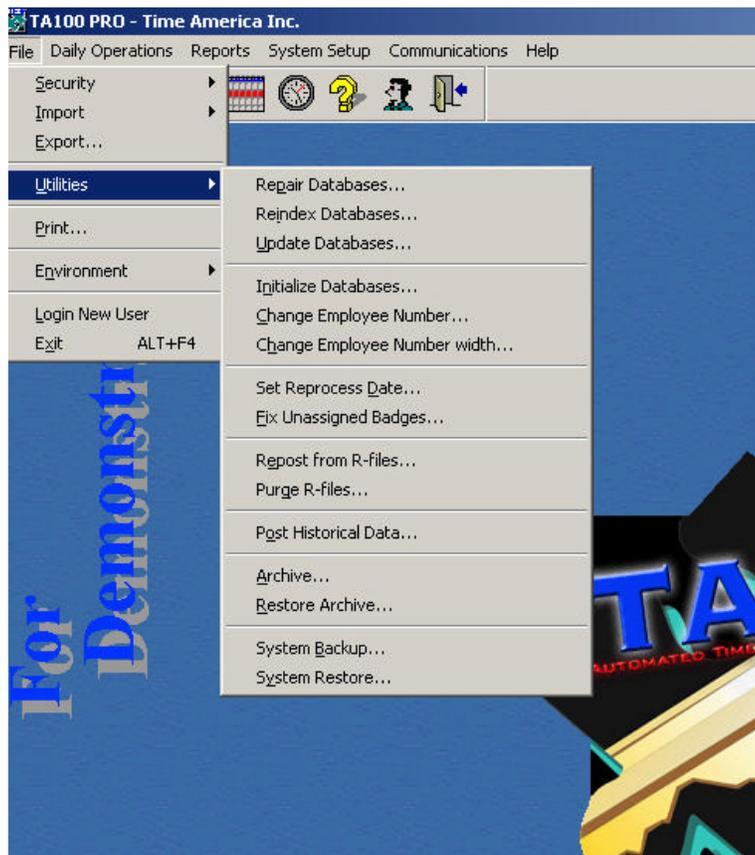


Database Maintenance System Utilities

TA100 Pro provides utilities to keep your system running smoothly. Among other things, these utilities can repair databases, perform backups, and archive data for long-term storage. It is always a good idea to back up your databases before doing any maintenance on your system. The following utilities are found under the Utilities menu under File and are described in this Section.

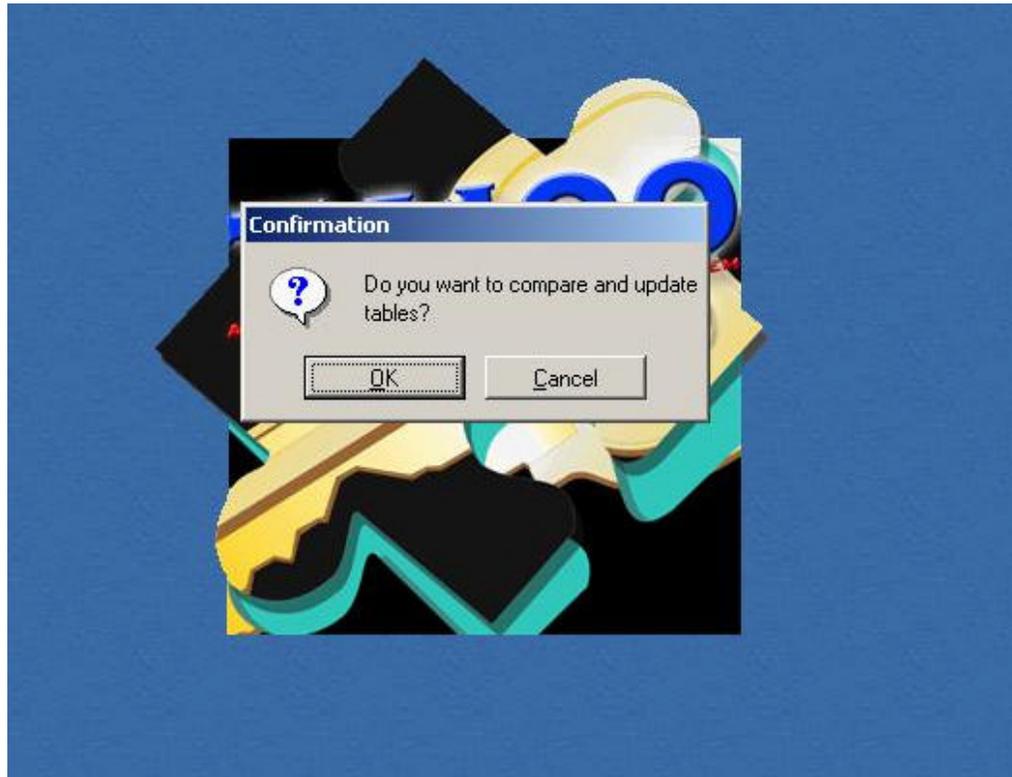
- Update Databases
- Repair Databases
- Reindex Databases
- Post Historical Data



