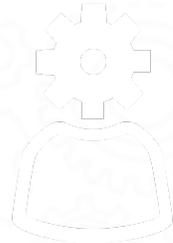


Controller Administration

Administration



This page has been moved to <https://support.goalexandria.com/administration/>

Controller Administration Settings

See also [Email Preferences](#) and [Self Hosted](#).

Although you are allowed to make changes to individual Preferences for every site your Alexandria Controller maintains, the actual Controller Administration contains some globally-based settings of its own.

The **Administration** settings are high-level preferences intended for network administrators or IT Technology Support departments; in other words, advanced settings that ordinary operators wouldn't be able to configure without help. These settings are used to configure your Controller Data Station (i.e. server) email information, archive schedules, database maintenance, web settings, and system updates.

- These **Database** settings only appear for those running a **Centralized Catalog**, **Distributed Catalog**, or an independently operated Data Station in a Distributed Catalog. Administration settings apply to *all* sites and contain configurable settings for the entire union.
- The term "data station" is an old term for "database". You may see both terms in this doc.
- The only person able to access the Controller's **Administration** settings is the **Admin** operator defined in the Admin **Settings**; this operator is not a standard patron and can not be modified in Patrons Management. COMPanion will have emailed you the **Admin Username** and **Password** required to access **Controller Administration**; your access and registration information can also be found on the back of your Getting Started Guide. If you still can't locate your login information, contact our support at Customer Support at (800) 347-4942 or by email via: support@companioncorp.com. If needed, you can also use the **Can't access your account?** link during Login to reset the Controller's **Admin Username** and **Password**.



Database Management, Controller Management, and Monitor?

Database Management is analogous to Controller Management and allows our internal teams or your IT personnel to manage the databases under a controller.

The **Monitor** interface, used internally by COMPanion Support and Hosting personnel only, gives our teams the ability to monitor the status of various Controllers. Monitor contains many of the actions/options available in Administration.

First, you have a list of managed Data Stations which contains information about which Data Stations are active or stopped, their names, serial numbers, and the last time daily operations/jobs and archives were run.

The **Search** box at the top-left allows you to quickly isolate a Data Station from the list (using the Data Station/PID or Serial/Host Name).

Use the **Online**, **Busy**, **Offline**, and **Unresponsive** filters to only show (or hide) Data Stations with corresponding statuses.

Controller Log

The bottom right of the interface contains the Controller log. This log captures and stores all pertinent Controller information, including when each Data Station is stopped or started, and any special operations (e.g. archive or rebuild) that have been initiated or performed. The controller log is automatically saved by the Controller. Logs are saved inside the **Log** folder, located in the **Alexandria Controller Support** program directory.

Controller Administration

msdb

Update(\$content) | Search(\$content) | Open(\$content) | Remove(\$content) | Time(\$content.getLastModificationDate())

Database	Serial #	Last Daily Ops	Last Archive
COMPanion QC CC MSDB 3 Sites [9119]	7131161	06/05/2023 11:39	06/05/2023 11:39
COMPanion QC [9120]	7131333	06/06/2023 9:29	06/06/2023 9:29
COMPanion QC TT [9121]	7131469	06/06/2023 9:30	06/06/2023 9:29
COMPanion QC MSDB with 100 Sites [9122]	7142214		07/12/2017 12:14
COMPanion QC Alex/TT 2 [9123]	7143204	06/06/2023 9:30	06/06/2023 9:30

COMPanion QC Controller 5/5

Metadata

Registered To: COMPanion QC Alex/TT 2 [9123]
Serial: 7143204
Name: COMPanion QC Alex/TT 2, 7143204 - 127.0.0.1
Server Name: a
Database IP: 127.0.0.1
Last Maintenance: 06/06/2023 9:30
Last Archive: 06/06/2023 9:30

Operating System: Mac OS X 12.5.1
Processor: 10 CPUs @ 24MHz
Memory: 32.0GB
Available Space: 159426 MB
Version: 23.1 build 20230606
Product Codes: V7P1N07I55P2I09

Analysis

Controller Log

5:49 PM - Check for Updates command is being sent to the server.
5:49 PM - The config has not been changed. Please edit the config in order to update it.

Operations

Clicking this takes you to the Operations queue for this controller/database.

Actions

Allows you to perform a number of useful functions and operations, including modifying managed Data Station's Administration settings (e.g. configure email, set web options, etc.), Add or Remove a Data Station, or perform an archive or rebuild on a selected Data folder.

Actions

Add Database

You may also click on the Add button, causing a message window to appear. You will be given a choice to Add a new Data folder or Create a new one. If you wish to do neither, click Cancel. For more information on importing or creating new Data Stations, please review Adding New / Existing Data Stations.

