

# FP2 - TIP 'O THE WEEK

## INCIDENT ASSISTANCE REPORTS



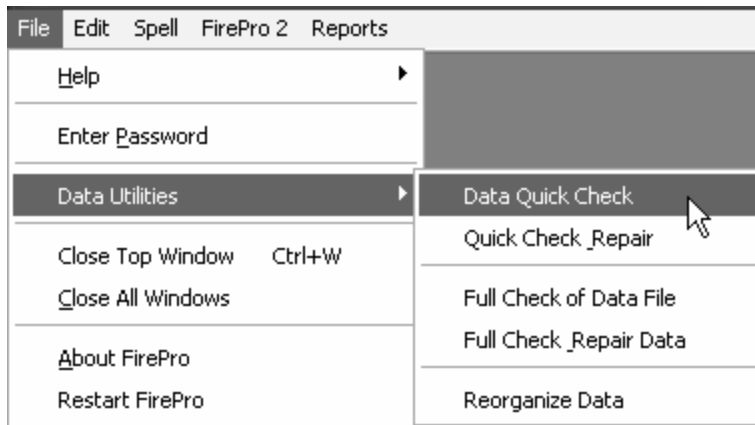
### Data Quick Check

At least once a quarter, the system administrator should perform a "Data Quick Check" to ensure that your data files are error free. Normally, you won't have any errors. If you do have errors, then a "Full Check of Data File" should also be run. Errors are typically due to computer/software crashes.

However, if you receive errors on a consistent basis, you should call Ingenious Software.

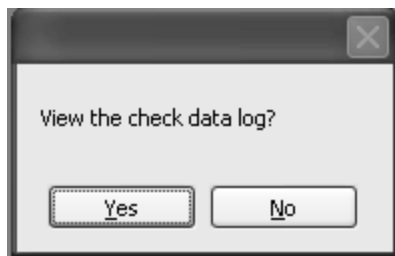
**IMPORTANT!** Before doing this, you should back up your data file. Also, only one user can be on the system when you perform this action.

From the File Menu, select Data Utilities → Data Quick Check

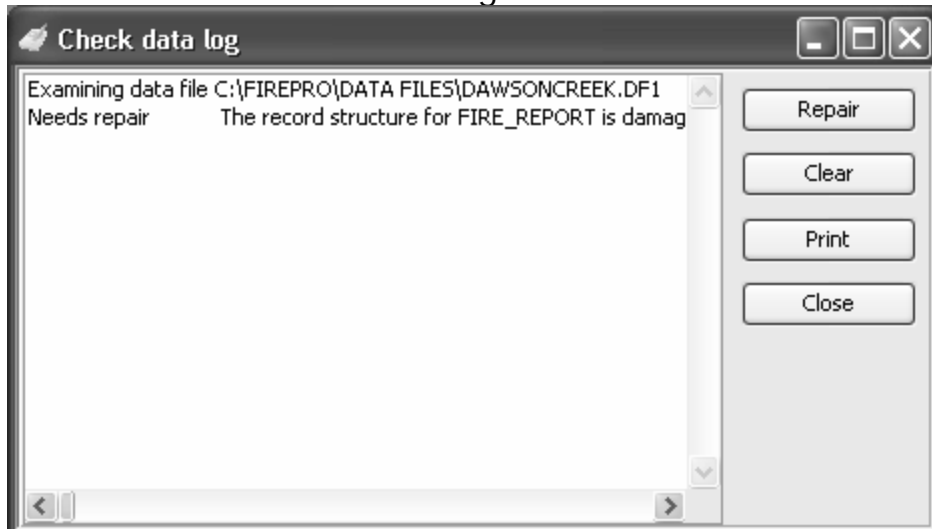


You will be reminded to back up your data file (if you have done so, click "Yes". If you haven't backed up your data, click "No" and back up your data).

You will be asked if you wish to view the check data log. Click "Yes".



