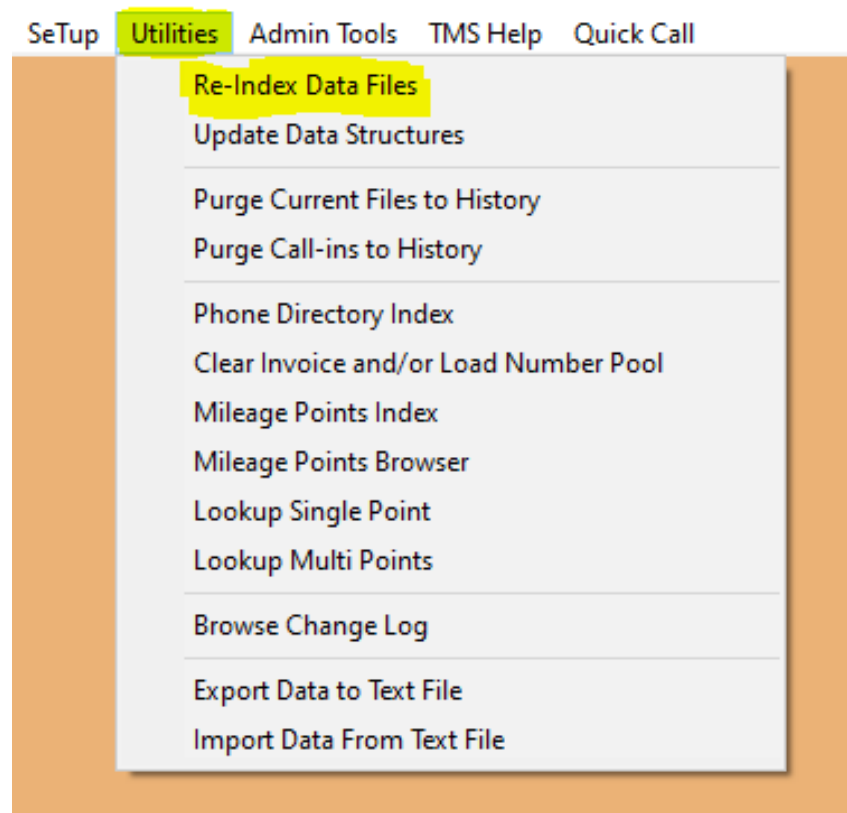## UTILITIES MENU OVERVIEW

Most of the items on the Utilities Menu should only be done under direction of the Support Team

EXCEPT

Re-Index Data Files! Re-indexing tidies up the files for better sorting and functionality. Think of it this way, while you are working away in dispatch you are sort of pulling files in and out of a "filing cabinet". After a while things get messy and maybe even accidently put back in the wrong place. Re-indexing allows the program to tidy everything up and re-file the files where they need to be in order to function at their best!

This should be done frequently depending on your program usage and size of data files.

For example most people will probably be able to re-index weekly, but heavy users should re-index twice weekly or even daily. You will need to schedule this according to when everyone is out of Dispatch for the length of time needed to complete the index process.

SeTup **Utilities** Admin Tools TMS Help Quick Call

> Re-Index Data Files
> Update Data Structures
>
> Purge Current Files to History
> Purge Call-ins to History
>
> Phone Directory Index
> Clear Invoice and/or Load Number Pool
> Mileage Points Index
> Mileage Points Browser
> Lookup Single Point
> Lookup Multi Points
>
> Browse Change Log
>
> Export Data to Text File
> Import Data From Text File

The first question you will be presented with is to choose to index all files or do them selectively.

