



MAINTENANCE MANUAL



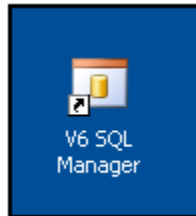
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Backing up Database

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.

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

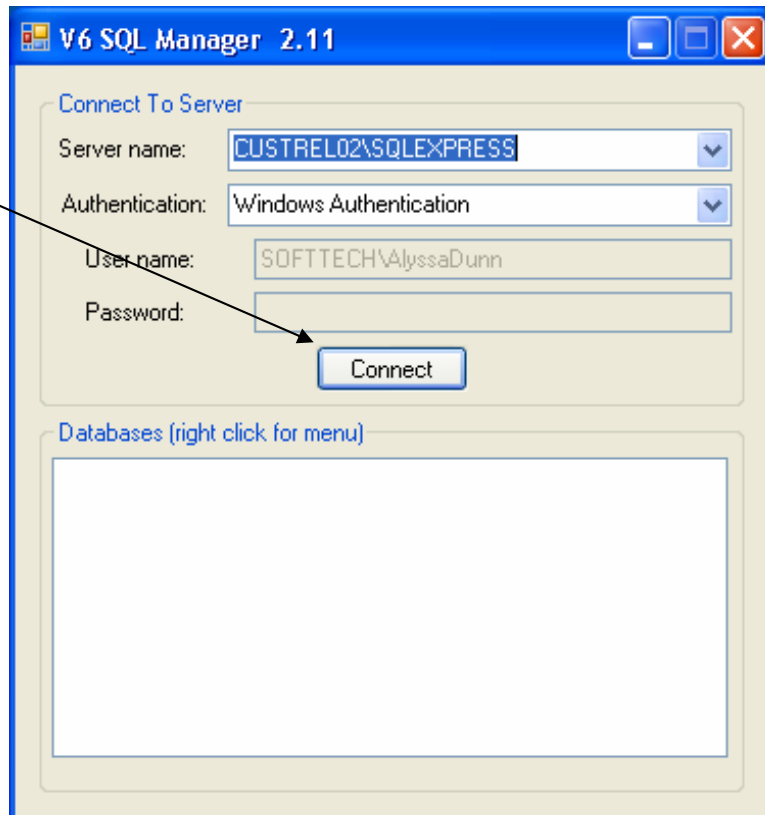


STEP 1

Double click on the V6 SQL Manager icon.

STEP 2

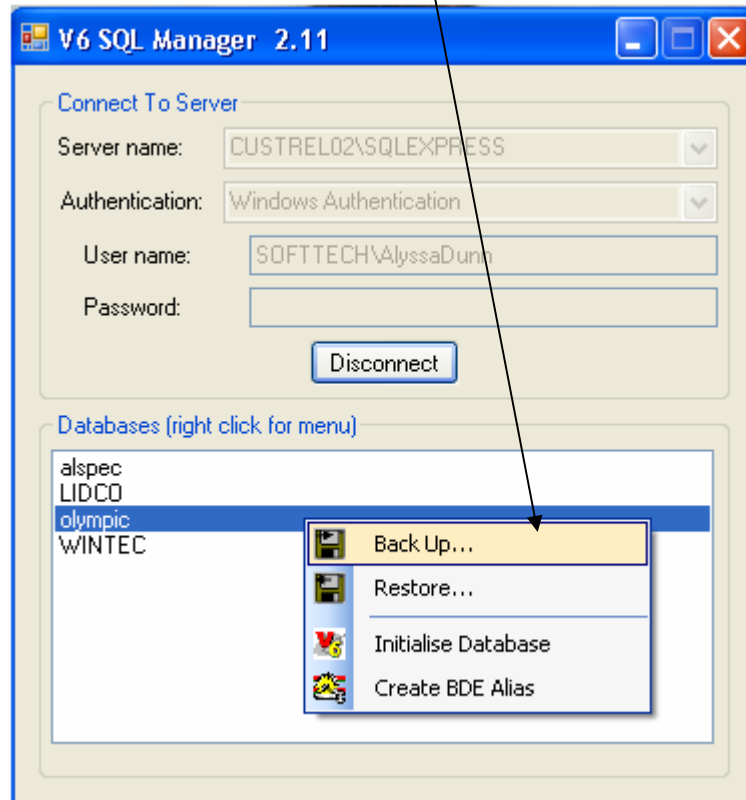
Click Connect.



Backing Up Database (Continued)

STEP 3

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

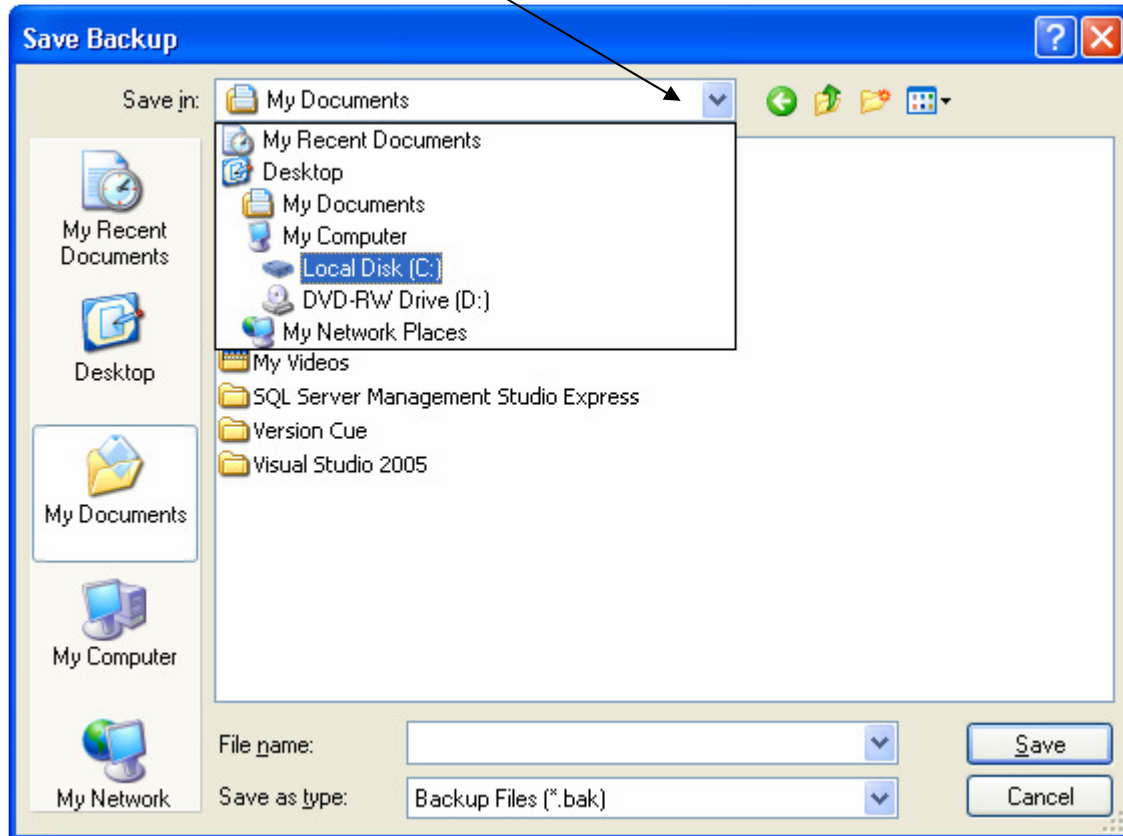


Backing Up Database (Continued)

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.

