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1 Using the Update Utility

You will first encounter with the **Update Utility** during the V4 SQL update process which will transition your software from **entrée version 3** to **entrée V4 SQL**. During the V4 SQL update process you will setup the required folders, database accounts and connections to the shared folder and the new **entrée version 4** databases. After the update process has been completed you will run both versions of **entrée** parallel for a period until your business is ready to only use version 4.

Once your business is fully running only on version 4 you will be using the **Update Utility** to perform common file and database maintenance functions. The features of the **Update Utility** will be discussed in this chapter.

entré	e SQL	Database Up	pdate U	tility					×
<u>F</u> ile	<u>V</u> iew	<u>U</u> tilities	<u>H</u> elp						
Da	Show	t Authorizatio Connected U e reports Vers	Jsers] 33. Ready to update	files for Version 4.0).34		0	Database is Unlocked
	Co. #	Company Na	me		NECS SQL Data Fol	der		File Date	File Size
		Madison Dist			C:\NECSSQL\01\			02/24/2016	1.45 GB
	Da	User	Name sword	n Account (required) ADMIN1		Database <u>A</u> ccess Acco User Name Password Confirm Password	ADMIN2		Update Account Information Only
									Citity
_			rmation	account for all compa		Use one	account for all companies	Go	Exit

Update Utility Main Features

- Updates SQL databases & files to the latest entrée version: Allows you to see which of your users are still logged in before you proceed with the utility.
- Update Advantage Database Server (ADS) License: Use this process to update your server without needing to reinstall it. Use the option to change the number of ADS licenses your business has and more.
- Backs up SQL files: Copies your SQL files from their protected directory, into another location where your backup software can access. Create an editable "Windows Task Scheduler" event to automate the copying of the files to local or Internet based off site storage.
- **Checks Backup Space:** Use this option in the Utilities menu to check potential locations for your backup to be sure there is enough space before you proceed.
- Restores SQL files: Can take a file or your entire file set to restore and replace entrée SQL file(s).
- Re-indexes SQL files: For those rare occasions when you need to Re-index a specific file or group of files, you will only be able to perform that function here. The old "Re-index Files" feature is no longer available or needed from within the main entrée software.

entrée V4 SQL System Guide

- Edit NECS Shared Data Folder: Edit the location of the shared data folder in the event that it must be moved to a new network location.
- Repair Data:
 - Purge Duplicates: Removes duplicate records from SQL databases.
 - Validate Character Dates: Reviews and Validates "Character"- style date values.
 - Fix Zero Dates
 - Fix Contact Manager Sequence values
 - Re-link DOC image data
- Check Databases: Checks your SQL databases to see if an update or re-index is required.
- Review Database Constraints: This process will review both the constraints as well as the data in entrée to be sure all existing data complies with the defined constraints. If not entrée errors could occur.

Rules for Using the Update Utility

- 1. Only System Administrator level users should ever have access to the Update Utility.
- 2. You MUST run the Update Utility on your server which is required when using Sybase Advantage SQL software.
- 3. Running the Update Utility requires that ALL users exit entrée. Use the Show Connected Users button

```
Show Connected Users
```

in the update utility screen to see who is in entrée.



The V4 SQL databases must be "*locked*" before an update. Once all users are out of the system click the **Database Lock / Unlock** button in the update utility screen to lock the databases before you perform an update.



databases after the update utility work is done.

Note

4.

5.

If the Update Utility detects connections from the **Task Scheduler** the **"Click Me**!" icon will now post a message to indicate that one or more Task Scheduler applications are running and will remind you that you need to lock the databases to shut down those connections.

- When you issue the "**lock**" command there will also be a flashing message in red while the Task Scheduler system processes the shutdown notification.
- When the shutdown process is complete then the message will no longer be displayed and you should be able to launch the version update.

Import Authorization File Button

Used to import or update the authorization file from NECS. This file will tell the system what add-on modules and custom modifications you have purchased. The **Import Authorization File** dialog box will open. Browse to find and select the **NECS.DAT** file on your server and click **Open**. The **NECS.DAT** file will be processed by the Update Utility. The **Install Part 2** chapter of the system guide covers the use of this feature when you first install V4 SQL.

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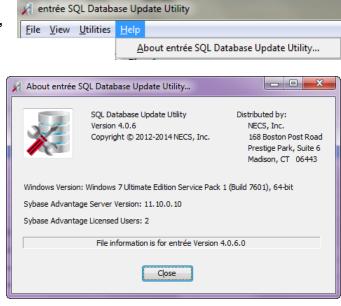
Informational Tools

In the Update Utility there are a few informational tools to help you understand features in the screen and what is required for input during the update process. You can easily find software version information menu.

