

## Appendix A

# Performing T.O.M. Database Maintenance Routines

As you probably know T.O.M. was developed in Microsoft's Access. This product is a combination of a user-friendly desktop tool, a relational database, a powerful programming language and a tightly integrated component of Microsoft's Office suite of software programs.

A Microsoft Access database should have a couple of house cleaning routines performed on it: repair the database and compact the database. These two processes will ensure that your T.O.M. Database will always run at the optimum performance level.

Since the T.O.M. Database is a Microsoft Access database those rules apply to it too. T.O.M. comes with some tools that make it very easy for you to perform these tasks.



① T.O.M. Tip

*Gecko recommends that you run the database maintenance routines no less than once a week and **generally it's a good idea to backup, repair and compact your T.O.M. Database and Field Trip Request Database daily!***

Database maintenance routines for your T.O.M. Database includes:

- Repairing your T.O.M. Database
- Compacting your T.O.M. Database
- Repairing your T.O.M. Field Trip Request Database
- Compacting your T.O.M. Field Trip Request Database

This chapter describes first how to start the T.O.M. Tools program, which allows you to perform these four database maintenance routines. Each routine is described later in this chapter.

## Backing Up Your T.O.M. Database First

You should always backup your T.O.M. Database *immediately before* performing any T.O.M. Database maintenance routines. Although each routine will warn you about this, you should do the backup before you start T.O.M. Tools since backups are done in the T.O.M. software—not in T.O.M. Tools. Refer to *Chapter 10 – Backing Up and Restoring* in this manual for details about doing a backup.



## Using T.O.M. Tools to Maintain Your T.O.M. Database

All of the T.O.M. Database maintenance routines are part of the T.O.M. Tools program, which you can run from the Windows Programs menu on your desktop.

1. Make a backup of your T.O.M. Database *before* you run any of the T.O.M. Database maintenance routines. It is wise to have a backup copy of your T.O.M. Database in case you experience problems with the maintenance procedure.
2. Make sure that you are THE ONLY PERSON USING THE T.O.M. software. Make sure that all other users are not only NOT using T.O.M. but also are completely logged off the T.O.M. software. The maintenance routine will NOT run if another person is using the T.O.M. software.
3. The T.O.M. Database maintenance routines require that even *you* be out of the T.O.M. software. Open the Exit menu, and click the Exit option (Figure A-1).

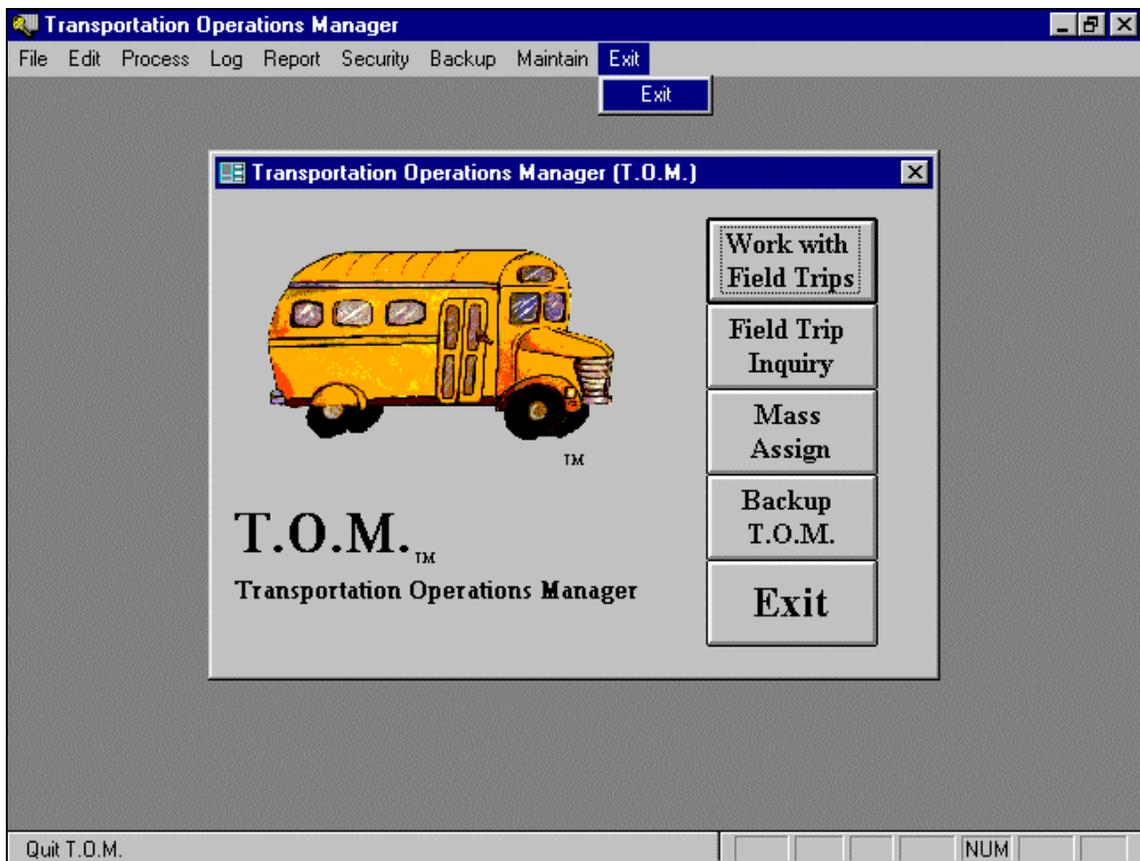


Figure A-1. Everyone Must Exit the T.O.M. Software to Use T.O.M. Tools



4. To open the T.O.M. Tools program, click the Start button, then highlight Programs, the T.O.M. folder and click the T.O.M. Tools option (Figure A-2).