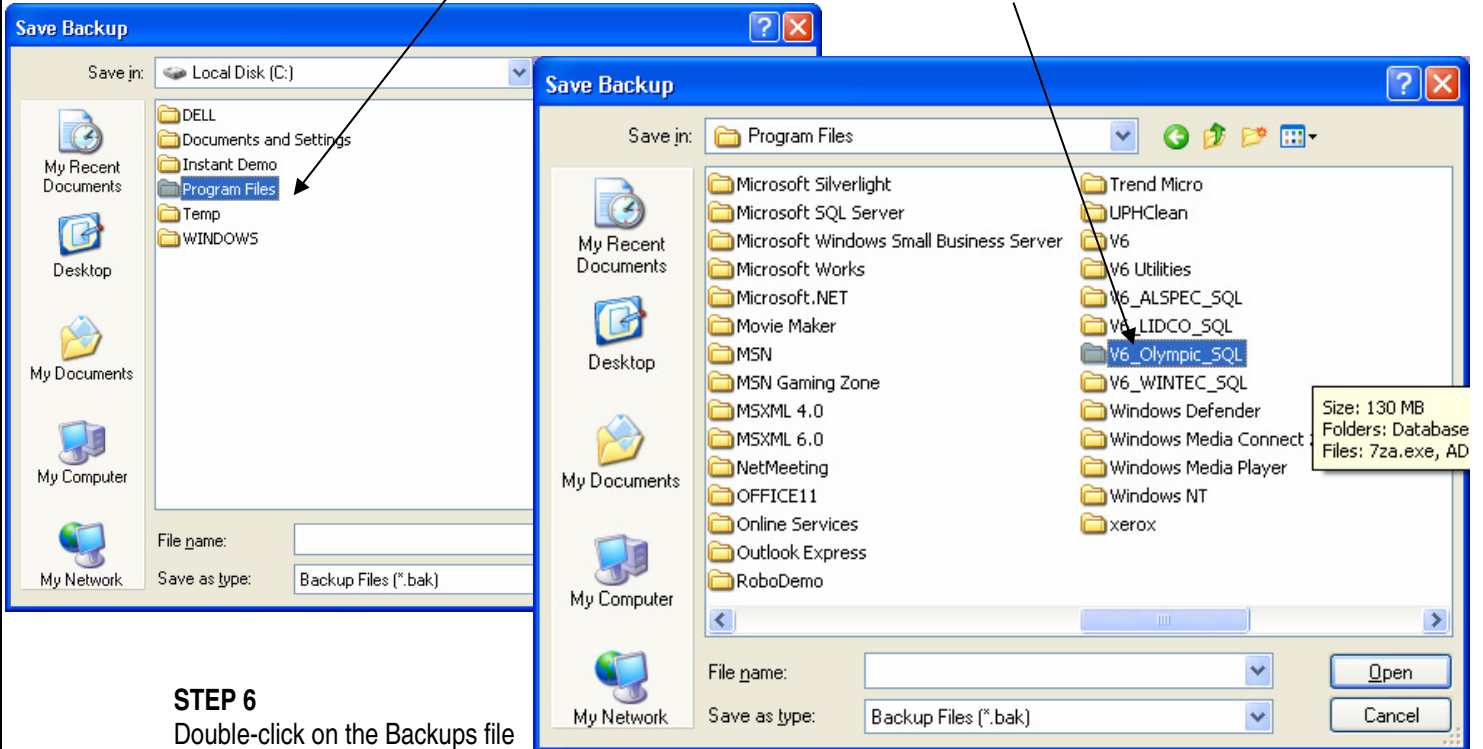
It is important that you select the correct folder to save the backup into.



Backing Up Database (Continued)

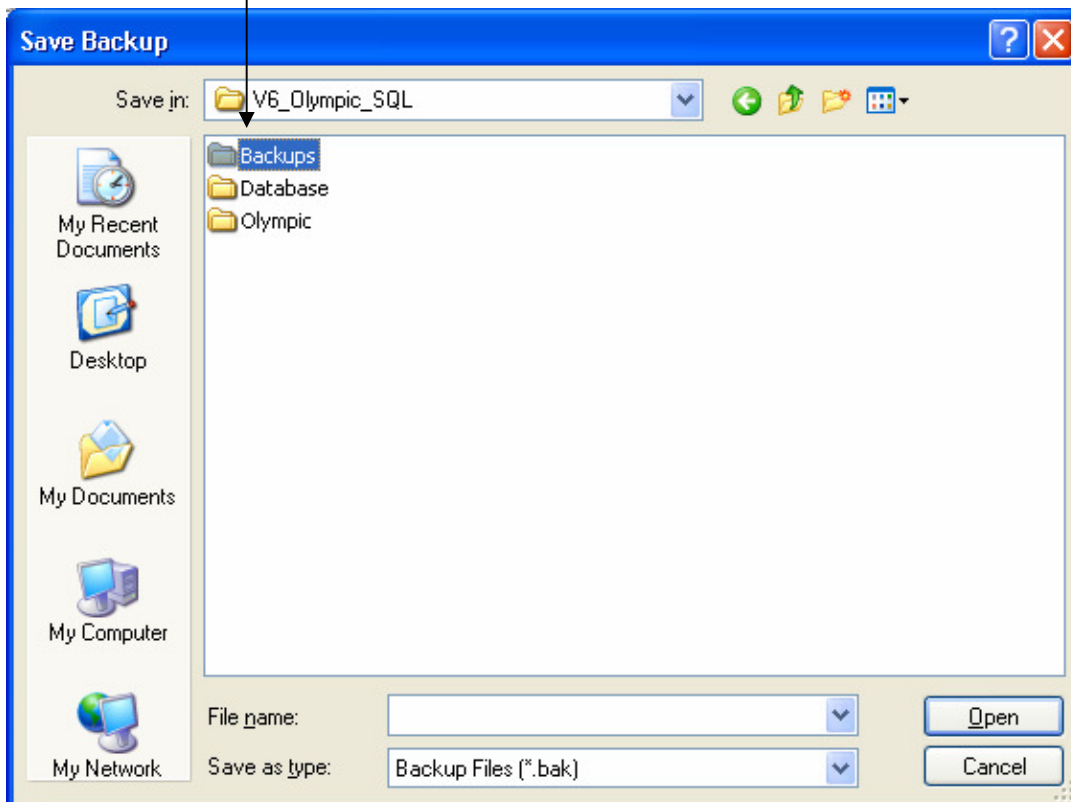
STEP 5

Double click on Program Files.....then double click on V6_OLYMPIC_SQL



STEP 6

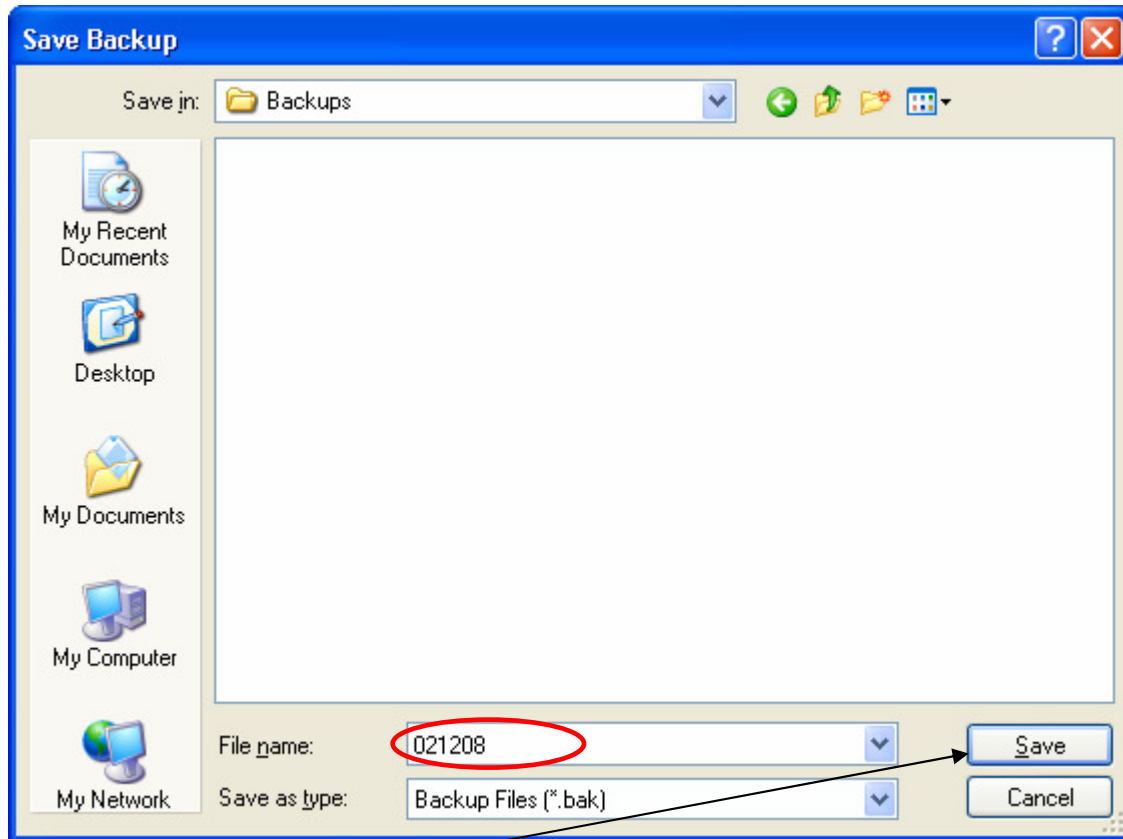
Double-click on the Backups file



Backing Up Database (Continued)

It is suggested that you name the file with the current date.

