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To receive technical support and notices of upgrades and announcements, your copies of Adagio DataCare must be registered.

To register, install Adagio DataCare as you would any other Windows application. When you start up any Adagio application for the first time, you will be presented with a screen that gives you the option to register. Enter your company information and print the registration form to be mailed or faxed to Softrak Systems Inc.

Adagio DataCare requires registration within 60 days of first use. It will cease to operate after 60 days have elapsed without a registration code.

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Chapter 1 Overview

What is Adagio DataCare?

Adagio DataCare was designed to save you time. It can run a data integrity check on all, or a select number of Adagio data sets all within the one DataCare program. This saves you from having to open each and every Adagio module you have installed, then run both the data integrity check function and the back up function for each module.

By creating DataCare Jobs, you can set up a group of tasks you want DataCare to do for you. You can then run all those tasks at the click of one button by simply running that Job in DataCare. For example, you can create a Job that includes running a data integrity check for all your Adagio modules, and making a back up of your data for each module.

You can also run DataCare unattended, for example, at night, when all Adagio users are out of the database. You can do this by running delayed Jobs in Adagio DataCare or you can schedule Jobs using the Windows scheduler. This way, no operator entry is required when running DataCare.

DataCare is also fully customizable. You can:

- Select which modules you want to run the data integrity check on
- Select which modules you want to run an automatic back up for
- Select if you want all file types and/or additional folders or files in folders backed up
- Optionally upload a copy of your backup to vitalEsafe
- Select to have DataCare compact your data to help optimize performance
- If there are errors in your data, you can have DataCare automatically run the rebuild function to correct the errors

What is Adagio DataCare?

- If you want to be alerted of data integrity errors, DataCare can automatically send an e-mail to any address alerting you when errors in your data are found
- You can also have DataCare run a batch file that could, for example, write information into a log
- DataCare can also automatically print a Data Integrity Check report for you. That way, if you run a delayed Job at night, when you arrive at the office in the morning, the report will be ready and waiting for you.

About Adagio

Adagio Accounting is designed for organizations that manage over \$1 million in sales/revenue, with significant transaction volume and at least one person responsible for managing those transactions. This modular accounting system combines a batch interface that is easy to understand and control with online processing in order entry and inventory control. Additionally Adagio provides dynamite-looking invoices, checks and statements on blank paper. All of this without being forced to use a mouse during data entry or any of the other accounting procedures. Simple procedures and built-in software make it a snap to email or fax letters, statements, invoices, etc..

Adagio Fundamentals

Other important information about Adagio DataCare is included in your Adagio Fundamentals manual. Adagio Fundamentals covers information and functions that are similar across all Adagio applications, such as keyboard shortcuts for data entry. Be sure to read Adagio Fundamentals for valuable information about working with Adagio DataCare.

About Softrak

For over 25 years, Softrak has created accounting and reporting software to make the tasks required in the accounting department simple and straightforward, even in high volume businesses. If you have any suggestions about how we can improve this module, please visit our web site at www.softrak.com.



Chapter 2 *Configuring Adagio DataCare*

Before you can start using Adagio DataCare, you must take the time to complete the setup procedures in this chapter and in the next. It can take some time to perform all of these steps, but a complete setup will ensure that you benefit from all the features of the software.

This procedure is usually completed by a system administrator. This person should be knowledgeable about both your computer system and your company's banking and accounting procedures.

In this chapter, we will explain the following procedures:

- Creating and opening data files
- Setting the Workstation Options

Installing Adagio DataCare

Installing Adagio DataCare is similar to installing other Adagio modules. The Adagio Fundamentals manual provides complete details on installing Adagio DataCare.

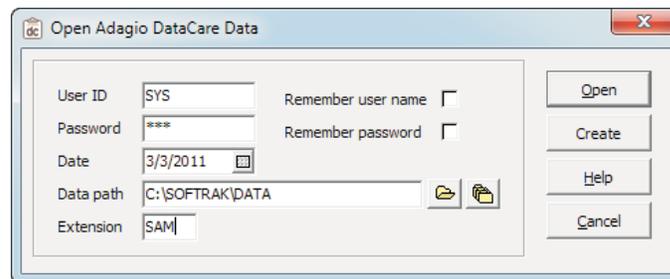
Opening Data Files

Opening Data Files

When you start Adagio DataCare from the Windows Start menu, the **Open Adagio DataCare Data** dialog will automatically open. This allows you to enter your user ID and password, and select a data set to open.

Note

The system administrator's default User ID is SYS and the password is SYS. You should change this password before you allow others to access the system.



Adagio will automatically select the current date to be used as the 'session date'. Click the **Open** button to open the selected data set and begin using Adagio DataCare.

You may be asked to enter the paths to currency and EZTask files. Enter the path to your **\SOFTTRAK\SYSTEM** folder; or click the **File** buttons to explore your computer or network to locate the folder. When you have entered the full directory paths, click **OK**.

Creating New Data

Data files are the files that will contain your accounting data. They are stored separately from the program files. Before creating the data files, you should determine the drive, directory and filename extension that you will use. We recommend that you use the same location and extension as files from other programs that will integrate with Adagio DataCare. For example, if you are using other Adagio programs, you might choose the directory **M:\SOFTRAK\DATA** (where 'M' is an example of the mapped drive on your server where your Adagio programs are installed; although this doesn't have to be the location of the data being created).

To create Adagio DataCare data files:

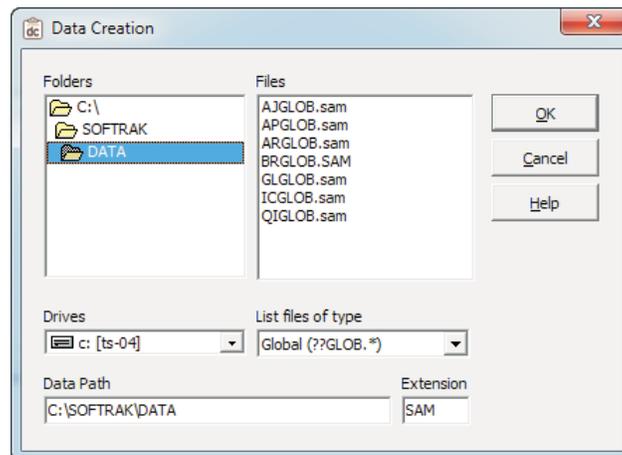
When you start Adagio DataCare, the **Open Adagio DataCare Data** window will open.

- 1) Enter your **User ID** and **Password**. The current date is automatically selected.

Note

The user ID for the System administrator is SYS. The default password is SYS. It is strongly recommended that you change this password before you allow other users to access the system.

- 2) Click the **Create** button and the **Data Creation** window will open.



Creating New Data

- 3) In the **Folders** section, select the folder where you want to create the data. You should choose a folder with nothing else in it, or choose a folder that you are using for your other Adagio modules' data.
- 4) Alternatively, you can type in the data path in the **Data Path** field at the bottom of the window.
- 5) In the **Extension** field, you can enter a three-character code that will become the filename extension for all your data files. In the example above, we have used the extension SAM, which stands for "Sample Data."
- 6) Click the **OK** button to create the data. The program will ask you to confirm that you want to create DataCare data in this folder. Click **OK** to confirm.

You may be asked to enter the paths to currency and EZTask files. Enter the path to your **\SOFTTRAK\SYSTEM** directory; or click the **File** buttons to explore your computer or network to locate the directory. When you have entered the directory, click **OK**.

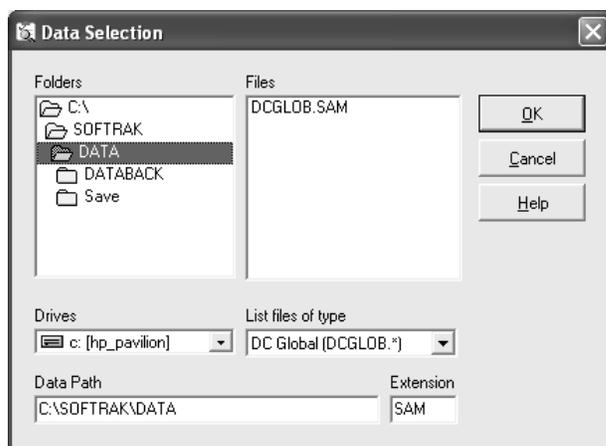
Once you have set up data files, each time you start Adagio DataCare, the most recently opened data files' path and extension will automatically appear in the **Open Adagio DataCare Data** dialog. All you will have to do is enter your user ID and password, then click the **Open** button.

Logging into DataCare

Logging into DataCare

The **Open Adagio DataCare Data** dialog box appears each time you start Adagio DataCare.

Adagio DataCare comes preloaded with the user ID of **SYS** and a password that is also **SYS**. Unless this is an upgrade from an earlier version of Adagio DataCare, you must log in with this user ID and password the first time DataCare is used. This is the default Adagio system administrator user ID. It cannot be deleted but the password can be changed. Since it provides access to all Adagio DataCare screens and functions, you may want to change the password for security purposes. Please refer to your online Help or *Adagio Fundamentals* manual for instructions on changing the user ID and password.



The following table describes each field:

Field	Description
UserID / Password	Each Adagio user should be assigned a unique user identification code and password within User Setup . Refer to the online Help documentation or <i>Adagio Fundamentals</i> manual for more information

Logging into DataCare

Field	Description
Remember user name / password	Turn this option on to have the Adagio user ID and/or password remember and authenticated by the Windows user. This allows you to default your Adagio userID and /or password by logging into Windows (on the same workstation).
Date	<p>This is the session date. It defaults to the current system date. If you need to change the date, use the calendar button to the right, or type in the desired date.</p> <p><i>NOTE: If you want to log into DataCare using a session date within the last used session date month and year, all you need do is type one or two numbers representing the day you want to use. (eg. If your last session date was 2/11/2011 and you now want to log in using 2/15/2011, all you need do is type 15 in the date field. The month and year are remembered from the last time you logged in.)</i></p>
Last access	This is the session date used when you last accessed or ran Adagio DataCare with the data path that initially displays in the Data path.

Logging into DataCare

Field	Description
Data path	<p>Enter the drive and data path for your company's data by clicking once in this field and typing the information in, or by clicking the Browse button and selecting the correct drive and data path from the Data Selection dialog box that appears.</p> <p>There is another button to the far right of this field. Click this 'multiple folder' button to view a list of Previously Opened data sets. This feature is especially helpful if you are maintaining multiple data sets (eg. Adagio DataCare data for multiple companies). If you wish to use one of these previously-opened data sets, simply click the desired Company Name to select it, then click Open.</p> <p><i>NOTE: Adagio DataCare can remember what data sets have been accessed by each Adagio DataCare user. The first time each user logs into DataCare, they will be prompted to respond whether or not they want Adagio DataCare to also load a default list of companies they have previously accessed. This is referred to as your Historical Access List.</i></p>
Extension	<p>Enter the extension used by your company's data here. For example, if you are using sample data, you would enter SAM here.</p>

Historical Access Lists

Adagio DataCare has the ability to maintain separate **Previously Opened** data set lists by user. As such, when users log into DataCare, their **Previously Opened** window will display only those companies/data sets they have accessed, which should speed their search for a particular data. To facilitate this, the first time a user logs into Adagio DataCare, they will receive be prompted for if they would like their **historical company access list** set up.

Select **Yes** to have DataCare retain the original list of companies all users have access and then remember which subsequent companies/datasets have been accessed by each user separately.

