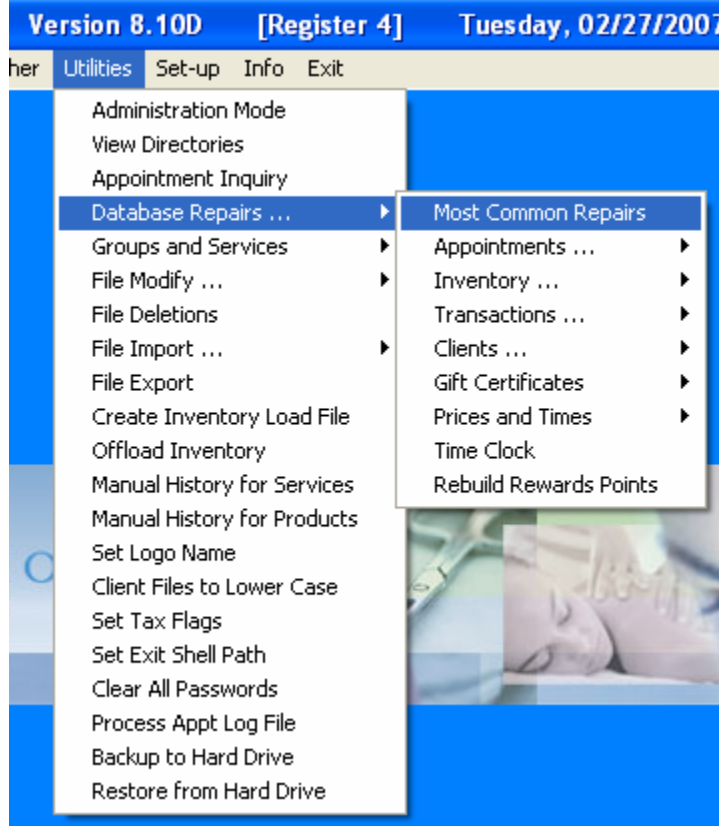


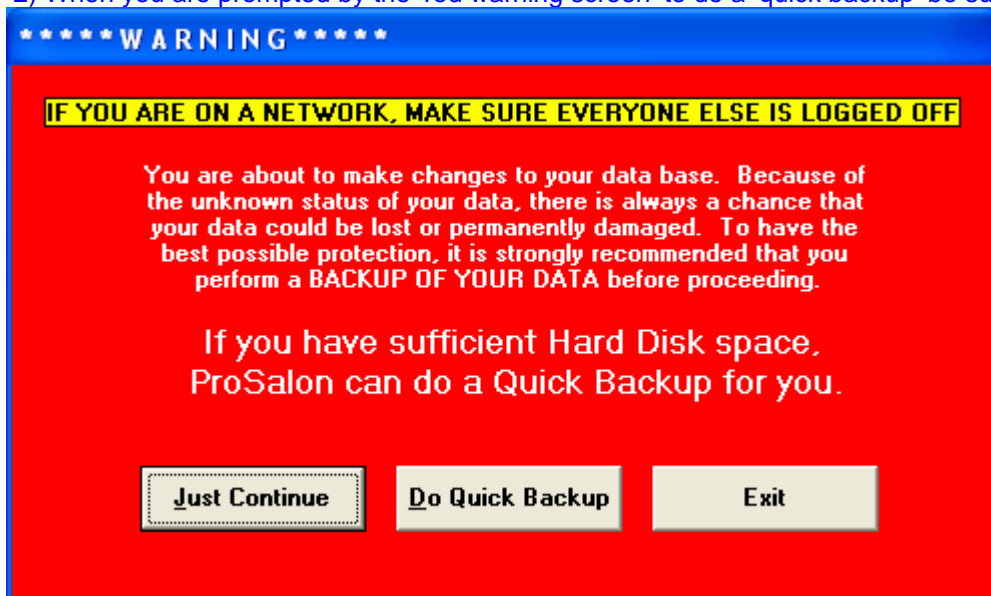
## MOST COMMON REPAIRS

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

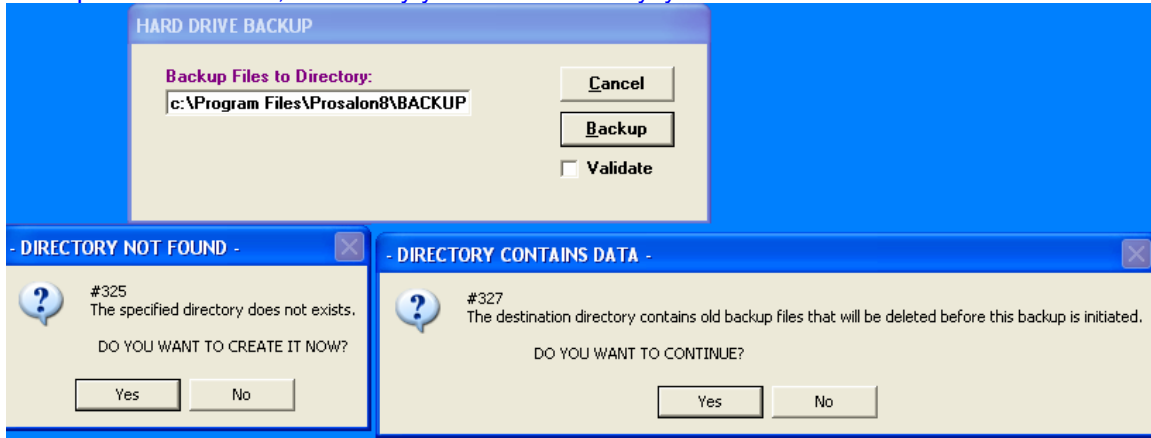
1) Next, from the main screen, go to Utilities/Database Repairs/Most Common Repairs.



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



3) After clicking the 'backup' button you will be prompted with one of two messages. Either "this folder does not exist would you like to create it now?" which means this is the first time a backup has been done to the directory or "the destination contains old files which will be deleted before this backup is initiated, do you want to continue?" which means the program is replacing your old backup with a new one, either way you will want to say 'yes.'



4) After the backup is complete, put a checkmark in any section of the program that you are needing to re-index. Be sure and select 'do repairs only' on the bottom right hand side of the page 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  Waiting List

Series

**Select ALL**

**Report Options**

Repair and print report  **Do repairs only**

**Scheduler**

Run repairs:

Date  Time

Ready

5) If you will be running repairs on 'appointments' 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

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

6) 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.

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.