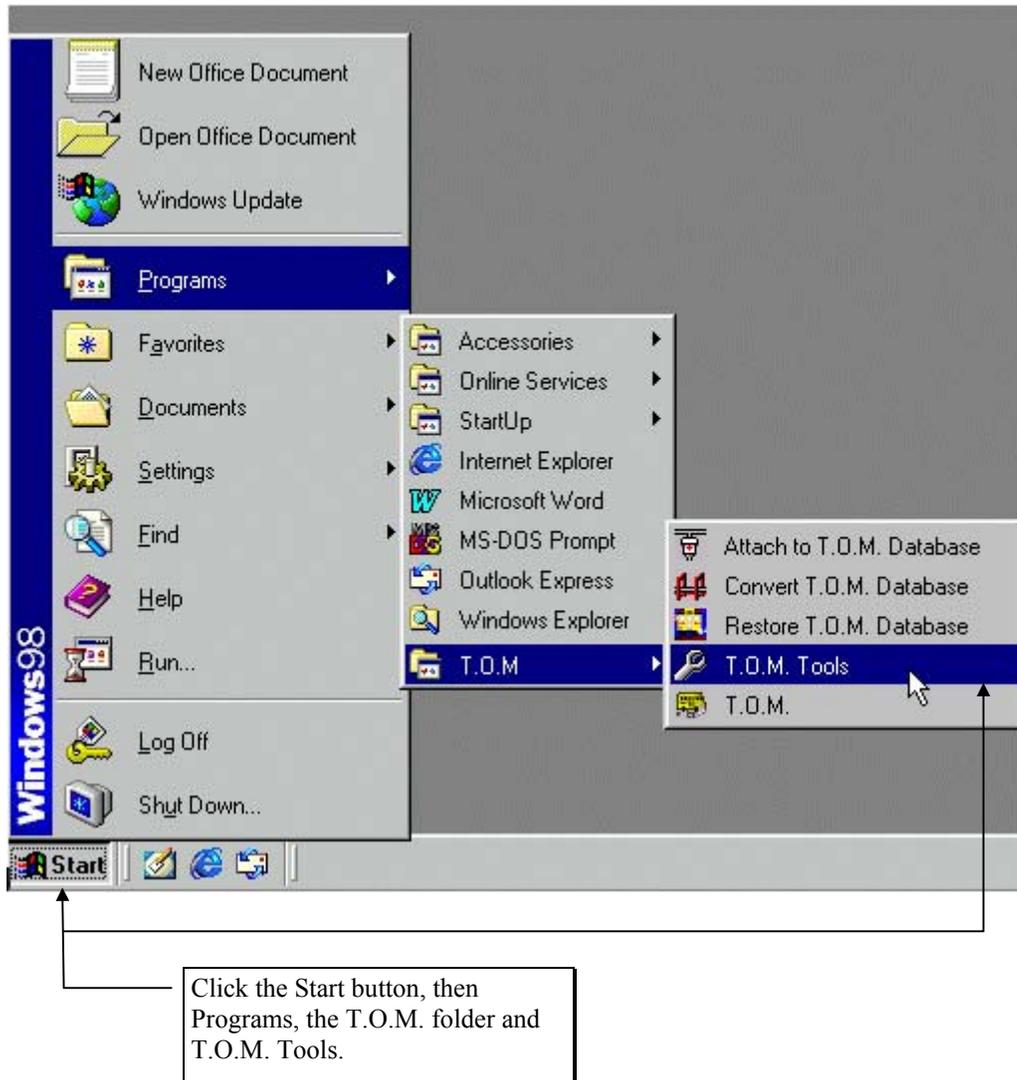


Figure A-2. Running T.O.M. Tools Option from Windows 95/98



The T.O.M. Tools Main Screen is displayed (Figure A-3).