You will want to choose ALL files, unless otherwise directed by the Support Team.
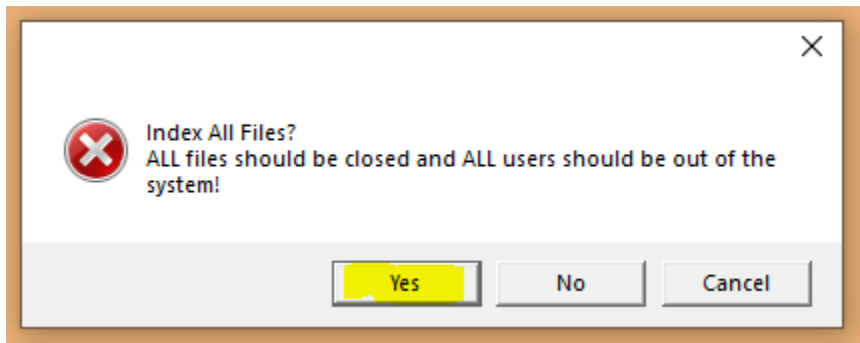
The second question is referring to deleted records. When you delete something you are actually "marking" it for deletion. Think of it as an office trash can. When you delete something you are putting it in the trash can. It is still available to be "removed" or recalled. When you PACK the files you are basically taking the trash to the curb to no longer be seen again! It is no longer available to be recalled. Most of our delete buttons are actually toggles and if BEFORE YOU PACK you hit the delete button on a record marked for deletion you can actually recall that record. Unless you know you need to pack you will usually answer NO.
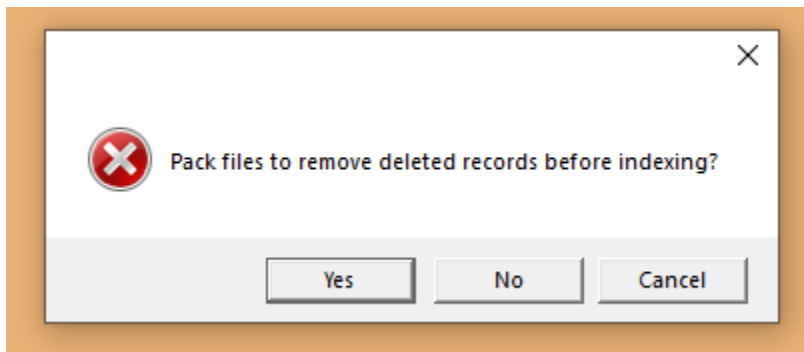
Once you answer the re-index will start and you will see files scroll by
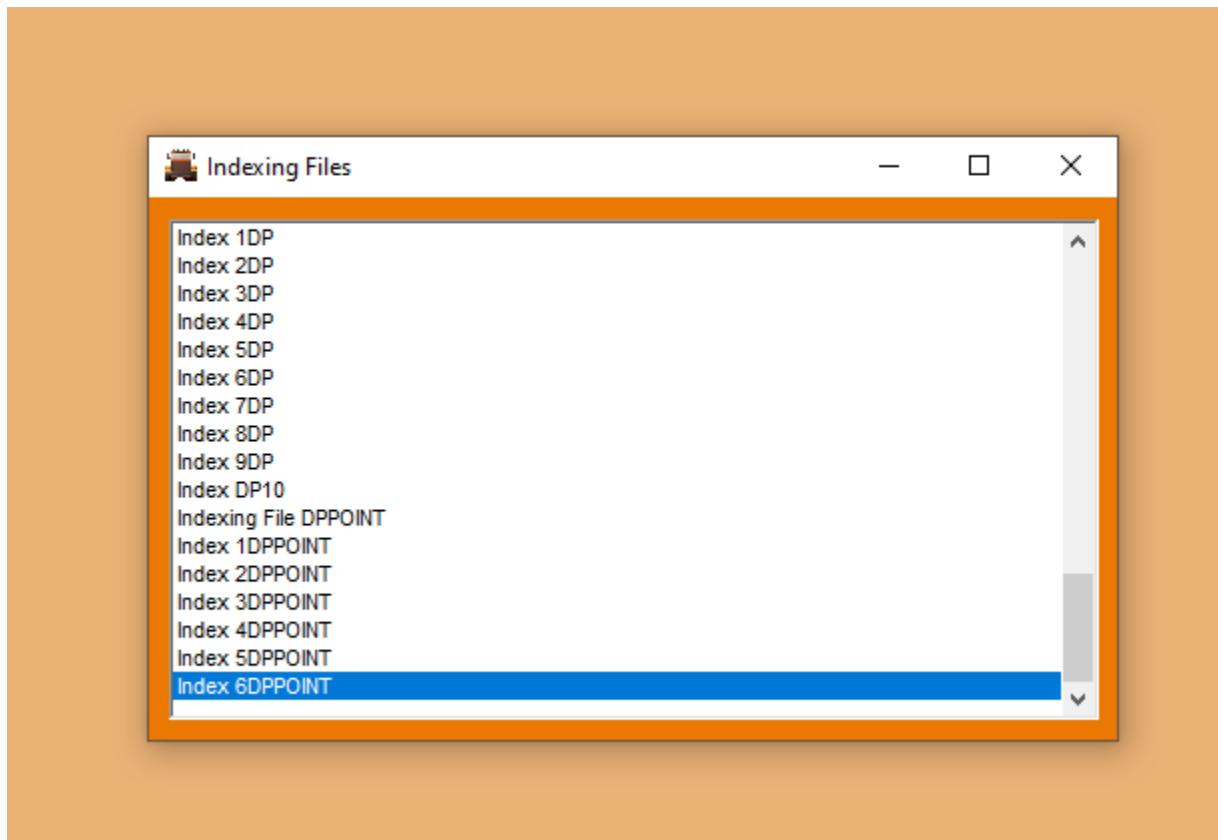
When this box disappears you are done!

As previously stated most of the other utilities should only be done under direction of the Support Team. If you and the Support Team have discussed purging please see the separate help document for assistance.