

# Fast-Class File

Client Data System

## Volume 101: Database Rebuild

The Database Rebuild utility is designed to maintain the integrity of the indexes where your data is stored. The indexes where your data is stored can be compared to the card file in a library. When the card file is well organized, the books are easy to find – in the same way, performing a database rebuild ensures that the indexes of your database are well organized and CDS can find your data quickly and easily.

### E-Z Data Database Rebuild Recommendations

For peak efficiency, a database rebuild should be performed -

- at least monthly
- when importing or converting large amounts of data

### A DATABASE REBUILD IS REQUIRED WHEN UPGRADING CDS.

### Before Running the Database Rebuild Utility -

- Create a secure copy of your CDS database(s).
- Ensure that all users have logged out of CDS.

*Note: Since all users must be logged out of CDS during a rebuild, E-Z Data recommends that you schedule monthly rebuilds after hours or during a weekend when no users will need to log in to CDS.*

### To Perform a Database Rebuild:

- From the **Start** menu, select **Programs** or **All Programs, Client Data System, CDS Utilities, CDS Database Utilities**.
- In the **Database Utilities** window, Click the **Tools** drop-down and select **Database Rebuild**.

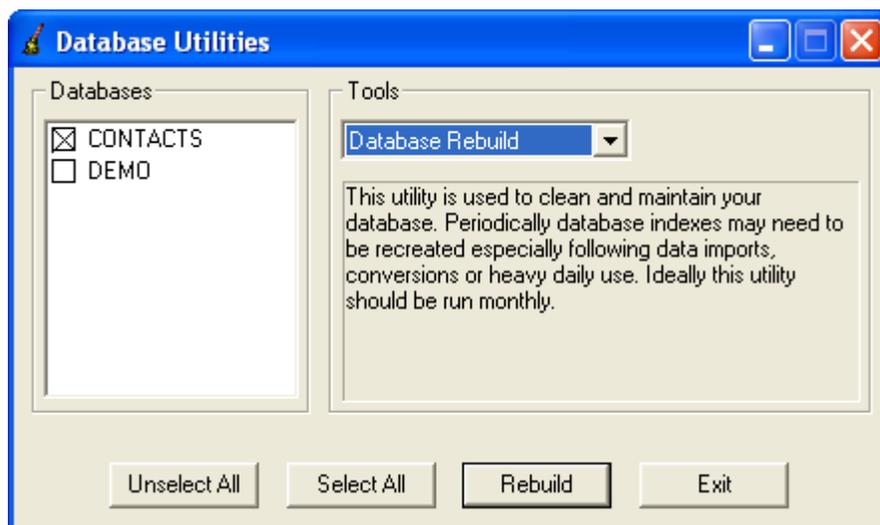


Figure 1: The Database Utilities window

- In the **Databases** section of the **Database Utilities** window, select one database to rebuild. To deselect a database, simply click on the selected database to be deselected. Select a database in the same fashion.

**Important:** For optimal data integrity E-Z Data recommends using only one database. However, if it becomes necessary to use multiple databases, *each database must be rebuilt separately*, one database at a time.

- Click the **Rebuild** button.

CDS will begin the process of rebuilding the indexes that house the data in the selected database. This can be a lengthy process depending on the size of the database. As noted earlier, no users will be able to log into CDS during a rebuild.

- As the final step in the rebuild process, CDS will display a **DBUTIL** prompt window.



**Figure 2: The DBUTIL prompt window.**

Replacing the database is an essential step in rebuilding the database. To successfully complete the process, you must replace the database.

If an error occurs during the rebuild process, the old database should **not** be replaced. If an error occurs, write down the error or make a screen capture of the error and contact technical support.

- If no errors occurred during the rebuild process, select **Yes** in the **DBUTIL** prompt window and replace the database.
- The **Database Rebuild** window will display an entry indicating that a database rebuild has been successfully completed.



**Figure 3: The Database Rebuild window (rebuild successful)**

After a successful database rebuild, users can log in to CDS as normal.