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

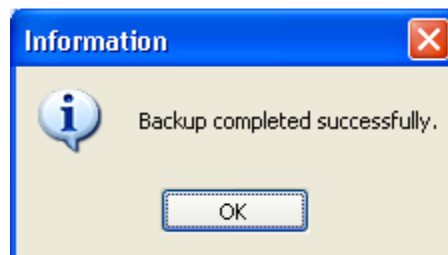


Now click save

STEP 7

Once your Back Up has been completed, the following information box will appear.

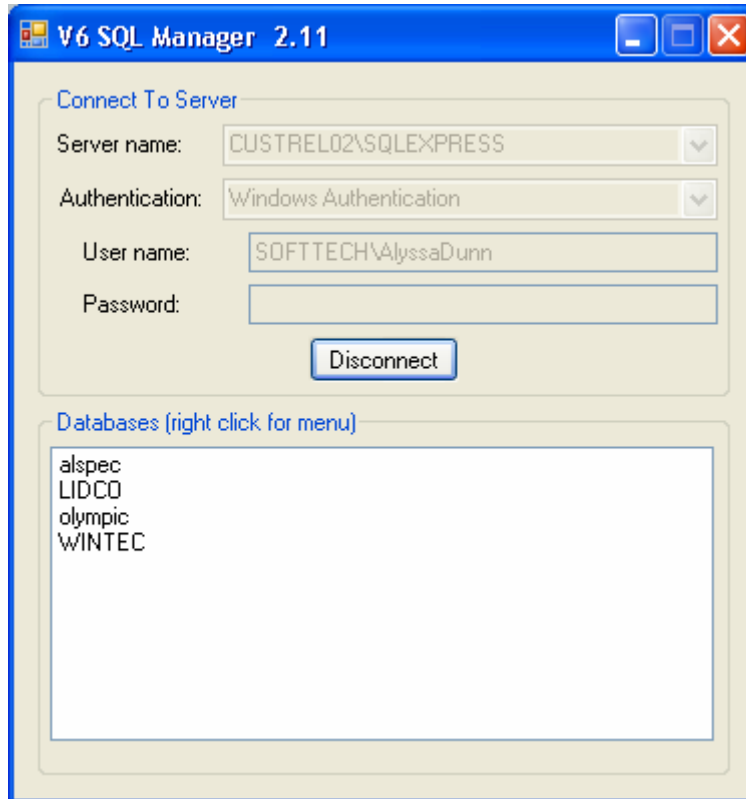
Click OK to continue



Backing Up Database (Continued)

STEP 8

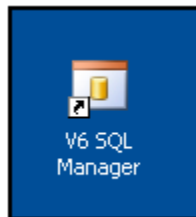
Click Disconnect to Finish.



Restoring Database

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

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

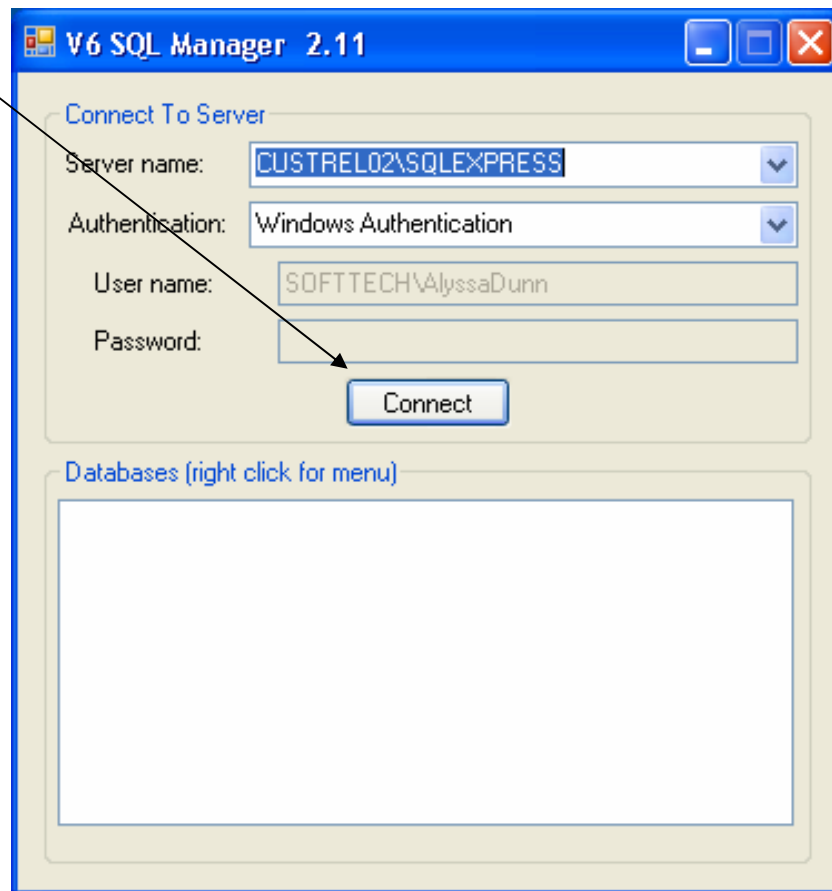


STEP 1

Double click on the V6 SQL Manager icon.

STEP 2

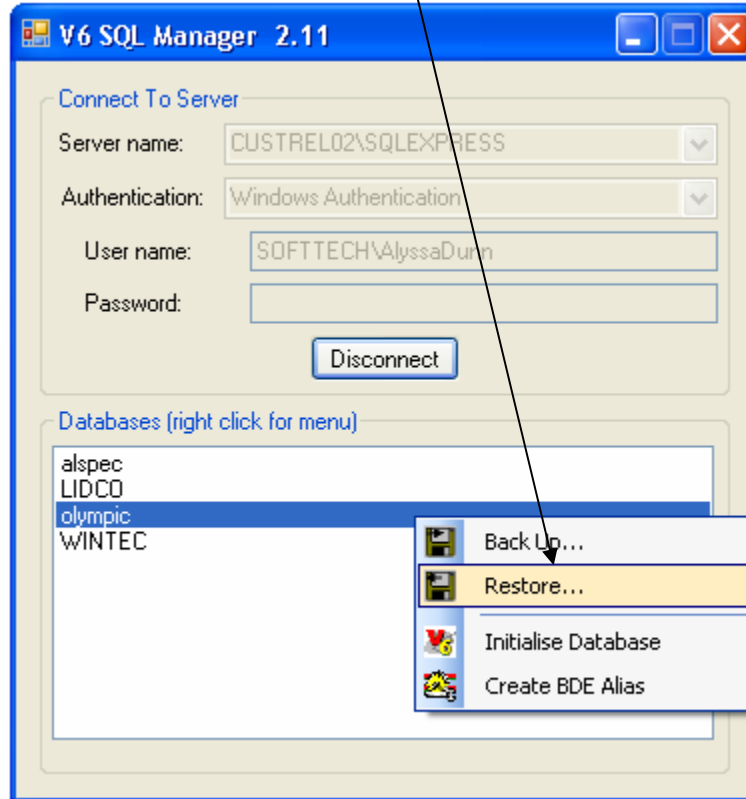
Click Connect



Restoring Database (Continued)