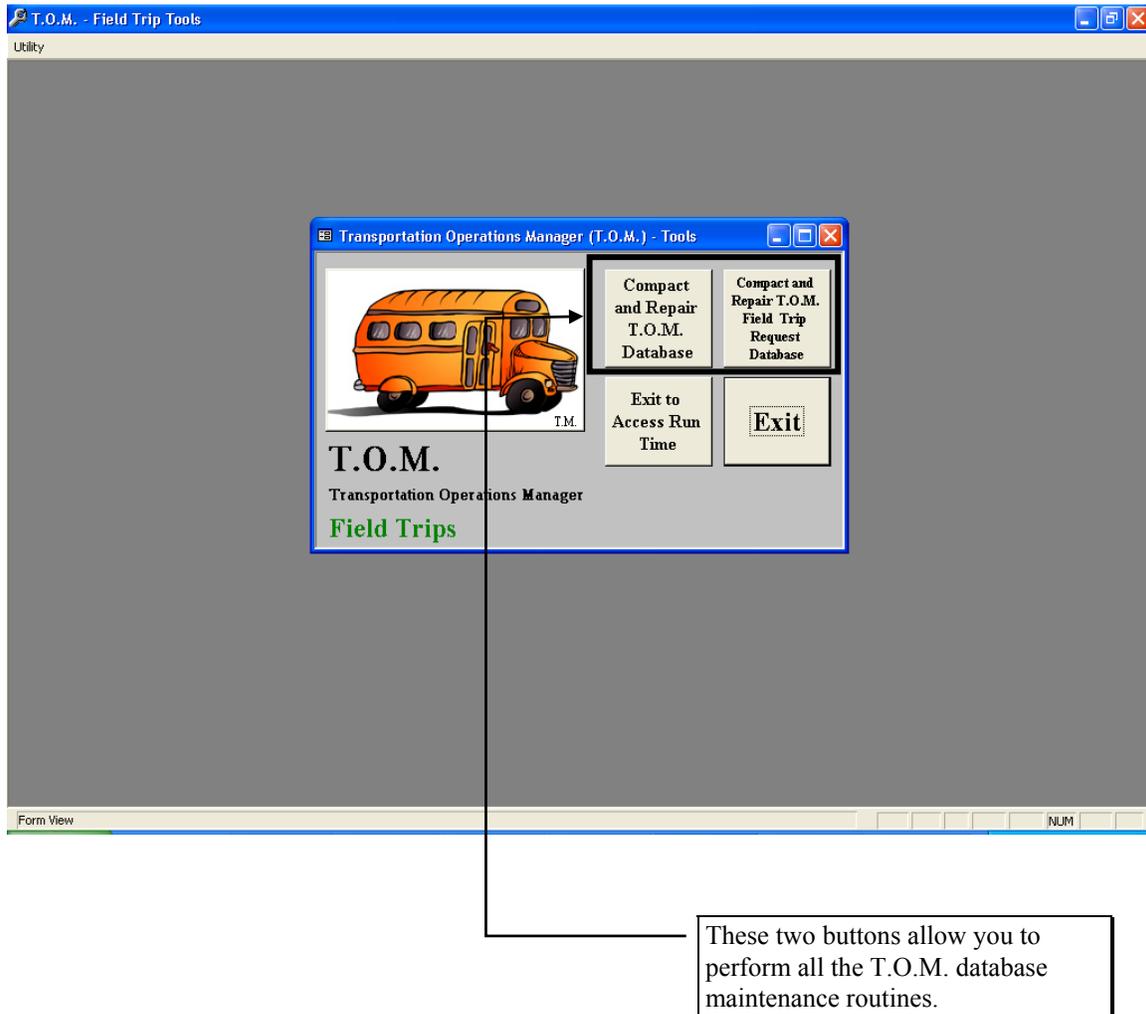


Figure A-3. The T.O.M. Tools Main Screen

From the T.O.M. Tools Main Screen (Figure A-3) you can perform any of the T.O.M. Database maintenance routines:

- Compact & Repair your T.O.M. Database.
- Compact & Repair your T.O.M. Field Trip Request Database.



## Compacting & Repairing Your T.O.M. Database

As you enter, change and remove information into your T.O.M. Database it can become disorganized and inefficient in the way it stores and retrieves information. This can cause your T.O.M. software to run slowly at times. The Compact T.O.M. Database tool runs Access's Compact Database utility, which cleans up your T.O.M. Database and ensures that it is running at optimum performance as well as eliminating any corruption found in the database.



① **T.O.M. Tip**

*Gecko recommends that you run the Compact T.O.M. Database no less than once a week and **generally it's a good idea to backup, repair and compact your T.O.M. Database and Field Trip Request Database daily!***

1. Follow the steps described in the section *Using T.O.M. Tools to Maintain Your T.O.M. Database* at the beginning of this chapter to access the T.O.M. Tools Database maintenance program.
2. Click the Compact & Repair T.O.M. Database button on the T.O.M. Tools Main Screen (Figure A-4).

