

# Archiving Data

The Archiving facility in MACCS helps 'trim' down the system and normally increases the speed of operation. It does this by moving older information into another file or 'Archive', so that MACCS is not reading years and years of data every time an enquiry or report is run.

The archiving function is accessed via the '**Access Supervisor Menu**' prompt under the '**File**' section of the MACCS main menu.



Name	Market Type	Market Day	Tolls Raised
LEAT LEASEHOLD	IN	Sat	20/01/2007
HALL LEASEHOLD	IN	Sat	20/01/2007
PEN LEASEHOLD	OUT	Sat	20/01/2007
TER LEASEHOLD	OUT	Sat	20/01/2007
ABLE LEASEHOLD	OUT	Sat	20/01/2007
FE MKT HALL	IN	Tue	
FE MKT HALL	IN	Fri	
FE MKT HALL	IN	Sat	
RAMSBOTTOM SATURDAY	OUT	Sat	13/01/2007
BURY DAILY LICENCE	OUT	Wed	19/09/2007
CHRISTMAS THURSDAY	OUT	Thu	
BURY DAILY LICENCE	OUT	Fri	12/01/2007
BURY DAILY LICENCE	OUT	Sat	13/01/2007
BURY FLEA MARKET	OUT	Wed	10/01/2007
CHRISTMAS FLEA MARKET TH	OUT	Thu	
BURY FLEA MARKET	OUT	Fri	12/01/2007
BURY FLEA MARKET	OUT	Sat	13/01/2007
BURY BUILDOUT LEASEHOLD	OUT	Sat	20/01/2007
MARKET HALL BUILDOUT	IN	Sat	20/01/2007

You can still report on the older 'archived' data within MACCS; so you will not lose any records.

**Select 'File' > 'Access Supervisor Menu'** from the main menu toolbar.

You will need to re-enter your password (this is the same password with which you logged onto MACCS). The menu option should now change

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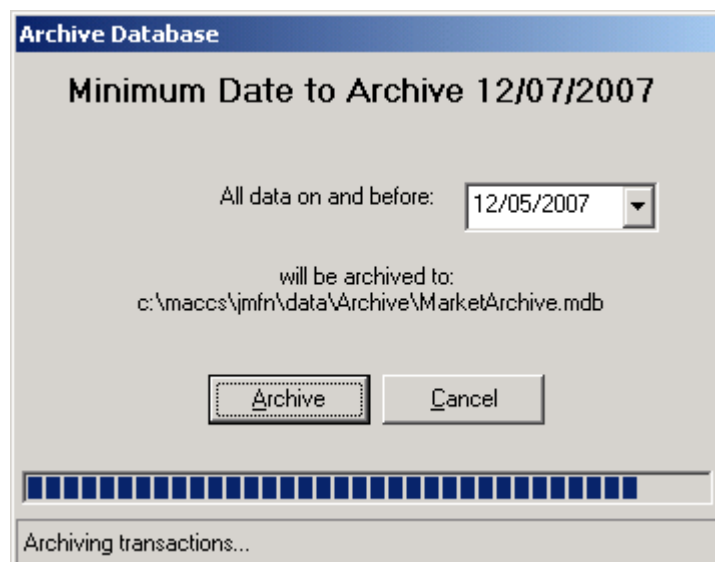
Before archiving, it's important to think about the data within MACCS and how much record keeping you actually need. For most markets, there is a restriction caused by the financial reports and forecasts you need to produce; a market might need to see data back to the start of the current or previous financial year. Other markets may not need such reporting, and can work on seeing payments for just the last 6 months. The minimum (default) time period to keep 'live' data on MACCS is **three months**. Be warned that the program assumes this 3-month period unless you decide otherwise. You cannot 'un-archive' afterwards.

First, ensure that **ALL other users are out of the system**, also you will need an access level of 5 to perform the operation (i.e. be a user with full access to all of MACCS menu options).

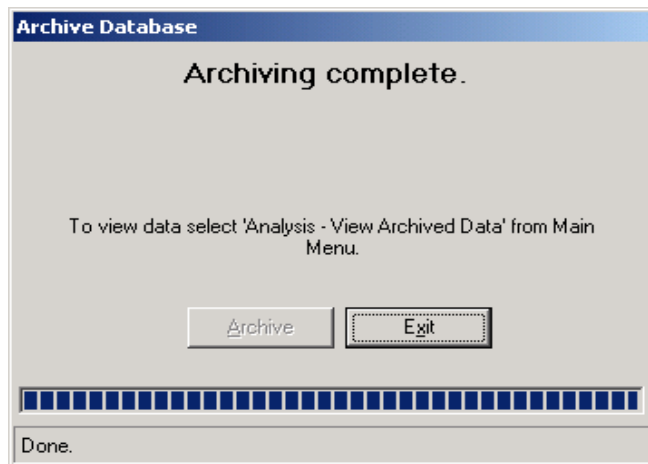
### Select 'File' > 'Supervisor – Archive Database'.

The screen shows the MINIMUM date to archive to – this defaults to 3 months prior to the current system date.

You WILL need to adjust this to the agreed date for your market – usually the date agreed upon is the start of the financial year. The process will then take all transactions and allocation data previous or equal to the date entered, and move it to the Archive file (the screen will inform you where the Archive database is situated). This will take a little time to run, depending upon your system and network set-up.



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On completion of the Archiving process the above screen will appear.

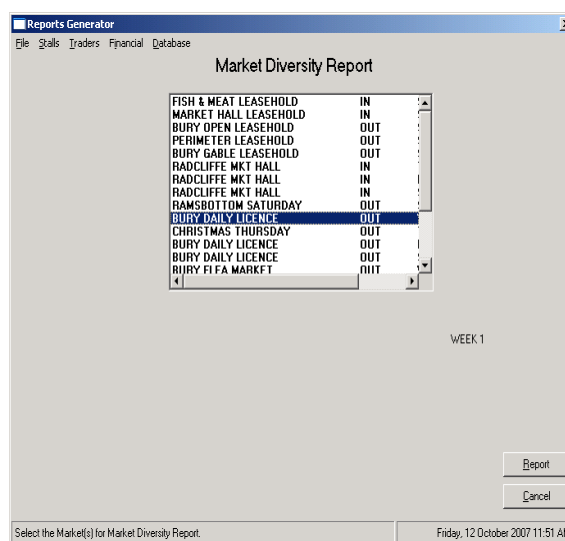
All subsequent archives will add the data to the same archive file; there is no need to re-create the file. To look at the archive data (as opposed to the 'live' data), the following options are available.

## **Analysis' > 'View Archived Data'**

This presents a traders list, select the trader and you will be able to see the analysis (transactions) for the archive rather than the 'live' data for the selected trader.

## **Reports' > 'Generate Reports' > 'Database' > 'Archived Database'**

This option switches the whole Reporting facility to look at the Archive data.



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Please remember that most dates will default to today, so you will have to adjust the date by a good amount to be able to report on the archive information. Happy Archiving !

*If you have a MACCS feature you would like covered in next months Fact Sheet please contact Jeremy at KPR Midlink Ltd on 01902 494294 or e-mail. We are still seeking a venue for the next User Group Meeting scheduled for **Wednesday 16<sup>th</sup> January 2007**.*

*All offers considered!*



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If you have a topic you would like to be included in a KPR MACCS fact sheet please send your request to Jeremy Bradin at the address at the bottom of this fact sheet or call KPR on 01902 710054 or Fax us on 01902 427954 or e-mail

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