# Roadmap of Administration Process requests
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## Overview

The Administration Process helps make system administration easy by automating specific administration tasks. For example, you can choose a rename person action in the Public Address Book and the Administration Process on various servers takes care of changing that name throughout the databases in the domain.

To accomplish a specific administrative task, the Administration Process posts and responds to requests in the Administration Requests database (ADMIN4.NSF). For some tasks -- for example, creating replicas -- the Administration Process posts only one or two requests. However, other tasks -- for example renaming people -- involve a more complex series of requests and interactions between servers and people.
The goal of this article, the second in a series of three on the Administration Process, is to shed light on how the Administration Process goes about completing some of its more extensive series of requests. The tasks discussed are:

- Renaming people and converting people to hierarchical naming
- Converting servers to hierarchical naming
- Deleting a person's name
- Deleting servers and groups
- Moving databases from a cluster server

For each of these tasks, we provide a flowchart showing the series of requests involved followed by details on the "how, why, when, and where" of each request.

**Flowcharts**
Each flowchart shows:
The series of requests the Administration Process carries out to complete a specific task.
When each request is carried out. The processing times are the defaults--you can change the default timing using the settings in the Administration Process section of the Server document in the Public Address Book.

**Details**
After each flowchart are details on the "how, why, when, and where" of each request, formatted as follows:

- **Triggered by:** Describes what causes the Administration Process to create the request.
- **Posted on:** Describes the server that posts the request.
- **Carried out on:** Describes the server that carries out the request.
- **Carried out:** Indicates which setting in the Administration Process section of the Server document controls when the request is carried out or indicates if an administrator's approval causes the request to be carried out.
- **Result:** Describes what happens when the Administration Process completes the request.

Keep in mind that this article doesn't describe all the tasks you can accomplish with the Administration Process, only the ones that trigger several requests. In addition to the tasks mentioned above, you can also use the Administration Process to create mail files, synchronize resources between the Resource Reservations database and the Public Address Book, enable directory assistance, enable password checking, create replicas of databases, and add servers to and remove them from clusters. For additional information on all Administration Process tasks, see the *Lotus Notes Administrator's Guide*.

You can use the Administration Process to change a person's common name, move a person to a different branch of an organization hierarchy (or to a different organization), or upgrade the person from flat to hierarchical. Each of these tasks is considered a renaming and involves the same series of requests with one exception: moving a person to a different hierarchy generates a "Move Person's Name in Hierarchy" request; this request, which requires your approval, doesn't occur with the other rename tasks.

# Renaming a Person

The following sequence of requests occurs when you rename a person:
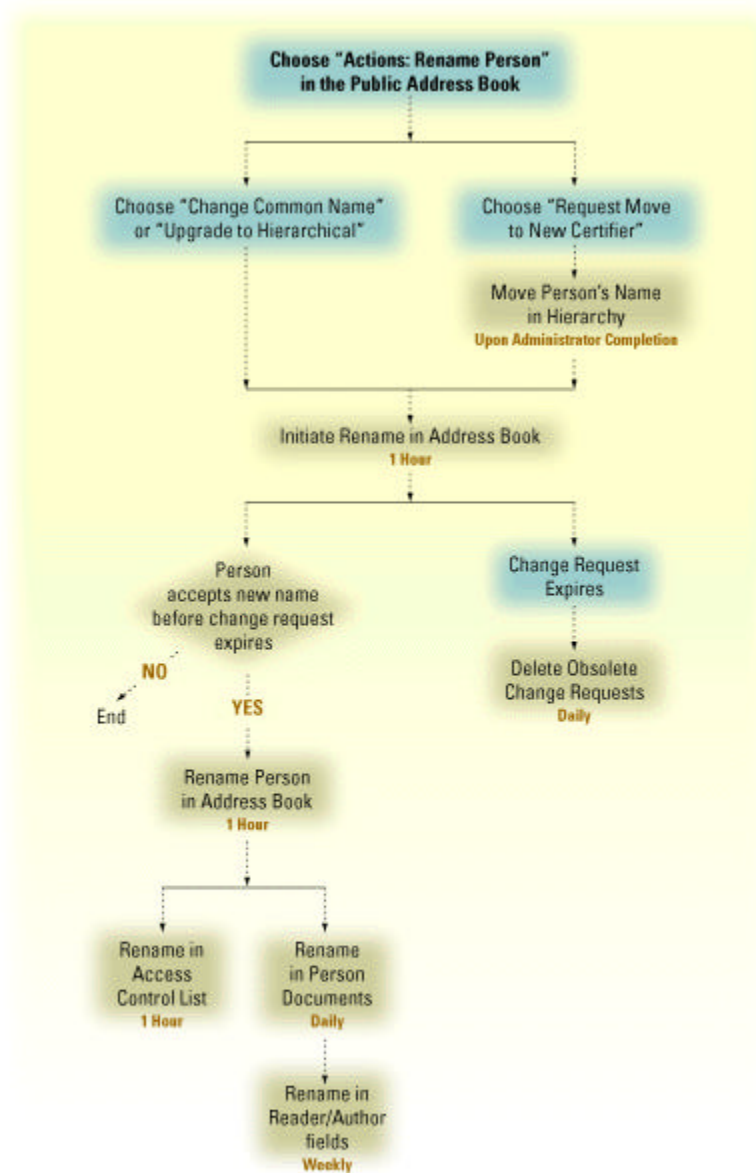