Update Databases

The Update Databases utility is used when upgrading TA100 Pro to a newer version of the software. It makes all the required modifications to your current database so that it operates with any new file structures among other maintenance items.

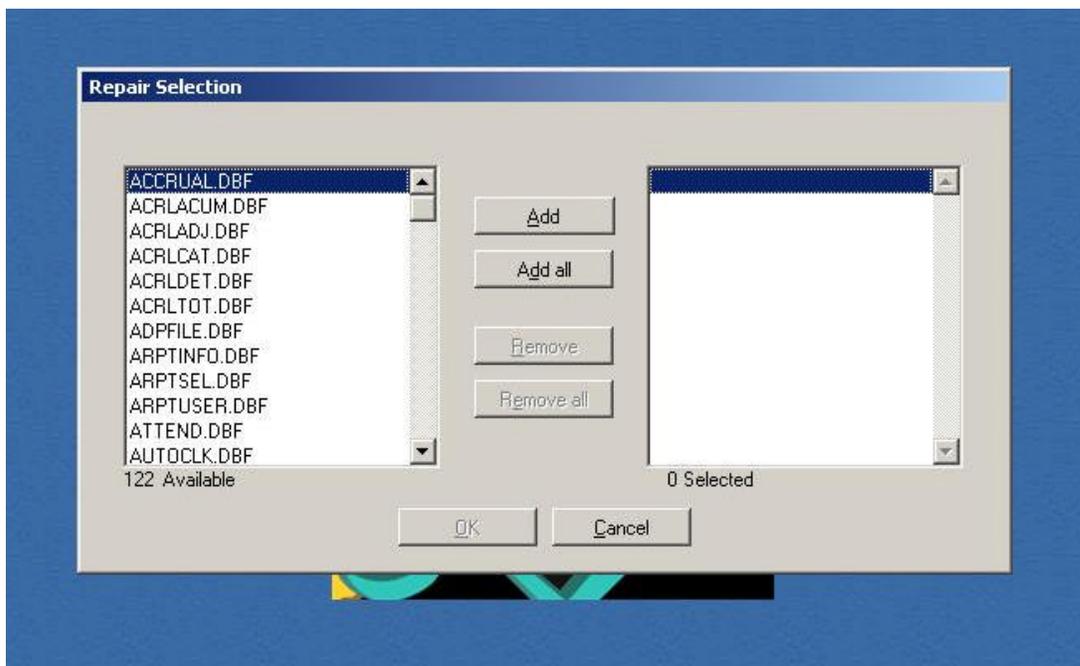
1. Click the **File** menu, **Utilities**, **Repair Databases** The **Update and Compare** prompt will appear.
2. Click **OK** to begin the updating process.