Add a new database

Please enter your registration information in the spaces below. This information is printed on the registration letter you received with your product.

Serial Number

Validation Code

Registered To

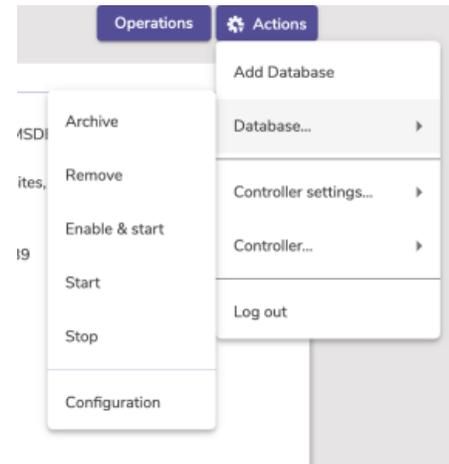
Product Codes

CANCEL **OK**

Database

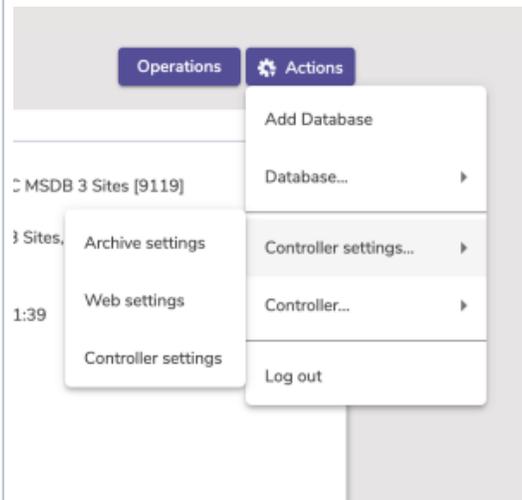
These settings allow you to configure the location *where* local archives are stored. It is where you will also perform manual archives for your Data Stations.

- **Archive.** This performs an immediate, manual archive of the selected Data Station's database; manual archives should be performed before making any large-scale changes to your database, such as imports, updates, or utilities. During an archive, all information in the Data Station's Data folder is copied into the Archive Directory you've configured. Additionally, all services on the Data Station are temporarily disabled.
- **Remove.** If you wish, you may also choose to Remove a selected (i.e. highlighted) Data Station from the management list. Use caution before removing a Data Station; the entire Alexandria Support folder (including your Data folders) will be permanently deleted. This cannot be undone. Removing a Data Station will also remove all of its data and support files. This can not be undone!
- **Enable & start.**
- **Start.** If you would like to manually start a selected, disabled Data Station, select Start Selected.
- **Stop.** If you would like to manually stop a selected, active Data Station, select Stop Selected.
- **Configuration.** Allows you to edit the selected Data Station's "Configuration.txt" file to update your registration information. When a Data Station is newly added to the list, it preserves the Controller's default settings; use the Edit Configuration command to customize them.



Controller settings

- **Archive settings.** See [Self Hosted > Archive Settings](#).
- **Web settings.** See [Self Hosted > Web Settings](#).
- **Controller settings.**
 - The **Show Available Data Stations** list allows users to pick a Data Station from a list when just the Controller's URL is entered. The Controller name is used by the **Monitor interface**. The **Admin Email Address** is used to notify the administrator when administrative operations are performed on the Controller.
 - **Language.** The language selected here will be the default for the Controller; you may choose from one of our currently supported languages: English, Spanish (Español), or French (Français). Changing the default language requires a browser refresh to take effect on the web.
 - **Show Available Data Stations.** If no serial number is specified in the URL when a web client connects, this preference shows a list of available sites to pick from; if disabled for security purposes, you can show the user an error indicating that no such page exists.
 - **Controller Name.** Enter the name of your Alexandria Controller; the default is your district name.
 - **Admin Email Address.** This is the Controller Admin operator's email address, which is used as the return mail address for notices and other email messages sent by Alexandria. To guarantee that your email notifications are being sent, please check the list of requirements located under your Email settings. You must enter a valid email address to use most email services, including COMPanion's Customer Support services.
 - **Admin Username.** This is the Username of your Alexandria Controller Administrator.



Controller

- About Controller
- Configuration
- Command line
- Check for updates
- Refresh
- Restart Controller
- Program quit



Activate Alexandria Data Stations on the Controller

The Alexandria Controller has the ability to **Start** and **Stop Selected** Data Stations that it manages. When you **Add** a new or existing Data Station, they will initially appear as **Stopped** in the **monitor** list.

1. Select the Data Station(s) you would like to activate from the list and choose **Start Selected** from the **Actions** menu.
2. You can activate more than one Data Station at a time. When Alexandria Controller is shut down and restarted, *all* of the individual Data Stations automatically activate. If a Data Stations fails to auto-start on launch, an *unable to start* error message will be recorded to the log. The green **Running** box located in the **Status** column of the managed list indicates the Data Station is active.