## Details on renaming a person

Here are details on the "how, why, where, and when" of each request involved with renaming a person.

### Move Person's Name in Hierarchy

- **Triggered by:** Choosing "Actions - Rename Person" then "Request Move to New Certifier" in the Public Address Book.
- **Posted on:** The server where you choose the rename action.
- **Carried out on:** The server from which you choose "Actions - Complete Move."
- **Carried out:** When you choose "Actions - Complete Move" to move a person's name to another hierarchy.

- **Result:** Approves the move and triggers the "Initiate Rename in Address Book" request.

**Initiate Rename in Address Book**
- **Triggered by:** Choosing a rename action. For a person name move to a different name hierarchy, choosing "Action - Complete Move" is also required to trigger the request.
- **Posted on:** The server where you choose the rename action.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** Adds the new name, certificate, and change request to the Person document. Prompts the person to accept the new name upon next server access.

**Rename Person in Address Book**
- **Triggered by:** Person accessing a server and accepting the new name.
- **Posted on:** The first server the person accesses that has the change request in the person's Person document.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** Updates the person's name in the Public Address Book except in Person documents.

**Rename in Person Documents**
- **Triggered by:** Completion of the "Rename Person in Address Book" request.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the "Execute once a day requests at" setting for the Administration Process in the Server document.
- **Result:** Updates the name in Public Address Book Person documents.

**Rename in Access Control List**
- **Triggered by:** Completion of the "Rename Person in Address Book" request.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** Each server in the domain updates the person's name in ACLs of databases for which it is an administration server.

**Rename in Reader/Author Fields**
- **Triggered by:** Completion of the "Rename in Person Documents" request on the administration server for the Public Address Book.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the "Delayed Request" settings for the Administration Process in the Server document.
- **Result:** Each server in the domain updates the person's name in Reader and Author fields of databases for which it is an administration server and that have the advanced ACL option "Modify all Reader and Author fields" selected.

**Delete Obsolete Change Requests**
- **Triggered by:** Expiration of the period in which a person can accept a new name, by default 21 days. You can use the NOTES.INI setting Name_Change_Expiration_Days to change the expiration period.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the "Execute once a day requests at" setting for the Administration Process in the Server document.
- **Result:** The Administration Process deletes the word "Pending" from the Change Request field from the Person document.

