

Multiple Users sharing a single Database

Many of our WorkCenter users wish to share a single database. That gives them the ability to see all the records and activities being processed by all users. We have touched on several features in prior videos of sharing databases. We do have a few suggestions you need to consider when you have chosen the option to share a single database between two or more WorkCenter users:

#1. As explained in the video: **Database Management - #1 Database Overview - Tips in managing your WorkCenter databases:** all users accessing a single database must be on the same version of WorkCenter. The primary reason for this is the fact that WorkCenter checks the database for the proper version based on your version of the software. If that database version is not correct system-wide, WorkCenter will try to rebuild the database to meet the correct specification. You will generate error messages if other users are using the database on a different version.

#2. You have the option to share out calendars, resources and also assign calendar scheduled action plan items to a specific WorkCenter user. This becomes very powerful when one user wishes to schedule calendar items for another user or one of your Action Plans has a designated calendar item that needs to be accomplished, such as ordering an inspection or appraisal. Review the WorkCenter Quick Start Guide or watch the flash video: **Database Management - #4 Sharing Resources and Calendars** for additional instructions and information.

#3. You also have the ability when using the Resource Layout Editor to show all calendars or specific calendars of your team members. For example, you wish to view only your calendar but allow your assistant to view both her calendar and yours. All you need to do is to use the Resource Layout Editor and mark the appropriate boxes for calendar sharing. See the flash video: **Database Management - #4 Sharing Resources and Calendars** for more details.

#4. We suggest you assign one of your team members sharing the database to be the person who synchronizes your Calyx Point or LOS data into WorkCenter. As explained in the WorkCenter Quick Start Guide and other videos, each time your LOS data is synced into WorkCenter we change the vSync date to a current date. That allows WorkCenter to only review and sync data files that have been added, modified or updated since that date.

#5. We suggest that you compact your database for multiple users at least weekly. To do that, have a designated team member click on TOOLS, DATABASE and choose the option "Compact". Once the procedure is completed, you will see a pop-up box appear telling you the process has been completed. This procedure will enhance the speed of your database.

#6. At least once a month, we suggest that you Re-Update your database. The procedure will check your database for any possible issues and make the appropriate corrections. This process is also used if you have accidentally deleted some original forms or letters from your library and you wish to have them re-installed. We suggest you have a team member run this process after all other copies of WorkCenter have been closed. We also highly recommend you backup your database prior to running this procedure.

1. Backup database: Click on TOOLS, DATABASE and select BACKUP
2. Re-Update: Click on TOOLS, DATABASE and then select Re-Update