



ENVIROTECH  
FACADE  
SOLUTIONS

# Maintenance Manual



**V**<sub>6</sub>

# Maintenance Steps

## Contents

*Backing Up Your Database*

3

*Restoring Your Database*

6

*Quotes Archive*

9



This document is designed to guide you through the maintaining you V6 database.

Throughout the document instructions will appear in GREY and information in PURPLE.

# Backing Up Your Database

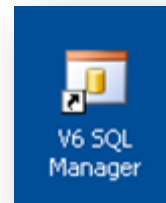


It is very important that the data base is backed up daily and restored weekly. This will ensure that you will always have current data available in the event of a computer or program failure.

There is a shortcut on your desktop to enable backup and restoring of your V6 datavase quickly and easily.

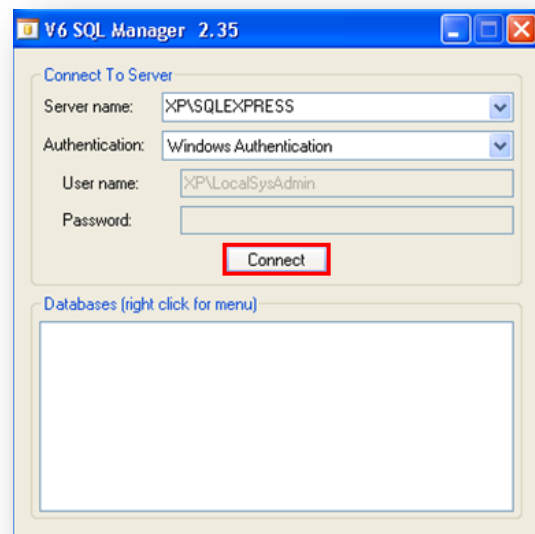
## STEP 1

Double click on the V6 SQL Manager icon.



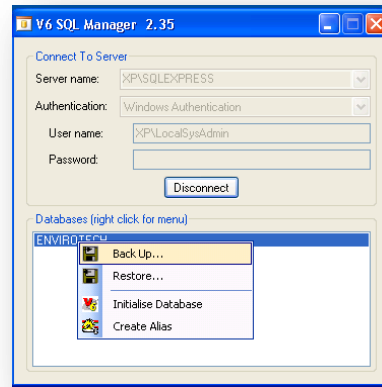
## STEP 2

Click Connect..



**STEP 3**

Right-Click on the ENVIROTECH database, and select Back Up (This ensures that you are backing up the correct data base)

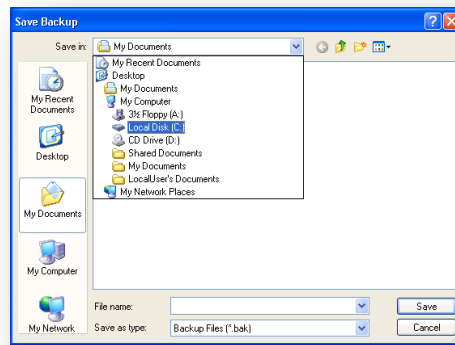


**STEP 4**

Click on the drop down box, and select the C: Drive. You will need to choose the folder in which to save the backup file.

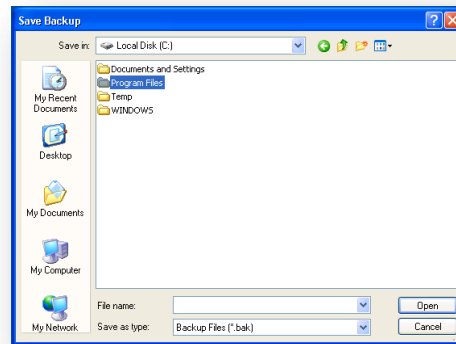


It is important that you select the correct folder to save the backup into.



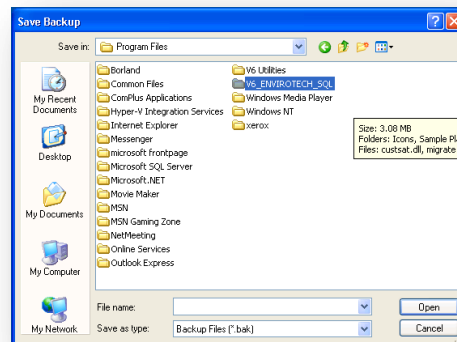
**STEP 5**

Double click on Program Files ...