Help Menu

Click **Help** in the menu bar provides you with version information for **entrée**, Windows, and Sybase Advantage software.

In the **Help About** example shown here the **entrée** version is 4.0.6

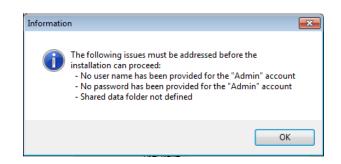




Click Me! Click Me! Button

Provides information about what other fields are required before the utility can be run the first time you update.

The Information message opens to list the tasks that must be complete before proceeding.





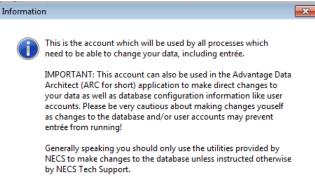
Important / Information Buttons

• These buttons will provide you with information about the specific field it is near on the screen.

(i)

 The Database Administration Account, Database Access Account, NECS Shared data folder and the Database Lock / Unlock button for the SQL databases all have an Information button.

On the right is the Information displayed for the Database Administration Account section.



OK

Database Account Updates

When you first ran the Update Utility you created the required **Database Administration Account** and optionally created a **Database Access Account**. To maintain these accounts and their passwords you will use the Update Utility.



Update Account Information Only Button - When you change either the **User Name** or **Password** information for either of the Database Accounts in the update utility you must click the **Update Account Information Only** button to update the accounts in the **entrée system**.

Hot Tip! Database Account Security Tips

- Please be sure to save this login information in a secure place.
- Only share this information with a limited number of people who require System Administrator access to your databases.
- Users with this login information have update access and can modify your entrée databases which can
 potentially cause a loss of critical data for your business.
- Use the Update Utility to change the password on this account if you think it has been compromised.

Note

Multi-Company Note: For businesses with the multi-company add-on module you can check the **Use one account for all companies** option to use the accounts set up here for all the companies in **entrée**.

Update Brand Information

If you check the "**Update brand information from NECS reference database**" option box the utility will update your **entrée** system brand information from the NECS brand database.

Update brand information from NECS reference database.

Keeping this option checked will ensure that you always have the latest brand information for new items you need to add to **entrée**. When you include a new brand in **entrée**, the system will automatically have the brand logo and website address/URL ready to load if it finds a match. If an existing brand has information missing, and there is a match in our 600+ brand database, the system will automatically insert the logo and website address/URL.

Purge Temporary Files

If you check the "Purge Temporary Files" option box then during the database updating performed by the utility any leftover temporary files will be purged from the system. This will help to control space usage and system resources because temporary files can become quite large.

File Menu Options

• Edit Shared Folder - There may come a time when due to space limitations or some other reason you need to designate a different location for your NECS Shared data folder. This is when you would use the Edit Shared Folder option in the File menu.

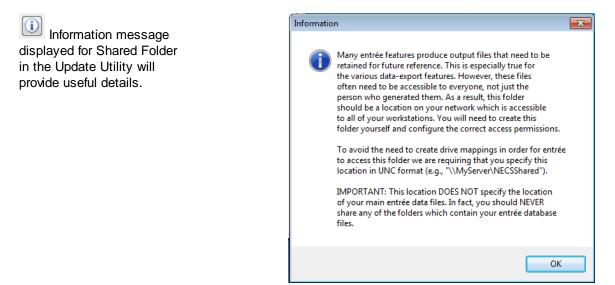
🕺 entrée SQL Database Update Utility								
<u>F</u> ile	<u>V</u> iew	<u>U</u> tilities	<u>H</u> elp)				
	Edit <u>S</u> ha	ared Folde	r					
	E <u>x</u> it			:				

4

When the **Edit Shared Data Folder** dialog opens click in the folder name text box and enter the new location or use the **Browse** button to find and select the new folder you have setup. You must get the **Location verified** message displayed in the image below to proceed.

🕺 Edit Shared Data Folder			- • •
NECS <u>S</u> hared data folder	\\myshare\necs_shared\	Browse	Location verified
-	<u>O</u> K	<u>C</u> ancel	

If your location can not be verified here your location may not be shared with Read/Write permissions on your network. Click **Cancel** and check the folder settings on your network.



About the NECS Shared Data Folder

For version 4 you will need to have a location set up for the required **NECS Shared data folder** on your network. You need to specify this location in UNC format.

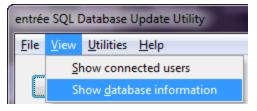
Example For example: \\MyServer\NECSShared, where "MyServer" is the name of your

local server.