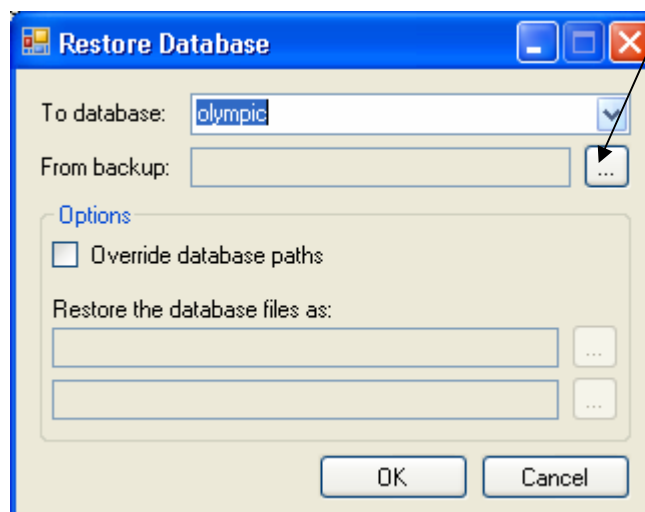
STEP 3

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



STEP 4

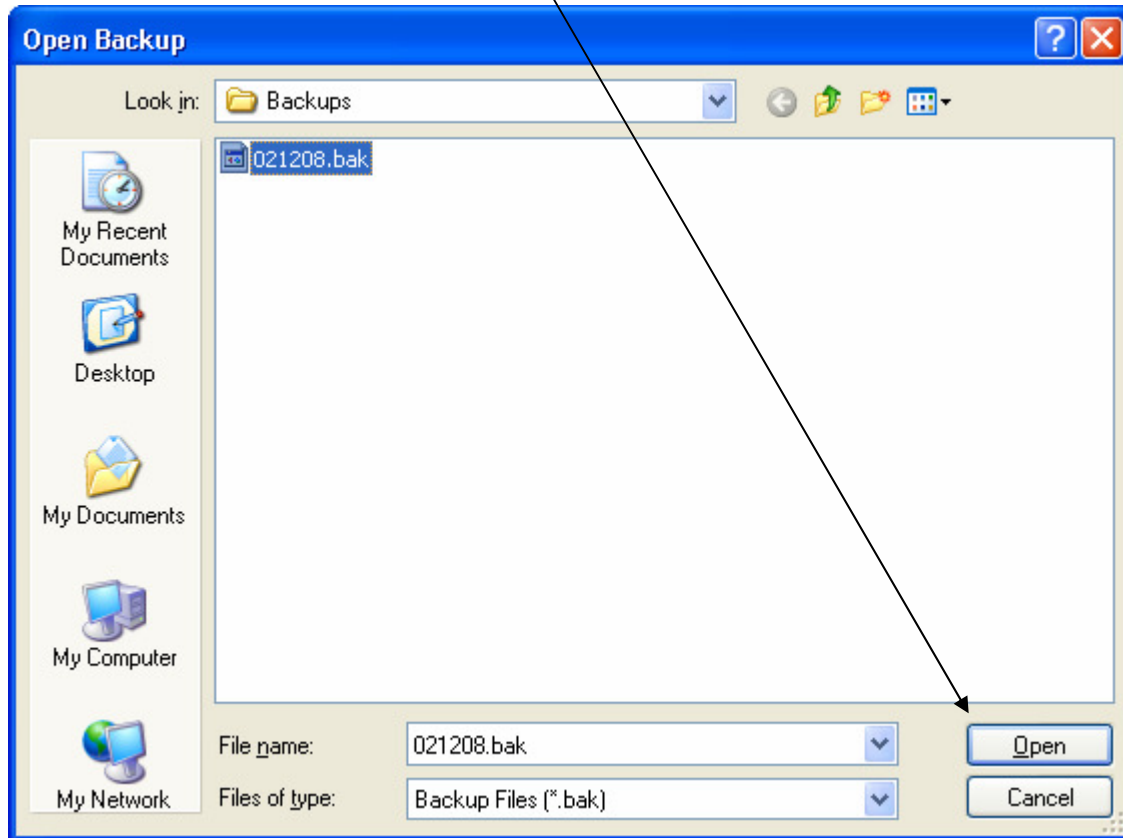
Ensure you are restoring the correct database (in this case OLYMPIC), then use the picker box to find the backup you wish to restore from.



Restoring Database(Continued)

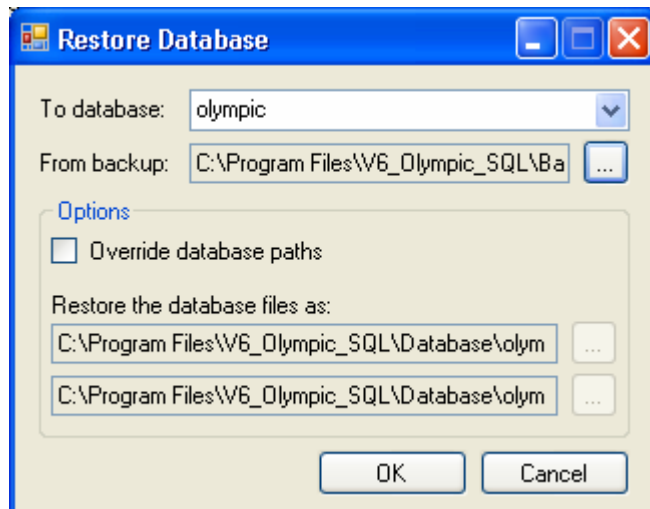
STEP 5

Select the most recent backup and click OPEN



STEP 6

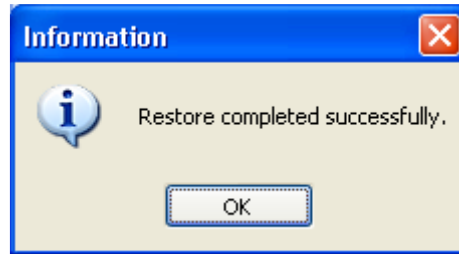
Ensure the file paths are correct, and click OK



Restoring Database (Continued)

