

Backup – Compacting and Re-update Procedures for your WorkCenter Database Files

You have several options with regards to your WorkCenter database file or files. Open WorkCenter and click on TOOLS and then DATABASE. You will see drop down menu giving you five options:

- 1. Backup**
- 2. Compact**
- 3. Re-update**
- 4. Statistics**
- 5. Set Password**

This video will cover the first three options.

#1: Backup: WorkCenter 2.0 program has defaulted to daily backup options for the users. Each morning you open WorkCenter it will ask you if you wish to backup your database. We strongly suggest that you accept the process and backup your database. You will be notified by a pop-up box that the backup process is completed.

You also should consider setting your default settings to send this backup file to a secure computer folder that is constantly backed up by your system. To set this function, click on TOOLS, SETUP OPTIONS and click on the GENERAL TAB. Click the box with the “+” next to DATABASE. We suggest you keep the daily backup option and then click into backup folder option and select the computer folder in which you wish this database file to be placed.

Each time you backup your database, we will create a WorkCenter zip file named by the day of the week.

#2: We suggest you compact your database for better performance. Depending on the size of the database, we also suggest you perform this procedure at least monthly. Once you have selected this option, you will be notified by a pop-up box that the compacting process has been completed.

#3: You will use the third option “Re-Update” when you have accidentally deleted forms or reports that were in your original download. This process will replace those original reports and forms back into your WorkCenter software.