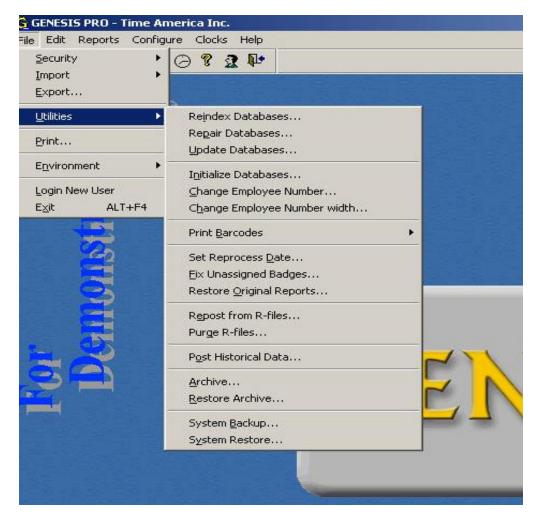
Database Maintenance System Utilities

Genesis 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The Update Databases utility is used when upgrading Genesis Pro to a newer version of the software.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.

Confirmation	
Do you want to compare and update tables?	

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 Genesis 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.

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ACRLACUM.DBF ACRLADJ.DBF		
ACRLCAT.DBF	A - H - H	
ACRLDET.DBF ACRLTOT.DBF	Add all	
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ARPTSEL.DBF ARPTUSER.DBF	Remove all	
ATTEND.DBF		_
AUTOCLK.DBF 122 Available	O Selected	<u> </u>
122 Avaliable	U Selected	

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.

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	A <u>d</u> d a	ACRLDET.DBF	
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	Remove	ARPTUSER.DBF	
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0 Available		122 Selected	

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

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	· · · · · · · · · · · · · · · · · · ·		
	Processing databases		
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	Remove all	ARPTUSER.DBF	
		ATTEND.DBF	
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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 Genesis 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 Genesis Pro manual.

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

ACCRUAL.DBF		
ACRLACUM.DBF ACRLADJ.DBF		
ACRLCAT.DBF ACRLDET.DBF ACRLTOT.DBF	Add all	
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ARPTSEL.DBF ARPTUSER.DBF	Remove all	
ATTEND.DBF		
AUTOCLK.DBF 122 Available	O Selected	

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.

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			ADPFILE.DBF	
		Remove	ARPTINF0.DBF	
		·	ARPTSEL.DBF	
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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. Genesis 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. Genesis 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.

Last Posting Date	08/05/2003	TUE at	00:00
Posting Date	08/05/2003	TUE at	00:00
Note: After postin the posting date o or modified.			
Г	Unpost Data		
<u>ο</u> κ	1.	Cancel	1

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

Last Posting Date	08/05/2003 TUE at 00:00
Processing Posting His	storical Data
	91%
	Unpost Data
	Cancel