Maintenance Coordinator

DATABASES OVERVIEW

Databases Overview

This presentation will outlines the following topics:

- Creating New Databases.
- Setting up Database paths.
- Saving and Opening Database setups.
- Opening different setups at startup.
- Networking Databases.
- Backing Up Your Databases
- Compact and Repair Operation

Creating New Databases

The *Maintenance Coordinator* program allows you to create new databases for use with the program. This feature can prove to be useful when you want to clear data from the program, but not destroy it. It's also extremely useful when you have multiple sites or departments and want a different set of databases used with each.

Databases Used

You can create the following databases using this program:

- *Main Database* – This database stores reusable information such as user's accounts, contacts, equipment, inventory, task instructions, tasks and work orders, mechanics, procedures, and more.
- *Personal Database* – You may wish to create one of these databases for use by each of your users. This database stores daily planner tasks, daily log, to do lists, and special personal log information.
- *Purchasing Database* - This database is used for storing information on your purchasing activities, such as requisitions and purchase orders.

Add-on Databases

You can also create these Optional databases:

- *Issues Database* – This database stores production numbers, production issues and maintenance issues.

- *Maintenance Services and Safety Management Database* – This database stores information pertaining to the optional Maintenance Services and Safety management modules.

Creating New Databases
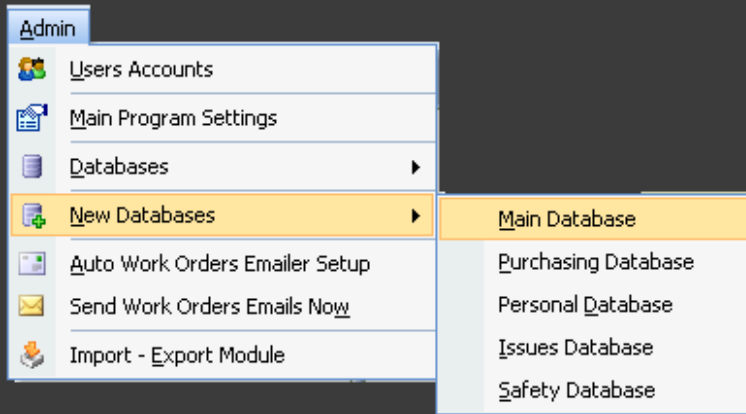
To create a new database please follow these steps:

- Log in to Maintenance Coordinator as a user with administrator rights.
- Open the **Admin** drop down menu from the main menu of the program and select the **New Databases** option, then select the type of database you wish to create.
- Move to the *Save In* drop down list box and setup the folder or directory you wish to save your new database in.
- Now move to the **File Name** text box and enter the name you want this database to have. Examples here could be John, Fred or Lynn for personal databases, or Issues13, IssuesDB and so on for issue database.
- Click the **Save** button.

Database Settings

To setup your databases:

- Log in as a user with administrator rights.
- Open the *Admin* drop down menu for the main menu of the program and select the *Databases / Setup Database Path* options
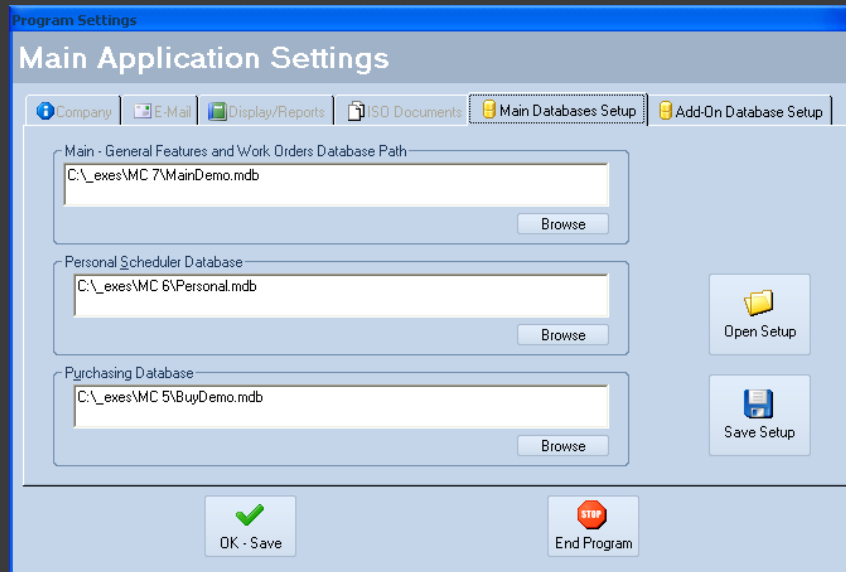- Move to the *Main Databases Setup* tab.
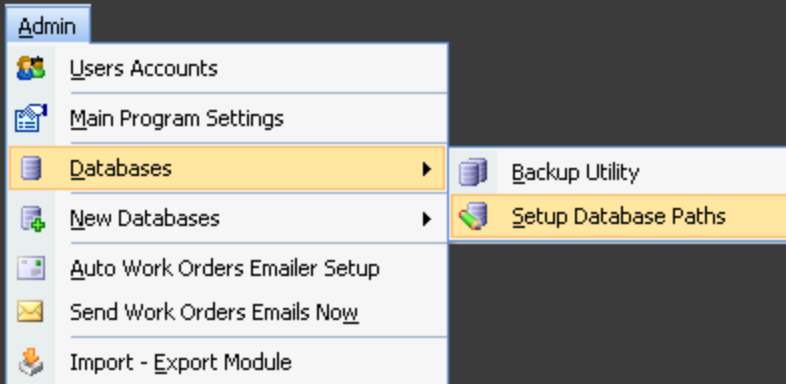
SINGLE USER LICENSES – Please note that when the application is either registered as a single user or is running in demo mode, the databases must reside on the C: drive. To place the databases on a network drive a site license must be obtained.
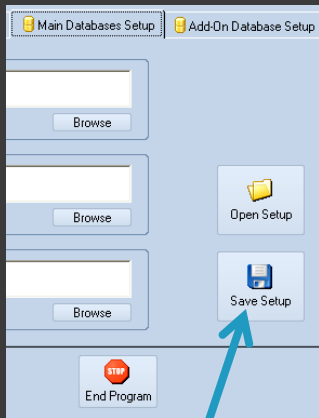
Database Settings

