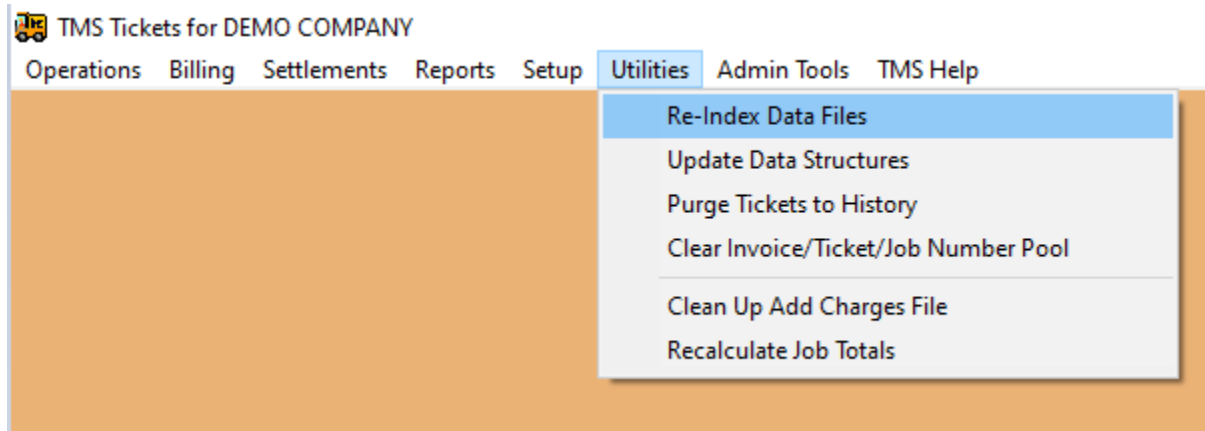


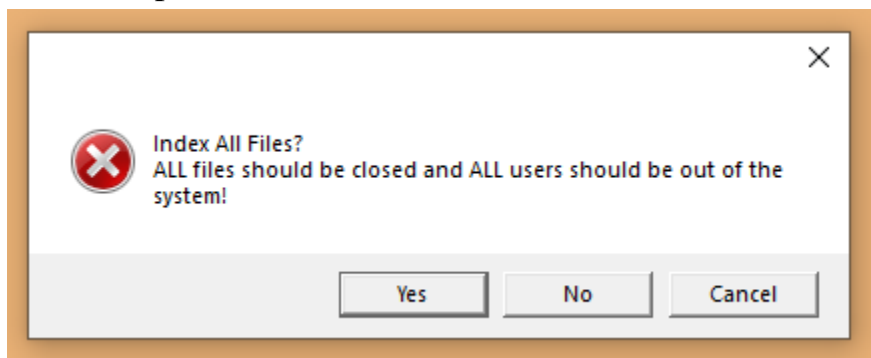
Utilities Menu

Utilities are vital to the system. Some should be done routinely, others only on occasion. See the individual directions for more details.