- All entrée users must have Read / Write permission for this folder.
- The NECS Shared data folder stores the entrée Help files, imported and exported files and output files.
- Exit Use this option to exit the entrée SQL Database Update Utility.

View Menu Options

- Show Connected Users Use this option to see what users are logged in the entrée system in the Active Database Connections screen.
- Before you perform an update with the entrée SQL Database Update Utility ALL users must be out of the system and the databases must be locked.



Application ID Values in Show Connected Users

- Application ID beginning with "ECM" are part of the entrée Client Monitor system and *do not* affect the operation of the Update Utility.
- Application ID value of "ENTREE_V4" are connections opened by a regular copy of entrée. These IDs are actual users in the entrée system. We recommended that you have those users exit entrée **before** you issue the "lock" command. This will prevent the loss of documents or data that the user was working on.
- Application ID value of "NECS.exe" will normally be secondary connections to the database which were
 opened by one of the other applications in the list.

Computer Name: FRANCES-PC Current User Name: FRANCES		Database is LOCKED	Refresh automatically
Machine Name	User Name	Application ID	
FRANCES-PC	FRANCES	NECSUPDATE	
FRANCES-PC	SYSTEM	NECS_ECM	

- 1. A list of users in the system is displayed. You can contact them to log out.
- 2. Once all users are out of the system, click the **Database is Unlocked** button. The databases will now lock and the button text will change to the **Database is LOCKED**.
- 3. When your update is complete click the **Database is LOCKED** button to unlock the **entrée** databases again. Now your users can login to work.
- 4. Send out a message system-wide to notify users.
- Show Connected Users Refresh Automatically Option When this option is checked the list of
 user in the entrée system will update automatically when users login or exit the system.
- Show Connected Users Detailed View Option When this option is checked more detailed information about the users and their computer logged into the **entrée system** is displayed.

Active Database Connections screen columns:

- Machine Name: The name assigned to the user's computer.
- User Name: The user's name in entrée.
- Application ID: The application in entrée that the user is currently working in.

When the Detailed View option is enabled these additional columns are displayed:

Comp #: The number of the Company in entrée where the user is working.

- Database User: The Advantage user account that is being used to access the database for the connected users information. It can be one of the accounts you created in the Update Utility or the "AdsSys" master account as seen in the image above.
- Network Address: IPC connection number of the Terminal Services host machine.
- **Term Client Address:** The client address of a user connected through Terminal Services, which for a normal direct client connection is "0.0.0.0".
- Show Database Information Allows you to view and print detailed information about the various data tables which comprise an **entrée** database. The main use for such information would be if you were using an external program like Crystal Reports to access your **entrée** data since you need to know the internal structure of a table in order to correctly access the information it contains.
- 1. To find a database enter the table name if know in the **Table selection list** text box or use the scroll bar on the right to scroll through the database list and make your selection.
- 2. Once you select the database the **Field** and **Index** information for the table will be displayed in the sections below. Here we have the Vendor Item Information database.

							Q	
Table Name	Descrip	tion						
ARTPTCFG	Tier Pric	ing Tie	r Configur	ation				
ARTRAND	OBSOLE	ETE - TH	nis table is	no longer us	ed in the entré	e system		
ARTRANS	Current	-period	Invoice D	etail file. On	e record for eac	h invoice line item. History data is stored in "ARYTran".		
ARUPC	Alterna	te UPC	Numbers					
ARUSFAR	U.S. Fo	odservi	ice A.R. E	xport				
ARVEND	Vendor	Item Ir	formation	1			ŀ	
ITEM	Charac	_	SI)	8	0	Item Code	6	
Field information for	table "ARVE	√D"						
Field Name	Data Ty	_			Field Decimals			
					-		ŀ	
DESCRIP	Charac			35	0	Description		
SUPPLIER	Charac			6	0	Supplier Code Vendor Part Number		
VPARTNO UNITMS	Charac			15 4	0	Unit of Measure		
	Charac		•	4	0			
PURCHASE	Charac	ær (AN	51)	15	U	Purchase Order		
			Index ex	pression				
Index information fo		No	ITEM					
	No			R+ITEM+STR	(PURCOST1,13	,4)		
Tag Name	No No	No					1	
Tag Name ARVEND1				0		UPPER(SUPPLIER) +UPPER(DESCRIP)		
Tag Name ARVEND1 ARVEND2	No		VPARTNO		PPER(DESCRIP)			
Tag Name ARVEND1 ARVEND2 ARVEND3	No No	No	VPARTNO		. ,		-	
Tag Name ARVEND1 ARVEND2 ARVEND3 ARVEND4	No No No	No No	VPARTNO UPPER(S ITEM+ST	UPPLIER)+UF 'R(PURCOST:	. ,		_	

3. **Printing Database Information** - Click the **Print Table Data** button when you have the desired table displayed.

