

# Performing Maintenance On Front Desk Data Files

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FrontDesk v4.1.25

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## Perform Maintenance

Various functions can be performed to Clean Up and Verify the AAC Front Desk database files.

To access these functions, open the AAC Check-In Application or Point of Sale Application and click on the File Drop-Down Menu. Choose Maintain Data Files.

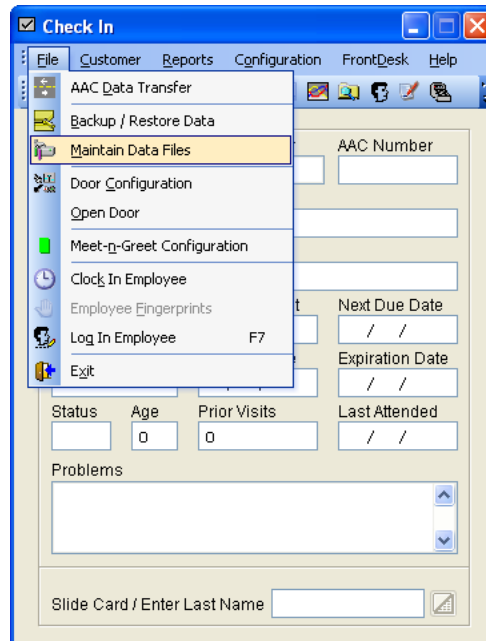


Figure 26-1.

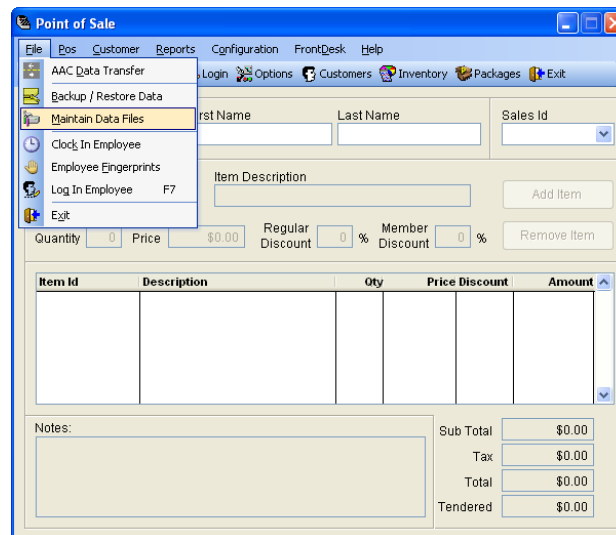


Figure 26-2.

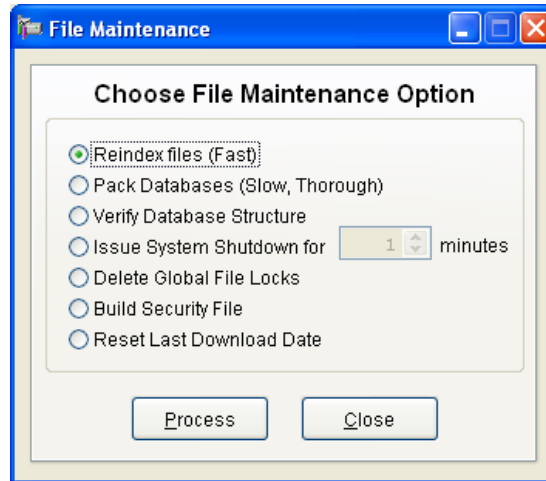


Figure 26-3.

**Reindex files (Fast):** This function will create new index files for the software. This process can be done on a regular basis.

**Pack Databases (Slow, Thorough):** This function also creates a new index of the data files, but at the same time it updates memo files as well. This process is more thorough. Most of the time, you will just run the reindex.

**Verify Database Structure:** This function will verify that all necessary database files are present and will create .CDX files when necessary. It is not necessary to run this process on a regular basis. Use this function if a member of the software support staff requests it be done for troubleshooting purposes.

**Issue System Shutdown:** This function will shut the entire system down for a defined amount of time. It is used to prevent anyone from getting into the AAC Software System for the defined amount of time. This is normally not necessary.

**Delete Global File Locks:** Use this option if a message appears stating that a file lock has been set and will be released at a particular time. You may attempt to log into the File Maintenance application and use this function to delete the lock. If that does not work, restart the computer or wait until the specified time is over and the lock will be released automatically.

**Build Security File:** Rebuild security files in the application. This function is normally not necessary unless specified by the AAC Software Support staff.

**Reset Last Download Date:** This isn't a user accessible function, please call AAC Software Support for help with this option.