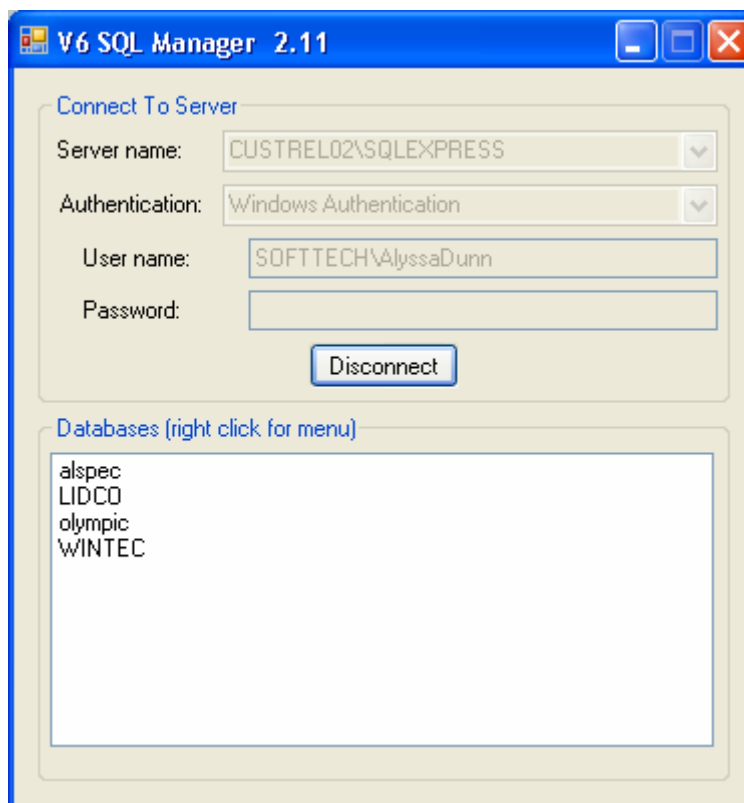
STEP 7

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



STEP 8

Click Disconnect to finish



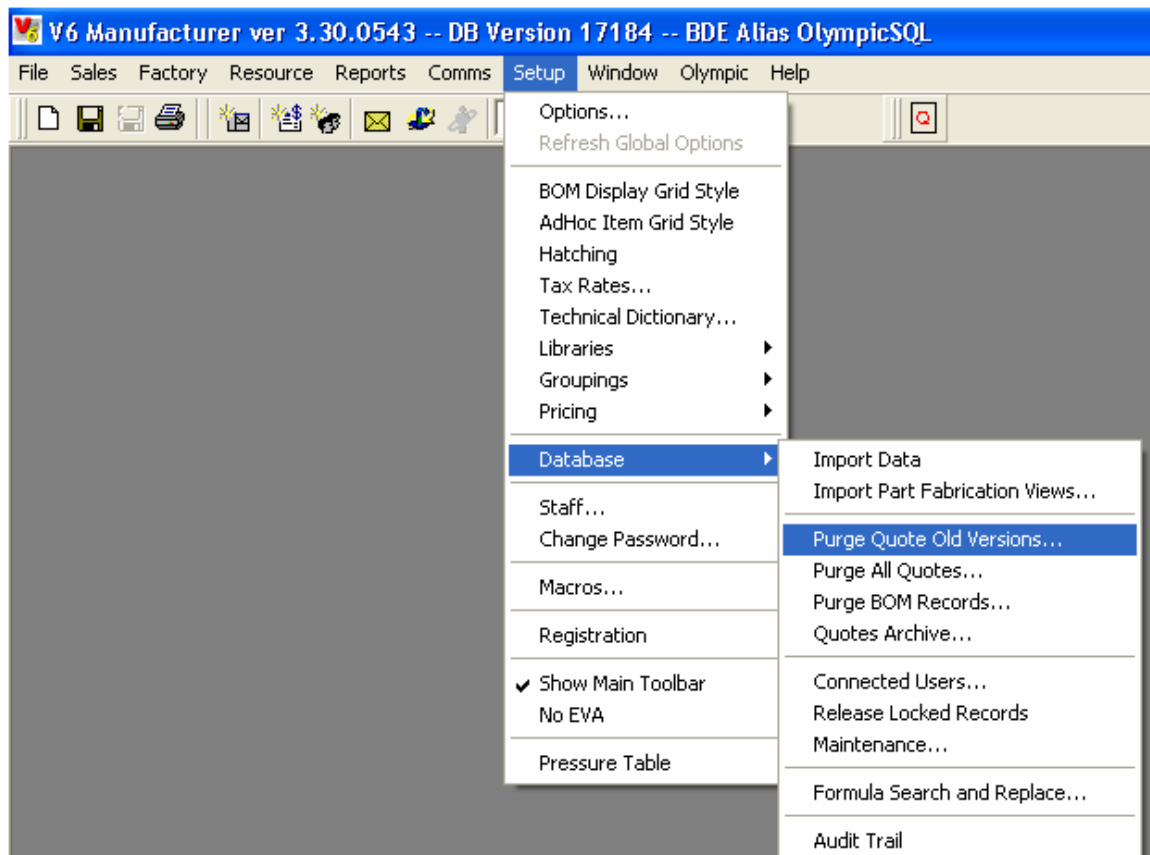
Purge Old Quote Versions

Each time a change (insertion, deletion or modification) is made to a quote, the previous copy of the quote is saved as an OLD VERSION. These OLD VERSIONS can be referred to for history or audit purposes. However, over time the number of these can accumulate in your V6 database using a large amount of your storage capacity and increasing the reaction time of V6 for search within the quote file.

Purge Quote Old Versions is a utility within V6 which removes all old quote versions. Once the purge has been completed the version number for all quotes will be reset to 1 regardless of a quotes status.

Step 1

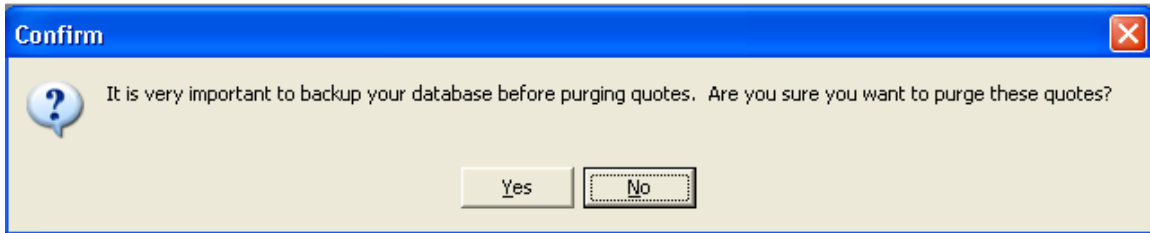
To use this utility click on the **Setup** drop-down menu, followed by **Database** and then **Purge Old Quote Versions**



Purge Old Quote Versions (Continued)

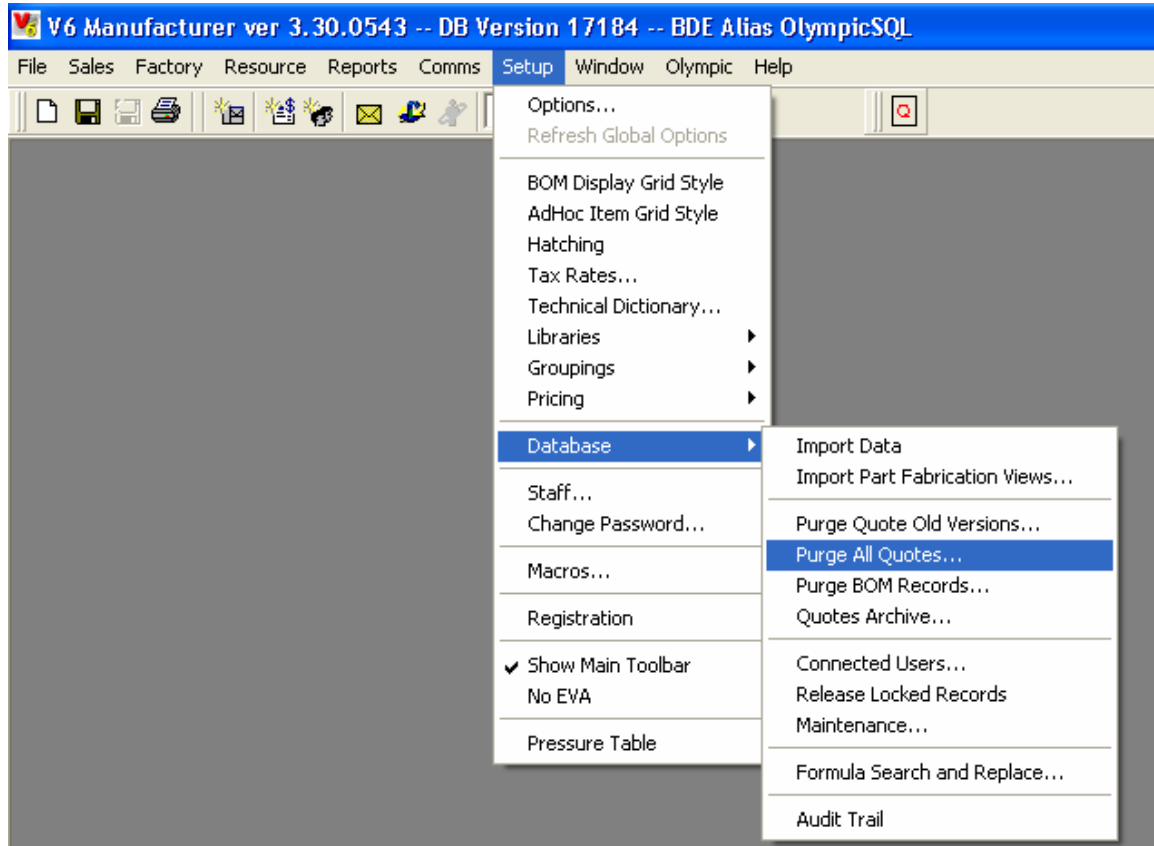
Step 2

Click YES to continue or NO to cancel



NOTE: As per the prompt above, please ensure you have backed up your database before running any purging or deletion program.