- You can currently only print table data one file at a time.
- The print process is **not** "**dot-matrix friendly**" so if you choose to print data you must use an ink jet or laser printer.

4. Click **Close** when done.

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Example Here is the printed Table Description for ARVEND.

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entrée Data Dictionary

Data valid for entrée Version 4.0.3 Data generated Thursday, May 22, 2014 at 9:38 AM

Table Name: **ARVEND**

Table Description: Vendor Item Information

Index tag definitions

Tag Name	Unique	Descending	Index Expression
ARVEND1	No	No	ITEM
ARVEND2	No	No	SUPPLIER+ITEM+STR(PURCOST1,13,4)
ARVEND3	No	No	VPARTNO
ARVEND4	No	No	UPPER(SUPPLIER)+UPPER(DESCRIP)
ARVEND5	No	No	ITEM+STR(PURCOST1,13,4)
ARVSEQ	No	No	SUPPLIER+STR(SEQ_NO,4,0)+ITEM
DEL_RECS	No	No	DELETED()

Field definitions

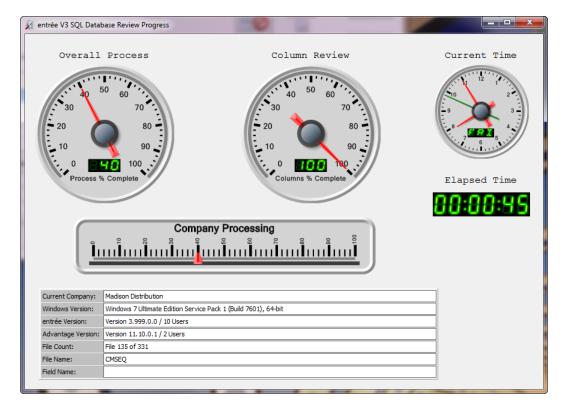
Field Na		ata Type	Width	Decimals	Description	
ITEM		aracter (ANSI)		0	Item Code	
DESCRIF	P Ch	aracter (ANSI)		0	Description	
SUPPLIE	R Ch	aracter (ANSI)	6	0	Supplier Code	
VPARTN	O Ch	aracter (ANSI)	15	0	Vendor Part Number	
UNITMS	Ch	aracter (ANSI)	4	0	Unit of Measure	
PURCHA		aracter (ANSI)	15	0	Purchase Order	
PURCOS		meric	11	4	Purchase Cost 1	
PURDAT		aracter (ANSI)	8	0	Purchase Date 1	
PACKSIZ		aracter (ANSI)		0	Pack Size	
RORDEF		meric		0		
PALLET		meric	5	0		
CSPALQ		meric	5	0	Cases per Pallet	
CLAYER		meric	4	0	Cases per Laver	
NOHIGH		meric	4	0	Layers per Pallet	
DISLB1		meric	6	0	Layers per l'allet	
DISCOU		meric	6	2		
		meric	8	4		
REBATE			o 1	0		
FLAG		aracter (ANSI)				
WEEK1		meric	11	2		
WEEK2		meric	11	2		
WEEK3		meric	11	2		
WEEK4		meric	11	2		
WEEK5		meric	11	2		
WEEK6		meric	11	2		
WEEK7		meric	11	2		
WEEK8		meric	11	2		
WEEK9	Nu	imeric	11	2		
WEEK10) Nu	Imeric	11	2		
WEEK11	Nu	Imeric	11	2		
WEEK12	2 Nu	Imeric	11	2		
WDATE	Da	ite	8	0		
CWEEK	Nu	Imeric	11	2		
NOTED	PR Nu	Imeric	8	4		
NET PR		imeric	8	4		
TERMS1		aracter (ANSI)	20	0		
TERMS2		aracter (ANSI)	20	0		
SEQ_NC		imeric	4	0		
REBDOL		imeric	9	4		
REBSDT		aracter (ANSI)	8	o o		
REBEDT		aracter (ANSI)	8	õ		
VEND P		imeric	8	4		
REB_BA		haracter (ANSI)	1	0		
CUST N		aracter (ANSI)	2	0		
		haracter (ANSI)	4	0		
PO DAT		aracter (ANSI)	8	0		
		iaracter (ANSI) imeric	o 13	2		
PO_OHO				2		
PO_ORI		umeric	13			
ACCRU		umeric	13	4		
ADALLO		umeric	13	4		
ADEXPI	RE Da	ate	8	0		

