

Sage X3 – Housekeeping suggestions

X3 Version 12

Disclaimer

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Document Information

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Introduction

This document is designed to give a Sage X3 Applications administrators some ideas as to what housekeeping tasks could be useful to perform.

This is not a complete list of all tasks you should perform on your own system, but aims to give some pointers to common administration tasks that would generally be recommended by Sage to be performed.

As this document is generic, you will need to adapt it for your own situation. If you need help to determine which housekeeping tasks are relevant for your specific site, you could engage your local Sage X3 partner to assist.

If you have a service provider that performs system maintenance or provides system services (such as Cloud customers) some sections may not be completely relevant.

Confirming Sage X3 version information

A common question when requesting help from Sage Support will be “What version of Sage X3 are you using?”

There are various different components that make up your X3 system, but the most important to know the versions for are:

- Sage X3 Patch level
- Runtime
- Syracuse Web Server

Luckily you can confirm the versions for all three of these from one screen within X3 itself

Navigate to Administration, Utilities, Update, About

On this first screen you can see the “Web Server” (i.e. Syracuse) version, in this case 12.12.0.51-0

Technical information

Web server version	Build information	Source version	Streamline options
12.12.0.51-0	release/12.12.0 build 51 of 2021-07-28	df89ba214d3c45e202ab57b8ef306a83ba5e49a1-DOCK ER	("runtime":"fibers","quiet":true,"typescript":("module": 1,"moduleResolution":"2","target":"1","sourceMap":true))

Endpoints

Dataset	Description
LIVE	LIVE (BRI)
PURMIG	PUR Migrated
seedhist	SEED history
X3ERPv12_X3	X3
X3ERPv12_SEED	X3ERPv12_SEED

Each X3 folder could potentially have a slightly different version, although for most customers this would not be the case. You can check each folder individually by clicking the link for the relevant folder. For example, click the “X3ERPv12_SEED” folder name to get the X3 folder version and runtime version information

About ?

Product

Application

Release: 2021 R3 (12.0.27)

Version: 90.27.55

Server

Runtime: 93.3.45

Technical information

Connection

Solution: X3ERPv12

Http address: http://x3erpv12vm:8080/Adonix_X3ERPv12

Process server: X3ERPv12VM

Application server: X3ERPv12VM

Folder: SEED

Service: 50012

Here we can see the “Patch” version is 27 which is the X3 folder patch level and the “Runtime version” is 93.3.45 in this example

Setting up separate users for Batch Server and Web Services

When setting up Web Services and Batch Jobs, it is tempting to just set these up using the ADMIN user, as it's quick and easy to do so. Whilst this will work, you are giving your batch users and web service users the same security equivalence as your Administrator (i.e. access to everything) and also may run into situations where changes to the ADMIN user will effect these other services. It is best practice to setup new users to be used for batch server and also web services. Indeed, you may decide to have multiple users in both categories, if it better suits your business requirements

The steps are:

1. Setup new users as required in Administration, Administration, Users, Users with the relevant permissions
2. Create corresponding users for the relevant folders, Parameters, Users, Users with the relevant permissions. NOTE: the user for the batch server will also need to be created in the "X3" folder, as well as any child folders
3. For the batch server itself, navigate to Administration, Administration, Endpoints, Batch server. Set the "User" to the batch user you have setup. Apart from giving better access control and visibility, you can also change the badge which the batch user is using. In some older versions of Sage X3 using the ADMIN user for example would consume an ERPDEV badge, which is not desirable. Optionally you can also change the "role" if appropriate

NOTE: In order to be able to start the batch server, the batch server user needs security profile authorizations for the "technicalSettings" to be enabled, as shown below:

Administration > Administration > Users

Security profile

Information Administration

Information

Code: batchserver Description: Batch Server permissions

Administration

Personalisation level

☐ Administrator ☐ User ☒ None

☐ Allow Office document upload

Security level: 1

Authorizations

Code	Description	Create	Read	Write	Delete	Execute
myprofile	Personal user profile	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
printing	Print documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
users	Users, groups and roles management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
technicalSettings	Setup servers, endpoints, schedulers and authentication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
authoring	Personalization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pages	Navigation : dashboards, vignettes, menus, pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
collaborationArea	Teams, documents and storage, Office integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
statusAndUsage	System status and logs, maintenance actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
importData	Import data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
exportData	Export data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
development	Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administration > Administration > Endpoints

X3 batch controller X3ERP12

Information Context Configuration Runtimes

Information

Code: X3ERP12 Auto start: ☒ Status: Running

Batch controller code is identical to X3 solution code

Context

X3 solution: X3ERP12

X3 solution and batch controller cannot be unlinked

Administrative endpoint: X3

Endpoint corresponding with mother folder used for administrative tasks

User: batch

User used for administrative tasks

Role: Super administrator

Role used for administrative tasks

Locale preference: English (United Kingdom)

Language used for administrative tasks

- For the Batch Server recurring tasks, navigate to Usage, Batch Server, Recurring Task Management and set the User Code to your batch user

Usage > Batch server

Recurring tasks

Recurring Task * ZARC_PO Description Archive POH

Characteristics

Folder * SEED User code * BATCH Password Password Group → Task Code * AHISTO Language → BRI

SEED Archive/Purge English - British

Active ☒ Last execution 05/10/21

Frequency

Frequency ☐ Weekly ☒ Monthly Excluded Days →

Weekly

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Monthly

- For Web Services, navigate to Administration, Administration, Web Services, Classic SOAP pools configuration and set the “user” to your web services user. NOTE: the Web Service user (and language) is just a default setting. When calling web services, the calling program may well use a different user and/or language setting

Administration > Administration > Web services

Soap pool configuration: wsSEED

Information X3 connection Channels

Information

Alias WSSEED Auto start ☒ Stopped manually ☒

X3 connection

Endpoint X3ERP12_SEED X3 runtime tags Locale English (United Kingdom)

Endpoints describe services locations Tags (comma separated) can be used to prefer some X3 runti... Locale preferences

User webservice

Now when you want to confirm which users are using the system, you can easily see which users are Web Services or Batch server users, as well as being able to better control and manage the permissions and accesses for the users using these functions

For example: Navigate to Development, Utilities, Verifications, Monitoring, User Monitoring

Development > Utilities > Verifications > Monitoring

User Monitor

Page size: 20

Session ID	Client	Type	Web client	Login	Folder	Service	Module	Function	System login	Date	UTC time	Date + UTC time	Type
74738	X3SECOND	Batch		batch	X3	50012	Supervisor	R_ASYRREQPEND	x3run	07/10/2021	07:10:11	2021-10-07T07:10:11Z	Internal
74955	X3ERP12VM			webservice	SEED	50012	Supervisor		EMrun	07/10/2021	10:04:47	2021-10-07T10:04:47Z	Internal
74956	X3SECOND.eu-west-1.compute.internal			webservice	SEED	50012	Supervisor		EMrun	07/10/2021	10:04:48	2021-10-07T10:04:48Z	Internal
74957	X3ERP12VM.eu-west-1.compute.internal			webservice	SEED	50012	Supervisor		x3run	07/10/2021	10:04:50	2021-10-07T10:04:50Z	Internal
74958	X3SECOND			webservice	SEED	50012	Supervisor		x3run	07/10/2021	10:04:51	2021-10-07T10:04:51Z	Internal
74964	X3ERP12VM.eu-west-1.compute.internal	Web page	1	admin	SEED	50012	Supervisor	R_APSADX	x3run	07/10/2021	10:09:34	2021-10-07T10:09:34Z	Internal
74969	X3ERP12VM	Classic page	1	admin	SEED	50012	Supervisor		EMrun	07/10/2021	10:14:01	2021-10-07T10:14:01Z	Internal
74972	X3SECOND	Batch		admin	SEED	50012			x3run	07/10/2021	10:16:07	2021-10-07T10:16:07Z	Internal

Archive / Purge

Some data is useful for only a finite period of time, such as log files or temporary tables, other data is needed long term but is perhaps only referred to in detail occasionally, such as transactional data from previous financial years. X3 provides the ability to clear out certain data by purging (deleting permanently) and some data can be archived to a separate area, leaving it online for query purposes.