# Converting a server to hierarchical naming

You can use the Administration Process to convert a flat server to hierarchical naming. This is the only kind of server renaming you can use the Administration Process for. The following sequence of requests occurs:
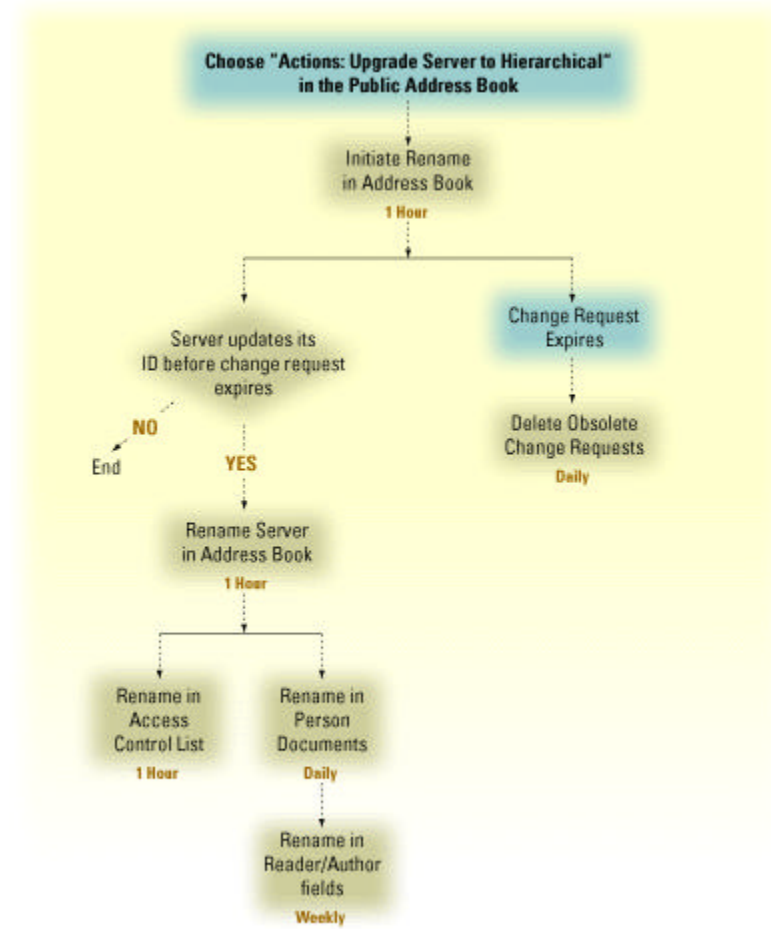


## Details on converting a server to hierarchical naming

Here are details on the "how, why, where, and when" of each request involved with converting a server to hierarchical naming.

### Initiate Rename in Address Book

- **Triggered by:** Selecting a Server document in the Public Address Book and choosing "Actions - Upgrade Server to Hierarchical."
- **Posted on:** The server where you choose the upgrade action.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** The Administration Process adds the hierarchical certificate to the "Certified public key" field in the Server document and a change request to the "Change request" field.

### Rename Server in Address Book

- **Triggered by:** The server updating its ID with the new hierarchical name and certificate when the server detects the name change in the "Change request " field of its Server document.
- **Posted on:** The server whose name has changed.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the Interval setting for the Administration Process in the Server

document.
- **Result:** Updates all remaining occurrences of the server name in the Public Address Book except in Person documents.

**Rename in Person Documents**
- **Triggered by:** Completion of the "Rename Server in Address Book" request.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the "Execute once a day requests at" setting for the Administration Process in the Server document.
- **Result:** The Administration Process updates occurrences of the name in Public Address Book Person documents.

