



Verify Databases and Rebuild Indexes Wizard

Wizards|Verify databases and rebuild indexes

The Verify Databases and Rebuild Indexes wizard is used to check the integrity of one or more Riata CRM™ databases to maintain efficiency and functionalities. The Verify Databases and Rebuild Indexes wizard will walk you through the process one step at a time.

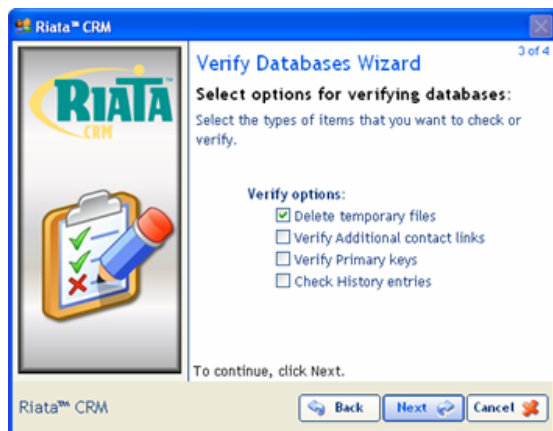
Riata CRM Linked to Sage Pro™ Accounting Systems: the index tags that Riata CRM needs no longer exist after the VP/Pro Series/Sage Pro accounting system has been re-indexed. Therefore, all users must be logged out of both the accounting system and Riata CRM. Riata CRM must be opened immediately after the accounting system has been re-indexed. Riata will note that there are missing indexes and will proceed to create the required indexes before completely opening. Once Riata CRM has opened this Verify Databases and Rebuild Indexes Wizard must be run for the company (companies) that was just re-indexed in VP/Pro Series/Sage Pro. This procedure must be completed before any users log in to either the accounting system or Riata CRM.

TO PREVENT DAMAGE TO OR LOSS OF DATA: PERFORM A COMPLETE BACKUP BEFORE PROCEEDING. YOU ARE RESPONSIBLE FOR YOUR DATA. DO NOT TURN OFF THE COMPUTER DURING BACKUP OR WHILE EXECUTING ANY OF THE PROCEDURES IN THIS GUIDE.

To access the Verify Databases and Rebuild Indexes wizard, from the pull-down menus, select **Wizards | Verify Databases and Rebuild Indexes.**

The Verify Databases and Rebuild Indexes wizard is designed for use in the event that you are experiencing functionality problems in a database that might have been caused by re-indexing a linked accounting database, a power failure, virus, or other system failure. It is recommended that this procedure should be run by a technical support person.

The first step in the Verify Databases and Rebuild Indexes wizard is to select the database that will be re-indexed.



The next step is to select the verification options such as Deleting temporary files, Verifying Additional contact links, Verifying that all primary keys are unique, and Checking History entries for contacts.

In the next step Riata will remind you to have a backup and that all users must out of the system. Click Start to verify the database. A dialog showing the progress will be displayed during this process. Another dialog box will be displayed once the process is completed to advise that you will be exited from Riata CRM.



Compact Databases Wizard

The Compact Databases wizard is used to compact a database to maintain speed and efficiencies. This wizard makes this a simple process and will walk you through the sequence one step at a time. To access the Compact Databases wizard from the pull-down menus, select

Wizards | Compact Databases wizard

The dialog screen will display a reminder that all users are exited from both Riata CRM and the accounting system.



By clicking start the compact database process will begin. A dialog box will display the process status.

A final dialog box will be displayed once the process is completed to advise that you will be exited from Riata CRM.