Whilst both purging and archiving are optional, it is prudent to consider using either or both these facilities in order to give best possible performance and to keep disk usage to a minimum

Navigate to Parameters, Usage, Data, Purge Parameters

This shows the available Archive and Purge routines. You should review the list and configure according to your business needs

Only data considered as closed (i.e. that which will not change any more) can be purged or archived

Some routines relate only to purging, some relate only to archiving and some allow both activities

All > Parameters > Usage > Data

↑ ↓ ↕ Purge Parameters

82 Records Page size: 25

	Code	Description	Archive	Da...	Fre...	Date	Purge	Da...	Fre...	Date
1	ABATCH	Batch requests	No				No			
2	AIMPAS	Import/export storage	No				Yes	30	10	02/12/09
3	AMESSAGE	Workflow message history	No				Yes	6	1	25/05/05
4	ASTAT	Statistics & Forecasts	Yes	30		21/05/04	Yes	30	10	21/05/04
5	ASUWI	Workflow tracking archive	No				No			
6	ASUPER	Supervisor tables	No				Yes	30	10	
7	ATMP	Temporary tables	No				Yes	30	10	
8	ATRACE	Traces	No				Yes	60	10	27/09/04
9	AUDIT	Audit table	No				No			
10	AUDITBI	Audit table for the BI	No				Yes	60	10	20/06/12
11	AZPL	ZPL printer	No				No			
12	BALANCE	Account Balances	No				No			
13	BAP	Appointment	No				No			
14	BOL	Bill of lading	Yes	200	30	17/11/14	Yes	400	30	17/11/14
15	BPS1099	1099 generation	Yes	735	365	01/02/12	Yes	3000	365	01/02/12
16	BUDGET	Budget	No				No			
17	CASH	Treasury Interface	No				Yes			
18	CFO	Cash forecast management	Yes				Yes	10		24/01/14
19	CHQ	Cheques	Yes	60		03/08/11	Yes	60		
20	CIX	Index Values	No				No			
21	CLL	Calls	Yes	700		30/12/03	Yes	3000		26/11/03
22	CMG	Marketing Campaigns	No				No			
23	CON	Service Contracts	No				No			

You control how long to keep data with the “Days” setting. Any data that is purgeable (closed) and is older than the specified number of days, then qualifying for being purged on the next run

“Frequency” controls the gap between Purges. For example, if set to 10 days, then after a purge run it will not attempt another purge run for another 10 days. It is suggested you set this to 0 or 1 day for all tasks you are using, then create a scheduled batch task to perform the purge at an appropriate frequency for your requirements, for example weekly or monthly

Purging

Purging should be configured for each folder, including the “X3” folder

You should pay particular attention to the purge jobs starting with “A” as most of these will likely need to be enabled and will apply to most systems and most folders

The ABATCH task is a special case as this applied only to the “X3” folder, as it stores the information relating to the Batch Server itself

As another example, ATRACE is used to manage the log files which is created by most batch jobs. These files are retained in the folder TRA directory until purged

For the purposes of demonstration, this document will show the setup for purging for these two jobs, but you should review and decide which jobs are applicable for your own circumstances

Example of setup for ABATCH task

Log into the “X3” Folder and then go to option Usage, Batch Server, Recurring Task Management (GESABA)

Setup the recurring task as shown below:

All > Usage > Batch server

Recurring tasks

Recurring Task *	Description
MZABATCH	Purge ABATCH tables

CHARACTERISTICS

Folder *	User code *	Password	Group	Task Code *	Language
→ X3 Reference folder	BATCH	Password		→ AHISTO Archive/Purge	

☒ Active
 Last execution

FREQUENCY

Frequency	Excluded Days
<input checked="" type="radio"/> Weekly <input type="radio"/> Monthly	→

WEEKLY

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
--	----------------------------------	---	-----------------------------------	--	-----------------------------------	---------------------------------

MONTHLY

Days of the month	Month end
	<input type="checkbox"/> Month end

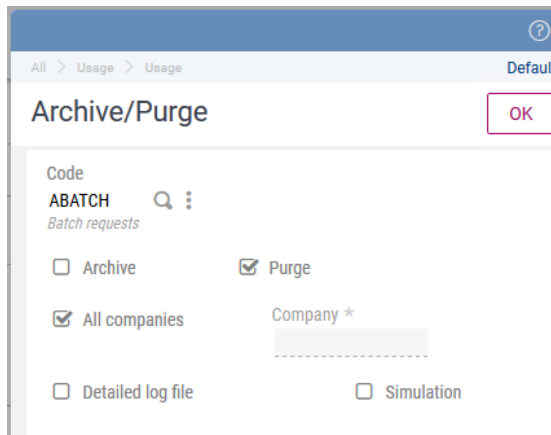
TIME RANGE

Start time	End time	Frequency (min)	A single request	Purge	Proceed if error
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIXED HOURS

Time	00:00	00:00	00:00	Forced execution
08:00				<input checked="" type="checkbox"/>

- Use the task code AHISTO which is the Archive/Purge code
- Set the task frequency as desired for your requirements
- Selecting “Forced Execution” ensures the job executes when the batch server is re-started and the execution time has lapsed
- Online help is available at <http://online-help.sageerpx3.com/erp/9/staticpost/recurring-task-management/>
- You will not be able to activate the task until you have defined any required parameters (Parameter Definitions)



- Enter the code for the Purge or Archive routine
- Ensure you select “Purge” and / or “Archive” as appropriate
- “Detailed log file” and “Simulation” would not normally be selected

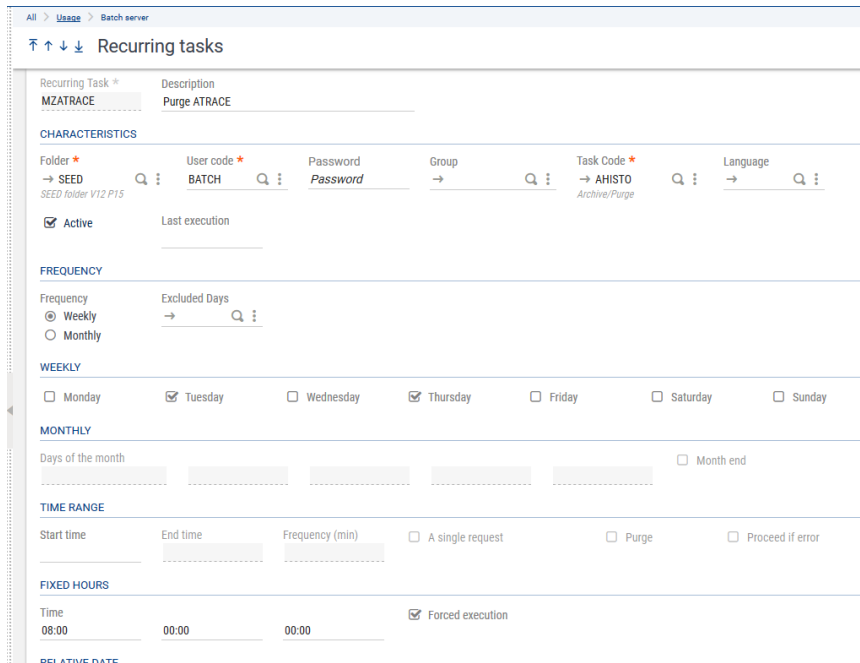
Once the task has been saved, you can see the executions of the task by navigating to Usage, Batch Server, Request Management

The recurring task may not appear on the list immediately, as it won't be in the list until the morning of its first run

Example of setup for ATRACE task

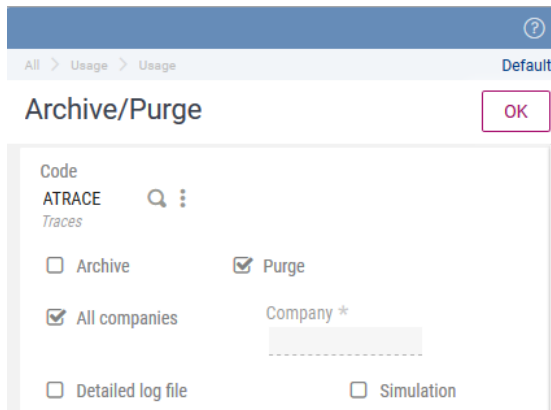
This task relates to each folder individually. For our example, we will setup for the SEED folder
Connect to the SEED folder, then navigate to option Usage, Batch Server, Recurring Task Management (GESABA)

Setup the recurring task as shown below:



The screenshot shows the 'Recurring tasks' configuration window for the 'SEED' folder. The task is named 'MZATRACE' with the description 'Purge ATRACE'. The task code is 'AHISTO' and the language is 'Archive/Purge'. The frequency is set to 'Weekly' with 'Excluded Days' set to 'Tuesday'. The 'WEEKLY' section shows 'Tuesday' selected. The 'MONTHLY' section shows 'Days of the month' selected. The 'TIME RANGE' section shows 'Start time' as '08:00', 'End time' as '00:00', and 'Frequency (min)' as '00:00'. The 'FIXED HOURS' section shows 'Time' as '08:00', '00:00', and '00:00'. The 'FORCED EXECUTION' checkbox is checked.