Purge All Quotes



WARNING: This function will delete and remove ALL quotes from your V6 database

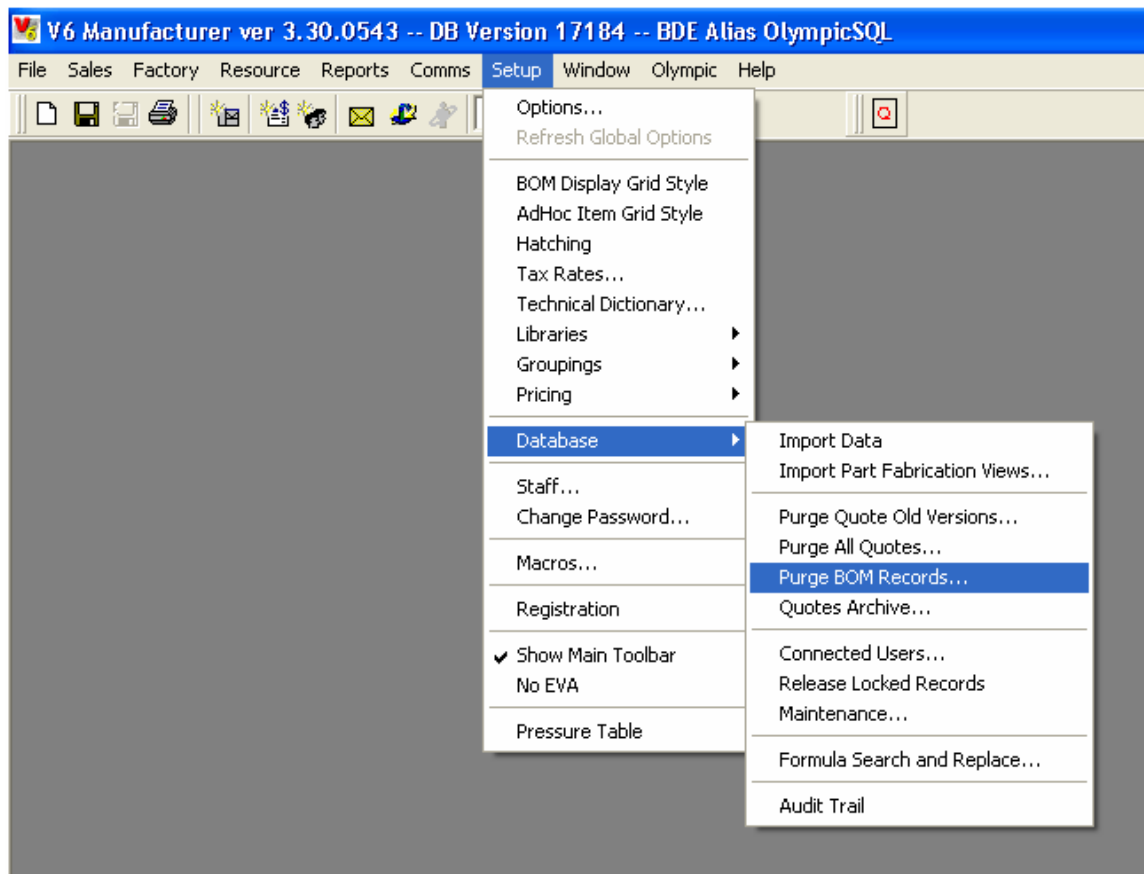
Purge BOM Records

In many cases each time a BOM is generated for a quote, V6 will save these BOM details in a database table assigned to the relevant Quote Version. Over time the number of these can accumulate in your V6 database using a large amount of your storage capacity and increasing the reaction time of V6 for search within the quote file.

Purge BOM Records is a utility within V6 which gives you the option to remove these BOM Records from the database tables. These can be regenerated at any time by running another BOM from within the quote.

Step 1

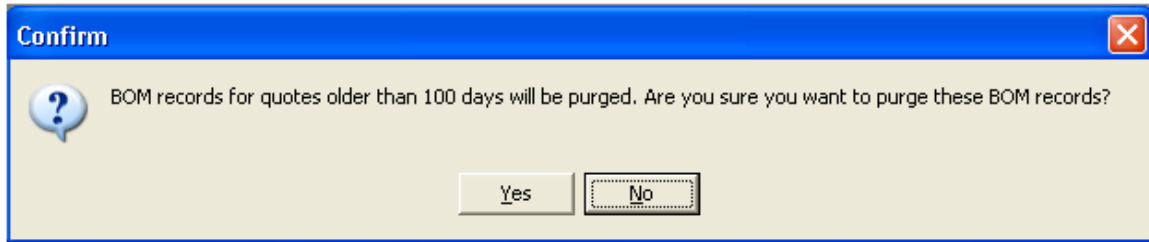
Click on the **Setup** drop-down menu, then **Database** and **Purge BOM Records**



Purge BOM Records (Continued)

Step 2

Click YES to continue, or NO to cancel



NOTE: Purge BOM Records can be stopped at any time by simply clicking the STOP button. You may restart it at a later time.

When BOM Records are purged they cannot be saved, exported or archived.

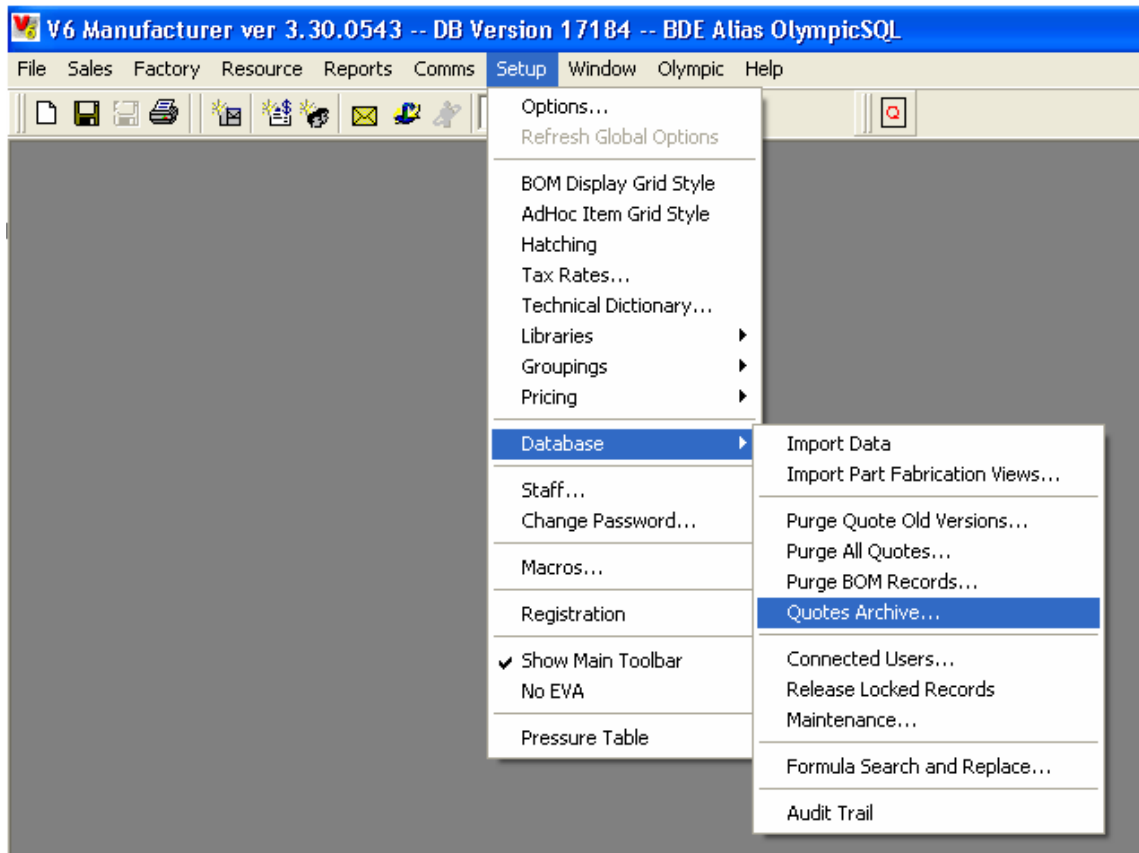
Quotes Archive

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.

