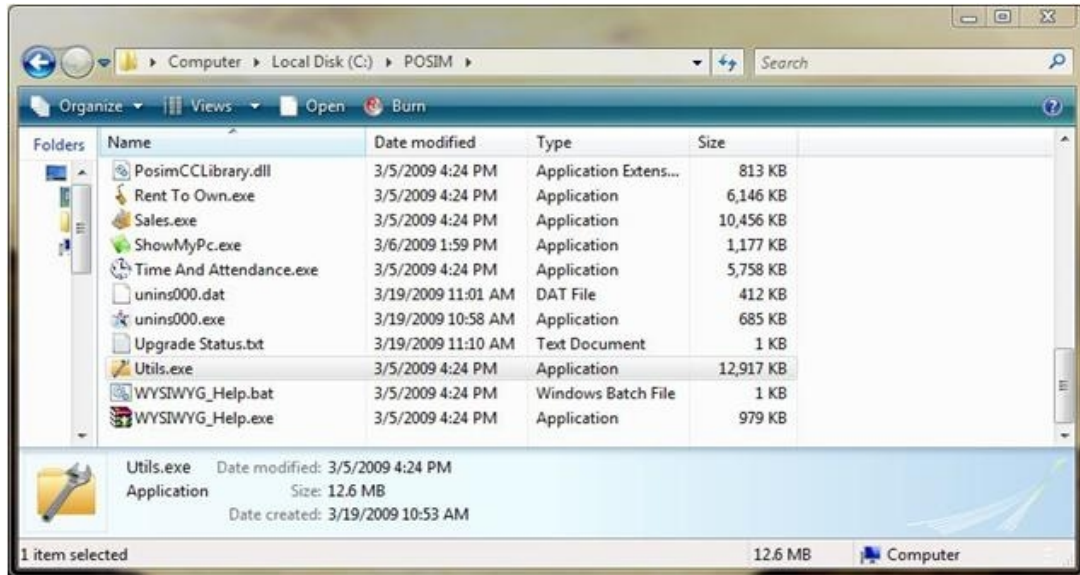


Operation Educate Apr 2009
Using The Utils Program

POS•IM Premier saves all of your daily activities to a single database on a server computer. This database will eventually become very large with several years of history. This will cause your program and computer to run slower. There are other advantages to keeping database well managed such as ease of reporting and faster access to historical data.

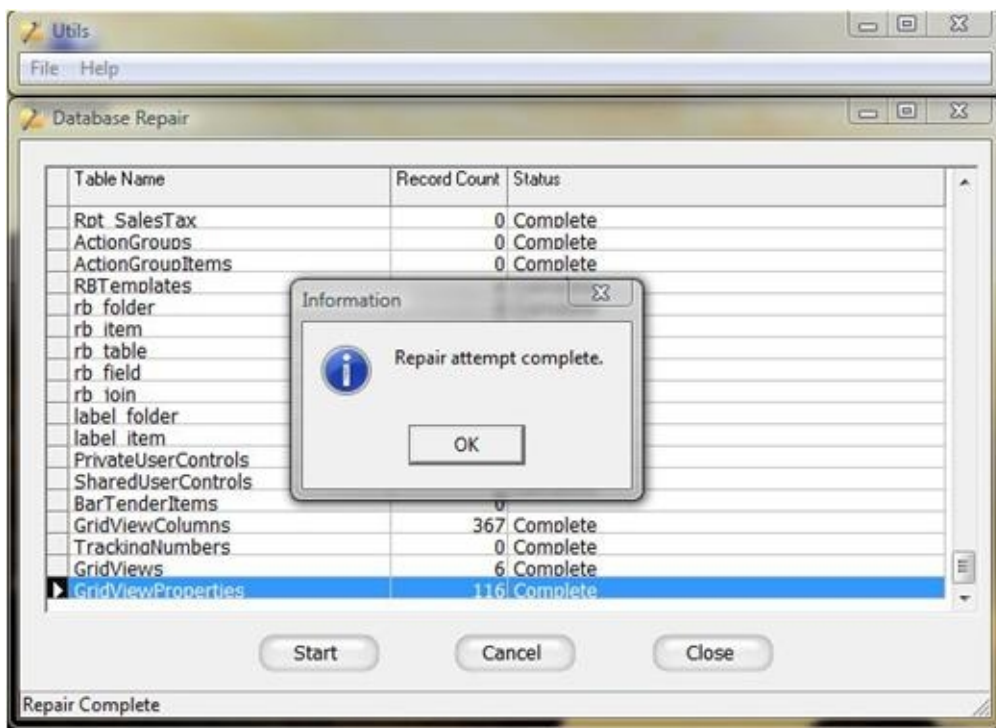
Utils:

Utils is the database back end program that has all the tools for database management. Utils can be found in the POSIM folder on your hard drive.