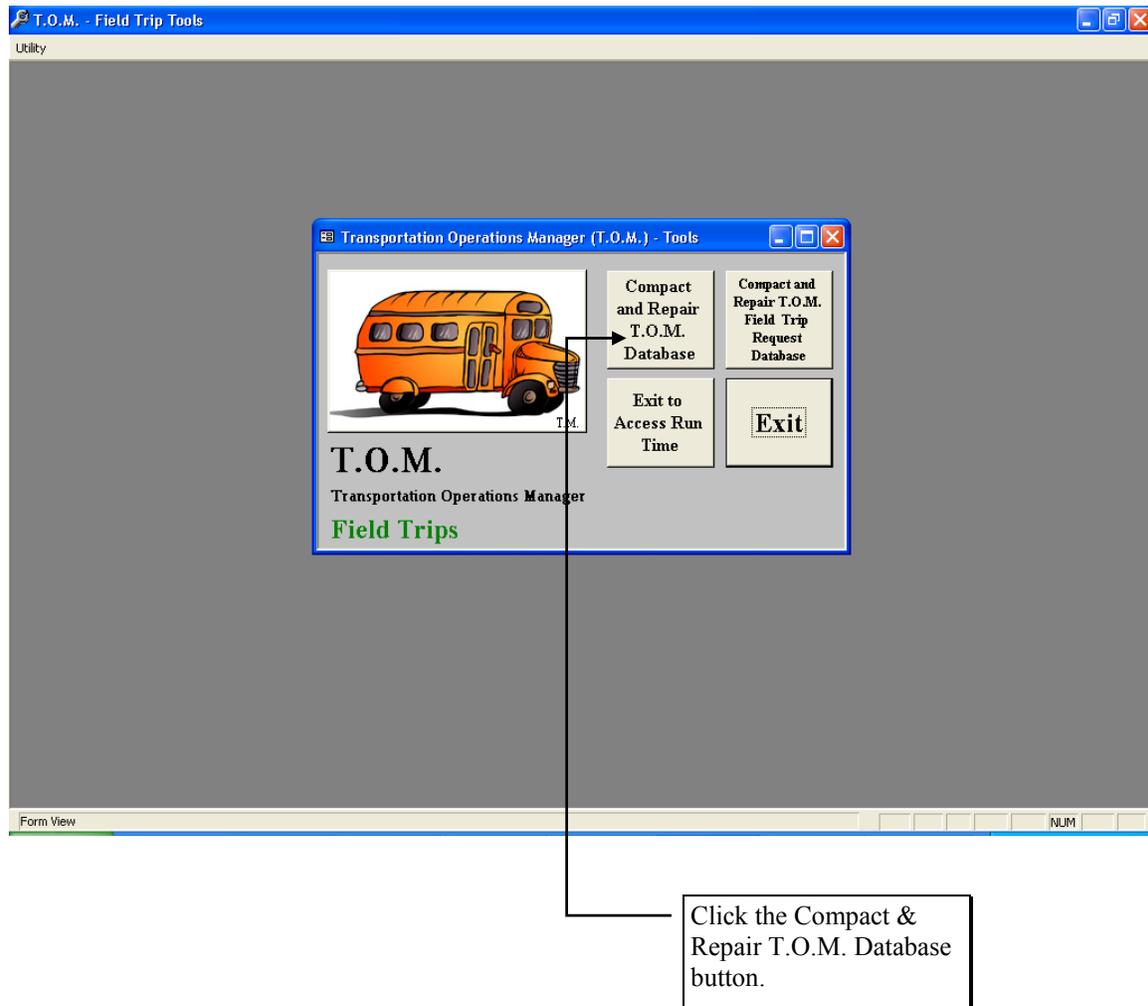


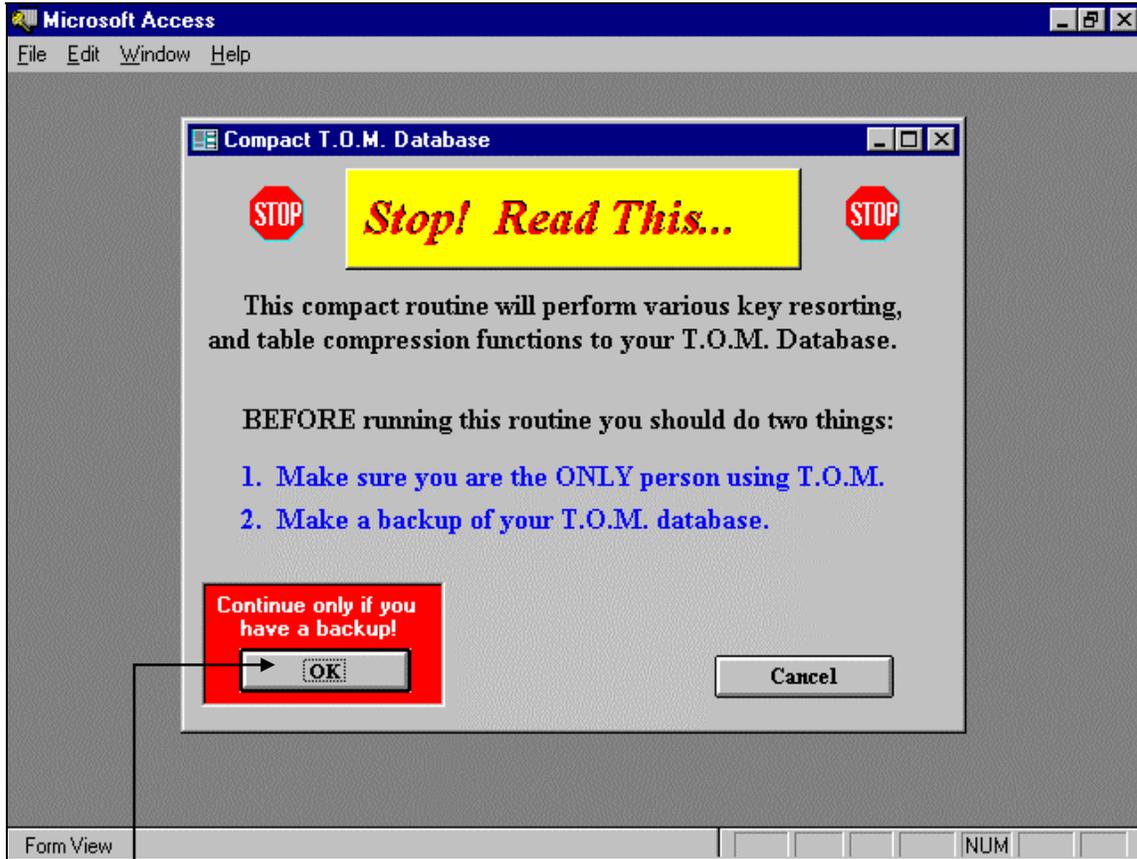
Figure A-4. Accessing the Compact & Repair T.O.M. Database



The Compact T.O.M. Database Warning screen is displayed (Figure A-5).

The Compact T.O.M. Database Warning screen reminds you that this routine will not run if there are other people using the T.O.M. Database and that it would be a good idea to backup your T.O.M. Database before performing this task.

**NOTE:** If you wish to backup your T.O.M. Database before continuing, click the Cancel button, exit T.O.M. Tools and refer to *Chapter 10 – Backing Up and Restoring* in this manual for details about doing a backup. Then return to this section to compact your T.O.M. Database.



If you have observed the screen's cautions, click the OK button to continue. If not, see the note in step 3 above.

Figure A-5. The Compact T.O.M. Database Warning Screen

3. Click the OK button to continue if you don't need to do a backup (Figure A-5). The Compact Database screen is displayed (Figure A-6).



Click the Compact Now button (Figure A-6).