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

Step 1

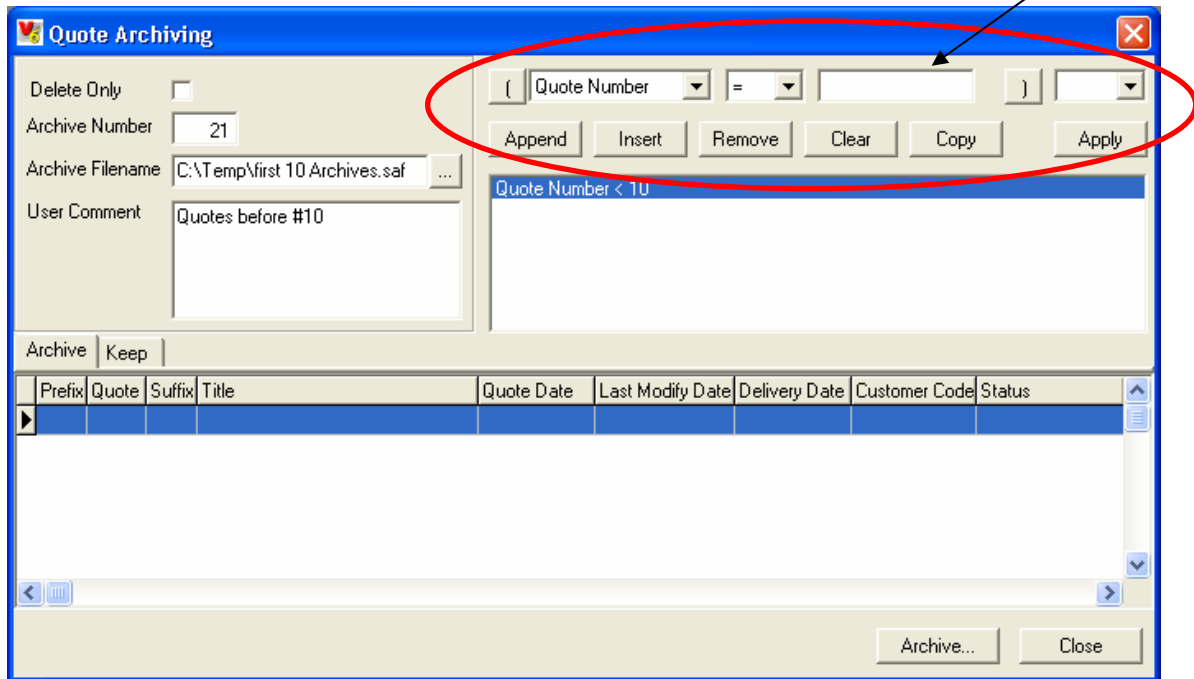
Click on the **Setup** drop-down menu, then **Database** and **Quotes Archive**



Quotes Archive (Continued)

Step 2

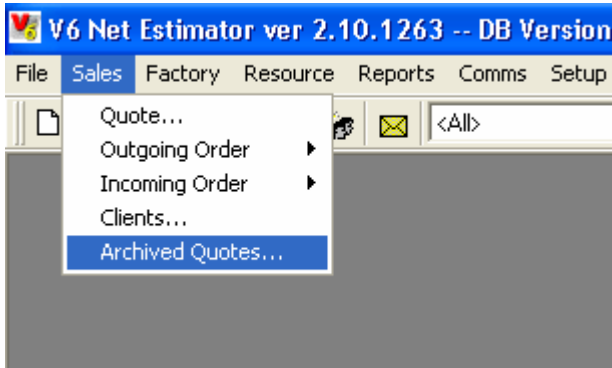
Select the appropriate parameters to filter the quotes you wish to archive. For example, you may wish to archive all quotes last modified before a specific date. Use the drop-down menu boxes to build your parameters. Any number of parameters may be added to refine the selection.



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

Quotes Archive (Continued)

To view the quotes that have been archived simply go to the **Sales** drop-down menu and select **Archived Quotes**

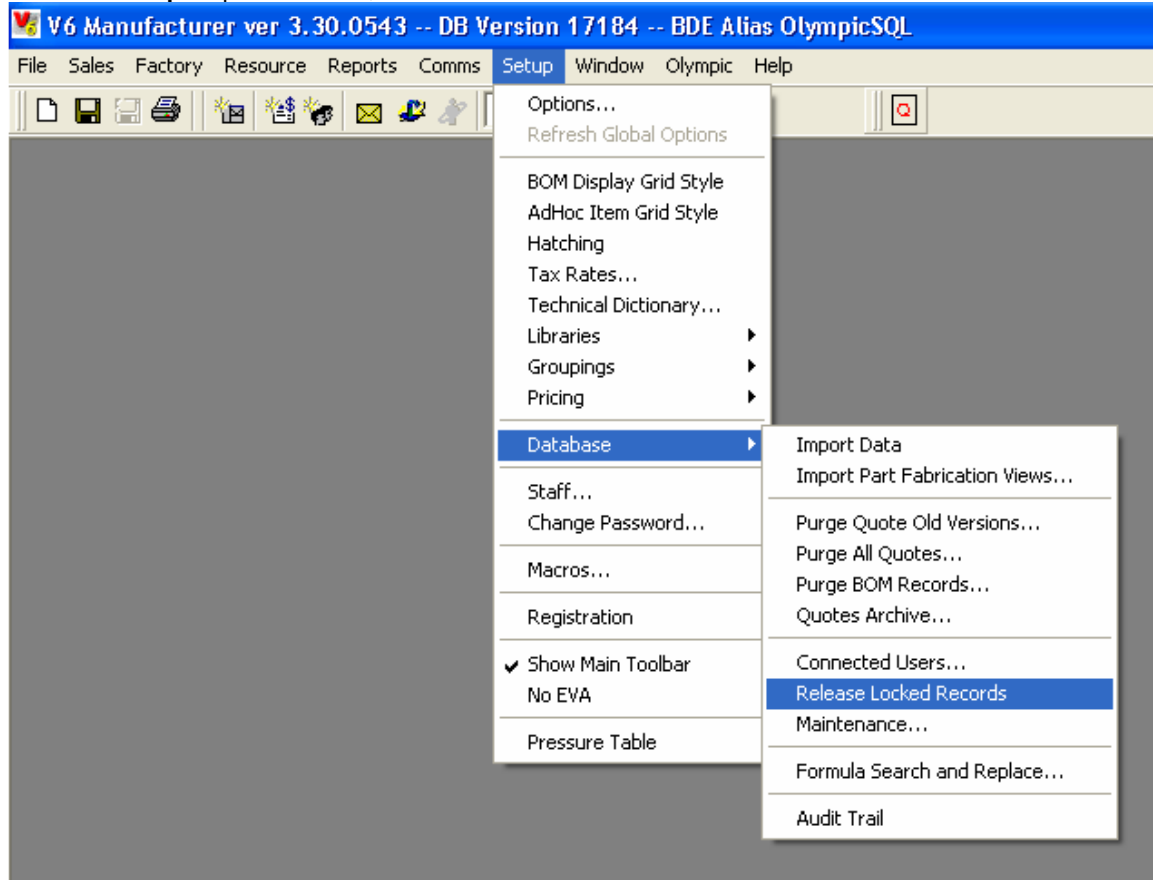


Release Locked Records

Should a software, environment or network crash occur while V6 is running, sometimes the quote(s) being accessed become locked. Due to the crash, V6 still believes that you are within the quote and will not let anyone else into the quote.

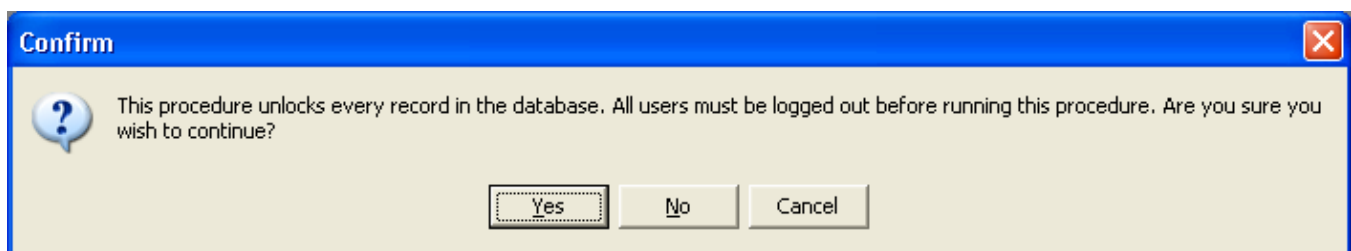
Step 1

Go to the **Setup** drop-down menu, then **Database** and **Release Locked Records**