Parameters



The screenshot shows the 'Parameters' dialog box for the 'Archive/Purge' task. The 'Code' is 'ATRACE' and the 'Traces' are 'Traces'. The 'Archive' checkbox is unchecked, and the 'Purge' checkbox is checked. The 'All companies' checkbox is checked, and the 'Company' field is empty. The 'Detailed log file' checkbox is unchecked, and the 'Simulation' checkbox is unchecked. An 'OK' button is visible in the top right corner.

Repeat these same setup steps for your other folders in this solution

Archiving

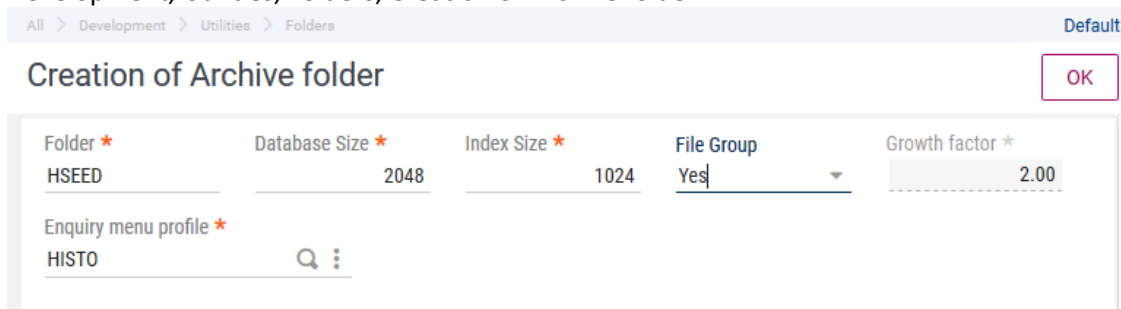
Archiving allows you to retain historical data for read only review purposes in a separate area from the live transactional data. This is useful where you want to retain the historic information, but not want to impact overall system performance by keeping too much data in the main folder itself

You should review your data volumes in conjunction with your business requirements and decide which tables (if any) could or should be archived to achieve these business objectives

Example of set up for Archiving

a. Setup Archive folder

Development, Utilities, Folders, Creation of Archive folder



Creation of Archive folder

Folder * Database Size * Index Size * File Group Growth factor *

HSEED 2048 1024 Yes 2.00

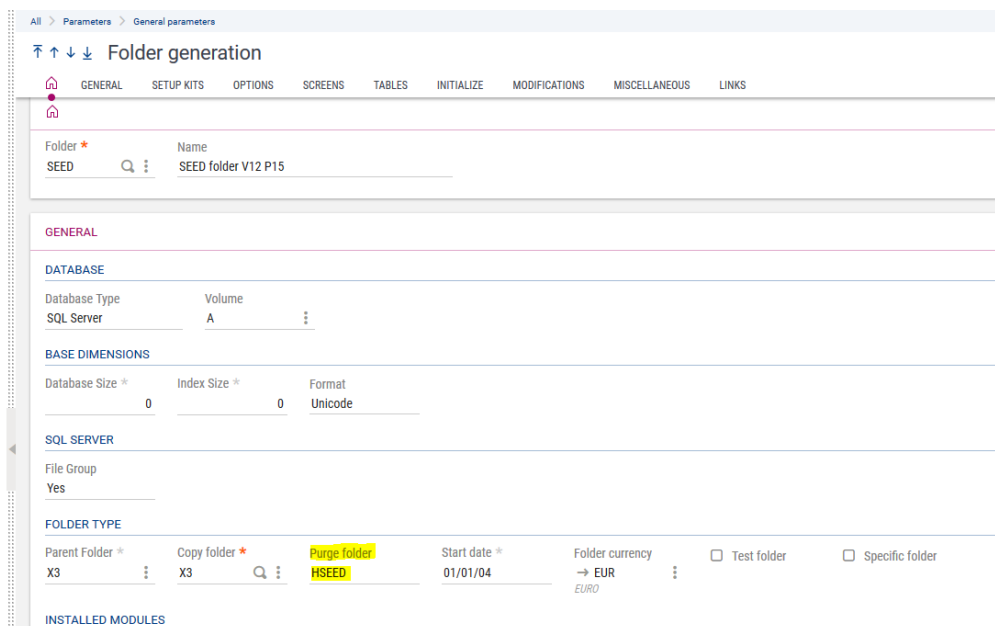
Enquiry menu profile *

HISTO

OK

This could take several minutes to complete

Check the Folder setup to confirm after completion. Parameters, General Parameters, Folders



Folder generation

GENERAL SETUP KITS OPTIONS SCREENS TABLES INITIALIZE MODIFICATIONS MISCELLANEOUS LINKS

Folder * Name

SEED SEED folder V12 P15

GENERAL

DATABASE

Database Type SQL Server Volume A

BASE DIMENSIONS

Database Size * Index Size * Format

0 0 Unicode

SQL SERVER

File Group

Yes

FOLDER TYPE

Parent Folder * Copy folder * Purge folder * Start date * Folder currency * Test folder * Specific folder *

X3 X3 HSEED 01/01/04 → EUR EURO

INSTALLED MODULES

Create end point for this purge (aka history) folder
Administration, Administration, Endpoints, Endpoints

All > Administration > Administration > Endpoints

Endpoint

INFORMATION LOCATION SERVER PARAMETERS ADMINISTRATION

INFORMATION

Name * seedhist Description * Seed History

LOCATION

Application * X3 ERP
Application and contract
Identify a service

SERVER PARAMETERS

X3 solution * EMV12 X3 solution settings Server folder * HSEED Reference folder Nature Others ☒ Historical folder Parent folder SEED Help Base URL

ADMINISTRATION

Groups
Super administrators

b. Check the Archive parameters

Parameters, Usage, Data, Purge Parameters

Configure the Archiving for any objects you are interested in, setting the days/frequency as required for your business requirements

c. Setup Batch Job to run the Archive process

Help on the archive process is available online

<http://online-help.sageerpx3.com/erp/12/staticpost/archivepurge/>
<http://online-help.sageerpx3.com/erp/12/staticpost/archivepurge-2/>

This task relates to each folder individually. For our example, we will setup for the SEED Folder
Navigate to option Usage, Batch Server, Recurring Task Management (GESABA)

Recurring Task *	Description					
ZARC_PO	Archive POH					
CHARACTERISTICS						
Folder *	User code *	Password	Group	Task Code *	Language	
→ SEED <small>SEED folder V12 P15</small>	BATCH	Password	→	→ AHISTO <small>Archive/Purge</small>		
<input checked="" type="checkbox"/> Active	Last execution					
FREQUENCY						
Frequency	Excluded Days					
<input type="radio"/> Weekly <input checked="" type="radio"/> Monthly	→					
WEEKLY						
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
MONTHLY						
Days of the month						<input type="checkbox"/> Month end
5						
TIME RANGE						
Start time	End time	Frequency (min)	<input type="checkbox"/> A single request	<input type="checkbox"/> Purge	<input type="checkbox"/> Proceed if error	
FIXED HOURS						
Time	<input type="checkbox"/> Forced execution					
00:00	00:00	00:00				
RFI ACTIVE DATE						

Add parameters

All > Usage > Usage Default

Archive/Purge OK

Code	POH	POs
<input checked="" type="checkbox"/> Archive	<input type="checkbox"/> Purge	
<input checked="" type="checkbox"/> All companies	Company *	
<input type="checkbox"/> Detailed log file	<input checked="" type="checkbox"/> Simulation	

You can run the Archive/Purge interactively, by navigating to Usage, Usage, Archive/Purge if needed

d. Check results by doing Enquiry on historic data

Connect to your Seed history folder, then do any queries you are interested in to see the historical data

For example, navigate to Purchasing, Enquiries, Orders, List of orders (CONSCPO)

Archive folder shows the following transactions:

All > Purchasing > Enquiries > Orders

Order Enquiry

Search Criteria

SELECTION

Company → Purchasing Site →

Starting Supplier → A0053 EPROM - Electronica e Informa... Ending Supplier → A0053 EPROM - Electronica e Informa...