Select **No** to begin with a blank **Previously Opened** list and have only the list of datasets accessed by each user since responding to the prompt display each time the

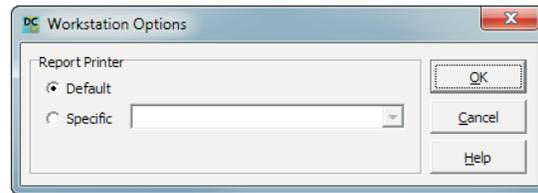
Logging into DataCare

Previously Opened window is opened by that user (i.e. the multiple folder button is accessed from the Open Adagio DataCare Data window).

Setting Workstation Options

Setting Workstation Options

You may set the printer used in Adagio DataCare.. To open the **Options** window, select **File | Workstation Options** from the menu bar.



The following table describes the fields on this window:

Field	Details
Report Printer	Select the printer that you wish to use as your default printer for reports. Click the Default radio button if you want to use your Default printer as set up in your Windows Control panel, or click Specific and select an alternate printer.

Settings saved by station

The options you set in the **Workstation Options** window will be saved by workstation, so that if different users are connected to different printers, each user can set up their own printer options awithout affecting other users.



Chapter 3 *Setting Up Adagio* *DataCare*

You're almost ready to start using Adagio DataCare. First you need to enter your Company Profile information and begin creating Jobs for DataCare. This chapter will show you how to do the following:

- What are File Integrity Checks
- What are Application Integrity Checks
- Entering the Company Profile
- Creating Jobs

File Integrity Check

File Integrity Check

Before you begin setting up Adagio DataCare, it's important to understand what a File Integrity Check is. The File Integrity Check helps to prevent loss or damage to your accounting data files by checking the physical integrity of indexed files (ISAM files).

The File Integrity Check ensures that keys in the index files match key fields in the data record in the database. It checks for orphan data records (data records not in the index) and for keys in the index with no corresponding data records.

**Note**

Indexed files are used to quickly locate information in a database. Examples of indexed files are Adagio Ledger Accounts files and Adagio Receivables Customer files.

With each Job you create in DataCare, you can indicate whether you want to run a File Integrity Check and/or an Application Integrity Check.

Normally you will want to perform a File Integrity Check with each Job run in Adagio DataCare. However, if you are rechecking a database and want to run only an Application Integrity Check, you may want to define a special job that skips the File Integrity Check.

Application Integrity Check

Application Integrity Check

The Application Integrity Check does a detailed check of the internal integrity of data specific to the Adagio application. This check verifies that master accounts exist for all transactions and verifies that master account totals equal transaction totals.

Normally, you will want to perform an Application Integrity Check. If you have a very large database with data for many applications, you may want to reduce the total time taken to run a Data Integrity Check. This may be necessary if performance over a network is an issue or if you have a limited “window” of time to complete the Data Integrity Check (for example users work during nights and evenings and may have open files that could interfere with network backup processes). In this case you might configure Jobs to partially check data on alternate nights to ensure data is completely checked.



Note

Application Integrity Checks are not done unless the File Integrity Check passes with no errors. If there are File Integrity errors this often causes the Application Integrity errors to be reported.

Company Profile

Company Profile

Now that you understand some basic concepts for integrity checks, the next step is to provide information about your company by selecting **Company Profile** from the **Edit** menu. There are five tabbed data entry screens to complete:

- Company Profile
- Job Defaults
- Backup
- Email
- On Success
- On Failure

Company Profile Tab

The **Company Profile** tab allows you to enter general information about your company, such as your company name, address and contact numbers.

The screenshot shows a window titled "Edit Company Profile" with a tabbed interface. The "Company Profile" tab is active. The form contains the following fields and values:

Field	Value
Company name	Adagio Corporation, Inc.
Address	100 North Charles Street Baltimore, MD
Zip/Postal	21201
Phone	555 433-1200
Fax	
Company number	1
Contact person	Karen Pluebell
Company color	<input type="checkbox"/> Background

Buttons for "OK", "Cancel", and "Help" are located on the right side of the dialog box.

Company Profile

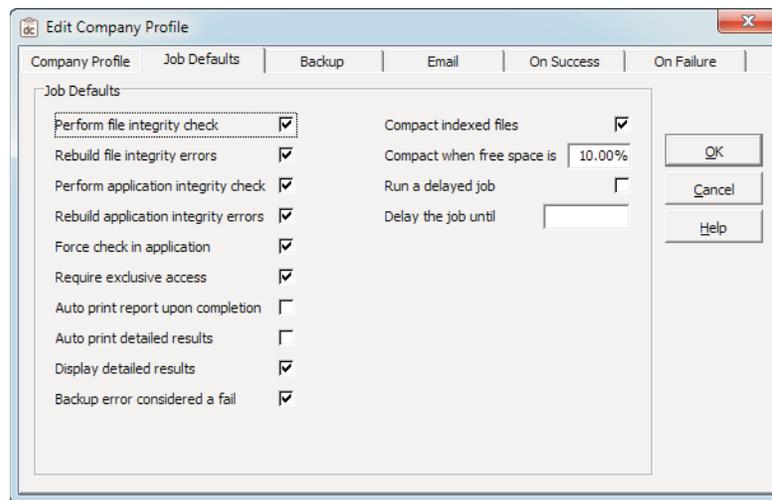
Enter the appropriate information in the **Company Name, Address, Zip/Postal, Phone** and **Fax** fields as you want this information to appear on reports.

Field	Entry
Company number	This field may be left blank or used to identify Adagio DataCare records for different companies or divisions.
Contact person	This field may be left blank, but can be used to identify contact persons when more than one company or division is identified in the above field.
Company color / Background	<p>Turn this option on if you want to set a different background color for the main windows of Adagio DataCare. The background color you choose is saved with this database. Each time you open this database the same background color will be used.</p> <p>This is useful if you work with multiple databases and want an easy, visual way to separate them. Setting a different background color for each one allows for that visual differentiation.</p> <p>When you turn this option on, you must then click the Background button and select a color from the pop-up window that appears.</p>

Company Profile

Job Defaults Tab

The **Job Defaults** tab gives you the opportunity to set default values for creating new Jobs. All of these options can be changed for each individual Job, however, setting these defaults to the most common options you will use can make it faster when creating new Jobs. You won't have to alter as many fields for each new Job you create.



The following table describes the fields on the **Job Defaults** tab.

<i>Field</i>	<i>Entry</i>
Perform file integrity check	If you normally want a Job to perform a file integrity check on the selected modules, turn this option on. Since this is just the default value for creating new Jobs, you would normally turn this option on.

Company Profile

Field	Entry
Rebuild file integrity errors	<p>If you normally want DataCare to attempt to rebuild your data when integrity errors are found, turn this option on.</p> <p>If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</p> <p>NOTE: DataCare needs exclusive access to the database to rebuild integrity errors. Therefore, ensure you have the field Require exclusive access below turned on.</p>
Perform application integrity check	<p>Turn this option on if you commonly want Jobs to perform an application integrity check. This will scan the selected module's application files looking for errors.</p>
Rebuild application integrity errors	<p>If you normally want DataCare to attempt to rebuild your application files when integrity errors are found, turn this option on.</p> <p>If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</p> <p>NOTE: A rebuild cannot be done unless DataCare has exclusive access to the module.</p> <p>This feature is supported by most, but not all, Adagio modules.</p>

Company Profile

<i>Field</i>	<i>Entry</i>
Force check in application	<p>This is a useful option that will force the user of an Adagio module to run a Data Integrity Check before being able to use the module.</p> <p>For example, when errors are found in a data set, it's important to run another Data Integrity Check to ensure there are no additional errors.</p> <p>When this option is turned on, the next time a person starts the module in which errors were found, a warning window will appear indicating that it is necessary to do another Data Integrity Check before continuing to use the module. All menu items will be disabled except Data Integrity Check.</p> <p>Another use for this option would be if you wanted to view the errors of the Data Integrity Check before attempting to repair them. In that case, turn off the Rebuild application integrity errors option and turn this option on. This way, DataCare will not attempt to rebuild, but it will force users to do another Data Integrity Check before using the module in question.</p> <p><i>NOTE: This feature is currently supported by most, but not all, Adagio modules.</i></p>

Company Profile

Field	Entry
Require exclusive access	<p>Turn this option on to require that Adagio DataCare has exclusive access to the data it is checking. If you have selected Rebuild file integrity errors or Rebuild application integrity errors above, you will need to have this option turned on since Adagio requires exclusive access to the data to rebuild.</p> <p>If you don't require exclusive access, false errors could be reported if another user has the database open. For that reason, you cannot rebuild unless you have exclusive access.</p> <p>Reasons you might NOT require exclusive access:</p> <ul style="list-style-type: none"> ◆ You want to run a check during the day while other users are in the database and you are prepared to accept possible false errors being reported. ◆ You run a delayed or scheduled job at night and there is the possibility a user may forget to log out of the database. In this case, you may want the Data Integrity Check to run anyway. Since the user is not there and not actually doing anything in the program, the chances of false errors being reported are minimal. ◆ You do not have DataCare automatically rebuilding any errors it may find and your job also runs a backup before data integrity is checked. Backup will continue to run. ◆ You don't want DIC to rebuild filters. (Note that only master record filters are ever rebuilt.)
Auto print report upon completion	<p>Turn this option on if you want DataCare to automatically print the Data Integrity Report after running a Job that includes a data integrity check.</p> <p><i>NOTE: Use this option with delayed or scheduled Jobs so that the report is printed and ready for inspection in the morning.</i></p>

Company Profile

Field	Entry
Auto print detailed reports	If you want detailed reports printed automatically each time you run the Data Integrity Check function in DataCare, turn this option on. This will become the default for creating new Jobs. You can still change this option for each Job.
Display detailed results	<p>When you run the Data Integrity Check in Adagio DataCare you have the option of viewing a summary of the results or detailed results. If you prefer to see detailed results, turn this option on. This will become the default when creating new Jobs.</p> <p><i>NOTE: You still have the option to turn this off on the Data Integrity Check window using the Show details check box at the bottom of the window.</i></p> <p><i>And, you can always see the details of any Job Run using the History function of DataCare.</i></p>
Backup error considered a fail	<p>Turn this option on if you want DataCare to consider a Job Run a failure if there were errors in creating backups of the files.</p> <p>If you turn this option on and DataCare encounters an error when trying to back up the files, it will consider the run a failure and it will follow the "On Failure" rules set out in the On Failure tab of the Company Profile, such as e-mailing the results.</p> <p><i>NOTE: An example of a failure would be if the destination specified in the 'Copy backup to' option on the Backup tab doesn't exist.</i></p>

Company Profile

Field	Entry
Compact indexed files	<p>You can have DataCare compact the index (ISAM) files.</p> <p>When records are deleted in an ISAM file in an Adagio database, a space is left in the file for future reuse but the size of the file on disk does not decrease. Typically, functions in Adagio that purge files or move transactions to history create empty space in ISAM files. If these functions are run regularly the space freed up is reused in the normal course of running the product. However, if transactions are allowed to build up to a high level and not purged regularly, say until Year End, the amount of space could be significant. In this case compacting the file can reduce the size of the database on disk, the size of backup files and the time taken to run a Data Integrity Check.</p> <p>If you want DataCare to do this, turn this option on.</p> <p><i>NOTE: If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</i></p>
Compact when free space is	<p>If you have chosen Compact indexed files above, enter the percentage of empty space to allow in the file as the point at which you want DataCare to compact index files.</p> <p>For example, if you entered 5%, DataCare would only compact an index file when 5% or more of the file contains empty space.</p> <p>Zero percent is not allowed. This prevents DataCare from unnecessarily compacting files that have no empty space. Compacting files will increase the length of time to complete a data integrity check. For this reason it is recommended you set the percentage to 10% or higher.</p>

