

Reindex File Procedure on Unixware Servers

How to Re-index a File

This document describes procedures for reindexing a file on a Unixware Server. Reindexing a file may become necessary if a file becomes corrupt.

WARNING: Do not re-index a file that is currently in use elsewhere on the system. Doing so will cause data corruption. **It is generally recommended that re-indexing be done when no one else is logged on the system.** This is especially true if you are re-indexing a Point of Sale file.

1. Verify that ALL Users other than yourself have logged off the system.
2. From the **Tag-n-Trak Main Menu**, select **System Administrator**.
3. Select **Data and Index Maintenance**.
4. **ENTER FILE NUMBER, OR RETURN FOR MORE FILES:**
Type in the file number that needs to be re-indexed and press **[Enter]**. The file name to be re-indexed should display beneath the heading "REINDEX UTILITY." (For example, if you chose file 11 the file name "posline" should display.) Be sure the correct file name displays. If you chose the wrong file, press **[F12]** to exit and start over.
5. **PLEASE ENTER OPTION REQUIRED:**
Pick 1.... **RE-CREATE ALL INDEXES AND CHECK DATA FILE** and press **Enter**].
6. There will be a delay while the file is re-indexed. The length of the delay is determined by the size of the file, the number of indexes that file has and the speed of your computer system. For small files, the re-index may take a few seconds. For medium sized files, it may take a matter of minutes. For large files on a fast system, it may take a matter of minutes, but on an older system, it may take an hour or longer.
7. The cursor returns to the System Administration Menu if the re-index is successful.

If there is **bad data** in the file, the following message will display: BAD DATA HAS BEEN DETECTED IN FILE yyyyyyy RECORD xxxxx (where xxxxx is the record number). If bad data is detected, write down the record number shown and select option #4: **Fix corrupt data by replacing unreadable data with spaces.** The re-indexing should continue and then return to the menu. Report the record number with bad data to Mylee.

If **duplicate records** are found in the file, it will be necessary to contact Mylee Customer Support for assistance. Leave the error message on the screen and contact Mylee. **Do not allow others to log on the system until the problem is resolved.**