At this point, activated Data Stations are broadcasting—awaiting connections on their default **Port ID**.

Email

SEE [Email Preferences](#)

To send email reminders, such as the Overdue Items Notice, you will need to configure how Alexandria communicates with your library's email server. Alexandria's email system is designed to potentially cope with hundreds of emails being sent (or resent) over many machines at the same time.

What happens if an email fails to send?

If a send fails, the next resend time is generated by adding a random value between 3 and 9 minutes, spreading out the resend times so all the undelivered email still in the "short range" period isn't sent at the same time. If a send hasn't succeeded by the end of the "short range" period, the program will generate new send times using random values between 60 and 90 minutes. If a send still hasn't succeeded after 100 hours the email is discarded and a "return-to-sender" email will be sent.

For emails to work, you will *also* need to...

- Add a valid email address to your [site record](#).
- Add a valid email address to at least one [operator record](#).

Set Up Your SMTP Server

See [Email Preferences](#) Use Gmail As Your SMTP Server

A Gmail account can be used as a portable SMTP server if your library's network does not already have one. Before you configure Alexandria to use Gmail, you need to set your Gmail preferences to **Allow Less Secure Apps***.

1. Go to **/admin > Email**.
2. Enter the following settings for Server 1:
 - **SMTP Server Address:** [smtp.gmail.com](#)
 - **Port:** 587
 - **Login:** Enter the username for your email server.
 - **Password:** Enter the password for your email server.

3. Click **Save** in the upper-right corner of the window.
4. Click **Test Server**, to ensure the Gmail account is acting as a server.
5. Repeat for Server 2 (optional).

*End of May 2022, Google will not let you choose to 'allow less secure apps'. See [this article](#). At the moment, the COMPAnion Support Team is recommending that you make use of an SMTP relay service. Read more: [What is SMTP relay?](#) | SMTP relay: [Route outgoing non-Gmail messages through Google](#).

Database

See [Self Hosted](#).

Archiving is an automatic method of making complete, regular copies of your database and storing them in a designated folder on your hard drive. Manual archives should be performed before making *any* large-scale changes to your database, such as imports, updates, utilities, or machine upgrades. Your most recent archives are handy when trying to fix a bad import and are *invaluable* in securing the safety of your data. However, archives are *not* backups; the major difference between a *backup* and an *archive* is that backups are made on removable media and physically stored offsite (or in the cloud). Since archives are entirely useless in the event of a hard drive failure, keeping an offsite or cloud backup is *highly* recommended!

Database maintenance examines your database files and indexes and then performs patron, item, and circulation verification routines. If database damage is detected, it's automatically fixed. The maintenance should be performed at least once a month to keep your data in good, working order.

The Controller will automatically archive the data folder for each of your data sets between 12:01 and 4:00 a.m. daily. It will archive the Controller data folder between 10:00 p.m. and 12:00 p.m. During an archive, *all* other Data Station operations are temporarily suspended.

WARNING!!!! Anti Virus and Backup software can damage your Alexandria Data. DO NOT allow Anti Virus software to scan your Alexandria data. When you perform a backup of your data, backup from the Archive Folder, do not attempt to backup your running Alexandria Data. Backups of your valuable data should be to a **remote location** so physical damage to your server doesn't result in the loss of your data. Cloud backup services are very useful for this purpose.

Data Station Archives are scheduled to begin sometime between 12:01-4:00AM daily. Database Integrity checks are performed before an Archive; if the database is determined to be damaged, it will NOT be archived. Following the Archive, Database Maintenance is performed. During this period, Alexandria services may not be available for your users. This process typically takes less than 5 minutes.

Controller Archives are independent of the Data Station Archives. They allow the Controller Administrator to control backup independent of the individual data stations. These are performed sometime between 10:00 PM and 12:00 PM to the Controller Archive Path.

Controller Initiated Archives

Daily Archives

Archives will be automatically performed daily after 12:00 AM.

Controller Archive Directory

Limit Controllers to

Data Station Archives

Data Station Archive Directory

Limit Data Stations to

Archive Controlled Data Stations Now

Settings

Archive Directory

By default, archives are stored in folder within the [Alexandria Support](#) folder. However, we highly recommend that you change the location to a one outside of the Alexandria Support folder, preferably on a separate drive. You can set a custom location for your Archive Directory in **Administration > Database**. If you enter an invalid folder, or if it becomes invalid for any reason (such as disconnecting the drive it's on), it will automatically be replaced with the default folder.