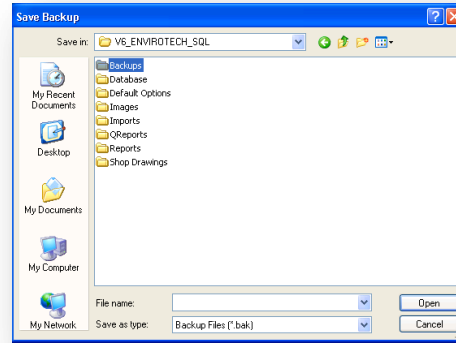
**STEP 6**

Then double click on V6\_ENVIROTECH\_SQL



### STEP 7

Double-click on the Backups file

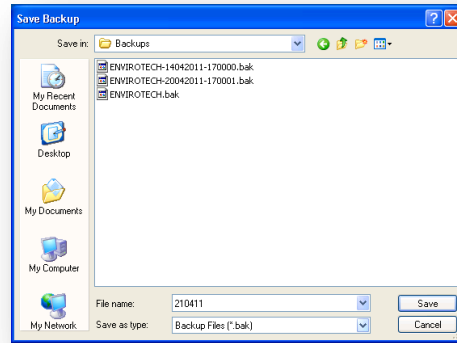


### STEP 8

Input your file name. It is suggested that you name the file with the current date. Then click save

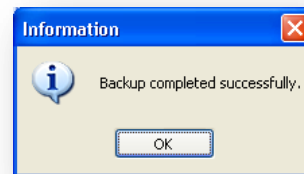


By using the date as the file name, you will easily be able to identify the most current file.



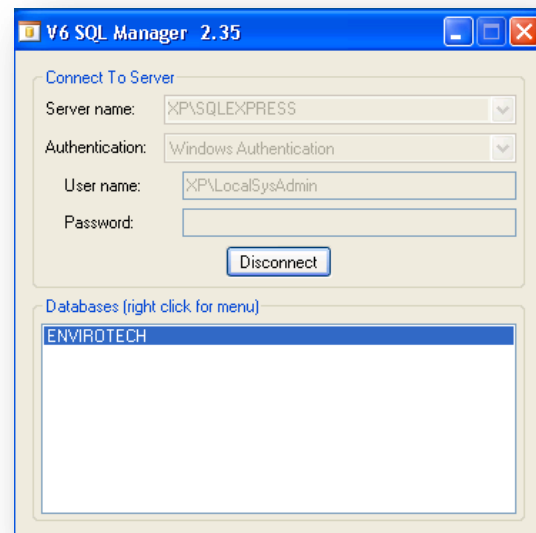
### STEP 9

Once your Back Up has been completed, the following information box will appear. Click OK to continue



### STEP 10

Click Disconnect to Finish.



# Restoring Your Database

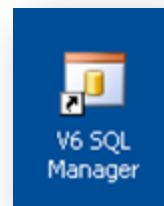


This will ensure that you will always have current data available in the event of a computer or program failure.

There is a shortcut on your desktop to enable backup and restoring of your V6 database quickly and easily.

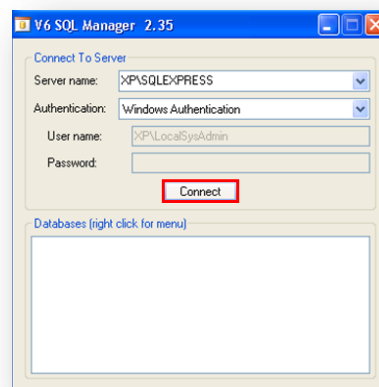
## STEP 1

Double click on the V6 SQL Manager icon.



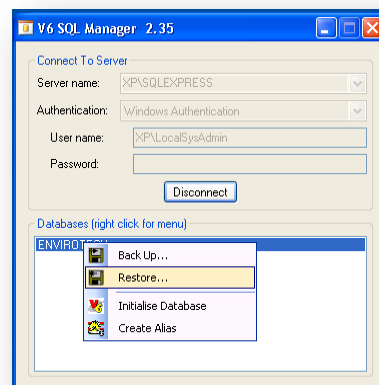
## STEP 2

Click Connect



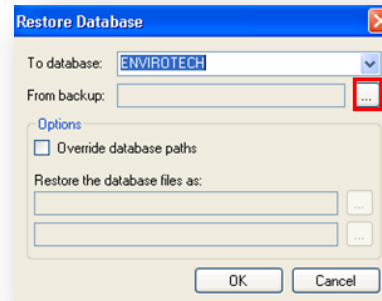
## STEP 3

Right-Click on the ENVIROTECH database, and select Restore .  
(This ensures that you are restoring the correct data base)



**STEP 4**

Ensure you are restoring the correct database (in this case ENVIROTECH), then use the picker box to find the backup you wish to restore from.

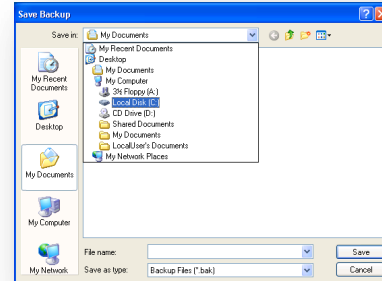


**STEP 5**

Click on the drop down box, and select the C: Drive. You will need to choose the folder in which you saved the backup file.