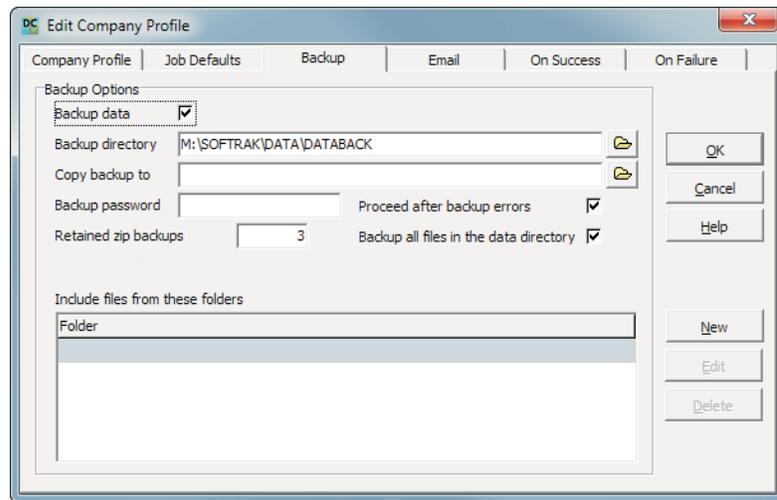
Company Profile

Field	Entry
Run a delayed job	<p>You can have DataCare run specific Jobs automatically at a selected time. For example, if you wanted the Job to run after everyone has left the office (so that users do not need to exit Adagio programs while you run a Data Integrity Check), this function will allow you to do so.</p> <p>If you want most of your Jobs to run at a delayed time, turn this check box on. You can then enter the time in the Delay the job until field.</p>
Delay the job until	<p>If you have Run a delayed job selected above, enter the default time you normally want Jobs to run, using the 12-hour time format including AM and PM indicators. For example, if you entered 11:00 PM, when you select to run the Job, DataCare simply waits until the current time reaches the time you enter.</p> <p>If you enter a time earlier than the current time of day and run a delayed job it will not start until the next day.</p> <p>To schedule jobs daily or on specific days of the week, use the Windows scheduler. See the section in Chapter 4 for more information.</p> <p><i>NOTE: Make sure the time on your computer is correct. This clock can be changed using the Windows interface. Double-click the clock at the bottom-right hand of your screen to correct the time.</i></p>

Company Profile

Backup Tab

The **Backup** tab of the **Company Profile** allows you to select data paths and options for the Backup function.



The following table describes the fields on this tab. These options allow you to select whether or not you want to use the Backup feature, and where you want to save the backup files among other things.

None of the options on this tab are active if the **Backup data** option is turned off.

Backup files are made to .ZIP files which can be opened with programs such as WinZip®.

Note — *If your Adagio data is backed up by some other process, for example the entire network is backed up every night, you may not need DataCare to make backups.*

Field	Entry
Backup data	If you want to use the backup function of Adagio DataCare, turn this option on. If you do, the following fields will become available.

Company Profile

Field	Entry
Backup directory	<p>Indicate the directory folder where you want DataCare to store the backup files it creates. To select a directory on your computer, click the Folder button next to this field and select the appropriate directory.</p> <p><i>NOTE: If you want to create a new directory, just type the path and directory name in this field. When you click OK on the Company Profile window to close it, DataCare will ask if you want to create this new directory. Click Yes to confirm.</i></p> <p><i>The default folder is \DATABACK under your Data directory.</i></p>
Copy Backup to	<p>If you want to create an additional copy of the backup files, enter the directory where you want DataCare to store copies of the files.</p> <p>You may want to copy the backup files to another physical drive on the computer, or another computer on your network which would allow you to restore the data from there should your original backup fail.</p>
Backup password	<p>If you want to assign a password to the backup file, enter the password here. If you do, you will need to enter the password to restore from backup files.</p> <p><i>NOTE: The password for the backup ZIP files is encrypted in the DataCare database for security.</i></p>

Company Profile

Field	Entry
Retained zip backups	<p>DataCare can archive past backup files for you. For example, if you want DataCare to save the last three backups, enter 3 in this field. The last three backups DataCare runs will always be kept in the folders selected above.</p> <p>When DataCare has created its fourth backup, it will delete the oldest so that only three backups remain. It will also delete any copies of the backup files (as indicated in the Copy backup to field).</p> <p>If you enter 1 in the Retained backups field, DataCare will always overwrite the existing backup file with the new backup.</p>
Proceed after backup errors	<p>If you want DataCare to stop running the backup function if errors occur during the backup process, turn this option off.</p> <p>An example of a backup error could be that the Copy backup to destination does not exist. For this reason, you may not want to continue the backup. Note that backup errors will be noted in the report and will constitute a fail.</p>
Backup all files in the data directory	<p>Turn this option 'on' if you want DataCare to back up all files in the data folder, regardless of their file extension.</p> <p>This could be very useful to ensure that non-Adagio files used by Adagio, such as import and export files having .CSV and .xls etc. extensions, are backed up along with the Adagio data.</p>

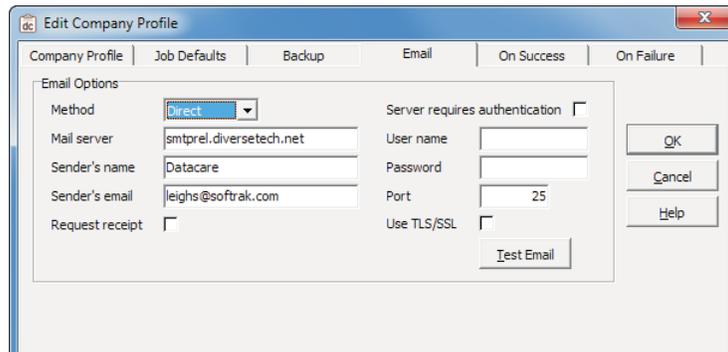
Company Profile

Field	Entry
Include files from these folders	<p>Use this feature to specify additional folders and/or files stored outside of the data folder to be included in the backup. Use the New, Edit and Delete buttons to do so. Please note the following:</p> <ul style="list-style-type: none">◆ wildcards * or ? may be used within a file name,◆ when specifying an entire folder, either type the entire path to the folder or use the Browse button to select a particular file stored within the folder and backspace over the file name. <p>NOTE: You may use /s with the folder path to indicate that all subfolders in the path should also be backed up, rather than manually entering each subfolder path.. For example, you might enter x:\Softrak\OEWIN\Samdata\Reports /s or x:\Softrak\OEWIN\Samdata\Reports\wildcard.pdf/s. In the first example, *.* is assumed. UNC paths may also be used.</p>

Company Profile

Email Tab

The **Email** tab of the **Company Profile** allows you to indicate what email account and address you want to use for the email function. The email function can send an email to the specified address(es) alerting you or someone else when data integrity errors are found.



The following table describes the fields in the **Email** tab.

Field	Entry
Method	Using a mail client such as Outlook has the advantage of keeping a record of sent mail in the Sent box. Your mail client is often configured already and granted access through any firewall. Some versions of Outlook require user input whenever another application (such as DataCare) sends an email to it which is not useful if the user is not present to respond. In this case you should use Direct . <i>NOTE: only the Request receipt field and the Test Email button are active for when you select MAPI. All other email fields are not applicable to MAPI and are disabled.</i>
Mail server	Enter the mail server address in this field. For example, your mail server might look something like mail.company.com . If you don't know your mail server name, ask your system administrator.

Company Profile

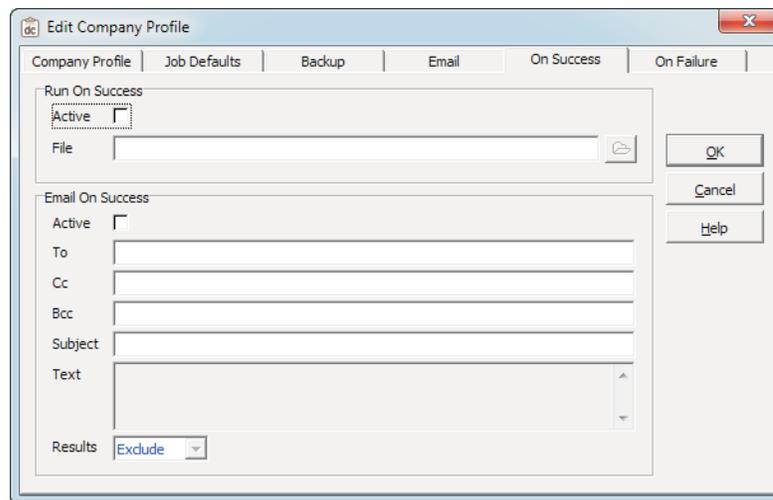
Field	Entry
Sender's name	<p>This field allows you to indicate who the email is being sent from. Normally, you would enter the name used by the sender's email account. For example, you might enter the system administrator's name.</p> <p>You could also enter Adagio DataCare. That way when the email is received, it would appear in their email client as though Adagio DataCare sent the email.</p>
Sender's email	Enter the sender's email address.
Request receipt	If you want to request the receiver to send you a return email as a "receipt" to indicate that he or she received the email, turn this option on. When they receive the email, their e-mail client will ask them if they want to send a receipt back to the Sender's email .
Server requires authentication	If the mail server you entered in the Mail server field requires a valid user name and password, turn this check box on. You can then enter the user name and password in the following fields.
User name	If you have Server requires authentication turned on, enter a valid user name in this field.
Password	Enter the password for the above user name in this field.
Port	If your internet service provider uses an email port of other than 25 (the Adagio default), enter the ISP port number here.
User TLS/SSL	Enable this option if you use Transport Layer Security (TLS) / Secure Socket Layer (SSL) for secure email servers.
Test Email	Once you have entered all the above fields, click this button to send a test email which will be sent to the e-mail address entered in the Sender's email field. This will help you ensure you have entered valid information for the server and account names.

Company Profile

On Success Tab

The **On Success** tab of the Company Profile is where you can indicate whether you want DataCare to run a program or batch file when successful integrity checks are run with no errors found, or send an e-mail to any number of e-mail addresses.

This tab has two sections: The **Run on Success** section and the **Email on Success** section.



Run On Success

This section allows you to select a program or a batch file to run when DataCare has run a successful Data Integrity Check. For example, you might want to create a batch file that writes information from DataCare into a log, or perhaps a program to initiate sending of data to a head office.

If you have such a file you would like to run after a successful Data Integrity Check, click the **Active** check box to turn this option on, then select the file to run using the Folder button to the right of the **File** field.

Company Profile

Email On Success

The following table describes the fields in the **Email on Success** section of the **On Success** tab.

