

Resize and Reindex File Procedure on Unixware Servers

This procedure was written for those using Tag-n-Trak Release 3.00.186 or higher. The final step of the Daily Close checks file sizes for all data files. When a file becomes 80% or more full, the following message displays:

ONE OR MORE FILES ARE CLOSE TO BEING FULL PLEASE CHECK REPORT.

The Daily Close program sends a report to the system default printer listing the Store#, File#, File Name, Active Records, Max Records and the Percent Full. This is the information you need to Resize and Reindex the file. This is a two-step process. You increase the maximum number of records for a file and then immediately reindex the file.

WARNING: Do not reindex a file that is currently in use elsewhere on the system. Doing so will cause data corruption. **It is generally recommended that resizing and reindexing be done when no one else is logged on the system.**

1. From the **Tag-n-Trak Main Menu**, select **System Administrator, Status Display and Change**.
2. Enter the File Number that needs to be resized and press **[Enter]**. Make sure that the **Display Name** matches the File Name listed on the report generated by the Daily Close.
3. Use the down arrow key to get to the **MAXIMUM RECORDS**. If it took a reasonable amount of time for the file to fill up, double the current number. Press **[Enter]**. Verify that the number you entered in Maximum Records is correct and then press **[F10]** to save the change. A message will display as follows:

You must reindex the file if you changed the maximum records

4. Press **[F12]** and **[Enter]** to **Exit** back to the menu.
5. Select **Data and Index Maintenance**.
6. **ENTER FILE NUMER, OR RETURN FOR MORE FILES:**
Type in the file number that needs to be reindexed and press **[Enter]**. The file name to be reindexed should display beneath the heading "Reindex Utility." (For example, if you chose file 20, the file name "invmain" should display.) Be sure the correct file name displays. If you chose the wrong file, press **[F12]** to exit and start over.
7. **PLEASE ENTER OPTION REQUIRED:**
Pick 1.... **RE-CREATE ALL INDEXES AND CHECK DATA FILE** and press **Enter**.
8. There will be a delay while the file is reindexed. The length of the delay is determined by the size of the file. When the reindexing is finished, the menu reappears on the screen.