



## A & L COMPUTER SOFTWARE LIMITED

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### Daily Item Checklist (A&L HERO\*)

Indexing is a maintenance feature ensuring the integrity of your information and the files are in its proper order when retrieving the file (i.e. sorting, etc...) Performing the "Index All", procedure first thing in the morning may prevent interruptions that may normally occur during the day.

You can initialize indexing before shutting down the main station at the end of the day or starting it up in the morning. Please run the following from the RAS Server.

1. Choose **FILE / LIST** and **INDEX ALL**

2. A question will appear

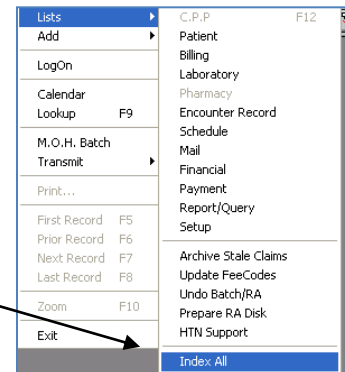
*"Lengthy operation & needs other users logged off! Continue?"*

3. If no one is in the program choose **YES**, if not make sure ALL

workstations are logged off A&L HERO\*

**Important: It is important that INDEXING is performed with no one in the A&L HERO\* program. The Program will not perform its functions if it is interrupted during the process or if someone is in the A&L HERO\* program.**

4. Once INDEXING is complete question will appear *"Now is a good time to backup your invaluable data"*. Choose **OK** and continue on as you were.



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- In general, indexing is a maintenance feature. If the question (to index) appears during the day, be sure to click on "YES" to index.

- When indexing, please ensure you are not using up valuable resources on the main PC (i.e. using resource intensive software). It's best to batch and transmit twice a week or to follow a regular schedule. Please batch and transmit more than once a month!

- If you print reports on a dial basis, it is a good idea to do a quick index before you print. This should prevent any misprinting for the rest of the day.

- Please be sure to defrag your PC / Server as part of your regular maintenance schedule.

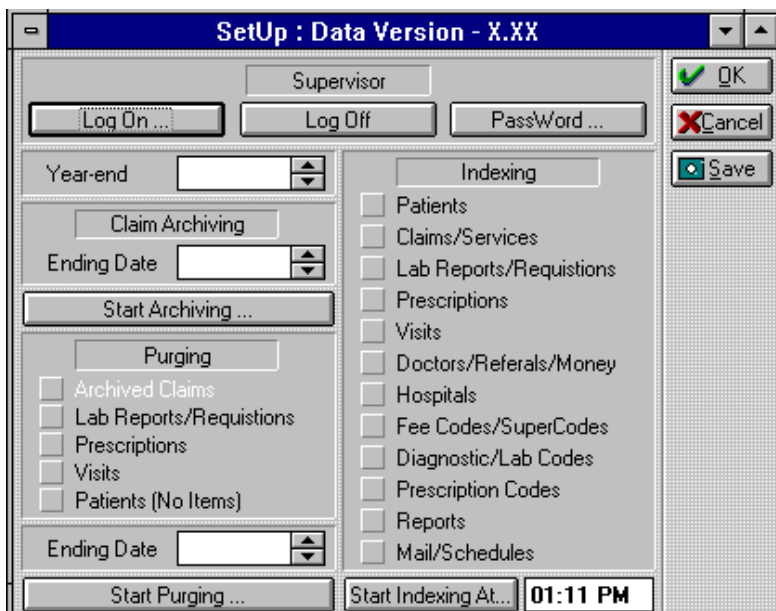
## Indexing from the Setup Utility screen

Depending on your configuration, the RAS Server may not necessarily be the computer with the main database files. Sometimes indexing from the main computer is necessary in order to ensure that the files are indexed thoroughly. In managing its various databases, **A&L HERO\* for Windows** makes extensive use of *indexes*, specialized files that greatly enhance the ability of the program to access records quickly. It is a good idea therefore to rebuild these files periodically through indexing.



### Setup Utilities

Click the **Utilities** icon once to access Supervisor functions. Your screen should resemble the one below:



To index immediately:

- Before proceeding, ensure that no one else is using the program.
- Select the desired database files by clicking once in the appropriate box beside the name. A check mark denotes the selection.
- When all files are selected click once on the **Start Indexing** button on the lower right portion of the screen.
- At this point a dialogue-box is displayed, advising you that this process could take some time depending on the number of files selected and their size, and prompting you to confirm that you wish to index at this time. Select **Yes**.
- A prompt will indicate the database files that are being indexed, followed by notification when indexing is complete.