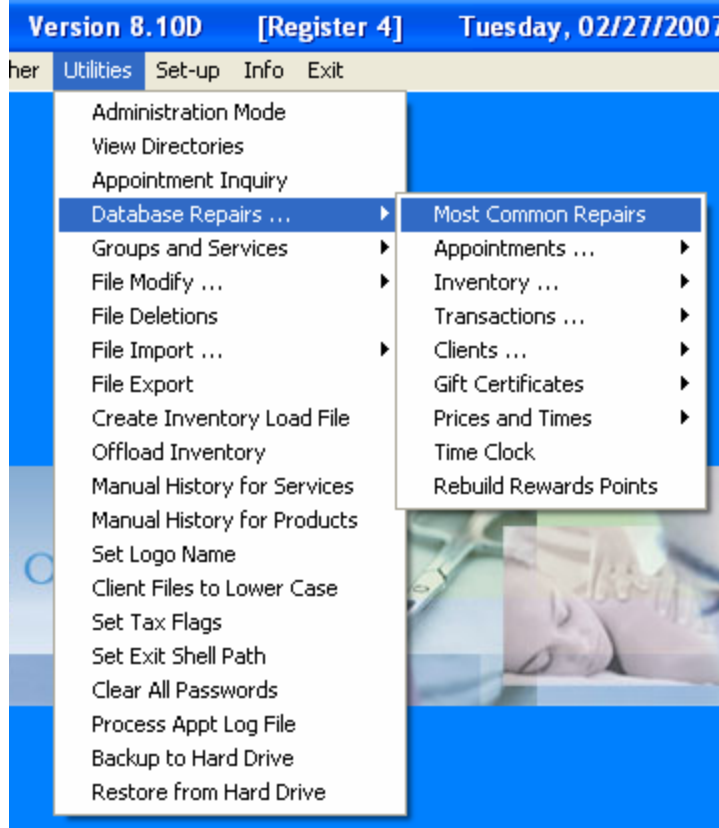


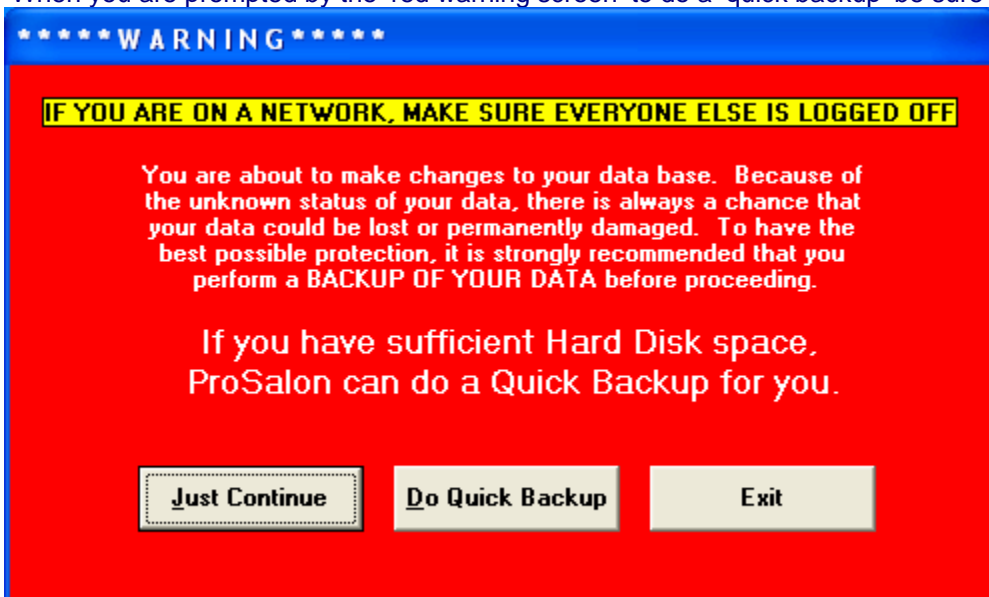
## MOST COMMON APPOINTMENT REPAIR

First be sure that you are on the server and that all other workstations are logged off.

Next, from the main screen, go to Utilities/Database Repairs/Most Common Repairs.



When you are prompted by the 'red warning screen' to do a 'quick backup' be sure and do so.



After the backup is complete, put a checkmark in 'appointments' and be sure that the date range that appears encompasses all of your appointments.

**MOST COMMON DATA BASE REPAIRS**

Check each of the repairs listed below that you would like to do, then press "Start".

POS Transactions

Inventory  Set Description to Proper Case

Purchase Orders

Vendor and UPC Cross Reference File

Client History

Client Lookup

Client Notes

Client Formulas

**Appointments** From Date: 01/15/2001 To Date: 09/02/2009

Series

Select ALL

Waiting List  Appt Notes

**Scheduler**

Run repairs:

Date:  Time:

**Report Options**

Repair and print report  Do repairs only

Ready

Next, select 'do repairs only' from the bottom right hand side of the screen and click the 'start' button.

## MOST COMMON DATA BASE REPAIRS

Check each of the repairs listed below that you would like to do, then press "Start".

- POS Transactions
- Inventory  Set Description to Proper Case
- Purchase Orders
- Vendor and UPC Cross Reference File
- Client History
- Client Lookup
- Client Notes
- Client Formulas

- Appointments    From Date:     To Date:      Waiting List     Appt Notes
- Series    **NOTE: Any appointments that are outside this date range will be DELETED!**
- Select ALL**

### Report Options

- Repair and print report     Do repairs only

Ready

Start

Exit

### Scheduler

Run repairs:

Set

Date

Time

When the repair is complete it will say "all repairs completed" in blue at the bottom of the screen, at that time you may cancel out.

**MOST COMMON DATA BASE REPAIRS**

Check each of the repairs listed below that you would like to do, then press "Start".

POS Transactions

Inventory  Set Description to Proper Case

Purchase Orders

Vendor and UPC Cross Reference File

Client History

Client Lookup

Client Notes

Client Formulas

**Appointments** From Date: 01/15/2001 To Date: 09/02/2009

Series

Select ALL

Waiting List  Appt Notes

**NOTE:** Any appointments that are outside this date range will be DELETED!

**Scheduler**

Run repairs:

Date:  Time:

**Report Options**

Repair and print report  Do repairs only

All Repairs Completed

Be sure NOT to exit out until the repair is complete.

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