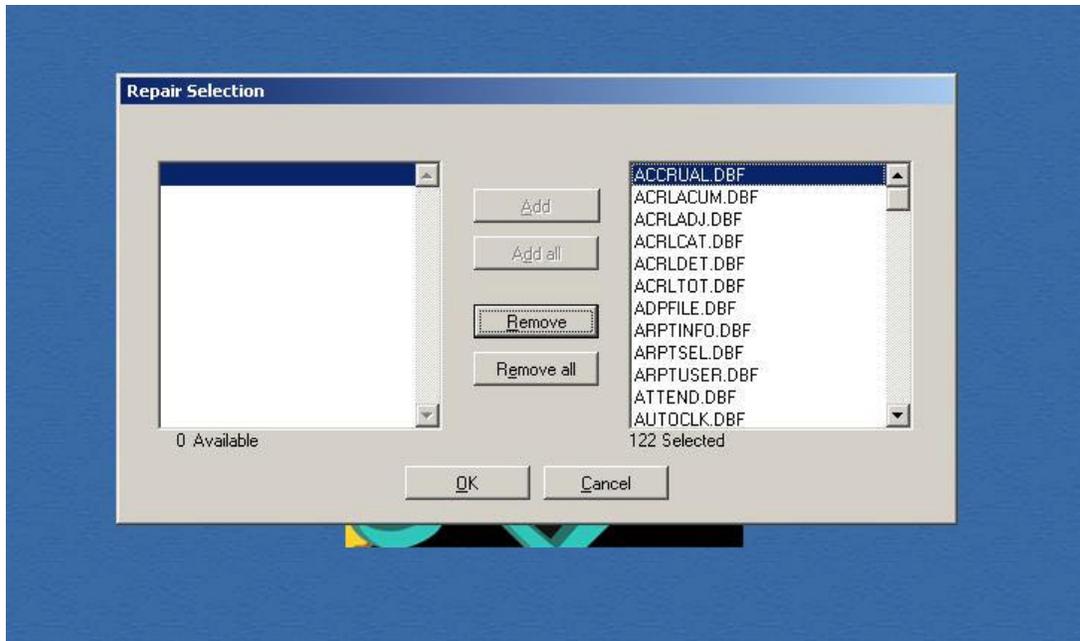
Repair Databases

The Repair Databases utility corrects damaged table schema information. This utility cannot replace or recover data that has been lost or corrupted. It is recommended that you repair your TA100 Pro databases prior to Reindexing in order to ensure that the data is optimized.

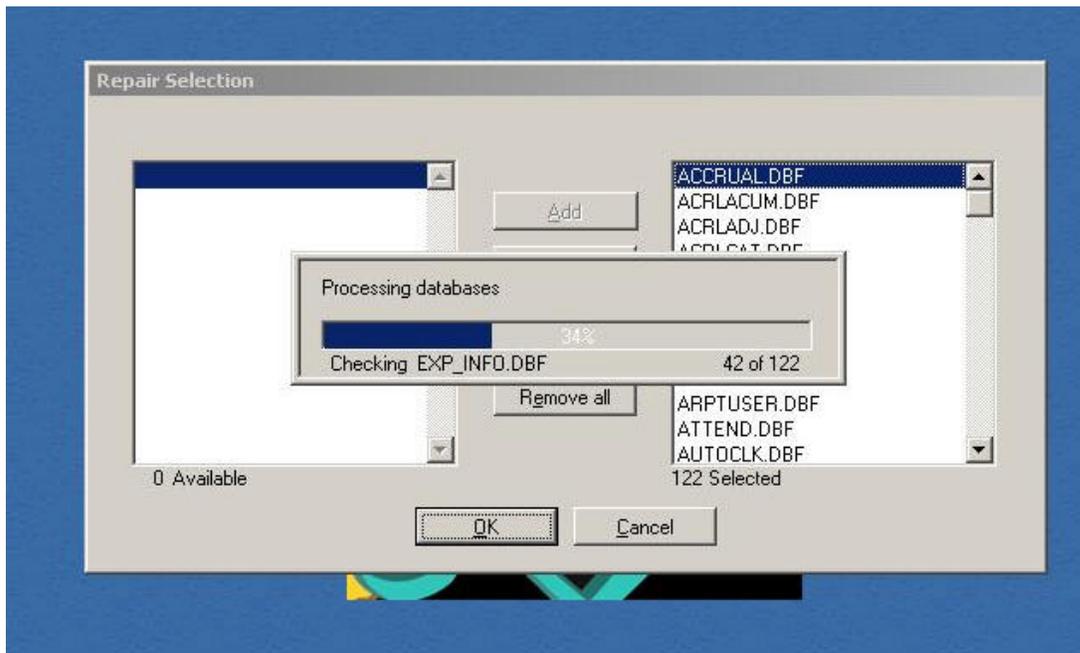
1. Click the **File** menu, **Utilities**, **Repair Databases** The *Repair Selection* dialog box will open.