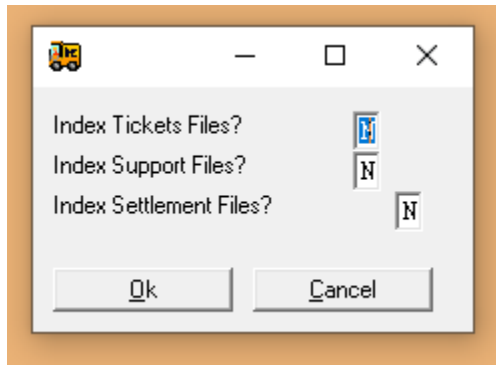


Re-index Data Files

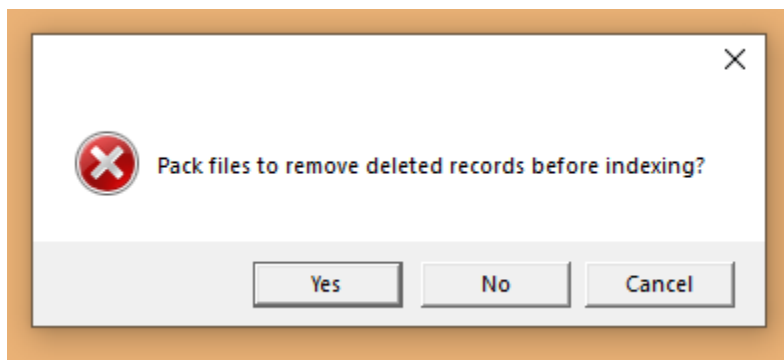
Re-indexing files should be done periodically. This should also be done in the event of a power outage or abnormal shutdown of any workstation in which ticket files may have been open. This shutdown can corrupt index files, which can in turn corrupt data files.



When indexing, there should be no one in the program (if on a network system). Also, care should be taken that no one be in any module that shares files with tickets such as Dispatch, IFTA or Mileage and Fuel Tax. You can choose to do all files or if you say NO at this point you can choose selectively. This does allow you to skip the support files that might be shared with other programs.



You can choose whether or not to PACK the files during re-index. When you delete throughout the program these items are not really gone until you pack the files. This allows you to actually recall these items, should you change your mind!



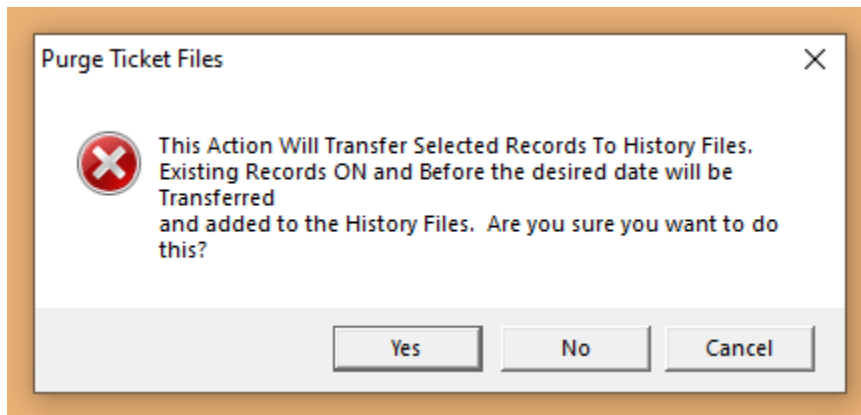
Update Data Structures

This procedure needs to be done after a program update. You will rarely need to do this unless instructed by your TMS Support team.

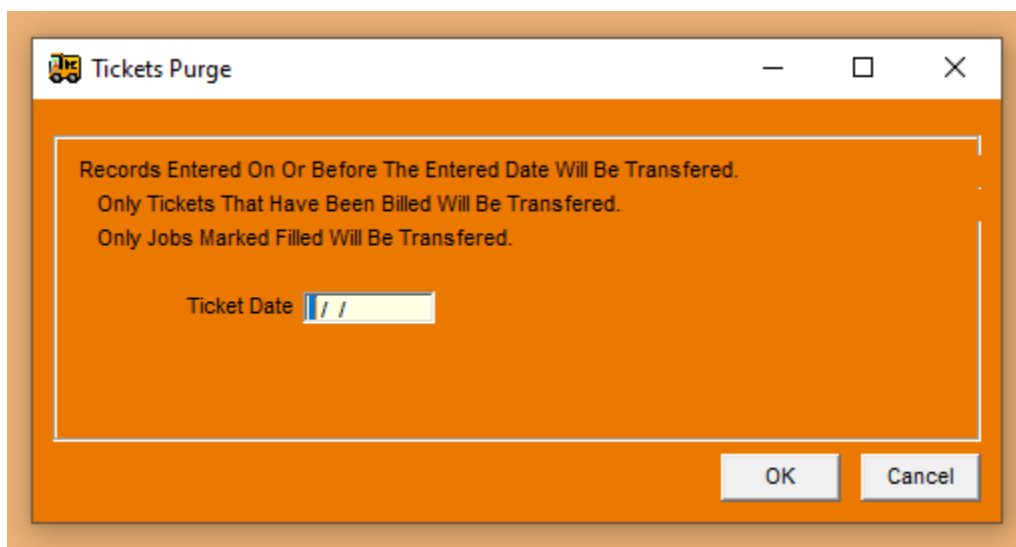
Purge Tickets To History

Use this option to move billed tickets and completed jobs into history files. This keeps the system running smoothly, as during searches, the system is only searching through current files. Once purged to history they are only viewed by reports, as the system does not have an option for moving history back to current. To be safe it is recommended that you make a backup before purging. If desired, contact your Support team to assist with a backup.