Order no. from Order no. to

From project To project

Start date 01/01/15 End date 31/12/18

Grouping code from Grouping code to

CURRENCIES

Company EUR Folder EUR

STATUS

☒ Closed ☒ Not Closed

SIGNED

☒ Signed ☒ Not Signed

Order no	Supplier	Date	Amount - tax (doc)	Amount + tax (doc)	C.	Payment Terms	Prepayment Issued	Deducted Prepayment	Purch...	Recei...	Invoici...	Signed	Received	Invoice
1 : POA00110001	A0053	03/01/18	75 292.00	82 821.20	ADA	ANTRF30			A0011		A0011	Not Managed	Fully	Fully
2 : POA00110003	A0053	03/02/18	132 234.00	145 457.40	ADA	ANTRF30			A0011		A0011	Not Managed	Fully	Fully
3 : POA00110004	A0053	03/04/18	301 860.00	332 046.00	ADA	ANTRF30			A0011		A0011	Not Managed	Fully	Fully
4 : POA00110005	A0053	03/07/18	301 860.00	332 046.00	ADA	ANTRF30			A0011		A0011	Not Managed	Fully	Fully
5 : POA00110006	A0053	03/10/18	301 860.00	332 046.00	ADA	ANTRF30			A0011		A0011	Not Managed	Fully	Fully

The same enquiry on the original SEED folder now only shows the following:

All > Purchasing > Enquiries > Orders

Order Enquiry

Search Criteria

SELECTION

Company → Purchasing Site →

Starting Supplier → A0053 EPROM - Electronica e Informa... Ending Supplier → A0053 EPROM - Electronica e Informa...

Order no. from Order no. to

From project To project

Start date 01/11/14 End date 31/01/19

Grouping code from Grouping code to

CURRENCIES

Company EUR Folder EUR

STATUS

☒ Closed ☒ Not Closed

SIGNED

☒ Signed ☒ Not Signed

Order no	Supplier	Date	Amount - tax (doc)	Amount + tax (doc)	C.	Payment Terms	Prepayment Issued	Deducted Prepayment	Purch...	Recei...	Invoici...	Signed	Received	Invoice
1 : POA00110007	A0053	05/01/19	548 970.00	603 867.00	ADA	ANTRF30			A0011		A0011	Not Managed	Fully	Fully

Validation of Historic folder

If you upgrade or patch the main folder, the historic folder (e.g. HSEED in this example) will need to be manually revalidated. You will see messages to this effect, for example you will see message “The folder validation must be relaunched for the historized folder HSEED” when launching a function in the historic folder

To revalidate the HSEED folder:

1. Connect to the “X3” folder
2. Navigate to Usage, Batch Server, Request Submission
3. Select folder “X3”, User Code as required and task code “VALDOS”, then click the “Validation” button

All > Usage > Batch server

Request Submission Default

Validation

Folder * User code * Password

Reference folder

Group Task Code * Language Date

Time Template ☐

4. Pick the HSEED folder

Select

Folder	Name
SEED	SEED folder V12 P15
HSEED	History folder SEED
X3	Reference folder

5. Pick any other options if required, then click “OK” to send the task to the Batch Server

All > Parameters > General parameters

Folder Validation Default

OK

	Folders
1	HSEED
2	

Differences log file ☐ Format Deferred validation ☒

6. You can monitor the tasks progress through Usage, Batch Server, Request Management (or Administration, Administration, Endpoints, Batch Server, then select “List of queries”)

All > Usage > Batch server

Request Management

REQUESTS 22 Records Page size: 25

	Number	Folder	Task Code	L.	User	Date	Time	One User	Status	End Time	End date	Task Type	Script	Server	Port
1	10090	X3	VALDOS	BRI	BATCH	04/02/19	15:18	No	In progress			Processing		SAGE-EMV12	51
2	10098	SEED	ACCBATCH1	BRI	BATCH	04/02/19	13:40	No	Error		04/02/19	Processing	BATCHDPT	SAGE-EMV12	51
3	10098	SEED	ACCBATCH1	BRI	BATCH	04/02/19	13:39	No	Finished	13:39:05	04/02/19	Processing	BATCHDPT	SAGE-EMV12	51
4	9963	SEED	FUNSTKACC	BATCH	04/02/19	17:00	No	Standby				Processing		SAGE-EMV12	51
5	9963	SEED	FUNSTKACC	FRA	BATCH	04/02/19	13:00	No	Finished	13:00:03	04/02/19	Processing		SAGE-EMV12	51

Removing other temporary files

Some temporary files are not automatically removed and need to be maintained manually. In essence, some or all files in certain directories could be removed periodically, as noted below:

For all cases described, ensure all Sage X3 services are stopped, and you have a current backup of all of Sage X3, before removing any files

Directory	Files that could be removed	Special instructions/notes
folders\<<FolderName>>\tmp	All files more than 7 days old	
folders\X3_PUB\<<FolderName>>\TMP	All files more than 7 days old	
runtime\tmp	All files more than 7 days old	
Database\trace	Any files no longer needed	Database trace files are written to this location. These are generally manually enabled for diagnostic purposes only
Apache\logs	Access.log and error.log could be renamed, for example once a month	Apache is installed manually by your installer before Sage X3, so the location will vary. Be cautious, as there may be more than one Apache installation on your server

Cloud customers may not have access to the server file system, however you should ensure the Cloud provider is monitoring and maintaining these directories, as they may or may not be aware this needs to be done

Monitor/manage to ensure batch jobs not taking up too much resources

Depending on your users' active hours and busiest times, you may want to ensure that some heavy processing batch jobs, such as described in this document, are not executed during the users' main working hours

You should additionally consider when the system backups are taking place as there may be some tasks which should not be run during these times also

You should therefore draw up a list of times during which it is acceptable to run the batch tasks and schedule them accordingly. You can consider if you need to enforce these hours using "Hourly Constraints" and/or "Batch server calendar" for the Batch Server tasks

Navigate to Parameters, Usage, Batch Server where you will find these options to allow you to configure allowable dates and allowable days/hours of batch task execution

Once hourly constraints have been configured, you can modify the Task configuration to ensure it conforms. Navigate to Usage, Batch Server, Task Management and configure the tasks as needed

Cloud customers may not be able to review system performance directly, however your provider should be able to provide assistance to identify where system resources may be getting overloaded

Backup / Restore

Your backup strategy will need to reflect the Business' Disaster recovery objectives and policies, so the first step is to confirm and understand these objectives and policies, specifically:

Recovery Time Objective (RTO)

How much downtime is acceptable, in other words the time it takes to get the service back to a state where users can login and work normally again after a failure

Recovery Point Objective (RPO)

How much data it is acceptable to lose once recovery has been achieved. In other words, how much work the users will need to redo after a successful recovery

Cloud customers should ensure they understand what these policies are with their provider

These two items alone should provide a good guide to the type and frequency of backups that need to be taken, in order to satisfy these requirements

If you have a multi-server Sage X3 instance (different X3 components spread out across different servers), you should consider all these servers as one whole in a backup strategy. i.e. you will need to backup all the servers and perhaps also need to synchronize these backups for some servers