**Rename in Access Control List**
- **Triggered by:** Completion of the "Rename Server in Address Book" request.
- **Posted on:** The administration server for the Public Address Book
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** Each server in the domain updates the server name in ACLs of databases for which it is an administration server.
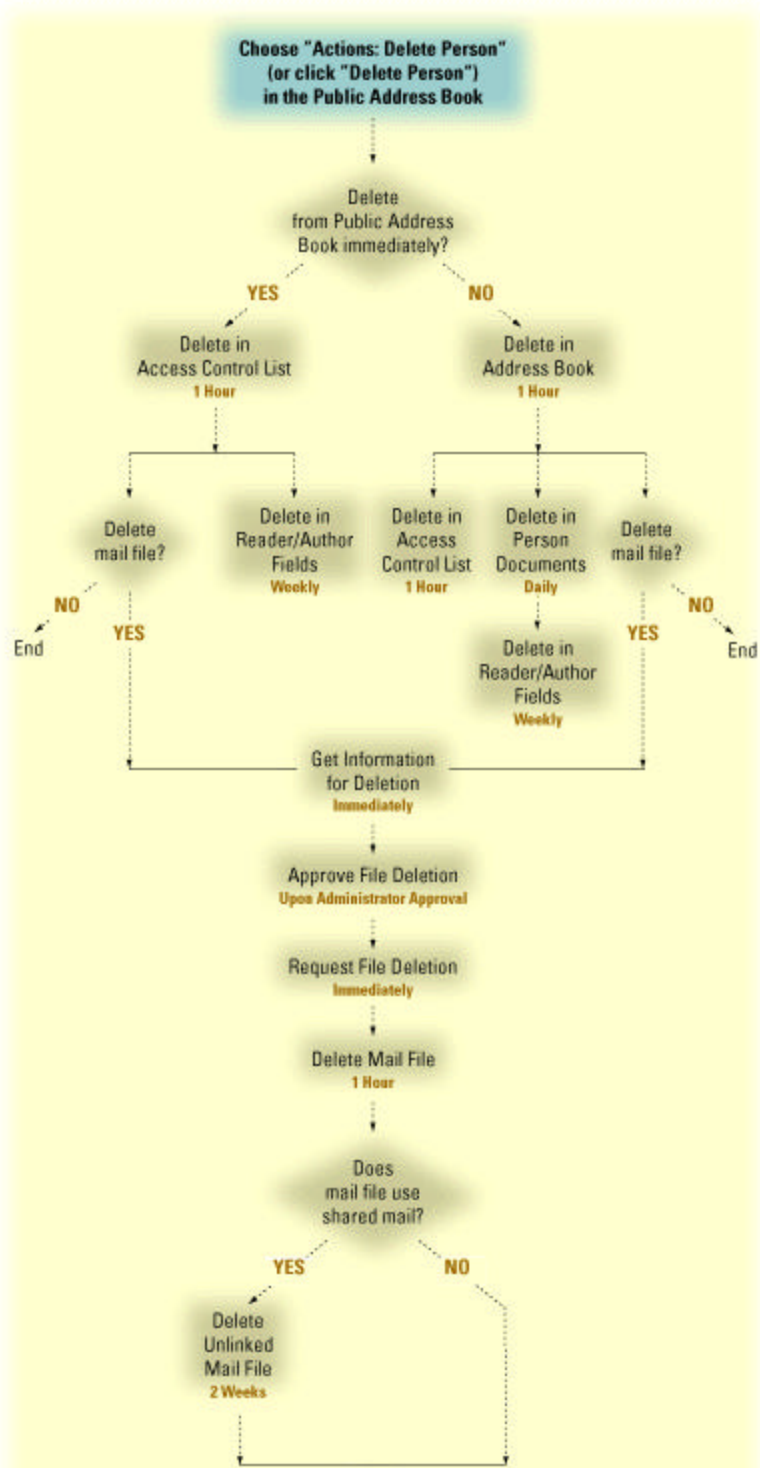
**Rename in Reader/Author Fields**
- **Triggered by:** Completion of the "Rename in Person Documents " request on the administration server for the Public Address Book.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the "Delayed Request" settings for the Administration Process in the Server document.
- **Result:** Each server in the domain updates the name in Reader and Author fields of databases for which it is an administration server and that have the advanced ACL option "Modify all Reader and Author fields" selected.
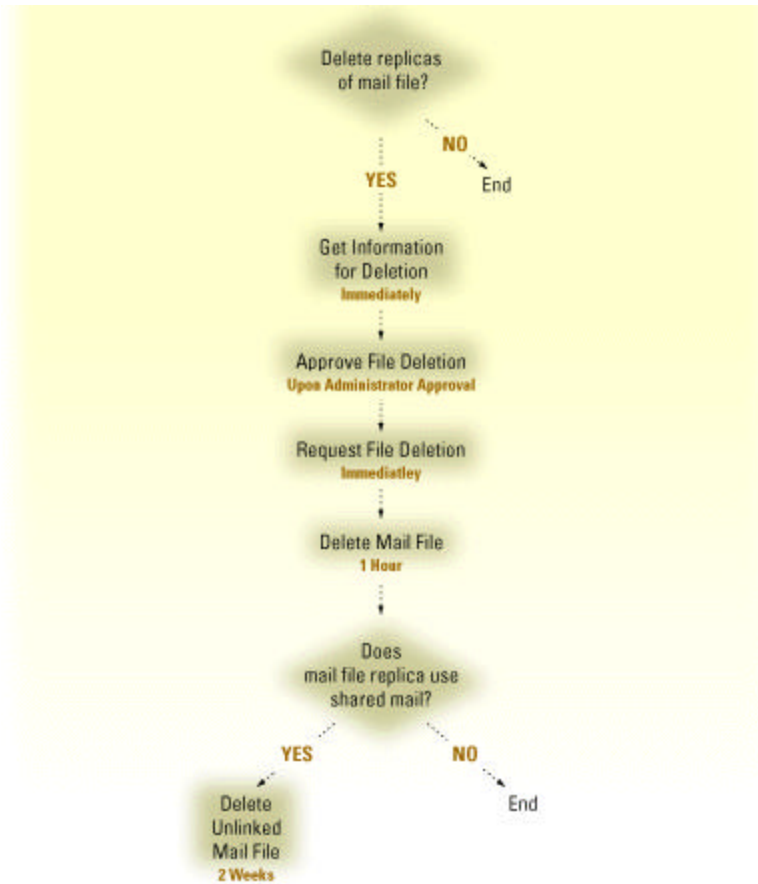
**Delete Obsolete Change Requests**
- **Triggered by:** Expiration of the period in which a server can accept a new name, by default 21 days. You can use the NOTES.INI setting Name_Change_Expiration_Days to change the expiration period.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the "Execute once a day requests at" setting for the Administration Process in the Server document.
- **Result:** The Administration Process deletes the contents of the Change Request field from the Server document.