2. Select the database you wish to repair by clicking **Add** to select an individual database or **Add All** to add all. It is recommended that you repair all files.



3. Click **OK** to begin the repairing process. A progress bar will show the percentage of completion.



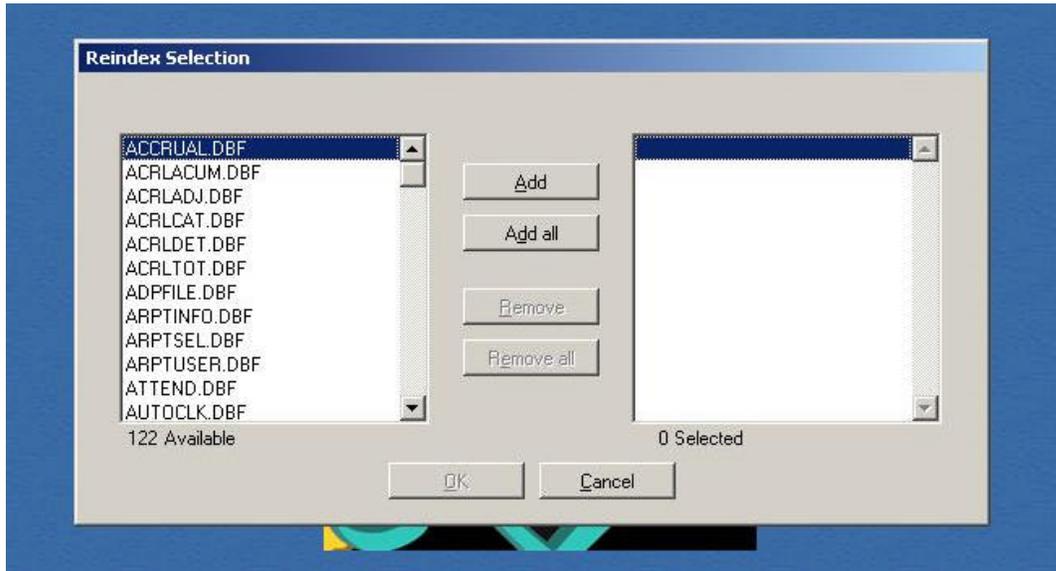
Reindex Database

The Reindex Databases utility removes deleted records and sorts the database in either numeric or alphabetic order depending on the contents. Since this utility has the greatest impact on the speed and reliability of TA100 Pro, it is recommended that you develop a weekly schedule for reindexing system database files. Also, it is a good idea to Repair the database prior to Reindexing. Repairing fixes inconsistencies and potential problems

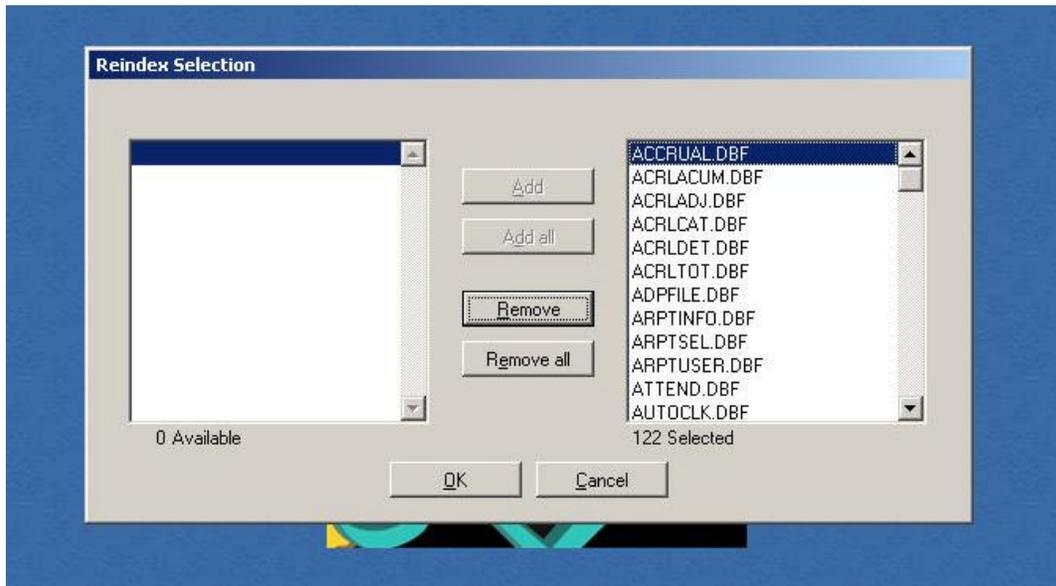
in the data.

