

How do I run Optimize?

Follow these steps to run the Optimize feature on your Servant Keeper Database:

Step 1

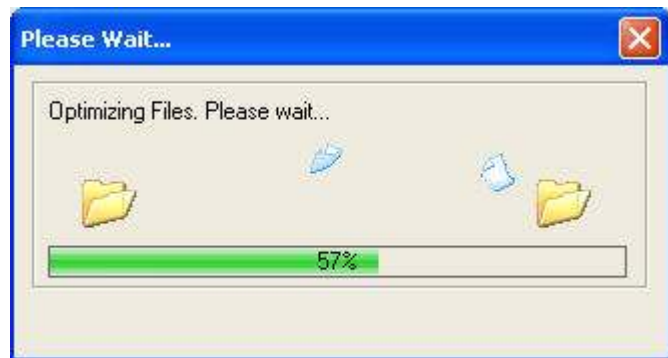
Open the Administration Manager and click the fourth button on the toolbar.

NOTE: It is recommended that Optimize is performed no less than once a week.



Step 2

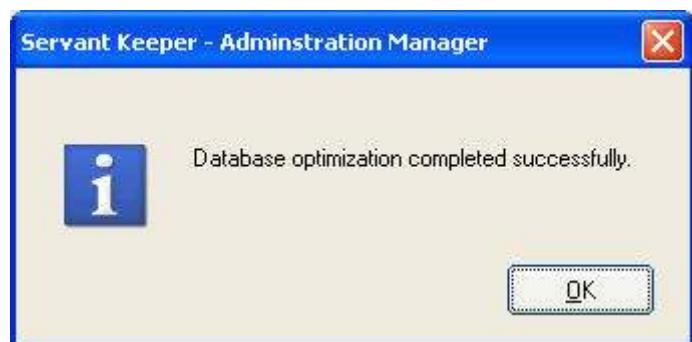
The process of rebuilding the database index normally only takes a few seconds. If you have a large database, are using Servant Keeper over a network or have a very slow PC then Optimize will take longer. If you do not have a large database and are using Servant Keeper over a network please be patient. The Optimize process will complete but it will take several minutes for the entire process to complete.



NOTE: When using Servant Keeper on a network it is recommended that Optimize be run from the Server computer if possible. If using a Novell, Linux or Unix Server then Optimize will need to be run from a connected Windows workstation.

Step 3

Once Optimize is complete, simply click [OK] and then close the Administration Manager. Now you are ready to continue using Servant Keeper.



Q: Why do I need to run Optimize?

A: Performing this routine database maintenance which re-indexes the database is important for keeping your databases running at peak performance. When you change the data in a database the indexes can become fragmented. When the indexes are fragmented data is read inefficiently and this can cause inaccurate search results and reports, and slower database performance.