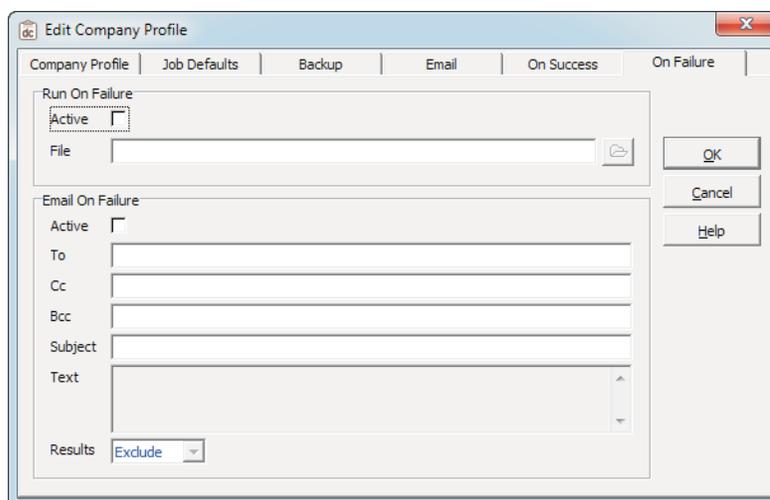
Field	Entry
Active	<p>If you want DataCare to send an email when each successful data integrity check is run and no errors are found, then turn on the Active check box in this section of the On Success tab.</p> <p>If you turn this check box on, the following fields will become active.</p>
To	Enter an email address, or several email addresses separated by commas. This is the email address (or addresses) you are sending the report to.
Cc	Enter an email address to copy the same email to, just like in the Cc field of a regular email. If you want to enter more than one address, separate addresses with commas.
Bcc	This is the “blind carbon copy” field. If you enter email addresses in this field (separated by commas) these addresses will also receive the email, but the other recipients will not be able to see that the email was sent to these addresses.
Subject	Enter a subject for the email. For example, you might enter DataCare Results -- No errors were found.
Text	If you want to enter any additional text to the email, enter it here. This text will appear at the top of the email. For example, you might enter something like DataCare has run a Data Integrity Check and Backup for all Adagio modules. No errors were found.
Results	You can select to have the detailed results of the data integrity check included in the body of the email (select Append), or as a plain text (txt) attachment to the email (select Attach). If you do not want the detailed results sent, select Exclude .

Company Profile

On Failure Tab

The **On Failure** tab of the Company Profile is where you can indicate whether you want DataCare to run a program or batch file when data integrity checks find errors in your data, or send an email to any number of email addresses to alert them that errors were found. You can also include a detailed report with the email.

This tab has two sections: The **Run on Failure** section and the **Email on Failure** section.



Run On Failure

This section allows you to select a batch file to run when DataCare has found errors from its Data Integrity Check. For example, you might want to create a batch file that writes information from DataCare into a log. Or, it might copy data to a location for repair in the case of a failure.

If you have such a file you would like to run after a successful Data Integrity Check, click the **Active** checkbox to turn this option on, then select the file to run using the Folder button to the right of the **File** field.

Company Profile

Email On Failure

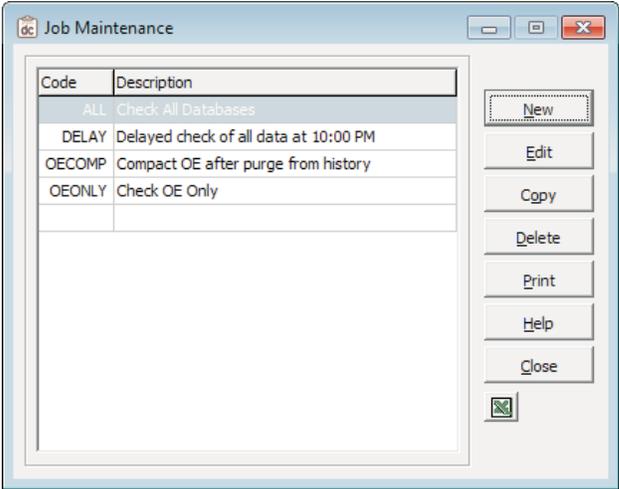
The following table describes the fields in the **Email on Failure** section of the **On Failure** tab.

Field	Entry
Active	<p>If you want DataCare to send an email whenever data integrity errors are found, then turn on the Active check box in this section.</p> <p>If you turn this check box on, the following fields will become active.</p>
To	Enter an email address, or several email addresses separated by commas. This is the email address you are sending the report to.
Cc	Enter an email address to copy the same email to, just like in the Cc field of a regular email. If you want to enter more than one address, separate addresses with commas.
Bcc	This is the “blind carbon copy” field. If you enter e-mail addresses in this field (separated by commas) these addresses will also receive the email, but the other recipients will not be able to see that the email was sent to these addresses.
Subject	Enter a subject for the email. For example, you might enter DataCare Results -- Errors Found .
Text	If you want to enter any additional text to the email, enter it here. This text will appear at the top of the email. For example, you might enter something like DataCare has run a Data Integrity Check and Backup for all Adagio modules. Errors were found in your data.
Results	You can select to have the detailed results of the data integrity check included in the body of the email (select Append), or as a plain-text (txt) attachment to the email (select Attach). If you do not want the detailed results sent, select Exclude .

Setting Up Jobs

Jobs are a set of tasks that you want DataCare to complete. You can create different Jobs to cover different tasks. For example, if you have a very large database with data for many applications, you may want to reduce the total time taken to run a Data Integrity Check. This may be necessary if performance over a network is an issue or if you have a limited window of time to complete the Data Integrity Check (perhaps users work during evenings, or have open files that interfere with network backup processes). In this case you might configure Jobs to check data for different applications on alternate nights.

To create a new Job, open the **Job Maintenance** window by clicking the **Jobs** button on the main toolbar, or by selecting **Edit | Jobs** from the main menu.

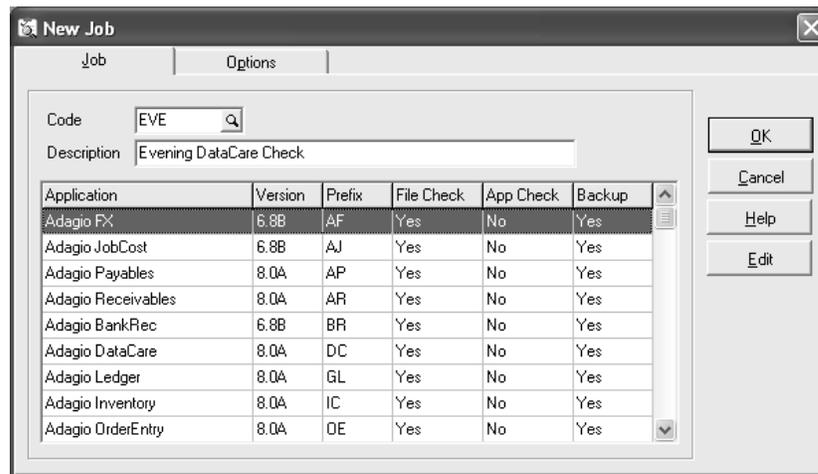


The **Job Maintenance** window lists all the Jobs you currently have set up in DataCare.

Setting Up Jobs

The New Job window

To create a new Job, click the **New** button on the **Job Maintenance** window. The **New Job** window will open. The grid in this window lists all the Adagio modules you currently have installed on your system. It also gives a summary of the DataCare options currently selected for each module.



Applications will only show up in this grid if data for the application exists in the data directory. Some reasons why modules do not show up in the grid include:

- You may have an application installed but have not initialized a database for the application for the company that is currently open in DataCare. In this case, the application will not appear in the grid.
- You may have data for an older version of an Adagio application that is not supported by DataCare. Or, you may have data for a third party application that is not supported by DataCare. Applications will only show up if DataCare supports the version of the database.
- A third party application may not use the Adagio Data Source (ADS) for its database. Third party applications can be supported as long as they use the ADS for their database. The developer of your third party application may not have written or released the extension to DataCare to provide support for their product.

If you have an existing Job and install a new application, and DataCare supports that application and version of the database, the new application will be automatically added to the Job and appear on the grid.

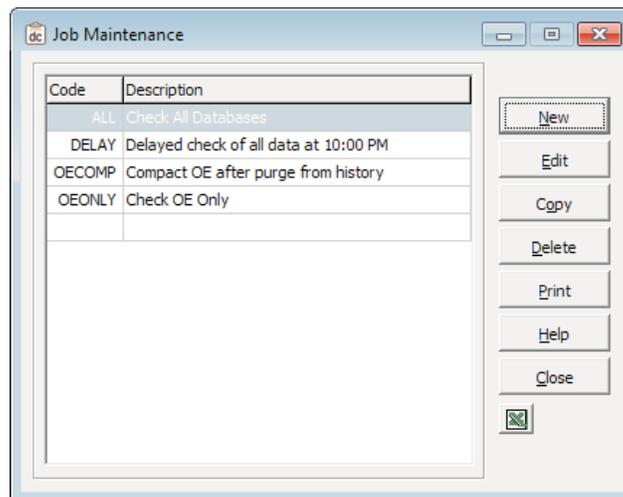
Setting Up Jobs

For example, let's say you have Adagio Ledger, Payables and Receivables installed, and you create a new Job in DataCare. At a later date you install Adagio DataCare and create a database for the company. Adagio DataCare will then appear in the grid. The entry in the job for DataCare will use the default Job settings from DataCare's Company Profile. Therefore when adding a new application you should check existing Jobs to ensure the job detail has the desired settings.

- Applications can also be automatically removed from the Job details in some cases. For example, if you install an upgrade to an application, and the application converts its database to a version not supported by DataCare, the application will be removed from all Jobs in DataCare. However, in most cases an upgrade to another application will also install an update to DataCare's program for checking the database.
- If you delete the database for an application, it will be automatically removed from any DataCare jobs.

To Create a New Job

From the **Edit** menu, select **Jobs** (or click the Jobs button in the toolbar).



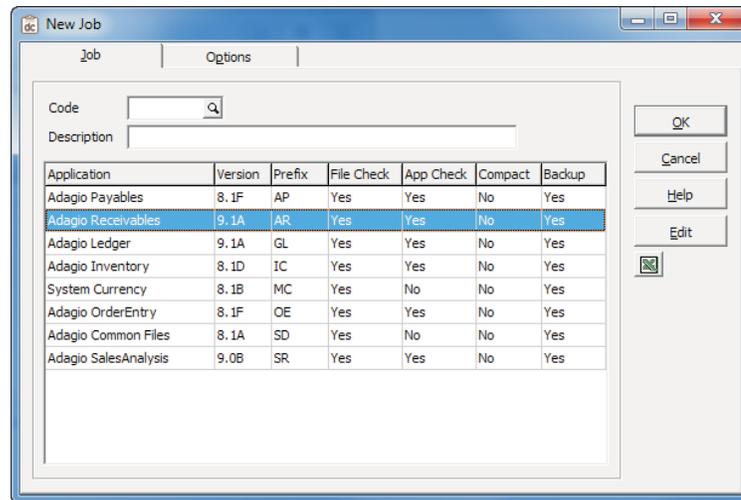
Note

If you have access to the Column Editor, you can change the columns/fields that display in this window. If you can see the Excel Direct button, you are able to export the information displayed in this grid to Excel, assuming it is installed. (Refer to the online Help for information about users and security groups.)

- 1) Click the **New** button and enter a new code to identify this Job in the **Code** field. You must enter a unique code here to create the job with. For reference,

Setting Up Jobs

you can click the **Finder** button to view a list of Job Codes that are currently in use for Adagio DataCare.



- 2) Enter a description for the new Job in the **Description** field.
- 3) For each module listed in the Job grid, either accept the defaults for that module for this Job, or double-click each module in the list for which you'd like to change the defaults and access the **Edit Job Detail** window.

Note

To save time when entering many Jobs, you can change the default settings for this window using the Company Profile's Job Defaults tab.

The **Spacebar** will toggle options displayed in the grid for a selected module on and off. When toggled 'on', the options are reset to the defaults defined in the **Company Profile - Job Defaults tab**.

The following table describes the fields on the **Edit Job Detail** window.