TIP: Reindex can be set as an AutoProcess. See *Configure an AutoProcess*, page 222, in the TA100Pro manual.

1. Click the **File** menu, **Utilities**, **Reindex Databases**. The *Reindex Selection* dialog box will open.



2. Select the database you wish to reindex by clicking **Add** to select an individual database or **Add All** to add all. It is recommended that you reindex all files.



3. Click **OK** to begin the reindexing process.

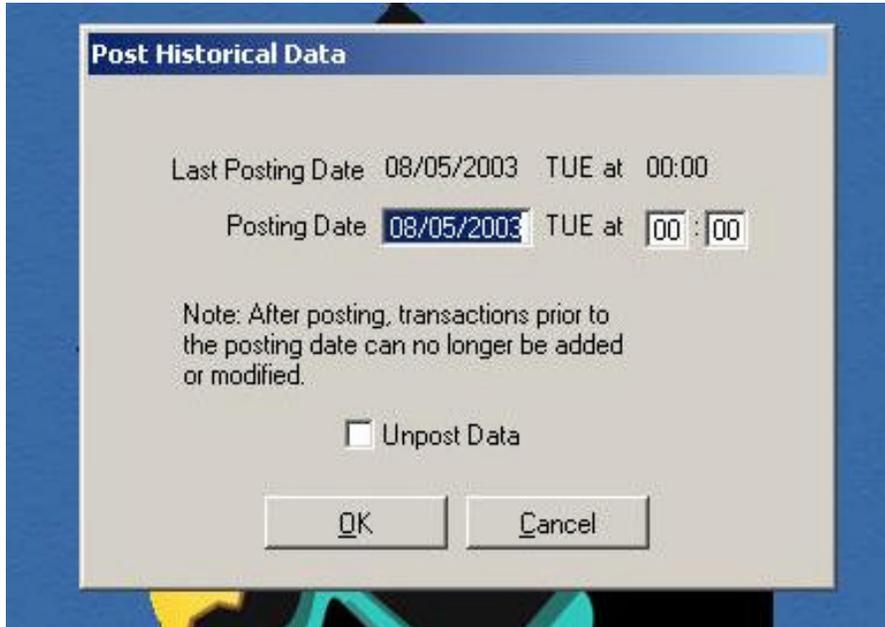
Post Historical Data

Posting Historical Data allows you to move historical information to another location, where it can still be accessed for reports, but where it is not slowing down the performance of the program. You must also Post Historical Data prior to Archiving it. TA100 Pro keeps track of a large amount of information. As the number of employees goes up, the amount of data that pertains to those employees goes up. After awhile, the amount of data that needs to be processed will noticeably slow down the computer. TA100 Pro allows a user to decide when past transactions will no longer be needed for

editing, and 'saves' the processed punches to another file. The transactions in this new file cannot be edited in any way.

Posted transactions will appear in reports, but will not appear in online timecards or transactions screens. If the transactions do need to be edited, they will need to be unposted. The difference between posting data and archiving data is posted data will appear on reports, archived data will not. Data cannot be archived until it has been posted.

1. Click the **File** menu, **Utilities**, **Post Historical Data**. The *Post Historical Data* dialog box will open.



2. Enter the date up to which you wish to post data. As posted data can no longer be edited on screen, make sure that the date entered is far enough in the past to suit your needs.

3. If you wish to Unpost previously posted data (in order to edit it, for example), check the **Unpost** data box.

4. Click **OK** to complete the action