We control the folder structure within your Archive Directory. Within the Archive folder is a subfolder for each of your database serial numbers, in which individual archives are stored. Archives are titled by the date and time in the YYYYMMDD HHMMSS format. Daily archives include "DAILY" in the title; Snapshot archives do not.

Archives > Serial Number > Archive YYYYMMDD HHMMSS

Archives > 8888001 > Archive 20180720 110704 DAILY

Storage Limits

Here, you can choose how many Daily Archives and Snapshot Archives to store at a time, up to 14 of each. Just make sure you have enough free space for them all! If you begin to run out of space, or if you're already storing more than the number you specified, the oldest archive of the type being run will be removed.

We strongly advise you to review these settings regularly to ensure that your archive directory is up to date and the number of archives stored is properly configured based on your needs and available disk space.

[Link](#)

Web Settings

See this information on [Self Hosted](#).

Self-Hosted customers will need to configure these setting before using the web modules of the program. For a **Centralized** and **Distributed** catalogs, these settings apply to *all sites*. A **Cloud-Hosted** customer doesn't have the web settings interface in the administration module because their data is hosted on a designated COMPanion server.

Alexandria uses Transport Layer Security (TLS) for secure web communications. These settings allow you to configure the certificates, ports, and server domain names that Alexandria uses to communicate with web browsers. When you save changes to this window, the Data Station will apply your new settings and restart web services.

Settings

Alexandria uses Transport Layer Security (TLS) for secure web communications.

When it comes to TLS certificates, "file specifications" stand for the correct (and required) directory location, file name, and file extension (e.g. `C:\Program Data\Alexandria Support\SSL*.pem`) of your keys/certificates on the Data Station. Accurate file specifications must be provided in order for the key/certificates to be accessed.

These settings allow you to specify the configuration of SSL certificates and the ports that Alexandria uses to communicate with web browsers. When you save changes to this window, the server will restart web services and apply your new settings.

Server Domain Name	<input type="text"/>
Port ID (usually 80)	<input type="text" value="80"/>
<input checked="" type="checkbox"/> Allow Non-Secure Connections	
Alexandria uses Transport Layer Security (TLS) to provide secure web communications.	
Secure Port ID	<input type="text" value="443"/>
Private Key Password	<input type="password"/>
Verify Private Key Password	<input type="password"/>
Path to Private Key	<input type="text"/>
Path to Certificate	<input type="text"/>
Path to Chain	<input type="text"/>
SIP2 Port ID	<input type="text" value="6001"/>
<input type="checkbox"/> Use Secure SIP2 Connection	

[Generate Certificate Signing Request](#) [Create Temporary Certificate](#)

- **Server Domain Name.** Enter the domain name or IP address that connects to your Data Station.
- **Port ID.** Enter the port number that Alexandria uses to access the web service. This is typically port 80 or 8080.
- **Allow Non-Secure Connections.** Uncheck this box if you want to maintain secure web communications. *(optional)*

- **Secure Port ID.** Enter the port number used for the secure web interface. The default is 443.
- **Private Key.** Enter the private key password, if required. *(optional)*
- **Verify Private Key Password.** Enter the private password again to verify it. *(optional)*
- **Path to Private Key.** Enter the file name and location of the Data Station's private key. *(optional)*
 - The file name and location may be entered or changed manually on a connected Web or Librarian Workstation, but it *must* follow the correct file specifications.
 - Only certificates in PEM format are recognized. *(optional)*
- **Path to Certificate.** Enter the file name and location of the Data Station's public certificate.
 - The file name and location may be entered or changed manually on a connected Web or Librarian Workstation, but it *must* follow the correct file specifications.
 - Only certificates in PEM format are recognized. *(optional)*
- **Path to Chain.** Enter the file name and location of the Data Station's chain file.
 - The file name and location may be entered or changed manually on a connected Web or Librarian Workstation, but it *must* follow the correct file specifications.
 - Only certificates in PEM format are recognized. *(optional)*
- **SIP2 Port ID.** Enter the port number used for the SIP2 communications. The default is 6001.
- **Use Secure SIP2 Connection.** Enable this setting if you're using a Secure SIP2 Connection

PEM Format

The **PEM** format (**P**rivacy **E**nhanced **M**ail), an early standard for securing electronic email; the PEM format is not widely adopted as an internet mail standard.

Generate Certificates

- **Create Temporary Certificate.** This creates a temporary private key and public certificate from Alexandria's registration information then saved to to the SSL folder in the Alexandria Support folder, even if the Path to Certificate that you entered is different than the SSL folder. They expire 365 days after creation.
- **Generate Certificate Signing Request.** This creates a request for a certificate. This request can be sent to a certificate authority.

Important

The Microsoft Certificate Server is not supported. You will need to use a code signing authority such as GoDaddy™, Comodo ©, or VeriSign™.