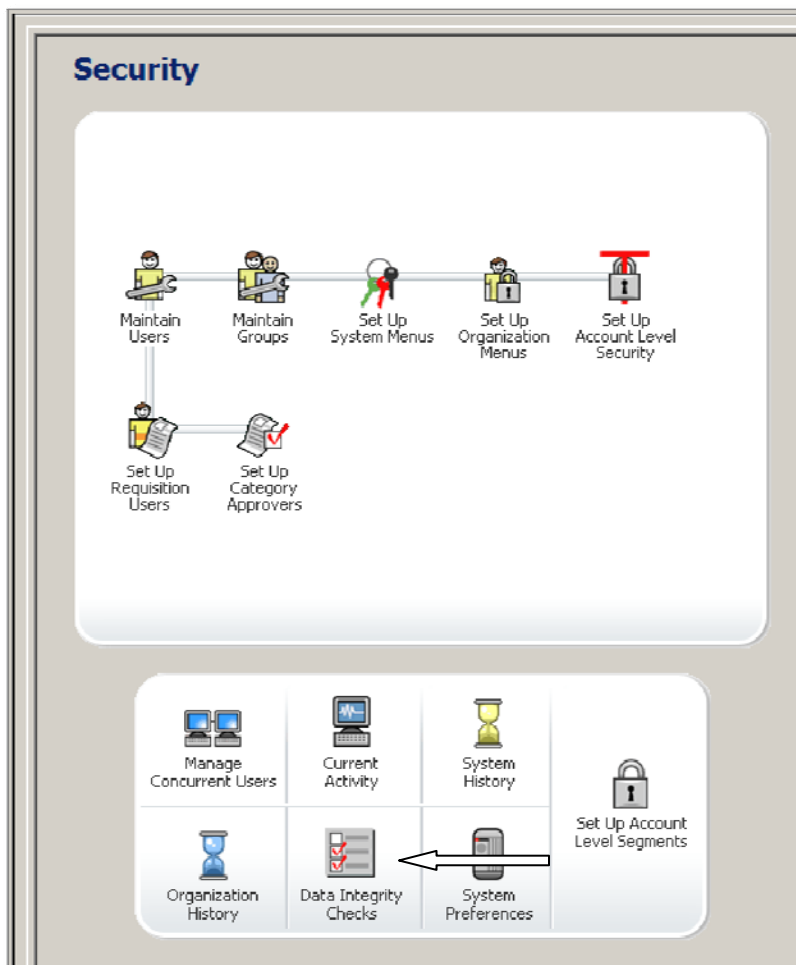


End-of-Year Thoughts

The end of each year is always a good time to do some “spring” cleaning. Here are some thoughts:

Run Data Integrity Checks:



Log into Administration

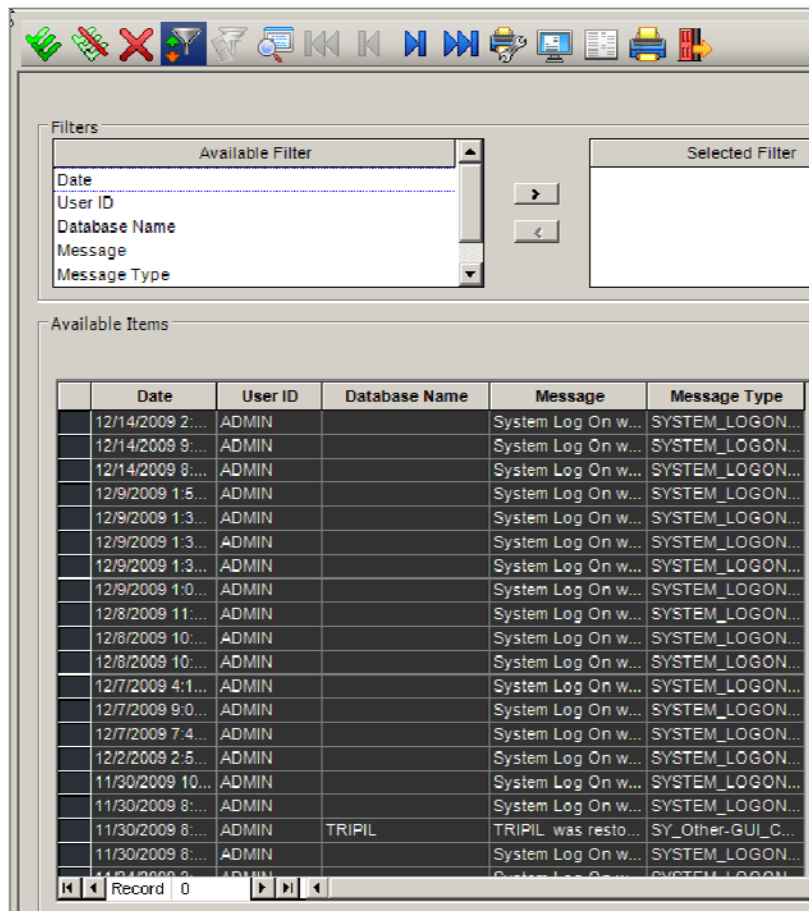
Go to the **Security** Tab

Select Data Integrity Checks

Run

This will ensure that your data is not corrupt. You will receive a Pass/Fail message. If there is a failure it will tell you where it occurred and what to do.

Clean up your System Logs:



While in Administration

On the **Security** Tab

Select **System History** - This form lists the administrative functions performed in the system, such as the addition, modification, or deletion of user or group IDs.

Use the Three Arrow Icon to select the data that is show on the screen, then hit the **RED X**

Repeat this same process for the **Organizational History**.

This will delete these lines that are taking up space in your database.

Compress Your Database:

While in Administration

Go to the **Settings** Tab

Select **Compress Database**

Select your database from the dropdown list and hit Start.

This will get rid of the white space that was created when you deleted the database history.