- Move to the *Primary and Work Orders Database Path* section and type in the complete path of this database. You can also use the *Browse* button to open and use a *File Open* type dialog screen to locate the database file. This file location can be either on a local drive, or pointing to a network drive (if you have network license).

- Repeat the above step for the other two databases.

- If you purchased add-on modules or the Professional Version, move to the *Add-On Database Setup* tab and setup the databases on that tab.

Saving Database Settings

You can create different database setups to be used at different times. For example, if you use a laptop you could have a setup saved for use at home and one for work.
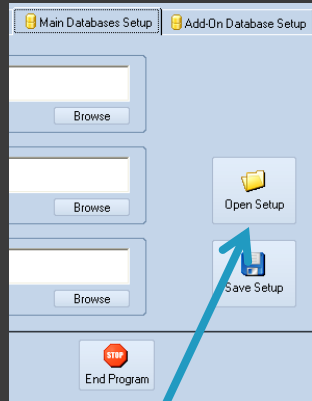
To save the current setup, you must:

- Set the paths to all your databases as just outlined
- Click on the *Save Setup* button.
- Use this *Save As* dialog as you would any Save As dialog found in Windows.
- Setup the Folder to save your settings to.
- Make the file name something like *Home, Office* or *Work*, and click the *Save* button.
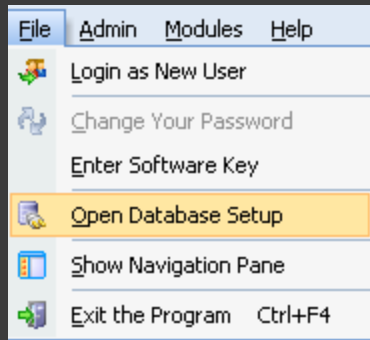
Opening Database Settings

To open a saved setup, you must:

- Move to and click on the *Open Setup* button from Setup Main Database tab of the *Main Application Setup* screen.
- Use this *File Open* dialog as you would any File Open dialog found in Windows, locating the setup file you wish to open.
- Click on the *Open* button.

Opening Different Databases at Startup

Once you have saved various database setups as in the *Database and Program Setting* section, you can open one of these setups from the main menu of the application. This feature can come in handy for a variety of reasons. A couple of good examples are when you have database setups for either different clients, or different plant locations.

To open a saved database setup:

- Start Maintenance Coordinator in your normal manner.
- Open the *File* drop down menu from the main menu of the program, and then choose the *Open Database Setup* option.
- Use this file open dialog to select one of your saved setups.
- Click open and the program then restart Maintenance Coordinator.

Networking Your Databases

If you purchased a site or network license you can install or copy your databases to a shared, network drive. This way multiple users can access the information stored there at the same time.

We sell the application as either a single user version or as an unlimited/network version. Microsoft specs for Access databases claim up to 255 concurrent users, but it is recommended that you keep connections to a minimum to reduce performance issues.

Networking Your Databases

1. Install software on each computer or work station access will be needed.

2. Activate software on each computer or work station the software is installed.

3. Copy the databases to be used to a shared or mapped hard drive.

4. Configure each client's CMMS software to point to where the databases are stored.

5. Begin enjoying the software.

NOTE: A Site or Network license must have been purchased to use this configuration.

Backing Up Your Database

It is highly recommended that you backup your database on regular bases. Database can become corrupt and unusable at times for a variety of reasons. We have included a repair feature to help fix bad databases, but there are times that this repair is not going to work.

How often should you backup a database? The answer is an individual one, but ask yourself how much information you are willing to lose, or have to reenter? Backing up your database on a daily bases may be your best bet.

