

Maintenance or Housekeeping Instructions

The maintenance steps should be run once a month to keep the database and indexes in good form. If you have an error in your database please go to the **'Fix Corrupted Files'** section below to fix the error prior to packing and reindexing. If you have questions, please call technical support at (714) 786-6230.

Recommended Order for Running Maintenance (Housekeeping) Procedures from the Maintenance drop-down menu within MIE Trak.

*** Make sure NO ONE is logged into MIE Trak other than the person performing the Maintenance/Housekeeping steps. In addition make sure the barcode system is not running and if you have Scanview, make sure no computer is running into Scanview.**

NOTE: All procedures are run from the Dictionary drop-down Menu.

1. Packing Files (Removing Deleted files from Tables)
 - i) Go to Pack Files
 - ii) Select All
 - iii) When asked if you would like to start at top – select yes.

If you encounter an error go to step 'Fix Corrupted Files'

2. Reindex Files
 - i) Go to Reindex Files
 - ii) Select All
 - iii) When asked if you would like to start at top – select yes.

If you encounter an error go to step 'Fix Corrupted Files'

3. Validating Databases
 - i) Go to Validate Databases
 - ii) Select All
 - iii) When asked if you would like to start at top – select yes.

Fix Corrupted Files

This procedure only needs to be run if you encounter an error during the pack or the reindex steps shown above.

The first step is to see which files cannot be open. Please click on 'List Bad Tables'.

Run the recovers.exe program in your VFTW\ directory.

Each bad table execute the following procedure using the program shown below. Once you have fixed all your files do run the 'List Bad Tables' again to verify. Once all your tables are fixed do the pack and reindex steps outlined above.

1. Click 'Select Record File'
2. Select the file that was listed previously when you hit 'List Bad Tables'
3. Click on 'Generate .DEF file' If you receive an error during this process please contact support.
4. Click on 'ErrorScan / Repair' to fix the file. If you encounter an error which requires more than an Ok to exit please contact support to help you walk through the process.