## Deleting a Person's Name

You can use the Administration Process to delete a person's name throughout the databases in a domain. The Delete Person action automatically deletes the Person document in the Public Address Book. When you do this, you can also choose to delete the person's mail file and, optionally, any replicas of the mail file. The following sequence of requests occurs (two-part graphic):

**Choose "Actions: Delete Person"**
**(or click "Delete Person")**
**in the Public Address Book**

Delete
from Public Address
Book immediately?

YES

NO

Delete in
Access Control List
**1 Hour**

Delete in
Address Book
**1 Hour**

Delete
mail file?

Delete in
Reader/Author
Fields
**Weekly**

Delete in
Access
Control List
**1 Hour**

Delete in
Person
Documents
**Daily**

Delete
mail file?

NO

End

YES

Delete in
Reader/Author
Fields
**Weekly**

NO

End

YES

Get Information
for Deletion
**Immediately**

Approve File Deletion
**Upon Administrator Approval**

Request File Deletion
**Immediately**

Delete Mail File
**1 Hour**

Does
mail file use
shared mail?

YES

NO

Delete
Unlinked
Mail File
**2 Weeks**

**Details on deleting a person's name**
Here are details on the "how, why, where, and when" of each request involved with deleting a person's name.

**Delete in Address Book**
- **Triggered by:** Choosing "Actions - Delete Person" in the Public Address Book (or clicking the "Delete Person" button) and choosing to delay deletion of the name from the Public Address Book.
- **Posted on:** The server from which you choose the delete action.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** The Administration Process removes the name from the Public Address Book except from other people's Person documents.

**Delete in Person Documents**
- **Triggered by:** Completion of a "Delete in Address Book" request.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the "Execute once a day requests at" setting for the Administration Process in the Server document.
- **Result:** The Administration Process removes the name from other people's Person documents in the Public Address Book.

**Delete in Access Control List**

- **Triggered by:** Choosing to immediately delete all occurrences of the name from the Public Address Book when initiating the delete action or the completion of a "Delete in Address Book" request (if you chose to delay deletion of the name from the Public Address Book.)
- **Posted on:** The server from which you choose the delete action (if you chose to immediately delete all occurrences of the name from the Public Address Book) or on the administration server for the Public Address Book (if you chose to delay deletion of the name from the Public Address Book).
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** Each server in the domain deletes the name from the ACLs of databases for which it is an administration server.

### Delete in Reader/Author Fields
- **Triggered by:** Completion of a "Delete in Access Control List" request on the administration server for the Public Address Book (if you chose to immediately delete occurrences of the name from the Public Address Book) or completion of a "Delete in Person Documents" request (if you chose to delay deletion of the name from the Public Address Book).
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the "Delayed Request" settings for the Administration Process in the Server document.
- **Result:** Each server in the domain deletes the name from Reader and Author fields of databases for which it is an administration server and that have the advanced ACL option "Modify all Reader and Author fields" selected.

### Get Information for Deletion
- **Triggered by:** Completion of the "Delete in Access Control List" request on the administration server for the Public Address Book (if you chose to immediately delete all occurrences of the name) or completion of the "Delete in Address Book" request (if you chose to delay deletion of the name from the Public Address Book). You must also must have specified to delete the mail file in when you chose to delete the person.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The deleted person's home server.
- **Carried out:** Immediately.
- **Result:** Person's home server creates an "Approve File Deletion" request which provides information about the mail file. This appears in the "Pending Administrator Approval" view of the Administration Requests database.