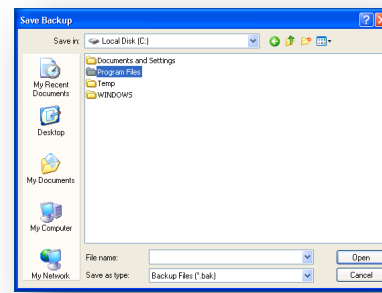


It is important that you select the correct folder to save the backup into.



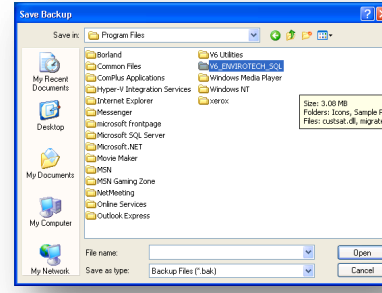
**STEP 6**

Double click on Program Files ...



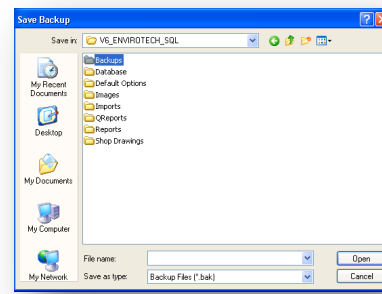
**STEP 7**

Then double click on V6\_ENVIROTECH\_SQL



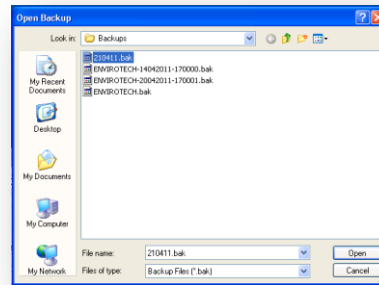
**STEP 8**

Double-click on the Backups file



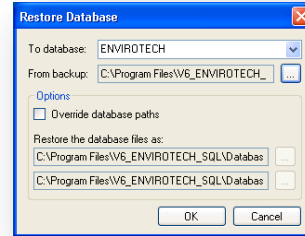
**STEP 9**

Select the most recent backup and click OPEN



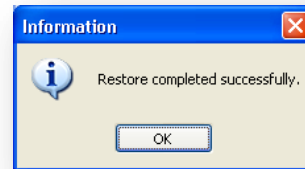
**STEP 10**

Ensure the file paths are correct, and click OK



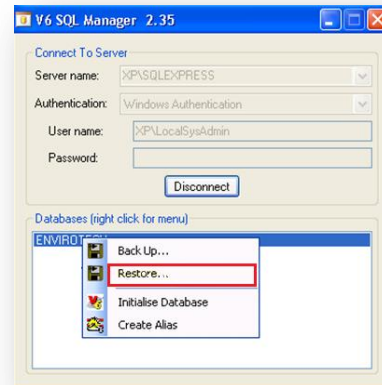
**STEP 11**

Once your Restore has been completed, the following information box will appear. Click OK to continue



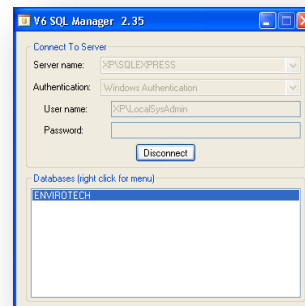
**STEP 12**

Once your Restore has been completed, you need to right click on the database and chose Initialise.



**STEP 13**

Click Disconnect to finish



# Quotes Archive

Quotes Archive is a utility for removing from the live database the quotes that are no longer needed on a day-to-day basis, but which you might want to reference in the future. It gives you control over which quotes are archived, which are kept and deleted.

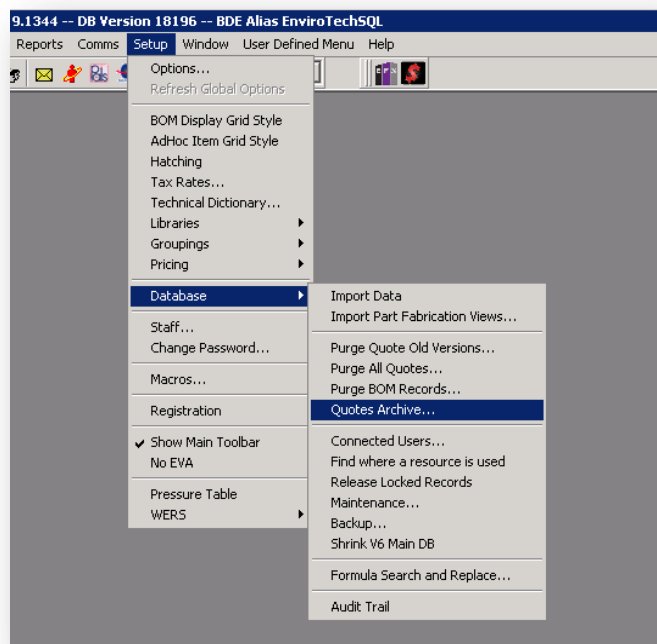


## IT IS IMPORTANT TO BACKUP YOUR DATABASE FIRST!

Quotes Archive must be run on the computer where the database resides with no-one else using the database.