Step 2

Ensure all users are logged out, then click YES to continue



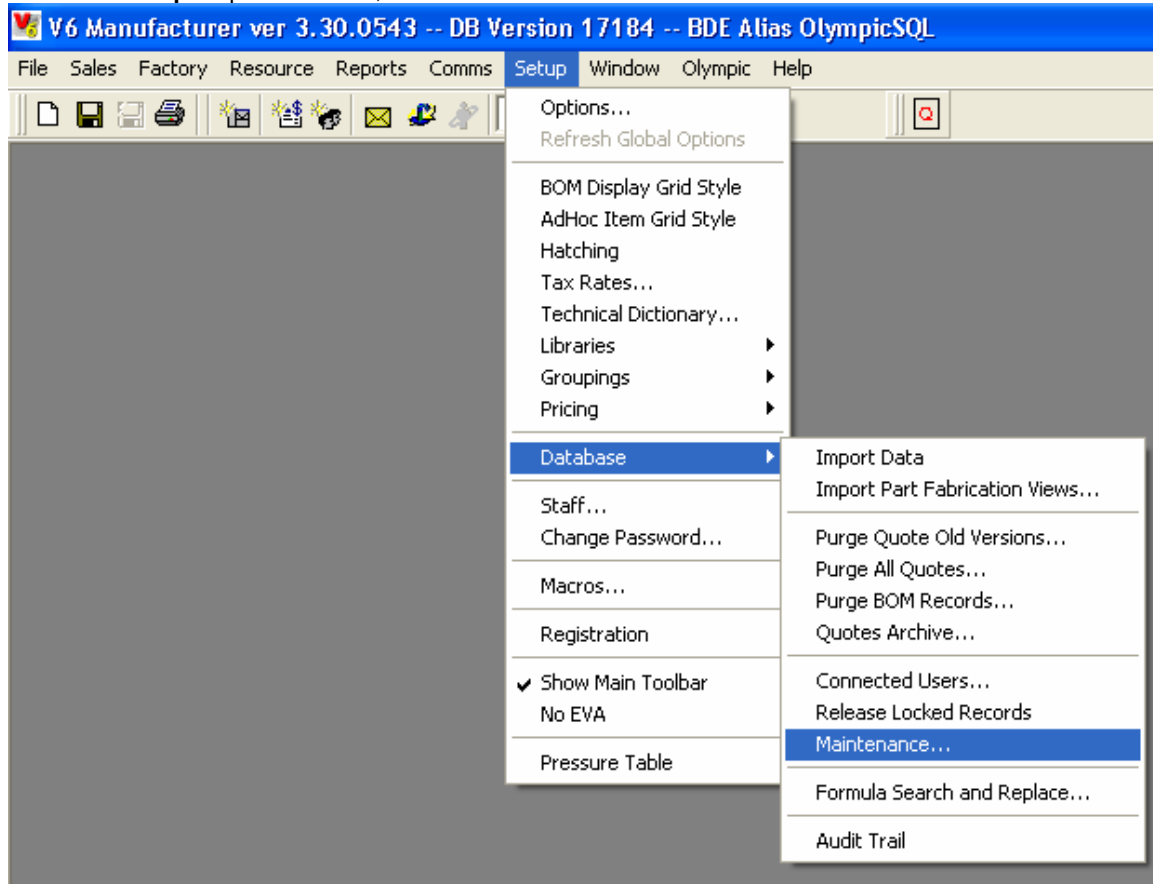
Once records have been released you should then follow-up with maintenance on the database which will go through the database and find any orphaned frames and try to relocate their quotes.

Maintenance

When quotes are being accessed within V6, the database uses temporary files. These temporary files are separate to the V6 database. In the event of a crash in the system the data in these files is not relocated back to the relevant quotes – thus they become orphaned. Running the Maintenance utility allows these files to be relocated to the correct quote.

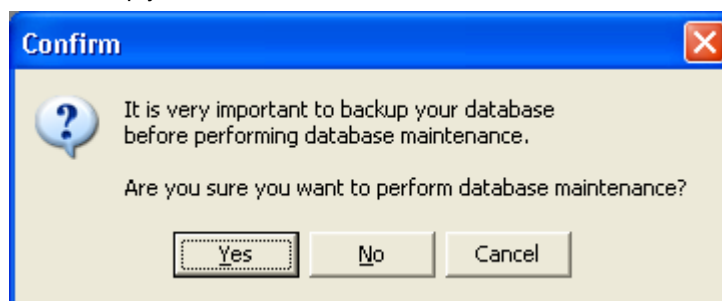
Step 1

Go to the **Setup** drop-down menu, then **Database** and **Maintenance**



Step 2

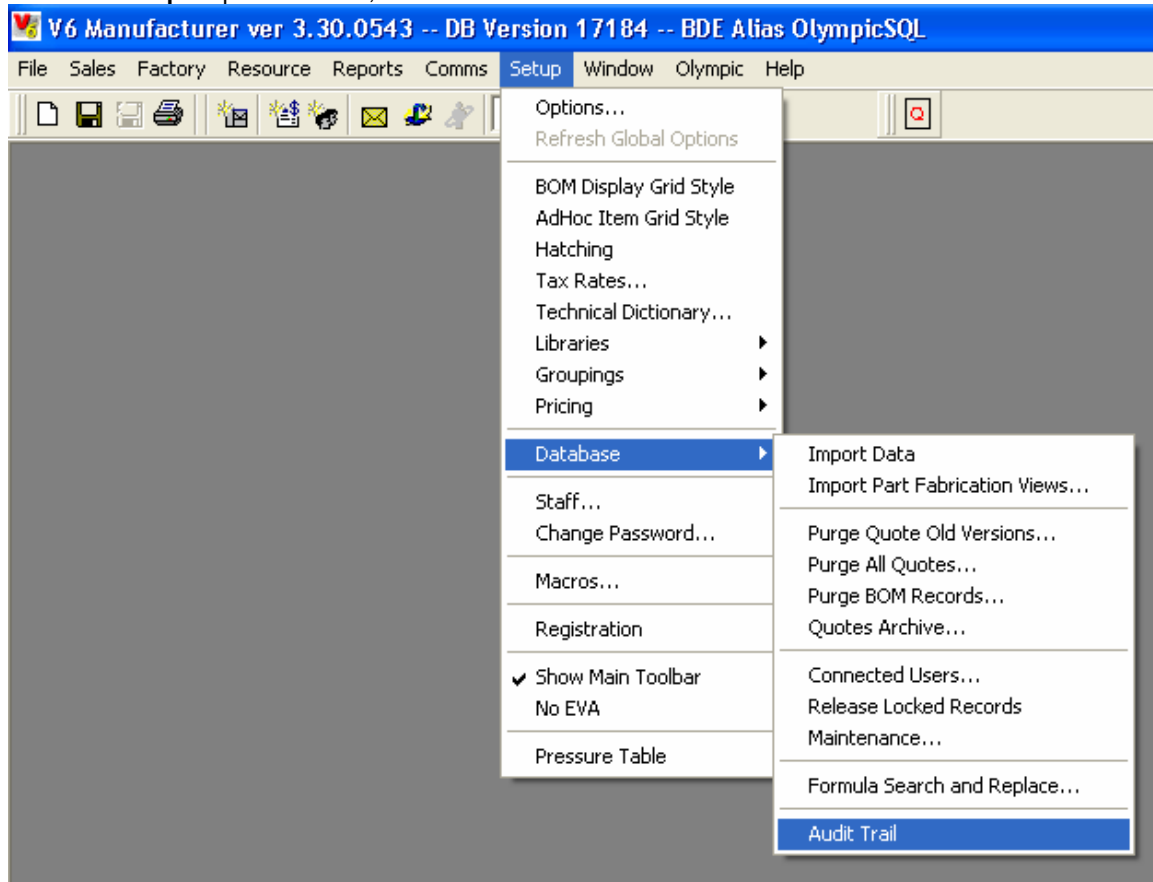
Ensure you have backed up your database, then click YES to continue



Audit Trail

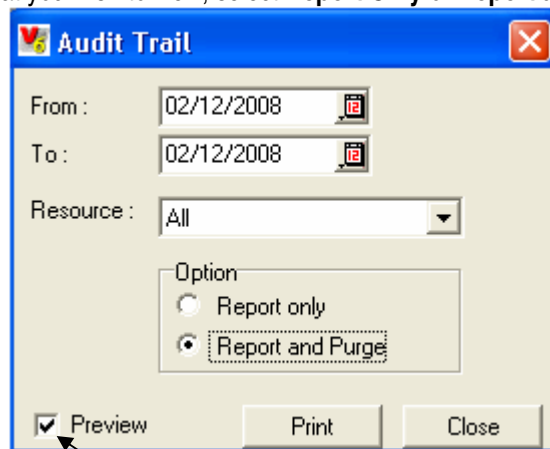
Step 1

Go to the **Setup** drop-down menu, then **Database** and **Audit Trail**



Step 2

Select the date range that you wish to view, select **Report Only** or **Report and Purge**, then click **Print**.



NOTE: You must tick the *Preveiw* box if you would like to see the report on the screen