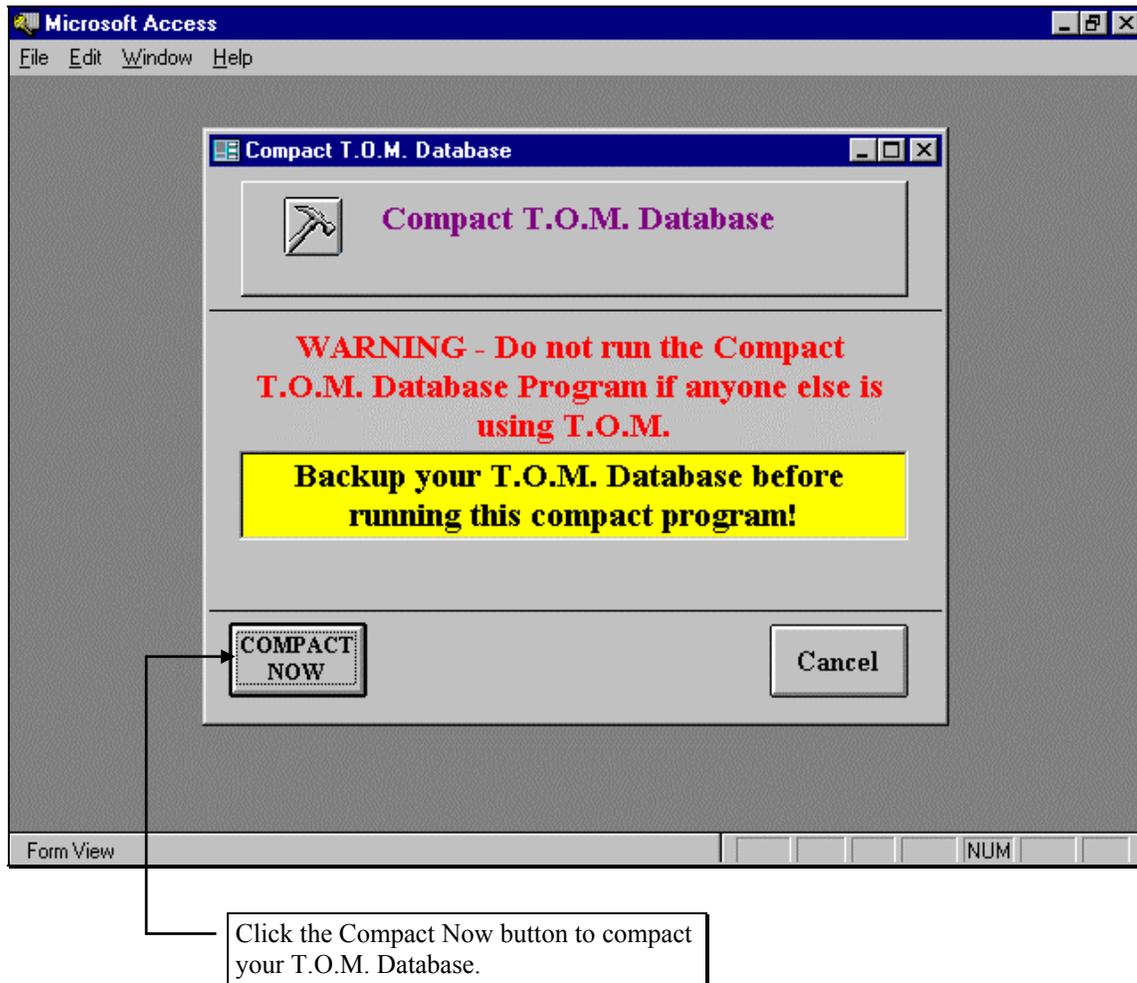
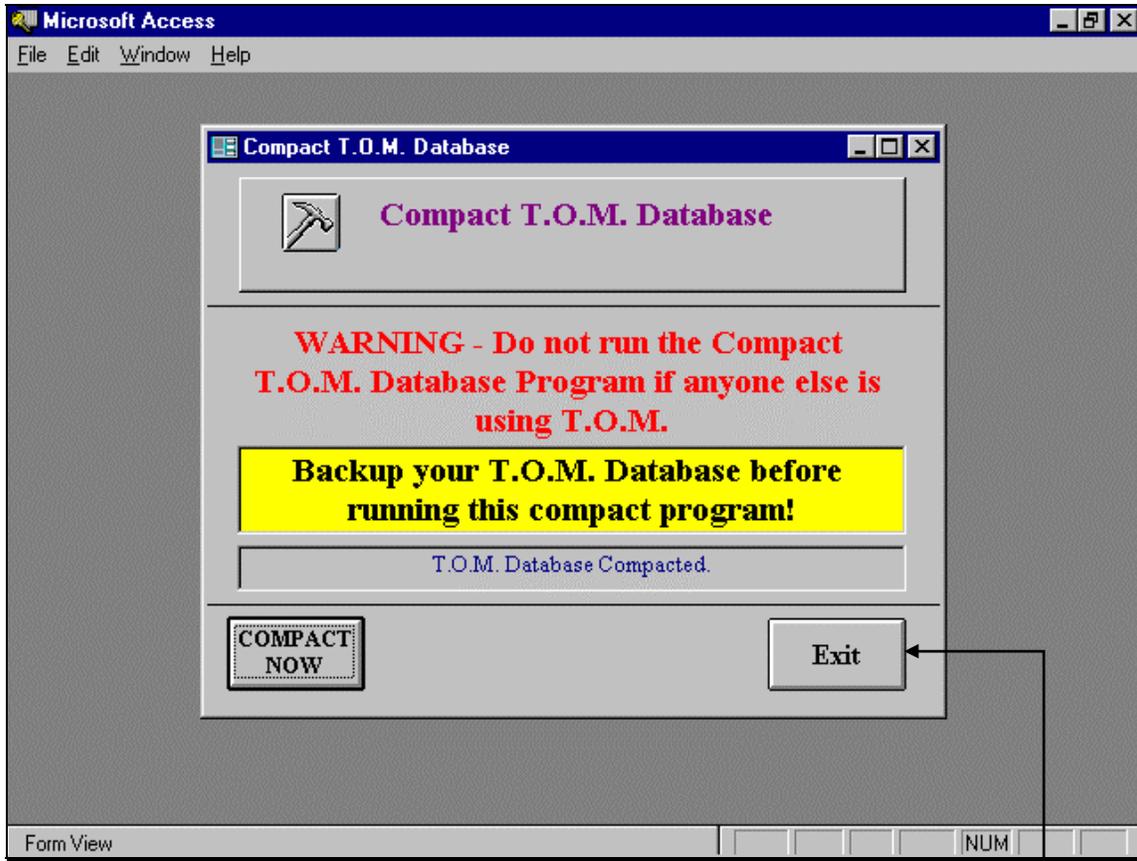


Figure A-6. The Compact T.O.M. Database Screen

Depending on the size of your database and the speed of your computer / network the compact process should take anywhere from a few seconds to several minutes. When the repair compact is complete the message T.O.M. Database Compacted will display on your Compact T.O.M. Database screen (Figure A-7).