### Step 1

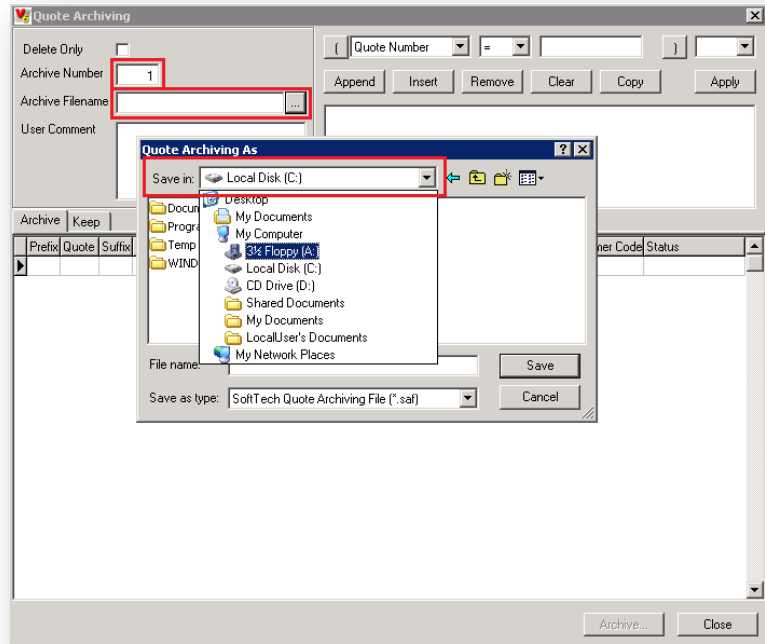
Click on the Setup drop-down menu, then Database and Quotes Archive



## Step 2

Input a Archive Number and Input a Filename.

The filename will open a box that will direct you through the system to place where you want to save the file. It is easiest to you're your file in the Temp directory on the C drive.



## Step 3

You need to select the appropriate parameters to filter the quotes you wish to archive.

An instance in which you may archive is all quotes last modified before a specific date.

Use the drop-down menu boxes to build your parameters. Any number of parameters may be added to refine the selection.

As an example, If I wanted to archive all quotes with a Quote number greater than 1 and less than 10 the steps I would need are

Chose Quote Number from the drop down menu

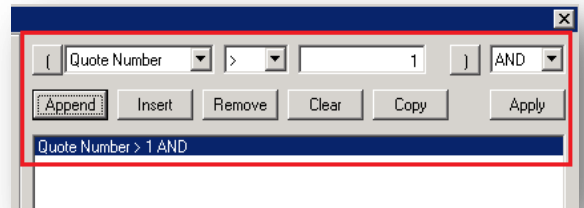
Chose > from the drop down menu

Type the number 1 in the box

\*Skip the close bracket as we need to add another line\*

Chose AND from the drop down menu

Click Append



Chose Quote Number from the drop down menu

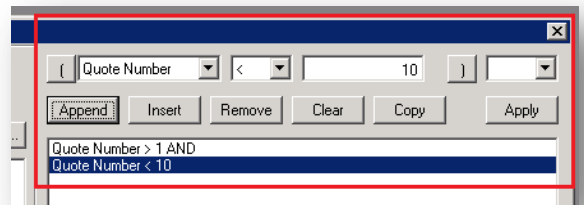
(should have already stayed from previous line)

Chose < from the drop down menu

Type the number 10 in the box

Chose the blank line from the drop down menu as there is no need for anything after closed statement.

Click Append



## Step 4

When you have finished your statement click Apply and V6 will run the statement and show you which quotes will be archived before you click the Archive button.

When you are ready click the Archive button to complete the process.

Prefix	Quote	Suffix	Title	Quote Date	Last Modify Date	Delivery Date	Customer Code	Status
	4		New Quote	16/09/2011	16/09/2011	16/09/2011		New Item
	5		New Quote	11/10/2011	13/10/2011	13/10/2011		New Item
	7		New Quote	09/10/2011	13/10/2011	13/10/2011		New Item
	8		New Quote	01/10/2011	13/10/2011	13/10/2011		New Item
	9		New Quote	29/09/2011	13/10/2011	13/10/2011		New Item



Archiving may take a while, at least 5 minutes and up depending on the number of quotes nominated.