The items you need to consider for backup include:

- SQL Server or Oracle Database
- MongoDB
- Filesystem files
 - Relatively static data (such as binaries)
 - Regularly changing data (such as log files and Elastic Search index files)
 - Don't forget some X3 specific data is stored under the Windows User home directory, for example some Management Console information
- Windows Server registry entries

You need to ensure you take SQL Server database backups and SQL Server log file backups such that any business recovery objectives are achieved

Essential configuration data and other user data, such as documents, are stored in the Mongo Database, so you therefore also need to ensure you backup MongoDB database

The file system and Windows registry should also be backed up regularly to ensure you capture regularly changing files such as log files, and maintain backups of relatively static files, after patching for example

Testing the recovery/restore procedures

You should regularly test your recovery processes, which includes restoring the data from backups. This would need to be done on separate hardware from your LIVE system. Testing your restore processes allows you to:

- Ensure your backups are working and usable
- Confirm your recovery processes and procedures work well and are up to date
- Give the Sage X3 Administrators a chance to practice the recovery steps, so they are well versed in the processes

Change Control procedure

There are many changes that can be made to even a single node X3 instance, with any such changes having potential to disrupt the correct functioning of the instance:

- Operating System patches (Windows Updates)
- Changes to operating system parameters (Windows registry edit, changes to firewall settings)
- Sage X3 Technology Stack patches (Syracuse, Runtime, etc.)
- Sage X3 patches or hotfixes
- Updates to Sage X3 configuration files (Syracuse, Management Console, MongoDB, SQL Server, etc.)

In multi-node instances, the list gets a bit longer:

- Load balancer setup
- Network topology

It is therefore important to have a change control procedure that allows you to plan and understand what changes are applied to any component of your X3 instance or the supporting infrastructure, so that:

- Changes can be applied in a controlled manner, going through testing before being promoted to the LIVE instance
- Any issues introduced by any change can be identified and reverted if necessary
- The business can understand any risks from proposed changes
- Business users can be scheduled to be involved in testing and changes

For some, this process may be as simple as a spreadsheet listing any changes that have been made, but in other cases there may be formalized systems to request and authorize changes before they are applied

Change control will often only apply to LIVE instances, although there is an argument for it to also be applied to TEST instances also

Cloud customers will likely have no control over the servers or when patches are applied, however your provider should be able to advise when any such changes are to be applied

Patching and Testing

A “patch” is where new code needs to be installed but is still within the same major version. e.g. Applying Patch 27 to a V12 instance that is already on Patch 20 is “patching” but going from X3 V7 to X3 V12 is “migrating” or “upgrading”. In this section we will only consider “patching”

Sage will generally provide a quarterly release but may also release a “hotfix” to resolve specific issues.

With the quarterly release patch there are generally multiple patching activities that need to be undertaken. Refer to the Sage X3 Support team alerts and updates page at <https://www.sagecity.com/gb/sage-x3-uk/f/sage-x3-uk-announcements-news-and-alerts> for more information, and also check the compatibility matrix in this page. Review the patch “Readme” and any release notes to understand what components need to be updated and in what order.

Hotfixes are typically a few files only and will have specific patch documentation to advise how to implement.

NOTE: when applying a “Hotfix” you should still go through these same steps, as for any other patch. Even though the impact of a HotFix is likely to be less, you still need to understand the impact and perform testing to confirm its effect

The general flow of a patching activity could be summarized as described below:

- Patch Analysis and planning
 - You perform a patch analysis to determine the areas of functionality that are affected, not forgetting any customizations you may have implemented
 - Identify and understand any pre-requisite and post-patch steps you need to take
 - You will also need to be able to backout the patch if it fails for some reason. You should therefore have a backout plan which can be implemented in your LIVE instance if necessary
 - Document all the expected steps, which should include links to all the additional notes or documentation that needs to be referred to. This document can then become your “Patch diary” to give a clear and repeatable process

NOTE : Sage Support strongly advise that you should always apply all the latest Technology patches relevant for your X3 patch release level, even though some may be flagged as “Recommended” rather than “Mandatory” in the patch documentation

- Apply patch in TEST environment

It is important to have a test environment which is completely separate from the LIVE environment, i.e. on separate hardware and with no shared components. This is to ensure that there is no cross-contamination between the environments, and no performance impact on LIVE when running the TEST instance

- Take a pre-patch backup
- Perform pre-requisite tasks, such as applying Syracuse patch
- Apply the Sage X3 patch
 - For the X3 patch itself, you should apply these using the “Updates Management” function (Administration, Utilities, Update, Updates)
- Perform any post-patch tasks

This may include applying additional patches, functional configuration steps or other activities

- Validate and perform testing in TEST environment
 - Review the patch logs to ensure they went in without errors and that you have understand any warning messages
 - It is recommended you always test all business critical functions to ensure there are no unexpected side effects in these most crucial areas
 - Test all areas affected by the patching activity, as identified by your earlier patch analysis
 - Ensure you test any external links and any partner applications
 - For example, Web Services, Business Intelligence and any other third party or customized interfaces

NOTE: if you hit any problems or issues you should resolve and document the solutions, then perform a re-test before proceeding. This will ensure you have a “clean” patching run and will have a well-documented and repeatable process in your “Patch diary” document

- Test your backout/restore strategy
 - Once you are happy the patch is successfully applied, you may wish to test your backout plan, although in many cases this may be to restore your environment to the pre-patch backup
- Promote the patch through your test system hierarchy
 - If you have separate test instance (for example, you have a separate patch test and UAT) then you should apply the documented patch process to the next TEST instance
- Once all testing is successfully completed, schedule the patching activity for your LIVE instance. You will go through similar steps as per the TEST instance:
 - Ensure all users are logged out
 - Take a pre-patch backup
 - Perform pre-requisite tasks
 - Apply the patches
 - Perform post-patch tasks
 - Validate and perform non-destructive testing in LIVE environment
 - Allow key users onto the system for final checks
 - Release to all users
- Update your Change Control documentation

Auditing

Your auditing strategy will need to reflect the Business' Auditing objectives and policies, so the first step is to confirm and understand these objectives and policies

These policies would often include the following objectives:

- Sustaining accountability
- Ensuring compliance with standards and policies
- Monitoring for inappropriate or unusual activity
- Monitor health and performance of a system

From a Sage X3 perspective, this boils down to deciding what data you need to audit, for example failed logins, updates to key fields on certain tables, etc.

WARNING: the more auditing you enable, the more overhead you create on system performance and could also potentially generate large amounts of audit data, which then needs to be stored and managed. You should therefore setup auditing for the minimum amount needed that achieves the business objectives

Steps to implement Auditing

- Check the AUDIT activity code has been enabled. This controls the overall availability of auditing (Should be enabled by default)
- Auditing needs to be setup for each table using "Audit" tab in Tables function (Development, Data and parameters, Tables, Tables) Setup whichever fields should be audited and which events trigger the audit (create, update and/or delete) Database triggers are created automatically to enable this functionality. Remember to "Validate" the table once you have updated it
- You can also set parameter value TABTRA to "Yes" (Module: SUP, Group: SEC) if you want to track folder user connections (Usage, Audit, Connections)

Additional notes

- Audit data writes to AUDITH and AUDITL tables
- Workflow batch task triggers for each line of AUDITH, if workflow option is selected
- Use the functions in Usage, Audit to review the data
- Audit data can be purged via Usage, Archive/Purge

Example of Auditing setup

In this example, we will setup Auditing on BPCUSTOMER table for changes to the Credit Limit

a. Check the activity code

Development, Data and Parameters, Development Setup, Activity Codes

b. Identify the table and field(s) for auditing

Navigate to Common Data, BPs, Customers

Click the field on screen and use ESC+F6 to see the field name and screen

c. Check the screen to identify the table

Navigate to Development, Script Dictionary, Screens, Screens

Query back the BPC2 screen and confirm which table

Reference Tables	Table Title
1 BPCUSTOMER	Customers
2 BPCUSTOMER	Customers

d. Setup Auditing on the BPCUSTOMER table

Navigate to Development, Data and parameters, Tables, Tables

Query back the BPCUSTOMER table then go to the “Audit” tab

I will deselect “Workflow” in my case

Add the “Authorized credit” field (OSTAUZ)