Repair Database:

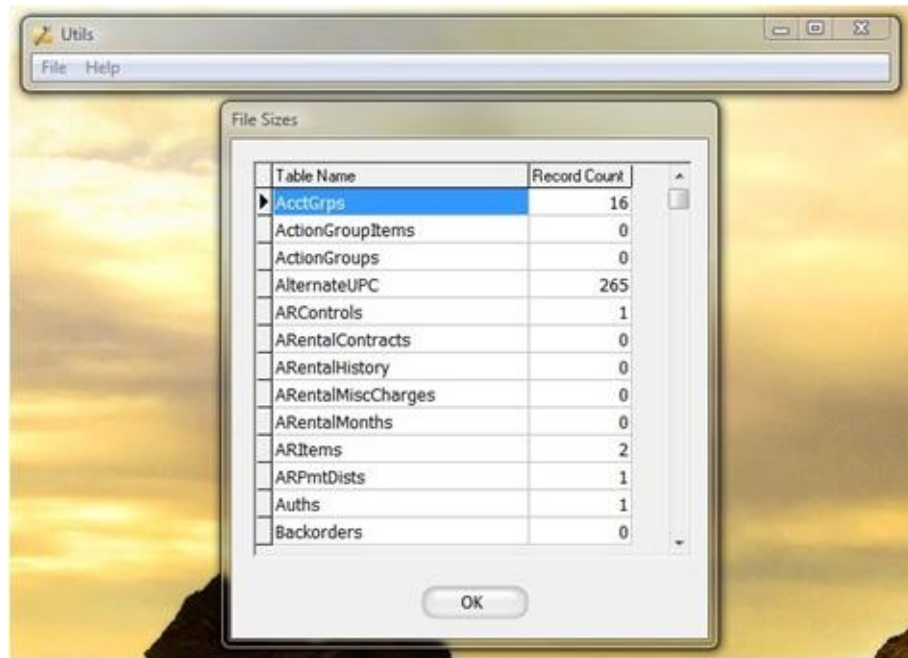
If you have been instructed by Technical Support to repair your database, you will be brought to this screen to complete the task. This is similar to doing a defragmentation on a hard drive.



Click start and it will go through your database and make sure it is in good shape. There is no way to predict how long this will take because it completely depends on the size of your database and how fast your computer is.

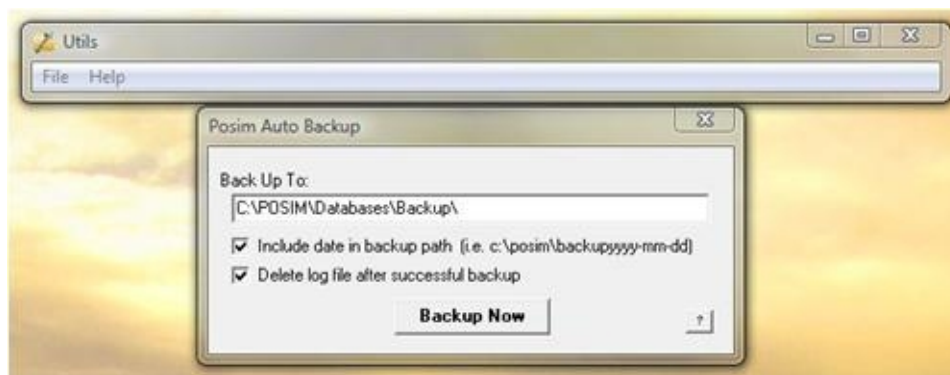
Show File Sizes:

This window shows the number of records each table in your database contains. This is useful when deciding whether or not to purge or consolidate history or other data in your database.



Backup Database:

Its important to take backups of your database on a daily basis. This is the manual backup method.



In the "Back Up To:" box type the path location of where you want the backup to go and click "Backup Now". There is no way to predict how long this will take because it completely depends on the size of your database and how fast your computer is.

Consolidate History:

If your database has become very large and slower over the years, consolidating history is the first option to reducing the size and increasing speed. Consolidating History means taking all the lines from the invoices in a month and moving them to a single invoice with all the inventory and sales information on it. You will still be able to run reports for these periods of time - just not on a daily basis.



Purge History:

If you have data in your database from 4 or more years ago, you may consider removing that irrelevant data from your database. This will increase the speed of everything from reports to daily operations in POSIM. The Purge window will allow you to remove history only such as Invoices, Purchase Orders, Receiving Logs, etc.

