

## FILE MAINTENANCE

Closes all Files and exits the Software. The following screen should display on selecting Quit:



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### **a. Overview**

CAFAM maintains a Back-up file in addition to your main file. This ensures that at worst your data would be one day out of date if the Back-up file is required to be re-used. Selecting this will Pack (remove Deleted records) and Re-Index the Files. You are recommended to perform this File Maintenance regularly because the process apart from also creating Back-up Files, it also maintains the current file to a peak working order

It is recommended that an additional method of Hardware. Back-up is employed - just in case the Hard Disk fails. The type of methods to consider are Tape-streamer units, USB Drives, External HDD to make copies of the Database files. The files required are listed at the rear of this manual and suffixed .DBF. They can be copied using a Back-up utility program.

On networked systems there must NOT be any Users on the CAFAM system using any files

### **b. Time Maintenance**

Timed File Maintenance can be set up so that the User can set a time in the future (e.g. at night) for the computer to automatically perform the activity whilst unattended. Assumes of course everyone does shutdown overnight

### **c. Record of Results**

The results can be output to a Printer. It is recommended that this last File Maintenance results be kept for reference in case a File Recovery becomes necessary.

### **NOTE**

If you are experiencing an apparent Data Loss in the course of using CAFAM i.e. Data you know that is there has suddenly 'disappeared', the chances are that the file has temporarily suffered an Index file de-synchronisation. All you need do to fix this is REINDEX FILES. In most cases this will fix the problem. If it doesn't, then it is possible that the Main Data File may

have corrupted in which case resort to the second option to REPAIR FILE. DO NOT under any circumstances do a DAILY FILE MAINTENANCE to fix an apparent Data Loss or Power Outage faults. Doing this will overwrite your CAFAM Backed Up file from the previous day destroying your only reliable Back up and leave you with no other option but to now resort to your external back-up (Tape Streamer, USB Drive, External Hard Disk etc. assuming that you have one to fall back on! ). Only do a DAILY FILE MAINTENANCE when you are satisfied that the System is working normally.