Click the Exit button to return to the T.O.M. Tools Main Screen.

Figure A-7. The Compact T.O.M. Database Screen AFTER The Compact Process

4. Click the Exit button to return to the T.O.M. Tools Main Screen (Figure A-4).
5. You may choose to perform another database maintenance routine or exit from T.O.M. Tools by selecting the Exit button (Figure A-3).



## Compacting & Repairing Your T.O.M. Field Trip Request Database

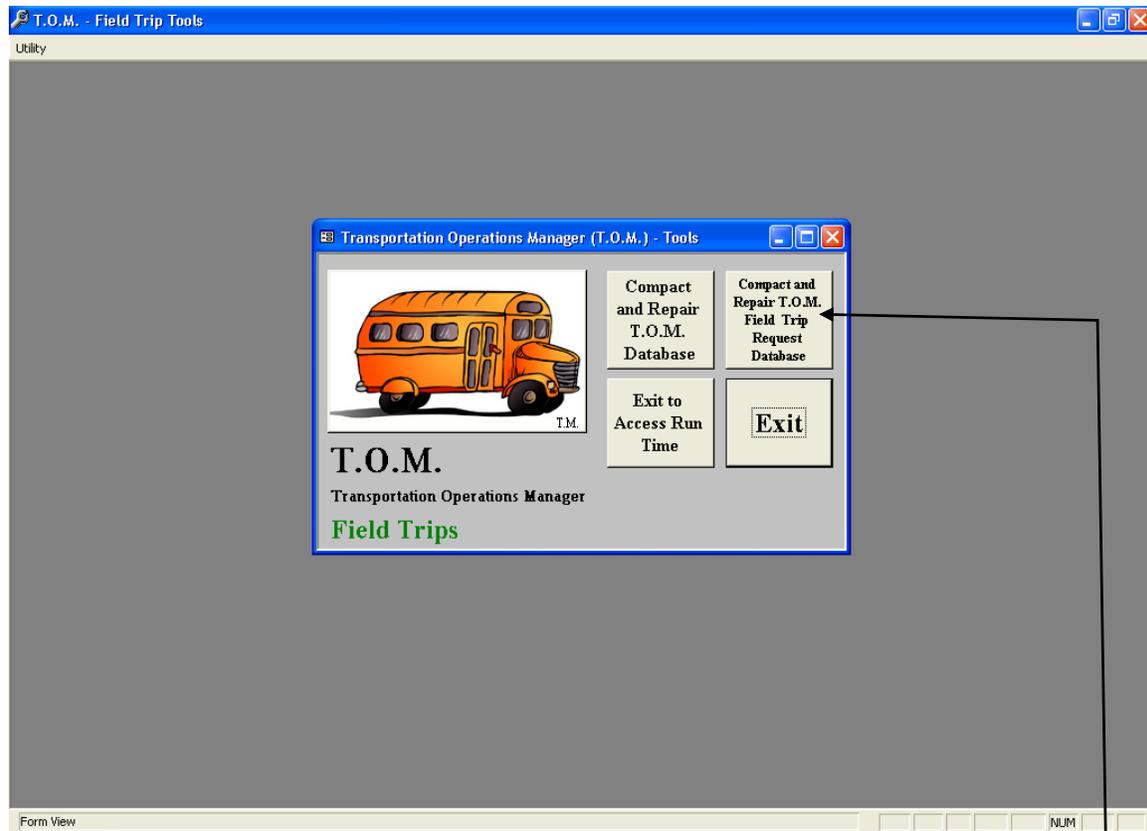
As you enter, change and remove information into your T.O.M. Field Trip Request Database it can become disorganized and inefficient in the way it stores and retrieves information. This can cause your T.O.M. software to run slowly at times. The Compact T.O.M. Field Trip Request Database tool runs Access's Compact Database utility, which cleans up your T.O.M. Field Trip Request Database and ensures that it is running at optimum performance.



### ① T.O.M. Tip

*Gecko recommends that you run the Compact & Repair T.O.M. Field Trip Request Database no less than twice a week and **generally it's a good idea to backup, repair and compact your T.O.M. Database and Field Trip Request Database daily!***

1. Follow the steps described in the section *Using T.O.M. Tools to Maintain Your T.O.M. Database* at the beginning of this chapter to access the T.O.M. Tools Database maintenance program.
2. Click the Compact & Repair T.O.M. Field Trip Request Database button on the T.O.M. Tools Main Screen (Figure A-8).