### Approve File Deletion
- **Triggered by:** Completion of the "Get Information for Deletion" request.
- **Posted on:** The deleted person's home server.
- **Carried out on:** The server on which you approve the request.
- **Carried out:** When you manually approve or reject the request.
- **Result:** If you approve the request, the Administration Process creates a "Request File Deletion" request.

### Request File Deletion
- **Triggered by:** When you approve an "Approve File Deletion" request.
- **Posted on:** The same server on which the approval was made.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** Immediately.
- **Result:** Creation of a "Delete Mail File" request.

### Delete Mail File
- **Triggered by:** Completion of a "Request File Deletion" request.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The deleted person's home server.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.

- **Result:** The Administration Process verifies that the administrator who approved the deletion has at least Author (with Delete documents) access to the Public Address Book. Then, if the mail file doesn't use shared mail, the Administration Process deletes the file. If the file does use shared mail, then the Administration Process purges the links to the shared mail database, disables replication, and creates a "Delete Unlinked Mail File" request.

**Delete Unlinked Mail File**
- **Triggered by:** Completion of a "Delete Mail File" request for a mail file that uses shared mail.
- **Posted on:** The deleted person's home server.
- **Carried out on:** The deleted person's home server.
- **Carried out:** According to the "Interval between purging mail file and deleting when using object store" setting for the Administration Process in the Server document.
- **Result:** The Administration Process deletes the mail file after waiting a period of time. This delay provides time for the Object Collect task to purge any obsolete messages.
- **Note:** If the person requesting the delete action chose to delete all replicas of a mail file, then a "Get Information for Deletion" request is created and processed by all servers in the domain. This request is posted after completion of the "Delete Mail File" request or the "Delete Unlinked Mail File" request. For each replica of the mail file found on servers in the domain, the "Approve File Deletion," "Request File Deletion," and "Delete Mail File" request sequence occurs again.

## Deleting servers or groups

You can use the Administration Process to delete a server name or group name throughout the databases in a domain. The Delete Server action automatically deletes the Server document in the Public Address Book, and the Delete Group action automatically deletes the Group document. Then, the following sequence of requests occurs:
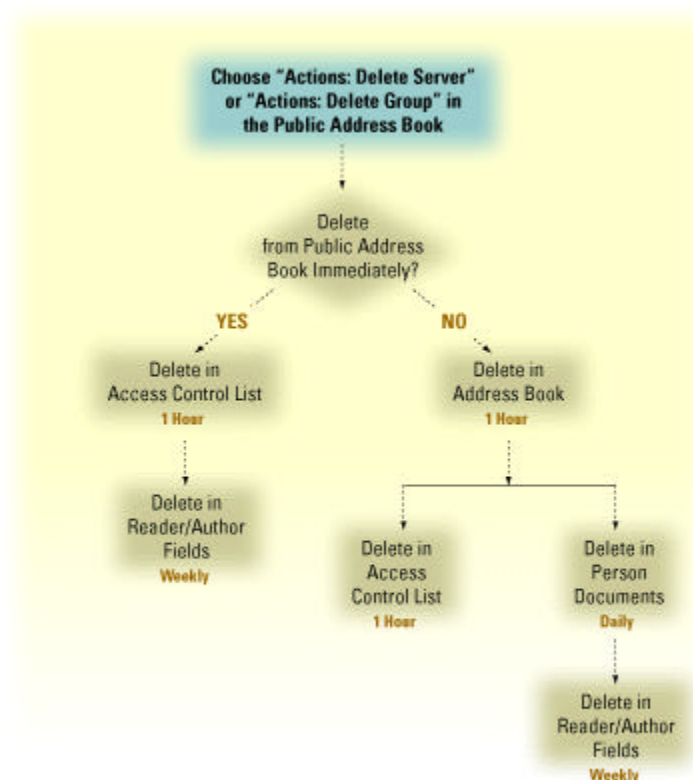


**Details on deleting a server or group name**
Here are details on the "how, why, where, and when" of each request involved with deleting the name of a server or group.

**Delete in Address Book**
- **Triggered by:** Choosing "Actions - Delete Server" or "Actions - Delete Group" in the Public Address Book (or clicking the "Delete Server" or "Delete Group" button) and choosing to delay the deletion of the name from the Public Address Book.
- **Posted on:** The server from which you choose the delete action.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** The Administration Process removes the name from the Public Address Book except from Person documents.