You will then see the following window:



If there are no errors, all you will see is the first line "Examining data file". If there are no errors, click "Close" and you're all done until the next time.

If there are errors, you will see "Needs repair". Click the repair button. You should then get a window letting you know the damage was repaired.



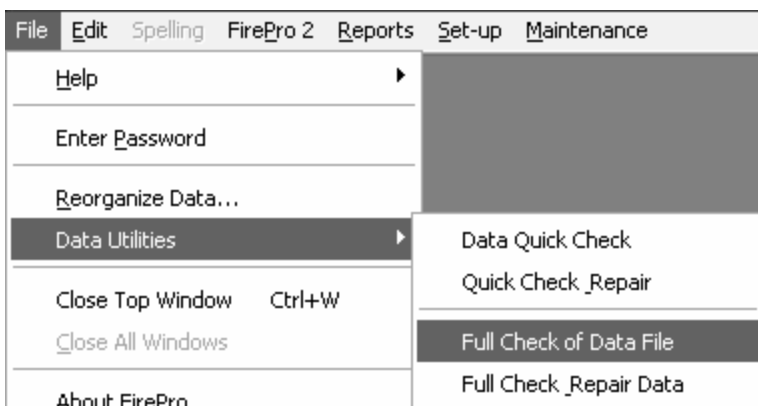
You will also see "Repaired" now where "Needs repair" was.



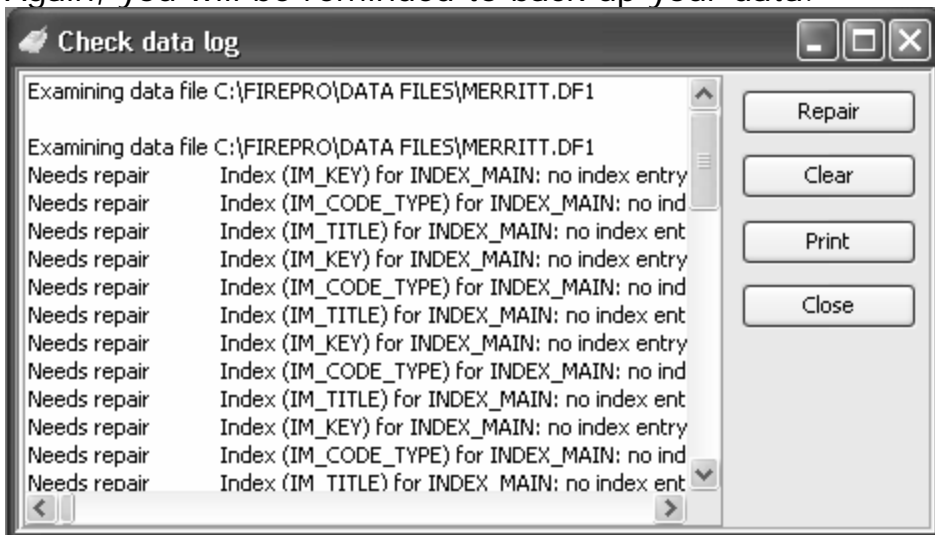
Then, to reset the system settings, go to the set up menu, open the system information window, and then close it (no edits or changes are required).

You should then run a "Full Check of Data File". This is much the same process as the "Data Quick Check".

From the File Menu, select Data Utilities → Full Check of Data File



Again, you will be reminded to back up your data.



If there are no errors, all you will see is the first line "Examining data file". If there are no errors, click "Close" and you're all done until the next time.

If there are errors, you will see "Needs repair". Click the repair button. You should then get a window letting you know the damage was repaired.

Close the window, then, to reset the system settings, go to the set up menu, open the system information window, and then close it (no edits or changes are required).

Remember, if you have errors on a regular basis, please contact us.



**Quote of the week:**

"Mail your packages early so the post office can lose them in time for Christmas."  
*Johnny Carson*