Resize and Reindex File Procedure for Users on Cloud or In-House CentOS Server

This procedure was written for Tag-n-Trak users on a Cloud Server or an In-House CentOS server.

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 re-index the file.

WARNING: You cannot re-index a file that is currently in use elsewhere on the system because 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. It is also highly recommended that you perform a "back up" prior to the Resize and Reindex procedure.**

1. **Verify that all users have logged off**. Only the user who will be doing the Resize and Re-index should remain logged on. That user needs to have "administrative" permissions.

2. **Perform a Data Backup.** This backup is labeled "End of Month Data Backup." When performing a backup on the Cloud Server, all data files are captured in a single file and compressed. This compressed file will be in your /home/xxxx/temp directory (where xxxx is your system name). **Typically it takes just a few minutes (in some cases just "seconds") to run the backup.** *(Note: If you are running on an In-House CentOS Server, the "End of Month Data Backup" can be used OR you can back up data to a USB drive.)*

   - From the Main Menu, press F10.
   - Select #4 Administration Menu.
   - Select #5 End of Month Data Backup.
   - **This procedure will copy all Data files to /home/xxxx/temp/eombackup.gz**
     Do you want to perform a Verify after the backup?
     [enter "y" for yes, "n" for no] y
     Are you ready to continue? [enter "y" for yes, "n" for no, "d" for delayed] y
     Proceeding with backup . . .
     <<File names will display as they are verified.>>
     EOM backup to /home/xxxx/temp/eombackup.gz COMPLETE.

     Verify COMPLETE.

     If you want save a copy of the EOM data off of the cloud server
     you can download the file "/home/xxxx/temp/eombackup.gz" to your PC.
     Keep in mind that this is a large file and may take some time to download.
     You might want to rename the file on your PC to include the date in the name.

     Press Enter for menu ...

   - Press X to Exit from the Linux Administration Menu
   - Press Enter for menu ...
   - Press X to Exit from the Custom Menu Release
   - **PLEASE ENTER TERMINAL ID**
     OR PRESS F12 TO EXIT
             ___   *(Enter your normal terminal ID that you use when Logging on.)*

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3. From the **Tag-n-Trak Main Menu,** select **System Administrator, Status Display and Change.**

4. Enter the <u>File Number</u> 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. Below is an example of the "File Status Display and Change" screen for File Number 20 (invmain) which is the INV – MASTER file.

```
                    FILE STATUS DISPLAY AND CHANGE
FILE NUMBER  20

DISPLAY NAME INV - Master

ROOT NAME invmain

MAXIMUM RECORDS   300000

ACTIVE RECORDS    297730

01=A/R  10=POS  15=CLS  20=INV  30=I/P  40=OPT/SYS  70=A/P  80=G/L
```

5. 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.

<u>**VERY IMPORTANT NOTE:**</u> After you press F10 to "save," **if you are re-sizing a large file** such as the Point of Sale Line Item File or the Inventory Master file, there will be a "pause" while the program changes the size of the data file. This "pause" may be a few seconds but could be several minutes.   A message will display:

**** The resize could take several minutes for larger files. Please wait.****

While this **"Please wait"** message displays, **DO NOT PRESS ANY KEYS. DO NOT CLOSE YOUR TINYTERM OR ANZIO SESSION. DO NOT POWER OFF YOUR PC.** After the program has changed the size of the data file, your screen will clear and the bottom of your screen will display the message:

You must reindex the file if you changed the maximum records

<u>**If you are re-sizing a small file**</u>, the program will instantly re-size the data file. You will not likely see "The resize could take several minutes… Please wait" message because it will flash too quickly. Your screen will clear and the bottom of your screen will display the message:

You must reindex the file if you changed the maximum records

6. After your screen clears and you get the "You must reindex the file if you changed the maximum records" message, press **[F12]** and **[Enter]** to **Exit** back to the menu.

7. Next, select **Data and Index Maintenance** from the System Administration Menu. The following message will display. This is normal. You'll need to press any key to continue past this message.

```
********************************************************************************

     DO NOT REINDEX IF OTHERS MAY BE ACCESSING THE FILE

     YOU WILL BE SELECTING.  DOING SO CAN CAUSE FILE CORRUPTION!

Press any key to continue.

********************************************************************************
```

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8. The **====REINDEX MAINTENANCE PROGRAM===** screen will display listing the File# and FILE NAME for each of your Tag-n-Trak data files. At the bottom of the screen, you'll see the following prompt:

input filenumber or <ENTER> for more files:

Type in the file number that needs to be re-indexed and press **[Enter]**. The re-index will begin immediately. Below is a sample screen display when re-indexing file 20 INVMAIN which is the INV – Master file. Your screen will look similar to what is shown here.

```
input filenumber or <ENTER> for more files: 20
```

DataFlex Sort Utility, V3.2
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```
Sorting File: INVMAIN
   Memory Available: 67108864
   Creating Index: /home/xxxx/data/str1/invmain.k1
   Creating Index: /home/xxxx/data/str1/invmain.k2
   Creating Index: /home/xxxx/data/str1/invmain.k3
   Creating Index: /home/xxxx/data/str1/invmain.k4
   Creating Index: /home/xxxx/data/str1/invmain.k5
   Creating Index: /home/xxxx/data/str1/invmain.k6
   Creating Index: /home/xxxx/data/str1/invmain.k7
   Reading Records ( 297730 ): % 0..10..20..30..40..50..60..70..80..90..100
   Index #1: ( Buffer 8192K ) % 0..10..20..30..40..50..60..70..80..90..100
   Index #2: ( Buffer 8192K ) % 0..10..20..30..40..50..60..70..80..90..100
   Index #3: ( Buffer 8192K ) % 0..10..20..30..40..50..60..70..80..90..100
   Index #4: ( Buffer 8192K ) % 0..10..20..30..40..50..60..70..80..90..100
   Index #5: ( Buffer 6799K ) % 0..10..20..30..40..50..60..70..80..90..100
   Index #6: ( Buffer 2599K ) % 0..10..20..30..40..50..60..70..80..90..100
   Index #7: ( Buffer 8192K ) % 0..10..20..30..40..50..60..70..80..90..100

PRESS ANY KEY TO RETURN TO MENU
```

The above screen display is an example of a successful re-index. No errors displayed, so all that is necessary to complete the process is to press any key to return to the menu.

*** See NOTES on the following page. ***

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NOTE #1: If the file you are trying to re-index is "in use," the following error message will display:

```
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<<< ERROR #4177 >>>: File access violation, file may be in use FILENAME

PRESS ANY KEY TO RETURN TO MENU
```

Press any key to return to the menu, find out who is logged on accessing the file and ask them to Exit the program. Next, re-select "Data and Index Maintenance" and try again.

NOTE #2: The INVMAIN inventory file shown in the example has Index #1 through Index #7. Other files will have fewer indices. For example, the POSINFO file 14 (POS-Line Item Info) has only Index #1. File 13 POS-Archive File POSARC has Index #1 through Index #4.

NOTE #3: If you get errors indicating BAD DATA detected or DUPLICATE RECORDS, you should stop. Do not allow users to log back on the system. Contact Mylee Customer Support for assistance in repairing the file.