Field	Entry
Perform file integrity check	If you want DataCare to perform a Data Integrity Check on your dataset for the selected module, turn this option on.

Setting Up Jobs

Field	Entry
Rebuild file integrity errors	<p>If errors are found, you can have DataCare automatically attempt to fix these errors by turning this option on.</p> <p>If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</p> <p><i>NOTE: DataCare will need exclusive access to the database to rebuild file integrity errors. Therefore, you should have the Require exclusive access field on the Options tab for this Job turned on.</i></p> <p>There may be some cases when you will not want to attempt to rebuild file integrity errors. This function attempts to rebuild data as best it can. However, it cannot perfectly rebuild all types of problems in all cases. For more information, see the Rebuilding Data Errors section in Chapter 4.</p> <p><i>NOTE: If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</i></p>
Perform application integrity check	<p>Turn this option on if you want to perform an application integrity check. This will scan the selected module's application files looking for errors.</p>
Rebuild application integrity errors	<p>If errors are found in the application files for the selected module, you can have DataCare automatically attempt to repair those files by turning this option on.</p> <p>If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</p> <p><i>NOTE: If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</i></p>
Include in backup	<p>To include this module's dataset in the backup, turn this option on.</p>

Setting Up Jobs

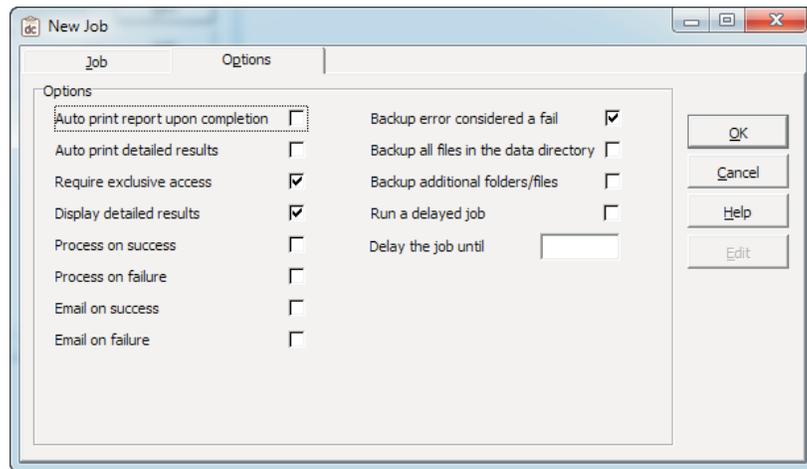
<i>Field</i>	<i>Entry</i>
Force check in application	<p>This is a useful option that will force the user of an Adagio module to run a Data Integrity Check before being able to use the module.</p> <p>For example, when errors are found in a data set, it's important to run another Data Integrity Check to ensure there are no additional errors.</p> <p>When this option is turned on, the next time a person starts the module in which errors were found, a warning window will appear indicating that it is necessary to do a Data Integrity Check before continuing to use the module. All menu items will be disabled except Data Integrity Check.</p> <p>Another use for this option would be if you wanted to view the errors of the Data Integrity Check before attempting to repair them. In that case, turn off the Rebuild application integrity errors option and turn this option on. This way, DataCare will not attempt to rebuild, but it will force users to do another Data Integrity Check before using the module in question.</p>

Setting Up Jobs

Field	Entry
Compact indexed files	<p>You can have DataCare compact the index (ISAM) files.</p> <p>When records are deleted in an ISAM file in an Adagio database, a space is left in the file for future reuse but the size of the file on disk does not decrease. Typically, functions in Adagio that purge files or move transactions to history create empty space in ISAM files. If these functions are run regularly the space freed up is reused in the normal course of running the product. However, if transactions are allowed to build up to a high level and not purged regularly, say until Year End, the amount of space could be significant. In this case compacting the file can reduce the size of the database on disk, the size of backup files and the time taken to run a Data Integrity Check.</p> <p>If you want DataCare to do this, turn this option on.</p> <p><i>NOTE: If you use this option, as a precaution, it is recommended you also use the backup option, as DataCare will be writing to your accounting data.</i></p>
Application errors to ignore	<p>If you are aware that an application has a certain number of errors that you have decided to “live with,” you can enter that number of errors in this field.</p> <p>In this case, DataCare will have to find exactly that number of errors to consider the Application Integrity Check a “pass.” Any more or any less means something changed from the amount of errors you know about and are living with. Therefore, the Application Integrity Check will consider this a failure so that you are alerted to the additional (or fewer) errors.</p>

- 5) When you are finished editing the fields on the **Edit Job Detail** window, click **OK** to save your changes or click **Cancel** to close the window without saving the changes made.
- 7) Now, click the **Options** tab on the **Job** window to change the options for this Job Run. Many of these options have defaults set in the Company Profile - Job Defaults tab. The settings you define on the Job's Options tab will override those of the Company Profile.

Setting Up Jobs



The following table describes the fields on the **Options** tab of the **New Job** window:

Field	Entry
Auto print report upon completion	Turn this option on if you want DataCare to automatically print the Data Integrity Report after running this Job (if this Job includes a Data Integrity Check). <i>NOTE: Use this option with delayed or scheduled Jobs so that the report is printed and ready for inspection in the morning.</i>
Auto print detailed results	If you want detailed reports printed automatically each time you run the Data Integrity Check function in DataCare, turn this option on. This will become the default for creating new Jobs.

Setting Up Jobs

Field	Entry
Require exclusive access	<p>Turn this option on to require that Adagio DataCare has exclusive access to the data it is checking. If you have selected Rebuild file integrity errors or Rebuild application integrity errors, you will need to have this option turned on since Adagio requires exclusive access to the data to rebuild.</p> <p>Normally you will want to require exclusive access. If you don't, false errors could be reported if another user has the database open. For that reason, you cannot rebuild unless you have exclusive access.</p> <p>Reasons you might NOT require exclusive access:</p> <ul style="list-style-type: none"> ◆ You want to run a check during the day while other users are in the database and you are prepared to accept possible false errors being reported. ◆ You run a delayed or scheduled job at night and there is the possibility a user may forget to log out of the database. In this case, you may want the Data Integrity Check to run anyway. Since the user is not there and not actually doing anything in the program, the chances of false errors being reported are minimal. ◆ You don't want DIC to rebuild filters. (Note that only master record filters are ever rebuilt.)
Display detailed results	<p>When you run the Data Integrity Check in Adagio DataCare you have the option of viewing a summary of the results or detailed results. If you prefer to see detailed results, turn this option on.</p> <p><i>NOTE: You still have the option to turn this off on the Data Integrity Check window using the Show details check box at the bottom of the window.</i></p> <p><i>And, you can always see the details of any Job Run using the History function of DataCare.</i></p>

Setting Up Jobs

Field	Entry
Process on success	If you want this Job to run a program or batch file as entered in the On Success tab of the Company Profile , turn this option on. If this option is turned on and DataCare runs the Job with no errors found, it will then run the program or batch file you have indicated in the Company Profile (if any).
Process on failure	If you want this Job to run a program or batch file as entered in the On Failure tab of the Company Profile , turn this option on. If this option is turned on and DataCare runs the Job and finds errors, it will then run the program or batch file you have indicated in the Company Profile (if any).
Email on success	If you want this Job to email the results (as entered in the On Success tab of the Company Profile), turn this option on. If this option is turned on and DataCare runs the Job with no errors found, it will then email the results as you have indicated in the Company Profile (if any).
Email on failure	If you want this Job to email the results (as entered in the On Failure tab of the Company Profile), turn this option on. If this option is turned on and DataCare runs the Job and finds errors, it will then email the results as you have indicated in the Company Profile (if any).
Backup error considered a fail	<p>Turn this option on if you want DataCare to consider this Job Run a failure if there were errors in creating backups of the files.</p> <p>If you turn this option on and DataCare encounters an error when trying to back up the files, it will consider the run a failure and it will follow the "On Failure" rules set out in the On Failure tab of the Company Profile, such as e-mailing the results.</p>

Setting Up Jobs

Field	Entry
Backup all files in the data directory	Turn this option 'on' if you want DataCare to back up all files stored in the data folder, regardless of their file extension. This could be very useful to ensure that non-Adagio files used by Adagio, such as import and export files having .CSV and .xls etc. extensions, are backed up along with the Adagio data.
Backup additional folders/files	Turn this option 'on' if you also want DataCare to back up the additional files and folders specified in the Company Profile - Backup tab (see Chapter 3).
Run a delayed job	<p>You can have DataCare run this Job automatically at a selected time. For example, if you wanted the Job to run after everyone has left the office (so that users do not need to exit Adagio programs while you run a Data Integrity Check), this function will allow you to do so.</p> <p>If you want this Job to run at a delayed time, turn this check box on. You can then enter the time in the Delay the job until field.</p>
Delay the job until	<p>If you have Run a delayed job selected above, enter the time you want this Job to run, using the 12-hour time format including AM and PM indicators. For example, if you entered 11:00 PM, when you select to run the Job, DataCare simply waits until the current time reaches the time you enter.</p> <p>If you enter a time earlier than the current time of day and run a delayed job it will not start until the next day.</p> <p>To schedule jobs daily or on specific days of the week, use the Windows scheduler. See the section in Chapter 4 for more information.</p> <p><i>NOTE: Make sure the time on your computer is correct. This clock can be changed using the Windows interface. Double-click the clock at the bottom-right hand of your screen to correct the time.</i></p>

- 8) Click the **OK** button to save this Job. The Job will now appear listed in the **Job Maintenance** window.

Setting Up Jobs

**Note**

You can also print the Jobs report directly from the Job Maintenance window. Select a Job in the list, or a range of Jobs, then click the Print button. The Print Job Report window will open. For more information about this report, see Chapter 5.

Multicurrency files and Job Runs

If you have more than one copy of DataCare running at the same time (for example if you have multiple companies sharing the System Currency database and you have one DataCare module running for each company), have only one copy of DataCare check and backup your data. This will prevent any possible conflict between the DataCare sessions due to the MultiCurrency files being in use.

To Edit an Existing Job

If you want to edit an existing Job, select the Job on the **Job Maintenance** window and click the **Edit** button, or simply double-click the Job in the list. This will open the **Edit Job** window which is essentially the same as the **New Job** window. To edit the Job, follow the same instructions for creating a new Job.

Copying Jobs

If you want to create a new Job that is very similar to an existing Job, it can save you a lot of time by first copying the similar Job in your data, then editing the new Job to make any necessary changes.

To copy a Job, just select the Job that you want to copy in the **Job Maintenance** window. Then click the **Copy** button. The **Copy Job** window will open.

Enter a code to identify the new Job, then click **OK**.

The new Job will appear in the **Job Maintenance** window. It will have the same description as the original Job, but it will have the unique Job code you just assigned to it. You can edit the description and all the parameters of the new Job by double-clicking it in the list of the **Job Maintenance** window.



Chapter 4 Using Adagio DataCare

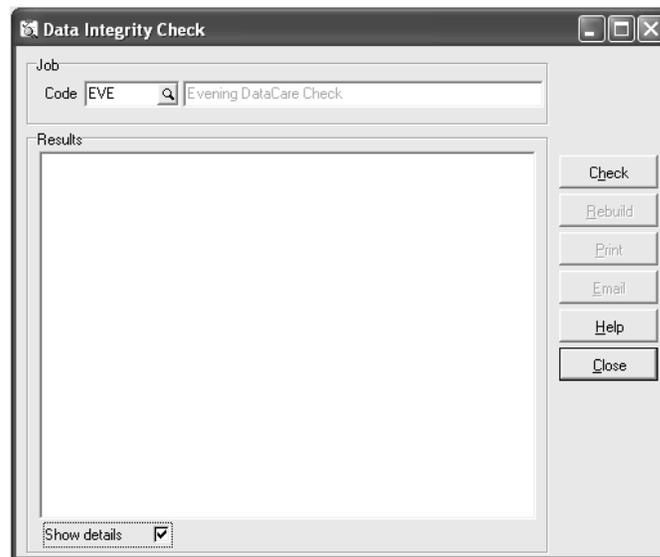
This chapter outlines the basic tasks you will do in Adagio DataCare, such as running Data Integrity Checks and viewing the DataCare History file.