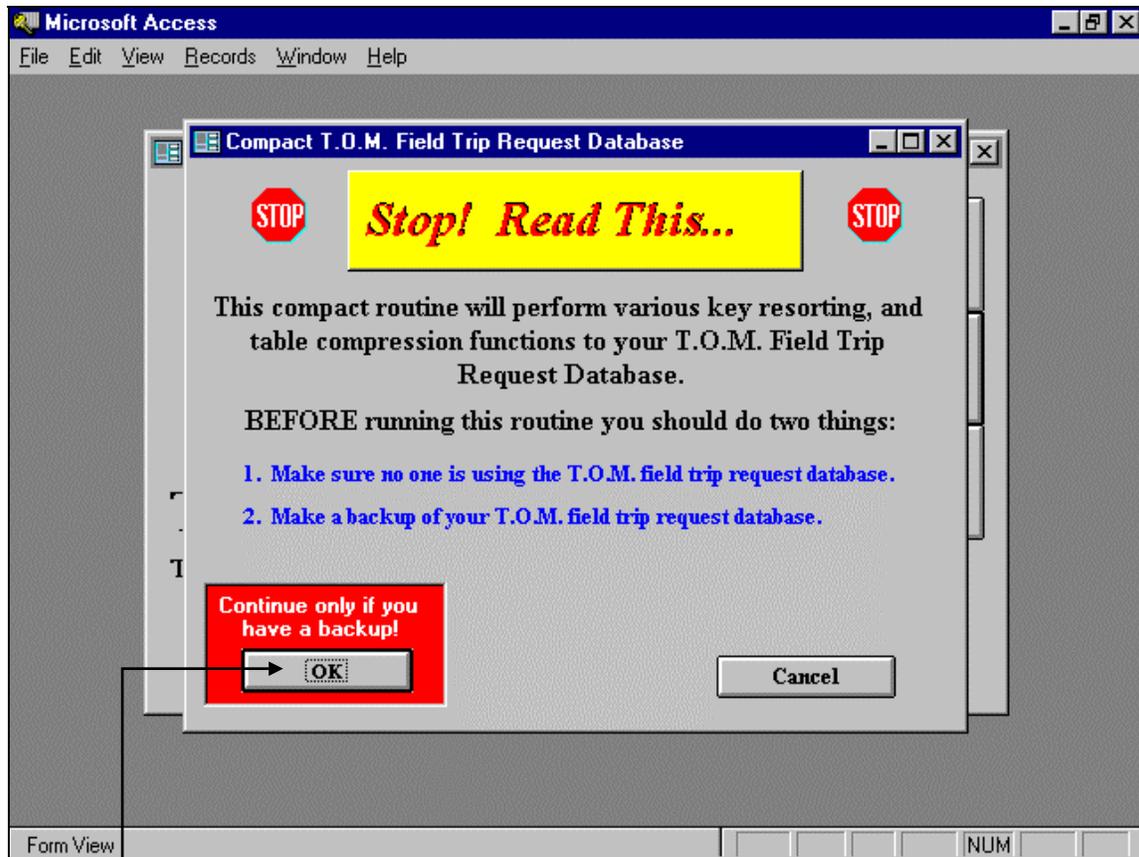
Click the Compact T.O.M. Field Trip Request T.O.M. Database button.



Figure A-8. Accessing the Compact T.O.M. Field Trip Request Database

The Compact T.O.M. Field Trip Request Database Warning screen is displayed (Figure A-9). The Compact T.O.M. Field Trip Request Database Warning screen reminds you that this routine will not run if there are other people using the T.O.M. Field Trip Request Database and that it would be a good idea to backup your T.O.M. Field Trip Request Database before performing this task.

**NOTE:** If you wish to backup your T.O.M. Field Trip Request Database before continuing, click the Cancel button, exit T.O.M. Tools and refer to *Chapter 10 – Backing Up and Restoring* in this manual for details about doing a backup. Then return to this section to compact your T.O.M. Field Trip Request Database.



If you have observed the screen's cautions, click the OK button to continue. If not, see the note in step 3 above.

Figure A-9. The Compact T.O.M. Field Trip Request Database Warning Screen

3. Click the OK button to continue if you don't need to do a backup (Figure A-5). The Compact T.O.M. Field Trip Request Database screen is displayed (Figure A-10).



- Click the Compact Now button (Figure A-10).