**Delete in Person Documents**
- **Triggered by:** Completion of a "Delete in Address Book" request.
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** The administration server for the Public Address Book.
- **Carried out:** According to the "Execute once a day requests at" setting for the Administration Process in the Server document.
- **Result:** The Administration Process removes the name from Person documents in the Public Address Book.

**Delete in Access Control List**
- **Triggered by:** Choosing to immediately delete all occurrences of the name from the Public Address Book when initiating the delete action or the completion of a "Delete in Address Book" request (if you chose to delay deletion of the name from the Public Address Book).
- **Posted on:** The server from which you chose the delete action (if you chose to immediately delete all occurrences of the name from the Public Address Book) or on the administration server for the Public Address Book (if you chose to delay deletion of the name from the Public Address Book).
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** Each server in the domain deletes the name from the ACLs of databases for which it is an administration server.

**Delete in Reader/Author Fields**
- **Triggered by:** Completion of a "Delete in Access Control List" request on the administration server for the Public Address Book (if you chose to immediately delete occurrences of the name from the Public Address Book) or completion of the "Delete in Person Documents" request (if you chose to delay deletion of the name from the Public Address Book).
- **Posted on:** The administration server for the Public Address Book.
- **Carried out on:** Each server in the domain.
- **Carried out:** According to the "Delayed Request" settings for the Administration Process in the Server document.
- **Result:** Each server in the domain deletes the name from Reader and Author fields of databases for which it is an administration server and that have the advanced ACL option "Modify all Reader and Author fields" selected.

## Moving databases from a cluster server

You can use the Administration Process to move a database from a cluster server to another server. The server where the database is being moved can be a cluster or non-cluster server. The following sequence of requests occurs:
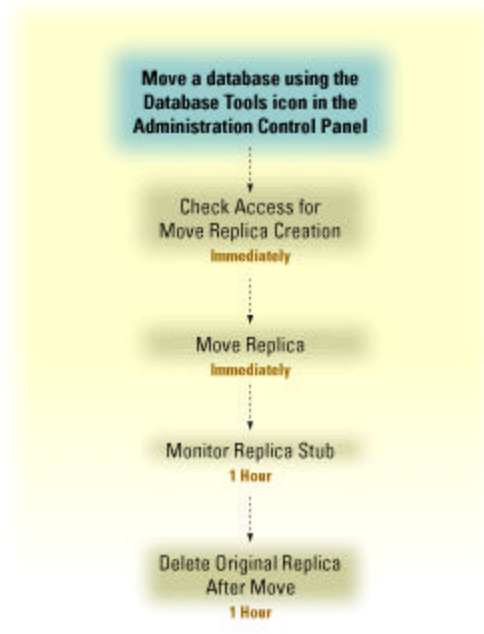
**Details on moving a database from a cluster server**
Here are details on the "how, why, where, and when" of each request involved with moving a database from a cluster server.

**Check Access for Move Replica Creation**
- **Triggered by:** Choosing the "Move a database" tool from the Database Tools dialog of the Administration Control Panel.
- **Posted on:** The source server (the server from which the database is being moved)
- **Carried out on:** The source server.
- **Carried out:** Immediately.
- **Result:** The Administration Process checks that the administrator initiating the request has Manager (with "Delete documents") access to the database being moved and create replica access to the destination server.

**Move Replica**
- **Triggered by:** Completion of the "Check Access for Move Replica Creation" request.
- **Posted on:** The source server.
- **Carried out on:** The destination server (the server where the database is being moved).
- **Carried out:** Immediately.
- **Result:** The Administration Process creates a wildcard replica stub. This stub is populated with documents the first time any server with the complete replica replicates with destination server.

**Monitor Replica Stub**
- **Triggered by:** Creation of the wildcard replica stub on the destination server.
- **Posted on:** The destination server.
- **Carried out on:** The destination server.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** The Administration Process monitors the wildcard replica stub. When it detects that the stub is initialized (another server has begun replicating to it), it creates a "Delete Original Replica After Move" request.

**Delete Original Replica After Move**

- **Triggered by:** Completion of the "Monitor Replica Stub" request.
- **Posted on:** The destination server.
- **Carried out on:** The source server.
- **Carried out:** According to the Interval setting for the Administration Process in the Server document.
- **Result:** The Administration Process marks the original database for deletion. The Cluster Database Directory Manager on the source server then monitors the database for usage. When all user connections to the database have closed, the Cluster Database Directory Manager pushes changes to another replica in the cluster and deletes the database.