- Data Integrity Checks
- Delayed Job Runs
- Windows Scheduler
- Rebuilding Data Errors
- History Maintenance

Data Integrity Checks

Data Integrity Checks

To run a data integrity check (i.e. to run all the tasks within a given Job, also known as a “Job Run”), click the **Check** button on the main toolbar. The **Data Integrity Check** window will open.



At the top of this window is where you can select which Job you want to run. Just click the Finder button and select the Job you want.

Note

Notice at the bottom of this window there is a check box labeled Show details. If the Display detailed results option is turned on for this Job, this check box will also be on. However, you can override this option on the Data Integrity Check window should you wish.

To run a Data Integrity Check

- 1) Select the Job you want to run in the **Code** field at the top of the **Data Integrity Check** window.
- 2) Click the **Check** button and the Data Integrity Check will run for the selected Job. The results will be displayed in the **Results** window.

Data Integrity Checks

If **Require exclusive access** is turned on, DIC will rebuild all **filters** and associated **styles** applied to master records in Adagio modules (eg. customers, vendors, items). However, it will only rebuild master record **filters** and associated **styles** and will not rebuild **filters** and **styles** applied to transaction records such as those found in Adagio SalesAnalysis or BankRec. Please refer to an individual module's online Help documentation for more information on working with **Grid Filters** and **Styles**.

If errors are found, Adagio will alert you with a window indicating how many errors were found.

If you have selected **Auto print report upon completion** on the **Options** tab for this Job, a report of the results will print to your printer when the check is complete.

If you have selected to email the results of the check by using the **On Success** and **On Failure** tabs of the **Company Profile**, an email will be sent with the results of this check.

If you have elected to create a backup of any of the datasets using the **Backup / Email** tab of the **Company Profile** (and ensuring that **Include in backup** is selected for this module in this Job), then a back up copy of the dataset(s) will be made when the check is complete.

Printing the Data Integrity Check Report

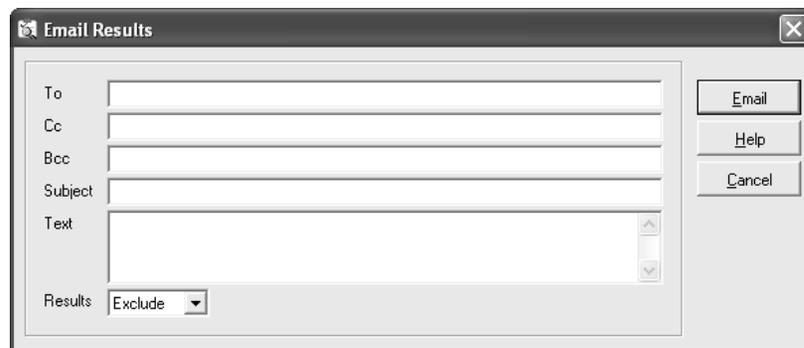
If you have not elected to automatically print the Data Integrity Check Report for this Job Run, you can still print the report directly from the **Data Integrity Check** window. After you have run the Integrity Check, click the **Print** button. This will open the **Print Data Integrity Report** window. For more information about this report, see Chapter 5.

Data Integrity Checks

Emailing Integrity Check Results

If you have not elected to have the results automatically emailed to recipients (see the Company Profile options), or if you want to email the results of this particular Job Run to someone not normally included in the automatic email, you can still email the results to anyone by clicking the **Email** button on the **Data Integrity Check** window.

When you do, the **Email Results** window will open. This window works like a standard email program, with fields for **To**, **CC**, **BCC**, and **Subject**. You can enter additional text in the **Text** field which will appear in the body of the email.



The **Results** field at the bottom lets you choose whether you want to **Exclude** the results from the run, **Append** the results from the run into the body of the email, or **Attach** the results in a plain text (txt) attachment to the email.

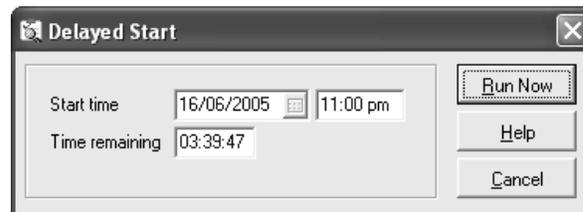
Click the **Email** button when you are ready to send the email.

Delayed Job Runs

To run a delayed Job, first ensure that the Job you want to run is set up as a delayed Job using the **Run a delayed job** and the **Delay job until** fields on the **Options** tab of the Job (see the section on Creating Jobs in Chapter 3).

Run the Job as you would any other Job. Click the **Check** button on the main toolbar, select the Job in the **Code** field of the **Data Integrity Check** window, and then click the **Check** button.

Normally, the Job would run. However, since this is a delayed Job you have selected, the **Delayed Start** window will open.



This window indicates the time left before the delayed Job will run. Leave this window open and the Job will run at the selected time.

If for some reason you decide to run this Job straight away, rather than waiting for the time indicated, click the **Run Now** button and the Job will run.

Running Delayed Jobs on a Network Computer

If the office uses a network and the Adagio data exists on the network, the workstation computer must be logged into the network for the delayed job to run.

In some cases, you may not want to do this for security reasons. You may not want to leave a computer unattended and logged in to the network.

In this case, you may want to run DataCare on the server itself using the Windows Scheduler method of running delayed Jobs. . When running a Scheduled Task on a server, you must use a UNC everywhere rather than the mapped drive letter. For example, use the UNC in the Run and Start in strings, parameters and the ADSPROF file. Or, if the \Softrak folder is at the root of a physical drive on the server, as long as the ADSPROF uses a UNC, the scheduled task can use the physical drive letter.

Delayed Job Runs

Some servers may not support running a scheduled task. In this case, you can run a delayed or scheduled job from a workstation, leaving the workstation logged in to the network but locked. To lock the workstation, press **Ctrl-Alt-Del** select **Lock this Computer**. To unlock your computer after, press **Ctrl-Alt-Del** and enter your password..

You may also want to set your screen saver to cause Windows to require a password to be entered to resume access. For step-by-step instructions on how to set a screen saver password, see the section below.

Screensaver Password method

Setting a password for your screen saver can prevent other people from using the computer when you have left the computer available for a delayed Job to run, such as a Job Run delayed to run at night. When you leave your computer, your screensaver will come on at the designated time. If you have this password protected, in order to begin working with the computer again, a password will have to be entered.

First, you will need to set a Windows logon password.

Setting a Windows password

- 1) Open your Control Panel by clicking the Windows Start menu and selecting **Control Panel**.
- 2) Select **User Accounts**. The **User Accounts** window will open.

Depending on the Operating System in use, this function will appear differently.

For example, within Windows 7, select **Manage User Accounts**. Ensure the **Users tab** is active and select the **Reset Password** button.

- 3) The following screen will ask you to type in your password (twice for verification) and add an optional hint, if desired. Select **Create Password** when you are ready.
- 4) Windows will now ask if you “want to make your files and folders private.” Select the **Yes, Make Private** button.

Turning the screensaver password option on

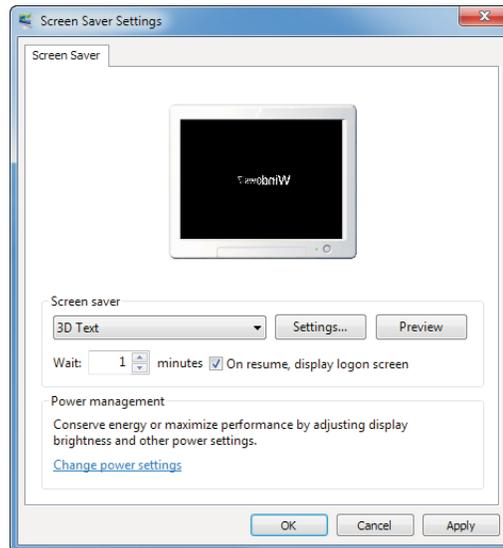
Now you can turn the screensaver password option on. Again, depending on the operating system in use, the steps will vary somewhat.

- 1) From the Windows **Control Panel**:

In Windows 7, select **Personalization** then **ScreenSaver**.

Delayed Job Runs

You should now see a window similar to the one below:



- 2) Enable the checkbox labeled, **On resume, password protect**.
- 3) Select **OK** to close the window.

Note

You may want to make sure the delay time from when you stop using your computer to the time that the screensaver kicks in is fairly short. Otherwise, there will be a significant amount of time that your network computer will be available and unprotected.

Command line parameters

Leaving a computer logged into the network may also leave files open on the computer which can cause problems for network tape backups, if you use such a system. In that case, you can set icon command line parameters for DataCare that will prevent this, though you may still want to use the Windows Scheduler method described below.

Note

For more information on how to set icon command line parameters, see your Adagio Fundamentals manual

In the command line for your DataCare icon, you can add these parameters:

Delayed Job Runs

/Rjob where **job** is the code (name) of a DataCare Job. When DataCare starts it will automatically start that job.

/Q causes DataCare to exit when the Job is complete.

You will also need all the icon properties to provide all the parameters to log in, select a data path and an extension.

For example, a command line for DataCare to log in as the system administrator (SYS), to run the Job with the code MYJOB, and then quit the program when it is finished, would like this example:

```
C:\Softrak\DataCare\DataCare.exe /uSYS /pSYS /dC:\softrak\data /edat /rMYJOB /q
```

Using Windows Scheduler

Another method of running Delayed Jobs includes making use of the Windows Scheduler, which is a program that “schedules” launching programs you choose at specific times. In this case, you would schedule Adagio DataCare to open at a particular time.



Note

When running a Scheduled Task on a server, you must use a UNC everywhere rather than the mapped drive letter. For example, use the UNC in the Run and Start in strings, the parameters and the ADSPROF file. As well, you would need to use the UNC or the server's physical drive within DataCare's Company Profile - specifically on the Backup, On Success and On Failure tabs (see chapter 3). Or, if the \Softrak folder is at the root of a physical drive on the server, as long as the ADSPROF uses a UNC, the scheduled task can use the physical drive letter.

As well, the QRASP folder is installed to the root of the mapped drive (eg. M:\Accounting\QRASP or \\OurServer\Accounting\Adagio\QRASP) that the Softrak folder and modules exist on (eg. M:\Accounting Softrak). DataCare runs where there are no drive mappings. The Crystal DLL must see QRASP at the root of the actual drive. Therefore, in this example, you would copy a few necessary files from the QRASP folder to the D:\QRASP folder (while D: is the usual drive on the server, it may be different on yours) and manually maintain the files there. The three files required in the root QRASP folder are QRMASER.QRW, QRTABLES.INI and QRTDCW80.QRW.

Here, we will briefly describe how to use the Windows Scheduler in Windows 7. Please note that there are additional options you might choose to use and that screens look somewhat different from one operating system to another.