Set “operator” to “Indifferent” as we want to see all changes to the field

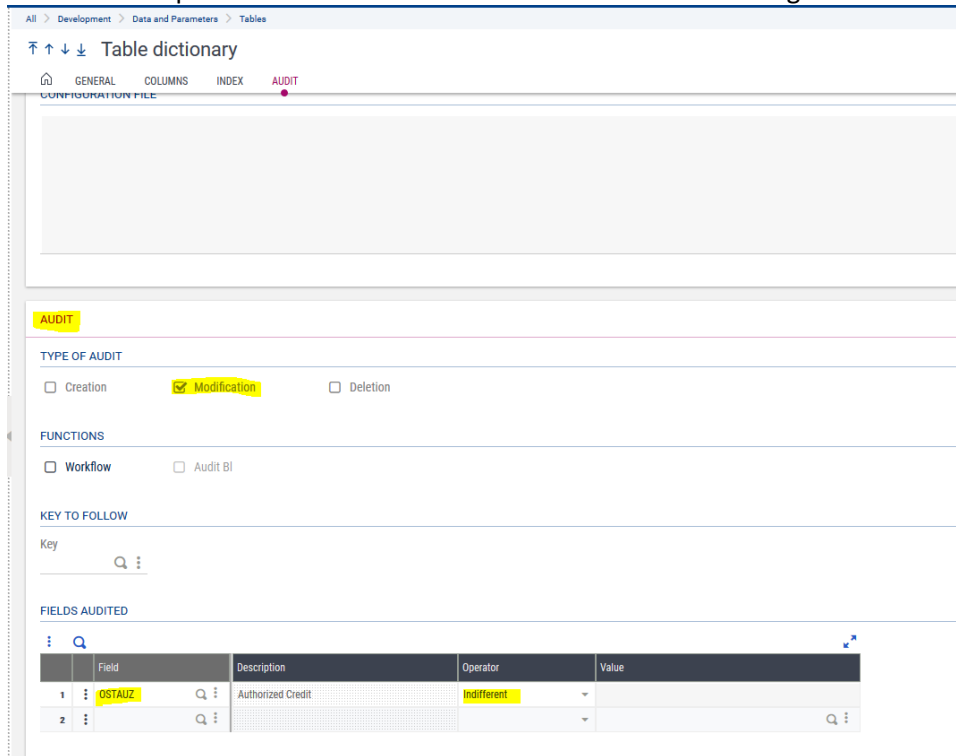


Table dictionary

AUDIT

TYPE OF AUDIT

☐ Creation ☒ Modification ☐ Deletion

FUNCTIONS

☐ Workflow ☐ Audit BI

KEY TO FOLLOW

Key

Q

FIELDS AUDITED

	Field	Description	Operator	Value
1	OSTAUZ	Authorized Credit	Indifferent	
2				

Save the changes, then click “Validation”

e. Test results by making change to the Authorized Credit field

Navigate to Common Data, BPs, Customers

Pick a couple of Customers and modify the “Authorized Credit” field

For customer AO001 change from 10’000’000 to 999’999

Customer BE001 change from no value to 132’000

f. Check the audit tables

Navigate to Usage, Audit, Tables

For online help see <http://online-help.sageerpx3.com/erp/12/staticpost/tables/>

Enter date range that covers today's date and BPCUSTOMER for the table, then click “Search”

You will see four rows for the two updates, one before and one after the update. You can drill into the “Details of fields” from here if you wish

Alt > Usage > Audit

Audit

Period: 31/01/19 Table: BPCUSTOMER Customers

User: Login Event Audit BI

AUDIT

	Chrono...	Table	Date	Time	Event	Key	Secondary key	User	Login	Client	Workflow status	Status BI
1	79912	BPCUSTOMER	31/01/19	11:10:12	UPDATE	A0001		ADMIN	emrun	vmEM12web2	None	
2	79913	BPCUSTOMER	31/01/19	11:10:12	UPDATE	A0001		ADMIN	emrun	vmEM12web2	None	
3	79916	BPCUSTOMER	31/01/19	11:10:34	UPDATE	BE001		ADMIN	emrun	vmEM12web2	None	
4	79917	BPCUSTOMER	31/01/19	11:10:34	UPDATE	BE001		ADMIN	emrun	vmEM12web2	None	

Navigate to Usage, Audit, Fields

Enter date range that covers today's date, BPCUSTOMER for the table and check the "Details of fields" then click "Search"

This shows two records for the two updates, but also has the field information immediately available, showing the before and after values

Alt > Usage > Audit

Audit

Period: 31/01/19 Table: BPCUSTOMER Customers Field Details of fields

User: Login Event

AUDIT

	Chrono...	Table	Date	Time	Event	Key	Secondary key	User	Login	Client	Field	Previous value
1	79913	BPCUSTOMER	31/01/19	11:10:12	UPDATE	A0001		ADMIN	emrun	vmEM12web2	OSTALZ	10000000.00000000000000
2	79917	BPCUSTOMER	31/01/19	11:10:34	UPDATE	BE001		ADMIN	emrun	vmEM12web2	OSTALZ	0.0000000000000000

Scroll across to see the field details

Alt > Usage > Audit

Audit

Period: 31/01/19 Table: BPCUSTOMER Customers Field Details of fields

User: Login Event

AUDIT

	Chrono...	Secondary key	User	Login	Client	Field	Previous value	New value	Workflow status
1	79913		ADMIN	emrun	vmEM12web2	OSTALZ	10000000.00000000000000	999999.00000000000000	None
2	79917		ADMIN	emrun	vmEM12web2	OSTALZ	0.0000000000000000	132000.00000000000000	None

Syracuse / Elastic Search / MongoDB

You should monitor and archive the Syracuse, Elastic Search and MongoDB log files on a regular basis

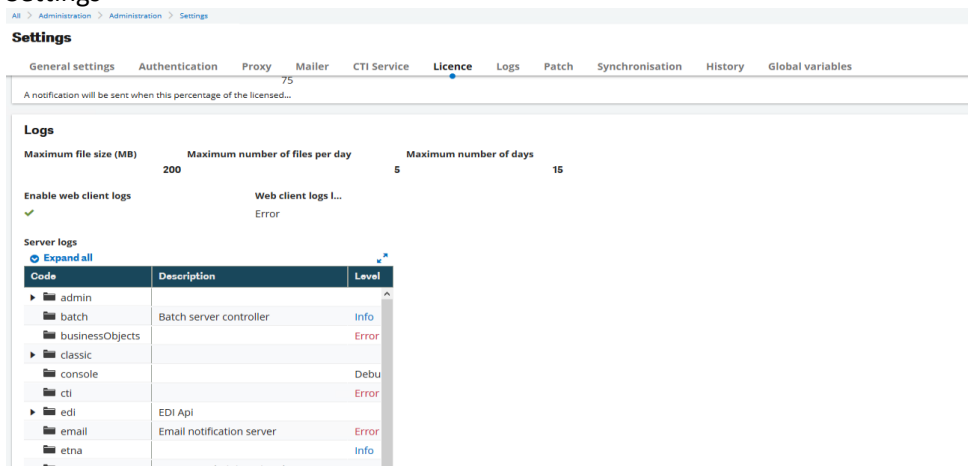
Cloud customers may not have access to the server file system, however you should ensure the Cloud provider is monitoring and maintaining these log files, as they may or may not be aware this needs to be done

For all three components, you may wish to regularly scan the log files for any errors or unusual messages for further investigation, as a proactive measure to identify potential user issues

Over time, you will find a lot of log files will accumulate and some of the log files will grow quite large. It is prudent to periodically archive these log files to a different location in order to control disk space usage and make it easier to use the log files when they are needed

Syracuse

Logging levels and log file rotation can be modified in Administration, Administration, Settings, Global Settings



Settings

General settings Authentication Proxy Mailer CTI Service **Licence** Logs Patch Synchronisation History Global variables

A notification will be sent when this percentage of the licensed... 75

Logs

Maximum file size (MB) 200 Maximum number of files per day 5 Maximum number of days 15

Enable web client logs ☒ Web client logs L... Error

Server logs

Code	Description	Level
admin		
batch	Batch server controller	Info
businessObjects		Error
classic		
console		Debu
cti		Error
edi	EDI Api	
email	Email notification server	Error
etna		Info
exports	Syracuse administration data exports	Error

Set the following parameters to ensure the log files can grow big enough for the logging needed, and the log files do not get removed too quickly. These suggested settings assume you have the default values currently set:

- Maximum file size (MB) set to "200" (10 default)
- Maximum number of files per day "5" (5 default)
- Maximum number of days "15" (5 default)
- Enable web client logs (Checked)
- Web client logs level = Error

Most of the logs are automatically rotated and deleted per the schedule you specify, however some of the service related log files are not archived automatically. You should therefore regularly archive these logs, for example by using ZIP or similar tool to archive the old logs every month or so. This allows you to keep the number and size of the log files to a manageable level.

