

STUDENT MANAGER MAINTENANCE SCHEDULE

Task	When	How
Backup databases *(VFP Only)	Daily to Weekly	Tools > Backup Data
Reindex databases	Monthly (or as needed)	Tools > Database Admin > Pack/Reindex
Run The Catch All too to clean up various duplicates	Weekly (or as needed)	Tools > Data Cleanup > The Catch-All, Registration, Name (IDs Only), Cost Center Codes, Missing Course/Instructor Links, & UDF
Remove (pack) records marked for deletion #(VFP Only)	Monthly (or as needed)	Tools > Database Admin > Pack/Reindex
Deactivate Courses (i.e. remove courses from registration routines)	Monthly (or as desired)	Module > Courses > Mass Change/Update/Delete/Archive
Upgrade system	Quarterly (or as needed)	Download file is available on our Downloads site. See below for URL
Clean up User Records (delete records, review access levels, etc.)	Quarterly	Tools > Password Maintenance
Purge Waitlists	End of Term (or as desired)	Module > Courses > Mass Change/Update/Delete/Archive
Clean up codes (e.g. remove unused codes, deactivate/combine codes, etc.)	End of Term	Tools > Data Cleanup > Code Areas
Deactivate Tracking Codes	End of Term	Module > Codes > REGISTER: Tracking Codes
Combine Duplicate Names	End of Term	Tools > Data Cleanup > Combine Names
Purge Room Use Records	End of Term/Year (for previous term/year)	Module > Courses > Mass Change/Update/Delete
Combine Duplicate Firms	Twice Yearly	Tools > Data Cleanup > Part 2 Firms
Clean up Additional Reports	Twice Yearly	Tools > Reports > Activate/Deactivate Reports
Clean up Orphan Registrations and Payments	Monthly	Tools > Data Cleanup > Orphan Registrations & Payments
Clean up unused Queries	Twice Yearly	From appropriate Report Area (e.g. Reports > Registrations > Rosters)
Lock Courses	End of Fiscal Year	Module > Courses > Mass Change/Update/Delete
Archive Data	Annually (or as needed)	Module > Courses > Mass Change/Update/Delete
Clear Old Holidays	Annually	Module>Holidays>Clear old Holidays

*Your SQL administrator is responsible to back up the database. Running the Backup tool in the SQL version only backs up resource files such as .mem files, user files, system files, and logs.

#The Pack procedure is not available for SQL users because records are automatically deleted in the SQL version.

Detailed instructions for all maintenance procedures are available in the Online Reference Guide:

<https://help.aceware.com/>

Student Manager Upgrades are available for download:

<https://www.aceware.com/customers/student-manager-downloads>