



Backup & Maintenance

MAINTENANCE OF PRACTICE ACCOUNTS

The records that you have imported from Best Practice and/or manually entered into Practice Accounts are stored in the database file, PA_BE.accde.

As you enter, amend and delete information, it may be stored in an easily computer accessible place or split into different storage locations on your computer's hard disk.

In addition, certain processes need space to do calculations, a place to temporarily store information and many other database related functions.

After some time, Practice Accounts will grow in size and have parts of your data located in different places - this results in your database using unnecessary disk space and becoming slower in response time.

Compacting reclaims all wasted space, re-groups and re-indexes all your data back to a faster access location - thus it optimises your database to work as fast as your computer resources.

When you close your Front-end Practice Accounts Application, it will automatically compact and depending upon the amount and type of work undertaken, the process may take a short time to complete. - it is for this reason, that Practice Accounts may appear slow to close.

DO NOT SHUTDOWN or POWER DOWN your computer until the process is completed.

If your Back-end database (PA_BE.accde) is located on a **Stand-Alone** computer, then there will be a grey PA shortcut on your desktop labelled 'Compact PA Database'.

If your Back-end database is located on a **Server** computer, then there will also be a grey PA shortcut on the Server's desktop labelled 'Practice Accounts'.

With both Stand-Alone and Server installations, it is **EXTREMELY IMPORTANT** that, on a regular basis – at least monthly - you click the shortcut button to open the Back-end database, wait for 10 seconds or so for it to completely open and then simply Click the 'Exit Database' button.

Note: However, you will only be able to successfully compact the Back-end database if there are no users logged into Practice Accounts - ensure that no user has the Practice Accounts Front-end database open before attempting to compact the Back-end database

BACKUP

Only the two back-end database files, PA_BE.accde and PA_BE2.accde, need to be included in your normal backup schedule. The files can be backed-up whilst in use.

A Restore only requires those two files to be copied back to their original location. It is also advisable to back-up one copy of the front-end database, PA.accde – as installation is normally via a disk and having a backup copy may simplify re-installations.