All Syracuse log files are located in the <SYRACUSE INSTALL DIRECTORY>\Syracuse\logs for example "C:\Sage\Syracuse\syracuse\logs"

Elastic Search

For Elastic Search 7.9, the Elastic Search configuration file “log4j2.yml” located in the <ELASTIC SEARCH INSTALL DIRECTORY>/config allows you to change the level of logging. For example, “C:\Sage\ElasticSearch\config” Refer to the Elastic Search documentation for detailed explanation of the capabilities, at <https://www.elastic.co/guide/en/elasticsearch/reference/current/logging.html>

Logs are rotated daily by default so should not get too large, however the number of log files will quickly accumulate if left unchecked. You should regularly archive these logs, for example by using ZIP or similar tool to archive the old logs every month or so.

The log files are locate in the < ELASTIC SEARCH INSTALL DIRECTORY>\logs for example “C:\Sage\ElasticSearch\logs”

Elastic Search indexes

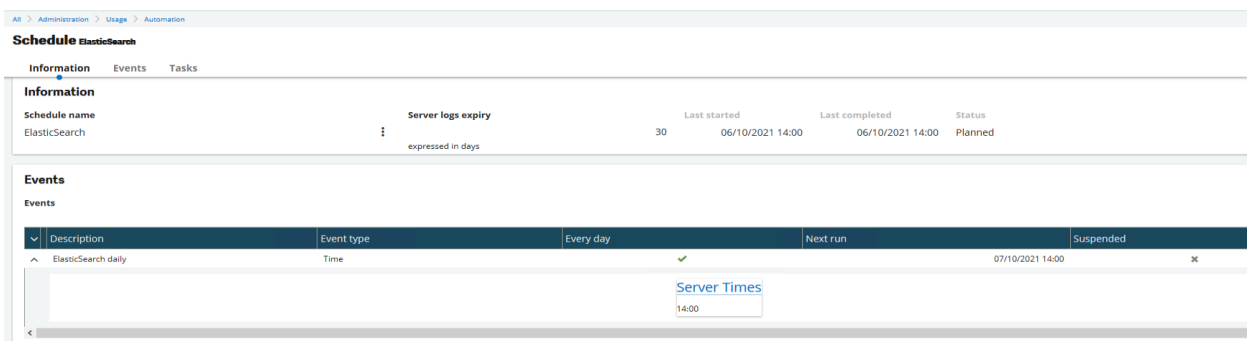
The Elastic Search indexes needs to be regularly updated in order to ensure the search results reflect recently added data

This task can be automated by scheduling to run at specific times. This process uses a different scheduler and is setup as described below:

Create a new schedule

Navigate to Administration, Usage, Automate, Scheduler

Click the “New Schedule” button and create a new schedule as shown below, using whichever days/times are suitable for your requirements



The screenshot shows the Sage Scheduler interface. At the top, there's a breadcrumb trail: All > Administration > Usage > Automation. Below this is the 'Schedule ElasticSearch' header. The interface is divided into three tabs: Information, Events, and Tasks. The 'Information' tab is active, showing details for a schedule named 'ElasticSearch'. It includes fields for 'Server logs expiry' (30 days), 'Last started' (06/10/2021 14:00), 'Last completed' (06/10/2021 14:00), and 'Status' (Planned). Below the 'Information' tab is the 'Events' tab, which shows a table of events. The table has columns for Description, Event type, Frequency, Next run, and Suspended. A single event is listed: 'ElasticSearch daily' with a frequency of 'Every day' and a next run time of '07/10/2021 14:00'. A 'Server Times' dropdown menu is visible, showing '14:00'.

Then click “Save”

Setup the Elastic Search Index update

Navigate to Administration, Usage, Search Index Management

The default settings should be sufficient for the scheduled update, so you can just click the “Schedule index update” option

Search indexes administration

Endpoint: X3ERP_V12_SEED

Entities: Endpoints describe services locations

Locales: English (United Kingdom)

☐ Delete indexes before update ☒ Update modified records only

Help: Update index, Delete index, Delete all indexes, **Schedule index update**

Pick the schedule created in the previous step and click OK

Automation schedules

Ok

X

		Schedule name	Server logs expiry	Last started	Last completed	Status	
<input checked="" type="checkbox"/>	:	ElasticSearch	:	30	06/10/2021 14:00	06/10/2021 14:00	Planned
<input type="checkbox"/>	:	LDAPsync	:	60	07/10/2021 11:29	07/10/2021 11:30	Planned

You'll see the message "Task created on scheduler ..."

You can check the tasks for your scheduler to confirm as shown below:

AdministrationUsageAutomation

ScheduleElasticSearch

InformationEventsTasks

Information

Schedule name	Server logs expiry	Last started	Last completed	Status
ElasticSearch	<div>expressed in days</div>	30	06/10/2021 14:00	06/10/2021 14:00
				Planned

Events

Events

Description	Event type	Every day	Next run	Suspended
ElasticSearch daily	Time	✓	07/10/2021 14:00	✗

Tasks

Tasks

Description	Suspended	Log level	Task	User	Role	Locale
Search index update	✗	All	Update modified records only=true; Dataset=X3ERP_V12_SEED; Endpoint=X3ERP_V12_SEED; Locales=English (United Kingdom)	ukadmin ukadmin	Super administrator	English (United Kingdom)

MongoDB

Log file management

The MongoDB configuration file “mongodb.conf” located in the < MONGODB DIRECTORY>\config does allow you to change the level of logging. For example, “C:\Sage\MongoDB\config” By default it has relatively minimal logging configured, although this is still quite verbose. It is not recommended to reduce the logging level, even on a LIVE installation

With default settings, the log file “mongodb.log” can grow quite quickly. You should regularly archive this log file, although you will need to stop MongoDB service in order to do this. For example use ZIP or similar tool to archive the old log every month or so. This allows you to keep the size of the log file to a manageable level so when it is needed for diagnostic purposes, it is easy to manage and search through for relevant messages. You could consider changing the “logAppend” configuration file option to “false” which will rename the log file every time that MongoDB service is restarted.

The log file is locate in the <MONGODB INSTALL DIRECTORY>\logs for example “C:\Sage\MongoDB\logs”

You can manually rotate the log file with MongoDB up and running by using the mongo shell, and run the following command:

```
db.adminCommand( { logRotate : 1 } )
```

Refer <https://docs.mongodb.com/v4.2/tutorial/rotate-log-files/> and <https://docs.mongodb.com/v4.2/reference/configuration-options/index.html#systemlog-options> for further explanations

MongoDB Performance monitoring tools

MongoDB has its own command line performance monitoring tools you can use for monitoring performance and investigating poor MongoDB performance.

These are all located in the MongoDB bin directory.