Backing Up Your Database
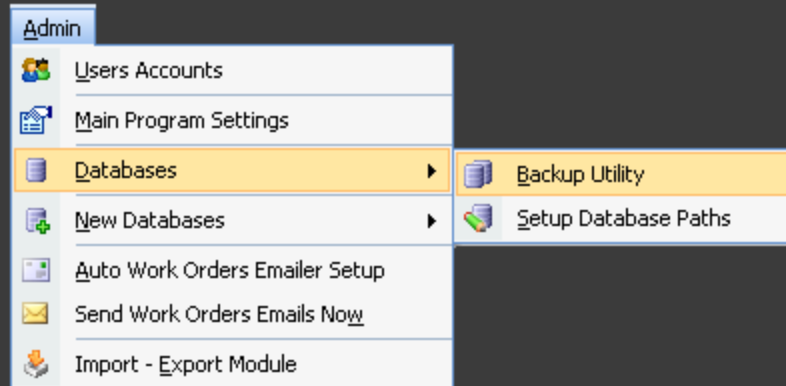
To backup your database:

- Log in to the program as a program administrator.
- Open the *Admin* drop down menu. Select the *Databases* then the *Backup Databases* option.
- The main menu module will close and the *Database Backup / Copier* screen will load. The program closes to ensure you're not accessing any databases, as all users must be out of the program when backing up.

Backing Up Your Databases
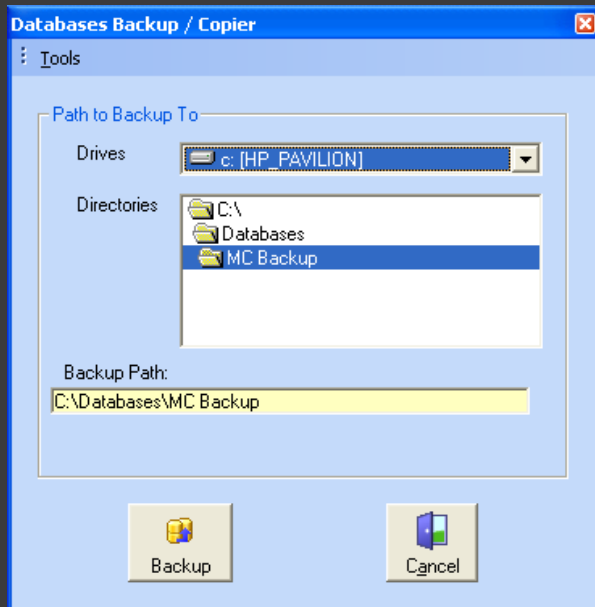
- Move to the *Drives* list and select the hard drive you want to backup to.
- Move to the *Directories* list and double click on the directory or directories (or folders) you want to backup to. The full backup path should be displayed in the *Backup Path* area.
- Click on the *Backup* button to begin the backup or copy operation. The program will copy all the files as setup in the *Program Settings* screen.
- To exit click *Cancel*.

Compact and Repair Databases

The *Database Backup/Copier* utility also contains a valuable database support tool; this is the *Compact and Repair Database* routine.

As you add and delete data in a database, the file can become fragmented, and use more disk space than necessary. Periodically, you should compact your databases in order to defragment the file. The resulting compacted database will usually be smaller.

Essentially what the program does is copies the data from one database to another. In the process, the data in the resulting database is organized contiguously to recover disk space.

Since, during this operation the program creates a duplicate copy of the original database you must have enough disk space available for both copies.

Repairing the Database

The repair database part of the routine will try to repair any Microsoft Access compatible database, which is the database format used by this program. The repair function will repair a database that was left invalid by an incomplete write operation. This can happen when an application quits unexpectedly because of a power failure or other computer hardware problems.

Besides the tools we provide, perhaps the best tool to use would be Microsoft Access itself. Normally you would find the tools needed under the application or File menus, and then under the Manage option.

Perform a Compact/Repair
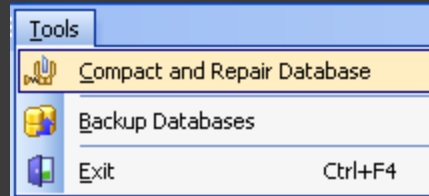
To perform a compact/repair operation on an Access database:

- Start the program in your normal manner.
- Log in as an administrator.
- Open the *Admin* drop down menu and select the *Databases – Backup Databases* option.
- From the *Database Backup/Copier* screen open the *Tools* drop down menu and select the *Compact/Repair Database* option.
- Use the *File Open* type dialog to locate the database you wish to compact, and click *Open.*
- A message should tell you if the operation was successful.

Emergency Repair

Access the Backup Utility from Outside the Program

IF YOU CAN'T GAIN ACCESS TO THE PROGRAM AT ALL

If your main database is corrupted, you may not be able to gain access to the program at all. If this is the case, please follow these instructions to start the *Database Backup / Copier* module.

- Click your computer's *Start* button.
- Choose the *Run* option.
- *Browse* to the area you have Maintenance Coordinator installed. The default path is C:\Maintenance Coordinator
- Select the *MC_Backup.exe* application.
- Click *Run*.
- Follow the *Repair Database* procedure outlined.