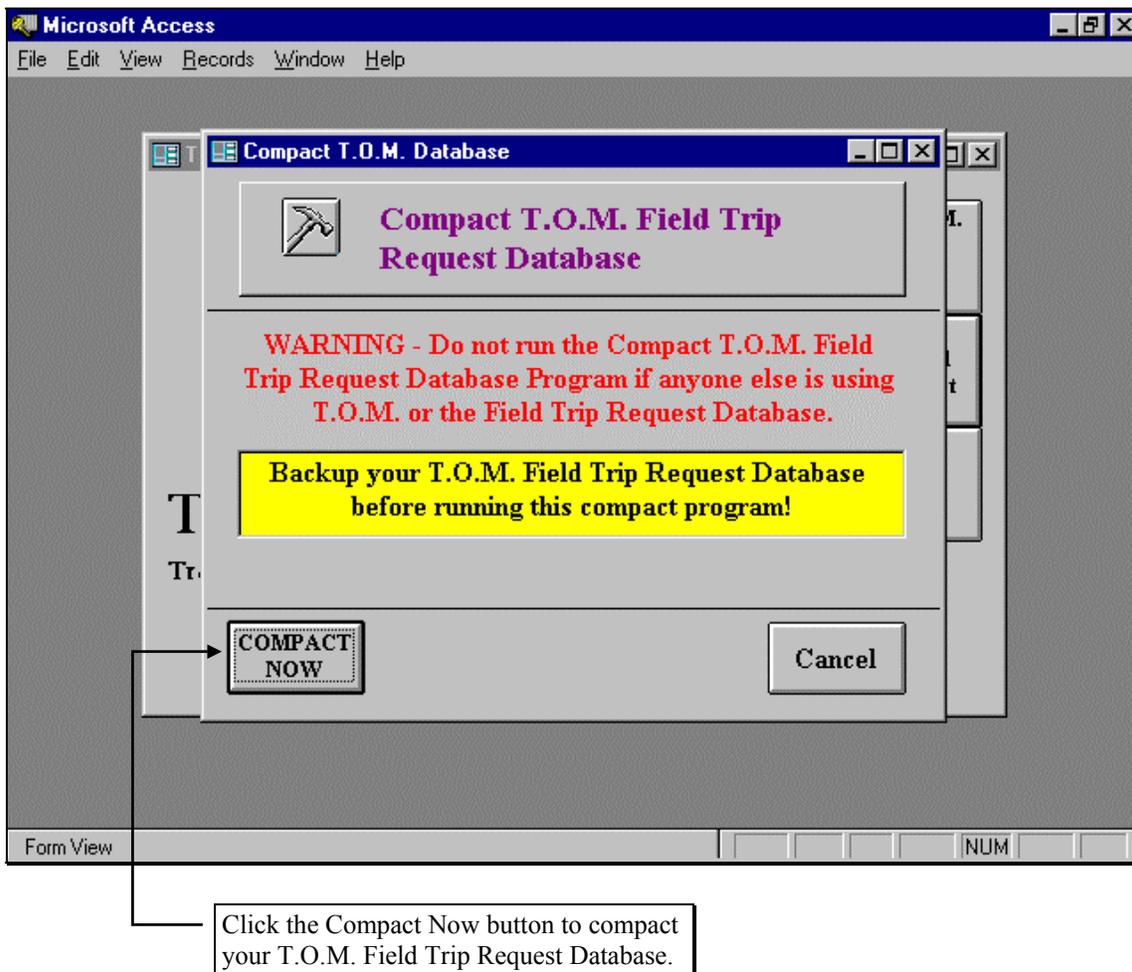


Figure A-10. The Compact T.O.M. Field Trip Request Database Screen

Depending on the size of your database and the speed of your computer / network the compact process should take anywhere from a few seconds to several minutes. When the compact process is complete the message T.O.M. Field Trip Request Database Compacted will display on your Repair T.O.M. Field Trip Request Database screen (Figure A-11).

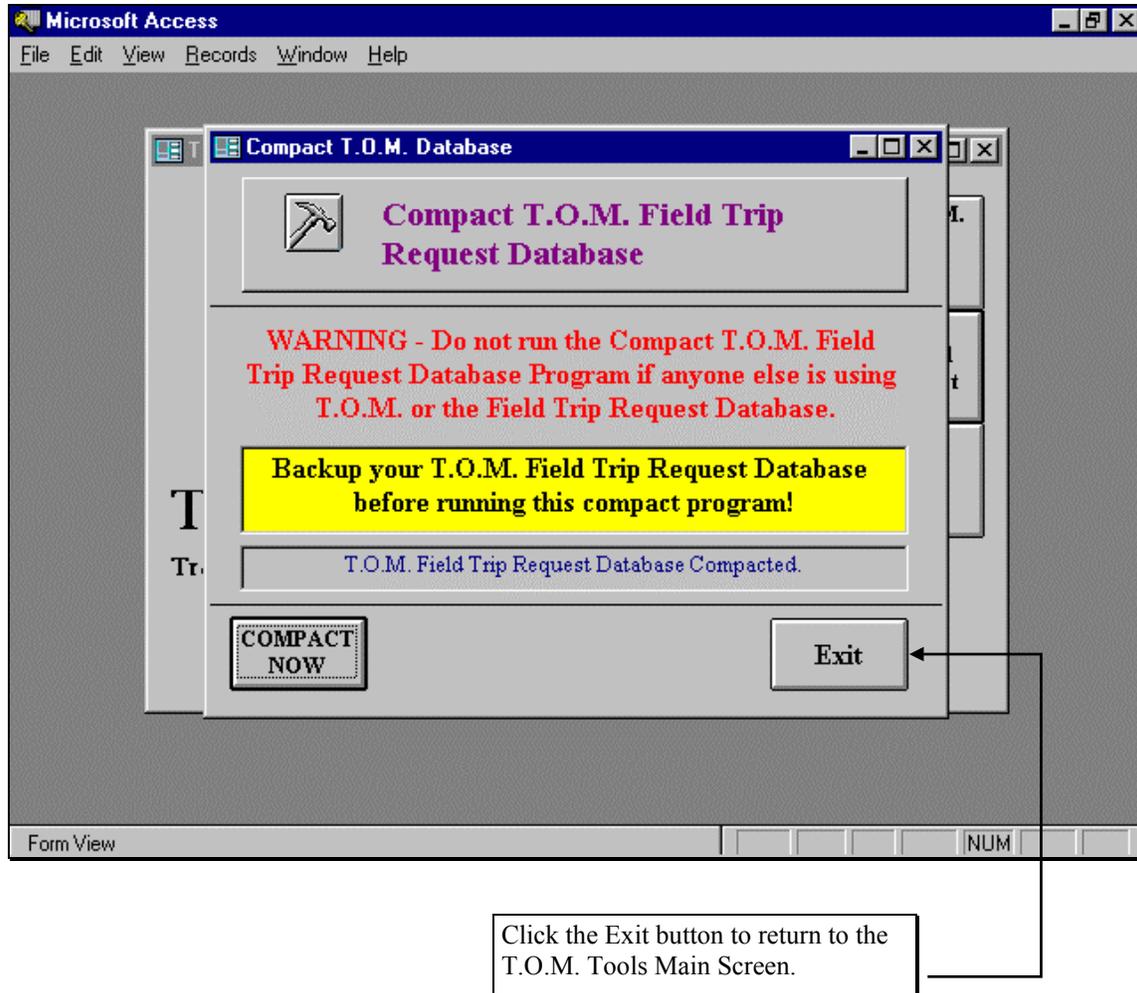


Figure A-11. The Compact T.O.M. Field Trip Request Database Screen AFTER The Compact Process

5. Click the Exit button to return to the T.O.M. Tools Main Screen (Figure A-8).
6. You may choose to perform another database maintenance routine or exit from T.O.M. Tools by selecting the Exit button (Figure A-3).