Delayed Job Runs

- 1) Open the Windows control panel by clicking the **Start** button and selecting **Control Panel** from the menu.
- 2) Select **Administrative Tools** followed by the **Task Scheduler**. The **Task Scheduler** window will open. This window can display all the tasks you currently have scheduled.
- 3) Select the **Create Task ...** icon. The **Create Task** window will open.
- 4) Enter a unique name for the task and set any other options required. For example, you need to run the task as a user with Administrative privileges (typically, the Administrator) and set their password.
- 5) Select the **Triggers** tab and the **New** button. You will specify the frequency (eg. Daily) and the start date and time of the task on this window. When ready, select **OK**.
- 6) Select the **Actions** tab and the **New** button. Using the **Browse** button, set the **Action** to run the Softrak\DataCare\DataCare.exe program. Specify the command line parameters the job would normally run with from a shortcut (eg. /d /e /u /p /r and /q) in the **Add arguments** field. Examples of these might be:

`/uSYS /pSYS /dD:\softrak\data/edat /rMYJOB /q`

or

`/uSYS /pSYS /d\\OurServer\Accounting\Adagio\Data /eADS /rMYJOB /q`

Note that **SYS** and **SYS** represent the Adagio system administrator's userID and password. **MYJOB** represents the code (name) of the Job you want scheduled to run. The **/q** parameter will close Adagio DataCare when the Job run is complete.
- 7) Click **OK** when you are ready.

Rebuilding Data Errors

Rebuilding Data Errors

When you run a Data Integrity Check, if integrity errors are found Adagio DataCare will alert you with a pop-up window that indicates the number of errors found. You can scan the results in the **Data Integrity Check** window or even print the results using the **Data Integrity Check Report** (just click **Print** on the **Data Integrity Check** window).

If you did not select to have DataCare automatically attempt to rebuild the files, you will want to rebuild them using the **Rebuild** button the **Data Integrity Check** window.

When you do, DataCare will attempt to rebuild all the errors. When it is finished, it will alert you as to how many errors were fixed and how many errors remain (if any).



Note

Even if DataCare reports that all the errors were fixed, it is highly advisable to run another Integrity Check using the same Job to ensure that no additional errors are found.

More about rebuilding errors

DataCare attempts to rebuild the data as best it can. However, it cannot perfectly rebuild all types of problems in all cases. For some types of corruption, rebuilding data could delete information that might only be recoverable by a database repair company.

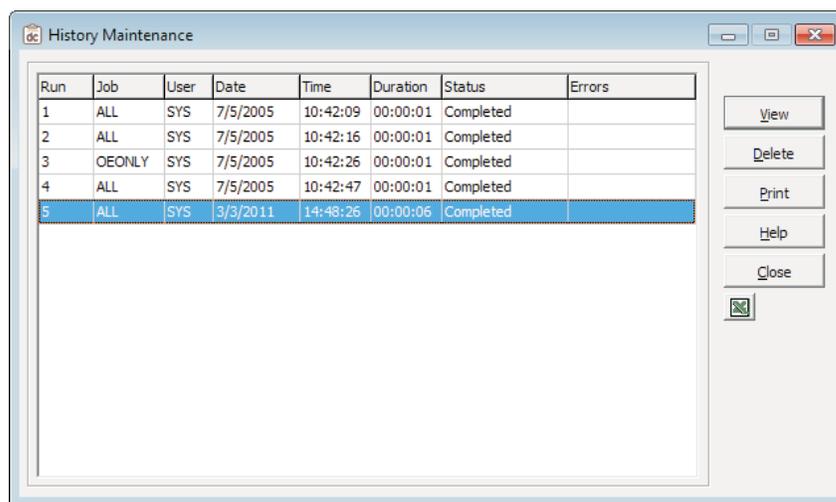
Depending on the nature of the corruption, the Data Integrity report may not be able to show specific details of the accounts or transactions affected. The report may not show the details of the amounts adjusted by the rebuild. For these reasons, you may want someone to look at the application with corrupt data. For example, they can view master files or print transaction reports to determine what could be affected by the rebuild so that adjusting entries can be made.

When corrupt databases are rebuilt, they may not always be rebuilt perfectly. The rebuild may indicate that all errors were corrected. However, in some cases correcting errors in one area may cause errors in another area. Therefore, whenever a database is rebuilt you should run a second Data Integrity Check to ensure that all errors were in fact corrected.

History Maintenance

History Maintenance

You can view the results of any Integrity Check Run using DataCare. To do so, click the **History** button on the main toolbar. The **History Maintenance** window will open.



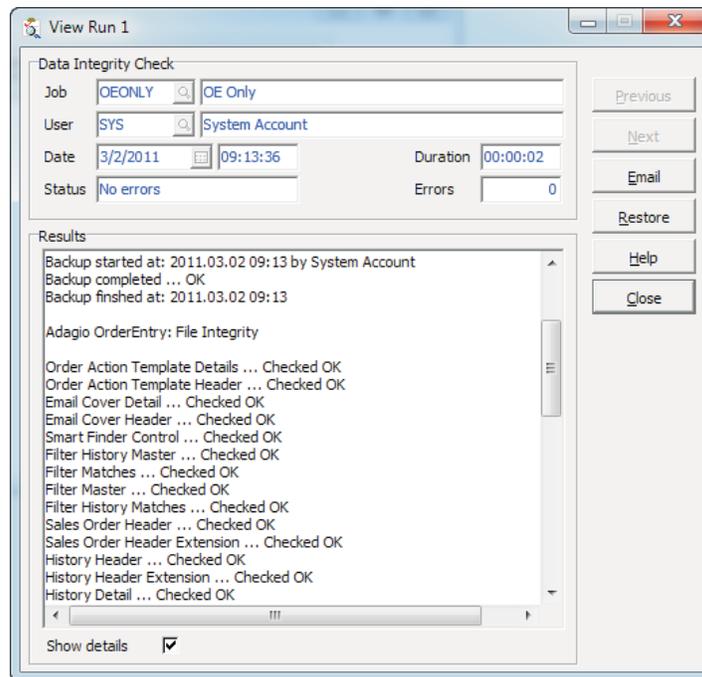
This window lists all the Job Runs currently in the History file. The last column of the table in this window indicates whether or not errors were found during this run. It will indicate the type of errors found:

- File errors (for File Integrity Checks)
- Application error (for Application Integrity Checks)
- Backup errors
- or a combination

You can also print the results of any Integrity Check in the History file by selecting a run or range of runs in the list and clicking the **Print** button. This will take you to the Print Data Integrity Report window. Or, use the **Excel Direct** button to export the information displayed in the grid to a Microsoft Excel workbook, assuming Excel is installed.

History Maintenance

To view the results of any of the checks listed, simply double-click it in the list. The **View Run** window will open.



This window shows you the results from the Job Run. It also shows you the date and time it was run, and the user who was signed in at the time.

Using the **Show details** checkbox at the bottom of this window, you can select to view either a summary of the run, or the detailed results.

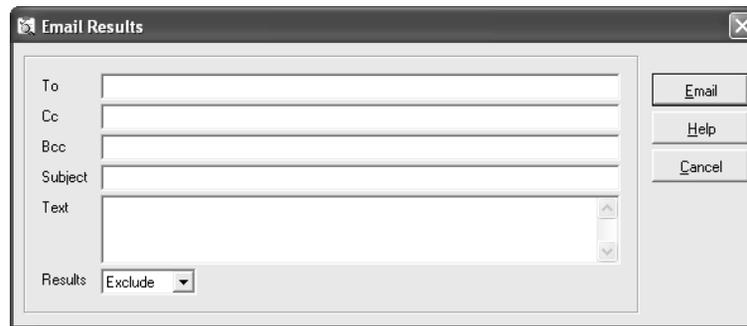
Emailing Results from History Maintenance

If you want to email the results of a Job Run, click the **Email** button on the **View Run** window. This will open the **Email Results** window.

History Maintenance

Note

You will need to have set up your email server information on the Company Profile's Email tab before you can use this feature.



This window works like a standard email program, with fields for **To**, **CC**, **BCC**, and **Subject**. You can enter additional text in the **Text** field which will appear in the body of the email, before the results.

The **Results** field at the bottom lets you choose whether you want to **Exclude** the results from the run, **Append** the results from the run into the body of the email, or **Attach** the results as a plain text (txt) attachment to the email.

Click the **Email** button when you are ready to send the email.

Restoring from History Maintenance

If you have the backup option in the Company Profile turned on, and you have **Include in backup** turned on in a Job, you can restore a backup directly from within the **History Maintenance** window.

A useful tool is to add the **Backup file** column to the History Maintenance window using the **Column Editor**. This will add a column that shows the name of the backup file generated by the Job Run, if a backup file was created during that run. For more information on the Column Editor, refer to the online Help documentation or your *Adagio Fundamentals* manual.

To restore a backup from DataCare:

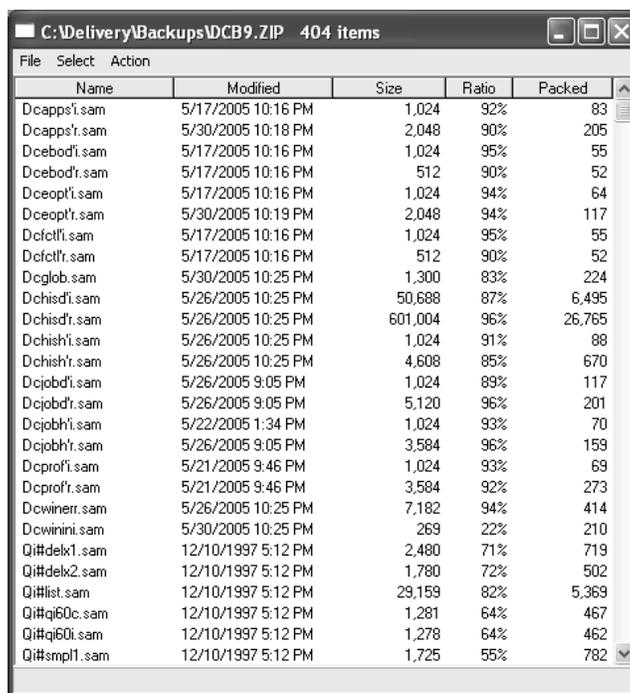
- 1) Select a DataCare run in the **History Maintenance** window and if a backup is available to be restored, the **Restore** button will become active.

History Maintenance

Note

If a backup was not made on the selected Job run, the Restore button will not be active when the Job run is selected.

- 2) To restore this backup, click the **Restore** button and the **Restore** window will open. This window lists all the files that can be restored.