An informational screen displays, read this carefully, and continue.



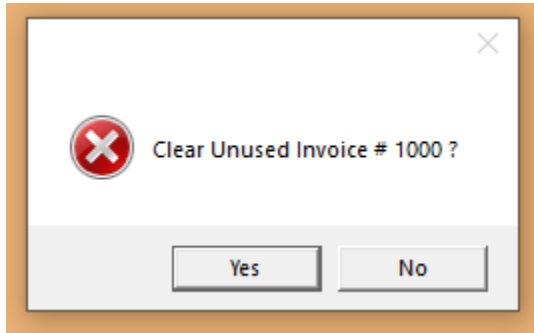
On the second screen enter the date to include tickets and jobs to purge.



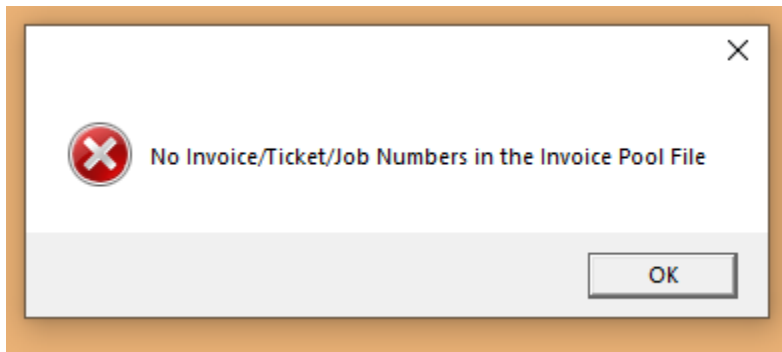
Another warning displays to allow you to be sure. After the purge is completed the system automatically indexes the files.

Clear Invoice/Ticket/Job Number Pool

This utility clears out the “saved” invoice/ticket/job numbers that might have been interrupted during creation. They must be cleared if these numbers are desired to be used again.

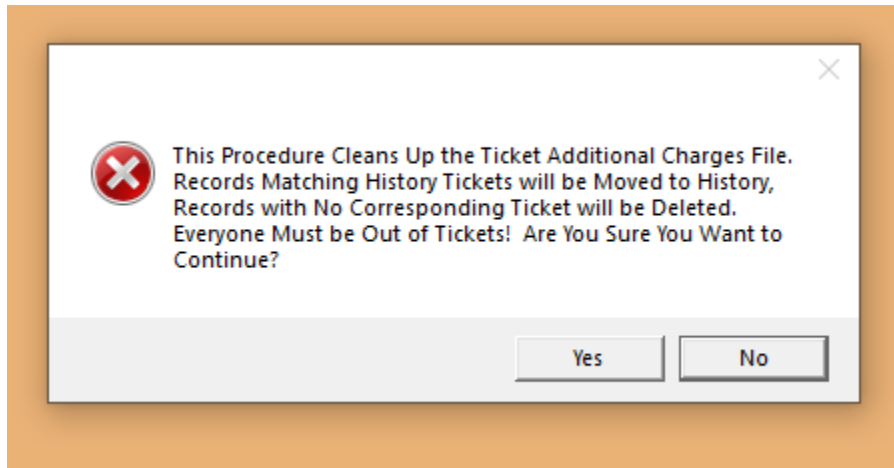


If there is nothing to be cleared you will be notified.



The last two utilities are explained with their description pop up. Backups are always recommended beforehand.

Clean up Add Charges file



Recalculate Job Totals