- mongoperf
- mongostat
- mongotop

You can find the documentation for these tools on the MongoDB web site <https://docs.mongodb.com/v4.2/reference/program/>

Proactive Performance Monitoring / Tuning

System Performance monitoring is often not considered necessary by the Business, that is until there is a performance problem

The trouble with this approach is that you may gather a lot of performance data with a performance problem in-situ, but it may not be clear what is the root cause or even worse you may make incorrect assumptions as you do not know what is considered “normal” for the performance statistics you are reviewing

You may wish to consider an alternative approach, which would be to regularly gather performance data whilst the system is running normally

This allows you to:

- Gather a “Normal” performance baseline which can then be used as a comparison when performance is poor
- Be able to see historic trends and react appropriately if there is a trend which indicates resources may run out, such as CPU usage trending upwards over time, or disk space being reduced at an alarming rate

There are various tools available for both Windows and Linux platforms. For example, Windows Performance Monitor can be used to schedule the regular gathering of a wide range of system statistics, including SQL Server information

Cloud customers should discuss what information is available with their provider

Miscellaneous topics

There are various functions that can be used to check or manage your X3 instance which could be useful to a Sage X3 System Administrator, although many would only be used when required. The most notable are discussed below:

Printouts—Printouts, Print supervision

All > Printouts > Printouts

Print supervision

Server: sage-emv12:50001

CONFIGURATION

Configuration code	Max. nb of simultaneous processes	Max. size of request stack	Number of clients connected
DEFAULT	5	1000	1

CLIENTS CONNECTED

	Client	Connection date
1	10...	31/01/2019 11:51
2		

TASKS

	Or...	Job	User	Report	Application	P...	St...	Wait (sec)	Execution...	D...	Proce...	Client Workstation	Linke...
1													

This function shows the print jobs currently running and allows users with the appropriate authorization level to delete tasks or to change their priority

Development, Utilities, Verifications, Data, Consistency

Database Consistency Verification

Folder:

First Table: Last Table:

20 Records Page size: 10

	Module	Yes
1	Supervisor	Yes
2	Accounting	Yes
3	S/L and P/L	Yes
4	External	Yes
5	Sales	Yes
6	Purchasing	Yes
7	Inventory	Yes
8	Manufacturing	Yes
9	Common	Yes
10	Development	Yes

Whilst it can be difficult to analyze the output this function generates; the objective of this function is to compare the links between tables described in the X3 data dictionary with the actual tables stored in the Database itself. This process is resource intensive, as it reviews all the data in any tables you choose to run against, so should only run at quiet times. This facility is useful when planning to migrate to a later version of Sage X3.

WARNING: you should not attempt to correct any standard tables if they are shown as having potential issues in the output, but instead to log a call with Sage Support to ask for assistance

Development, Utilities, Verifications, Database, Search index

Online help is available via the URL <http://online-help.sageerpx3.com/erp/12/staticpost/identify-missing-indexes/> This routine should complete quite quickly. It provides a report comparing the X3 Data Dictionary description of the indexes against the indexes that exist in the database

Parameters, Usage, Data, Database Optimisation

Allows you to activate a pre-defined custom index, or add your own

As with adding any custom index, you should perform your own testing to confirm the benefit of adding the index outweighs any disadvantage introduced

Development, Utilities, Verifications, Database, Statistics

All > Development > Utilities > Verifications > Database

SQL Server statistics

INDEX DATABASE

Database: emv12 Version: 13.0.5233. Microsoft SQL Server 2016 (SP2-CU4) (KB4464106) -

INDEX

2886 Records Page size: 25

	To proc...	Table	Index	Number o...	Automa...	Statisti...	Last analysis date	
1	No	ABANK	ABANK_ABNO	17	Yes	Yes	22/12/18	04:01:12
2	No	ABICOND	ABICOND_AII0	398	Yes	Yes	22/12/18	04:01:13
3	No	ABICOND	ABICOND_AII1	398	Yes	Yes	22/12/18	04:01:13
4	No	ABICOND	ABICOND_AII2	398	Yes	Yes	22/12/18	04:01:13
5	No	ABIDATMRT	ABIDATMRT_ABM0	16	Yes	Yes	22/12/18	04:01:14
6	No	ABIDATMRT	ABIDATMRT_ABM1	16	Yes	Yes	22/12/18	04:01:14
7	No	ABIDATWRH	ABIDATWRH_ABW0	1	Yes	Yes	22/12/18	04:01:15
8	No	ABIDIM	ABIDIM_ABI0	178	Yes	Yes	22/12/18	04:01:17
9	No	ABIDIMFLD	ABIDIMFLD_ABJ0	2885	Yes	Yes	22/12/18	04:01:18
10	No	ABIDIMFLD	ABIDIMFLD_ABJ1	2885	Yes	Yes	22/12/18	04:01:18
11	No	ABIDIMFLD	ABIDIMFLD_DICO	2885	Yes	Yes	22/12/18	04:01:18
12	No	ABIHIERA	ABIHIERA_AHH0	96	Yes	Yes	22/12/18	04:01:19
13	No	ABIHIERA	ABIHIERA_AHH1	96	Yes	Yes	22/12/18	04:01:19
14	No	ABIPRFUSR	ABIPRFUSR_AIU0	5	Yes	Yes	22/12/18	04:01:21
15	No	ABIREGDES	ABIREGDES_ABY0	10156	Yes	Yes	31/01/19	09:36:13
16	No	ABIREGDES	ABIREGDES_ABY1	10156	Yes	Yes	31/01/19	09:36:13
17	No	ABIREGDES	ABIREGDES_ABY2	10156	Yes	Yes	31/01/19	09:36:13
18	No	ABIREGORG	ABIREGORG_ABV0	67	Yes	Yes	22/12/18	04:01:24
19	No	ABIREGORG	ABIREGORG_ABV1	67	Yes	Yes	22/12/18	04:01:24

It is important that the table statistics are up to date to reflect the current data volumes and distribution. By default, this is managed automatically by SQL Server

You can check the database tables' statistics are being automatically generated and see the last date/time the statistics were gathered. If needed, you can also use this screen to select certain tables and then force a new statistics generation for those tables.

Administration, Certificates, Certificates (and Certificate Authorities)

You should be aware of what expiry dates your certificates have, in order to be able to renew them before they expire, as needed

Administration, Usage, Automation, Server logs

These log files relate to jobs that have been configured through the Scheduler. The log files are automatically purged according to the “Server logs expiry” you specify when setting up a Schedule

All > Administration > Usage > Automation

Schedule ElasticSearch

Information Events Tasks

Information

Schedule name	Server logs expiry	Last started	Last completed	Status
ElasticSearch	30 expressed in days	06/10/2021 14:00	06/10/2021 14:00	Planned

Events

Events

Description	Event type	Every day	Next run	
ElasticSearch daily	Time	✓	07/10/2021 14:00	Su

Administration, Usage, Logs, History Logs

See the online documentation at <https://online-help.sageerpx3.com/erp/12/staticpost/mongodb-traceability/>

If enabled, the MongoDB audit entries are viewed in this option.

All > Administration > Usage > Logs

History logs

Actions

40 Records Page size: 20

Created on	Created by	Operation	Entity name	Value
07/10/2021 11:19	admin	Created	securityProfile	Batch Server permissions
01/10/2021 16:18	charles	Modified	USER	charles
30/09/2021 10:44	david	Modified	USER	david
24/05/2021 16:21	admin	Created	USER	aducuser
24/05/2021 16:20	admin	Created	role	ADC role
24/05/2021 16:20	admin	Modified	SECUSER	ADCgroup
24/05/2021 16:19	admin	Created	SECUSER	ADCgroup
21/05/2021 15:26	admin	Modified	SECUSER	Global settings
21/12/2020 10:43	admin	Modified	USER	admin

You configure which data you want to audit and set the purging rules in Administration, Administration, Settings, Global settings in the “History” section

History

History maximum days: 365

Maximum number of days to keep history records.

History log

8 Records Page size: 50

Code	Description	Enable
authoring	Personalization	✖
collaborationArea	Teams, documents and storage, Office integration	✖
exportData	Export data	✖
importData	Import data	✖
pages	Navigation : dashboards, vignettes, menus, pages	✖
statusAndUsage	System status and logs, maintenance actions	✖
technicalSettings	Setup servers, endpoints, schedulers and authentication	✖
users	Users, groups and roles management	✓

Conclusion

Hopefully this document provides additional clarifications to accompany the Online help, and will provide you some ideas of the administrative tasks you should be considering as a Sage X3 System Administrator