Name	Modified	Size	Ratio	Packed
Dcapps'i.sam	5/17/2005 10:16 PM	1,024	92%	83
Dcapps'r.sam	5/30/2005 10:18 PM	2,048	90%	205
Dcebod'i.sam	5/17/2005 10:16 PM	1,024	95%	55
Dcebod'r.sam	5/17/2005 10:16 PM	512	90%	52
Dceopt'i.sam	5/17/2005 10:16 PM	1,024	94%	64
Dceopt'r.sam	5/30/2005 10:19 PM	2,048	94%	117
Dcfclt'i.sam	5/17/2005 10:16 PM	1,024	95%	55
Dcfclt'r.sam	5/17/2005 10:16 PM	512	90%	52
Dcglob.sam	5/30/2005 10:25 PM	1,300	83%	224
Dchisd'i.sam	5/26/2005 10:25 PM	50,688	87%	6,495
Dchisd'r.sam	5/26/2005 10:25 PM	601,004	96%	26,765
Dchish'i.sam	5/26/2005 10:25 PM	1,024	91%	88
Dchish'r.sam	5/26/2005 10:25 PM	4,608	85%	670
Dcjobd'i.sam	5/26/2005 9:05 PM	1,024	89%	117
Dcjobd'r.sam	5/26/2005 9:05 PM	5,120	96%	201
Dcjobh'i.sam	5/22/2005 1:34 PM	1,024	93%	70
Dcjobh'r.sam	5/26/2005 9:05 PM	3,584	96%	159
Dcprof'i.sam	5/21/2005 9:46 PM	1,024	93%	69
Dcprof'r.sam	5/21/2005 9:46 PM	3,584	92%	273
Dcwinerr.sam	5/26/2005 10:25 PM	7,182	94%	414
Dwinini.sam	5/30/2005 10:25 PM	269	22%	210
Qi#delk1.sam	12/10/1997 5:12 PM	2,480	71%	719
Qi#delk2.sam	12/10/1997 5:12 PM	1,780	72%	502
Qi#list.sam	12/10/1997 5:12 PM	29,159	82%	5,369
Qi#q60c.sam	12/10/1997 5:12 PM	1,261	64%	467
Qi#q60i.sam	12/10/1997 5:12 PM	1,278	64%	462
Qi#smp1i.sam	12/10/1997 5:12 PM	1,725	55%	782

- 3) If there are only particular files you want to restore, you can select only those files by holding down the CTRL key and clicking on each one you want to restore.

Note

If no files are selected, DataCare will assume you want to restore all the files listed in this window when you select to extract the files.

Alternatively, you can select all the files by selecting **Select | Select All** from the menu on this window. Or, hold down the keys **CTRL** and **A** on your keyboard, which is a shortcut for selecting all of the files in the list.

History Maintenance

Note

*You can also add additional files to restore by selecting **File | Open** from the Restore window.*

- 4) You can test the selected items by selecting **Action | Test** from the menu. This will check that the files are not damaged and can be restored.
- 5) When you are ready to restore the files, select **Action | Extract Selected Items...** A **Directory** window will open.
- 6) The **Directory** window asks you to select where on your computer you want to restore the files to. You may want to put these files in a temporary folder first so that you can later open them and test them to see if they are working and if they are the correct backup data you were wanting to restore.

Select the folder in the list and click **OK**. The **Progress** indicator at the bottom of the window will indicate when the process is complete.

- 7) When done, you can simply close the **Restore** window.

Deleting Integrity Checks from the History File

You can delete the results from previous Job runs from the History Maintenance window. If you delete a Job run that included the option to backup data files, the backup data files (and the backup copy files) will be deleted along with the History data. The run number for retained backups will also be reset to 1 (see the **Retained backups** field in the **Company Profile**).

To delete an Integrity Check Run from the History file, select it in the list and click the **Delete** button. The **Delete History** window will open.



History Maintenance

This window gives you the option to select the:

- **Current Run**, which is the run that happens to be selected in the **History Maintenance** window;
- **All runs**, which will delete all runs listed in the **History Maintenance** window;
- or **Runs older than** a particular date. Select that date in the field to the right. DataCare will delete all Job Runs that were run before that date.

Click the **Delete** button when you are ready.



Note

DataCare can keep a maximum of 999999 Job Runs. If your History includes that many Job Runs, DataCare will issue a warning and ask you to delete some of the history from the History Maintenance window.

The important thing is to set the number of backup copies you want DataCare to keep. You can indicate this in the Retained backups field of the Backup / Email tab of the Company Profile.



Chapter 5 Printing Reports

Adagio DataCare has three reports you can print. These reports are useful to print and keep for your records. They can also be helpful if you need to provide information to someone, such as the detailed results from a Data Integrity Check.

- Company Profile Report
- Job Report
- Data Integrity Report

Company Profile Report

Company Profile Report

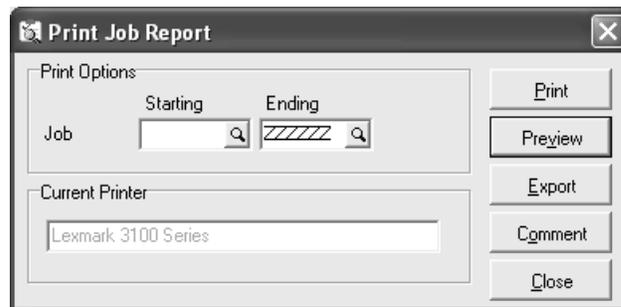
This is a useful report to print and keep for your records. This report will print all the options you have selected in the Company Profile.

To print this report, select **Company Profile** from the **Reports** menu. The **Print Company Profile Report** window will open. Click **Print** to print this report, or click **Preview** to preview it on your screen.

Job Report

This is also a useful report to print and keep for your records. You may need to refer to it again if options for a particular Job are changed, either accidentally or on purpose, and you need to change them back to the original settings. It's not always easy to remember every option. This report will show you the options selected for each Job you select in the report window.

To print this report, select **Jobs** from the **Reports** menu. The **Print Job Report** window will open. Click **Print** to print this report, or click **Preview** to preview it on your screen.



Data Integrity Report

Data Integrity Report

This report prints the results of Data Integrity Checks. By selecting a Job (or Jobs) from the DataCare History file, you can print the results of those checks in either summary or detail formats.

Note

You can have this report run automatically after each Data Integrity Check by turning on the Auto print report upon completion field and, if desired, the Auto print detailed results fields on the Options tab of the Edit Job window.

To print the Data Integrity Report

- 1) Select **Data Integrity** from the **Reports** menu. The **Print Data Integrity Report** window will open.
- 2) Using the **Starting** and **Ending** fields, select either one or a range of Data Integrity Checks from the History file to include in this report. To select just one, select the same one in both fields.



- 3) The **Detail level** field allows you to select how much detail you want included in the report. Select **Detail** to include full details; **Summary** to print a summary of the results; or **Run** to print only a one-line summary which displays only the same information you see in the **History Maintenance** window.
- 4) To print the report, click the **Print** button.



Appendix A Causes of Database Problems

List of Causes

Operator

One common mistake made by new operators is to turn off or reboot the computer when they have finished their input but before the computer has finished writing all of its information to hard disk. To be absolutely safe, you should exit from every active application before shutting off or rebooting the computer. This ensures that all data files will have been properly recorded onto the hard disk.

Software

Database damage from software may be caused by incompatibility problems between Adagio modules or third-party modules. Before adding any programs or updating your programs, you should first check with your software dealer.

Viruses

Your database can also be damaged by a computer virus. Typically, a computer virus infects a computer system when an infected program is run on the computer. (Simply copying or restoring data files will not cause a viral infection).

Be sure you have a good anti-virus program installed on your system and that it is updated regularly.

List of Causes

Hardware

Hardware failures are a common cause of database damage. The most difficult aspect about hardware problems is that most of them are intermittent. This is especially true of mechanical and temperature related problems.

Hardware problems can also include problems with the RAM (internal memory), the hard disk itself, the hard disk drive, or the hard disk controller.

On a network system, problems can be caused by faulty wiring, network interface cards, and server components.

Electrical Power

Electrical power problems can usually be solved by connecting a power conditioner between the electrical outlet and your computer system. To guard against power failure, a UPS (Uninterrupted Power Supply) can be installed. On a network, to be completely safe, a UPS unit should be installed at the server and at each work station.

Anti-static mats or cables can help protect against static electricity.

Repair Attempts

Software tools for maintaining or repairing databases should only be used by experienced personnel. Be sure to seek competent, professional help if your database is damaged.

Opportunistic Locking Turned On

The "Opportunistic Locking" option in Windows must not be on when using Adagio. The proper "Opportunistic Locking" settings are required at each workstation and on the server to ensure the integrity of your accounting data in a multi-user environment.

The Adagio install and workstation install check the "Opportunistic Locking" settings to ensure they are correctly set on the workstation. Most Adagio programs also check the "Opportunistic Locking" settings on the workstation (but not the server) when they are started. The Check System Utility (found in \SOFTRAK\SYSTEM) can be run when logged in on the server to check "Opportunistic Locking" settings on the server. Workstations running a client to access a Novell® server must manually disable the File Caching option. Adagio programs and the Check System Utility do not check this setting. Contact your dealer or consultant for further information or assistance.

Preventing Errors

How can you prevent database errors? The simple answer is, you cannot prevent all database problems. The best you can do is to reduce the potential for errors and reduce the disruption a database problem will cause.

To reduce the causes of database problems:

- 1) Ensure that operators exit from all Adagio modules before rebooting or turning off the computer.
- 2) Check for incompatibility problems before adding any new or updated Adagio or third-party modules to your system.
- 3) Install a power conditioner or UPS and anti-static mats or cables.
- 4) Begin a system of preventative maintenance for your computer system.
- 5) To reduce the disruption that a database problem will cause, set up and use a regular backup system.

Tips for Doing Backups

Tips for Doing Backups

- 1) Back up your full database.

Whichever method you decide to use, we strongly suggest that you always back up your full database. Even though there are incremental back up techniques that back up only those files that were changed since the last full backup was made, if you ever need to restore your database, you must ensure that you begin restoring from a full backup copy, and then restore the incremental backups in sequence.

- 2) Confirm the backup is readable.

Your backup policy should also include regular tests that the correct files are being backed up and that the media on which they are written can be read back successfully. Make sure that your tests do not affect the status of the working copy of your database.

- 3) Be sure everyone is logged out.

If Adagio is installed on a network, be sure that everyone else is logged out before you begin a back up or restore procedure. Any open files may be skipped by the backup programs (Zip, tape backup, software).

Tape Backups

Some companies back up their database or entire network to magnetic tape. This method is fast and convenient. It is an ideal way to make backup copies of your database.

Because the tape drive is not normally used during regular operation but is only used to make backup copies, you should regularly check that the information on the backup tape can be read successfully.

Also, because there are many “standard” formats for writing data onto tape, if you ever have a problem with your tape drive, you may need to replace it with an identical model of tape drive and identical tape software in order to read the data on the tape.

Depending on which tape drive is being used, there are many different back up programs, so examples are not appropriate here. However, there is typically a “backup” function which copies your database to tape and a “restore” function which copies the backup files to your hard disk.

To restore from tape:

- 1) Make a temporary copy of your damaged database.
- 2) Delete the original copy of the damaged database.
- 3) Restore your database from the backup copy.
- 4) Run an integrity check to ensure that the restored database is not damaged.
- 5) Redo any work that was done since the backup was made.



Appendix B Curing Database Problems

Curing Database Errors

The first thing to do is nothing. If you work with your database when it has a problem, you can make the problem worse. Don't attempt to make a temporary copy of your data unless you know what you're doing. You don't want to make a backup copy of the damaged database over top of your most recent "good" backup copy.

Do not attempt to restore from a backup copy unless you're aware of the ramifications involved. If you do not restore the databases for all related modules, you risk missing or duplicating data.

Be sure to get expert help. Contact your dealer or a consultant for advice.

How to Restore a Database

How to Restore a Database

If you have a recent backup copy of your data, you can:

1) Make a temporary copy of your damaged database. Depending on how your system has been set up, it is likely that a backup of your damaged database has already been made.

2) Delete the damaged database.

Always delete all files for the database. Your damaged database may contain files that are not in your backup and will thus not be overwritten when you restore. This can cause problems.

3) Restore your database from the backup copy.

4) Run an integrity check to ensure that the restored database is not damaged.

5) Redo any work that was done since the backup was made.

However, if too much work needs to be redone or a good backup copy is too old, you can send a copy of the damaged database to a professional database repair company.



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