Utilities Menu Options

- A. Check Databases
- B. Review Database Constraints
- C. Update Advantage Database Server Licenses
- D. Reindex
- E. Recopy Workstation support files
- F. Repair Data
 - 1. Purge Duplicates
 - 2. Validate Character Dates
 - 3. Fix Zero Dates
 - 4. Fix Contact Manager Sequence Values
 - 5. Re-link DOC image data
- G. Schedule Regular Backups
- H. Backup Data Now
- I. Restore Data Now
- J. Check Backup Space
- K. Disable entrée Client Monitor system

Check <u>d</u> atabases Review database <u>c</u> onstraints Update Advantage Database Server license	
Undate Advantage Database Server license	
opuate Auvantage Database Server license	
<u>R</u> eindex	
Recopy workstation support files	
Repair data 🔸	<u>P</u> urge duplicates
<u>S</u> chedule regular backups <u>B</u> ackup data now R <u>e</u> store data now Check backup s <u>p</u> ace Disable entrée Client Montior system	<u>V</u> alidate Character Dates Fix Zero Dates Fix Contact Manager Sequence values Re-link DOC image data

A Check Databases - When you click the Check databases option in the utilities menu the Database Review screen below will open. It will immediately begin running a check of all the entrée databases.



This check is similar to the one that you ran for **entrée version 3** that was part of the "FPUdate Utility". The dials will show the progress as the File Count below increments until the process has completed.

entrée V4 SQL System Guide

 File Status Report - Once the Check Databases process has completed the File Status screen will display and report on all the databases.

File Status

File Name

ARTRANS

Update required

Close

Show only tables which require updating

File Status

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- If an update is needed a red bar with "Update required" will be displayed at the top of the screen.
- The File Name column lists each database.
- The File Status column tells you the current status of the database, either OK or Index.
- Show only tables which require updating option - Check this option to display only the list of databases that require updating

 B. Review Database Constraints This process will review both the constraints as well as the data in entrée to be sure all existing data complies with the defined constraints. If not entrée errors could occur. 	Confirm This process will review your data to make sure that all of the defined constraints have been applied and that the existing data is in compliance with those limitations. This is a potentially lengthy process.
L Caution It may take hours to	Do you wish to proceed?
run this process depending on database size.	Yes No
When you click the Review Database Cons	straints option in the utilities menu the first screer

- When you click the Review Database Constraints option in the utilities menu the first screen that is displayed is the Confirm dialog.
- If you would like to proceed click Yes.

What are database constraints?

Constraints are rules applied to certain fields in a database. These rules help to keep the data compatible with applications that use the data. The dials will show the progress as the File Count and Company Processing readings increment until the process has completed. For our small testing database it took around 30 minutes to run. An Information box will display the message **Database review process is complete** when the processing is done. For "Numeric" fields the "not NULL" constraint and the "Default" constraint that sets uninitialized fields to zero has been applied.

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- C. Update Advantage Database Server Licenses Update your Advantage Database Server license so you can add more users.
- 1. Select Update Advantage Database Server Licenses from the Utilities menu.
- 2. Click the License button.

3. Your current license Serial Number will be displayed (we blurred our info).

Enter the **Validation Code** provided.

🔛 ADS Stamp Utility	×
ADS Stamp Utility	
Welcome to the ADS Stamp upgrade and configuration utility. Choose one of the options below:	
Upgrade or update your existing Advantage server with a new ADS.EXE, ADS.DLL, or ADS.NLM.	Upgrade
Change the language setting of your Advantage server.	Languages
Change the serial number, val code or authorization code, registered owner, or the automatic startup option.	License
	Exit
Advantage Configuration	X
Product Information	
Enter the Advantage Serial Number, a Validation Code or an Authorization Code (f the optional Replication Code. The Serial Number, Validation Code, and the option can be found on the Advantage Serial Number ID card. Serial Number:	
 I have a product validation code I have an evaluation Authorization code 	
Validation Code:	
Replication Code:	
Click the following link to request a 30 day evaluation of Advantage Database Server http://www.sybase.com/ads11	

Entering a new **Validation Code** with the existing serial number allows for expansion of the Advantage Database Server to a higher number of users, such as from a 10-user version of the Advantage Database Server to a 25-user version.

The registered owner information and startup type (if on Windows) can be updated from this dialog as well. That ANSI Character Set and OEM/Localized Character Set dialogs may follow. Different character sets may be selected from these dialogs. 4. Click Next.

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- 5. Verify the **Registered Owner** information.
- 6. Keep Automatic Startup checked and click Next.

You are back at the **ADS Stamp Utility** main dialog screen.

Advantage Configuratio	n	×
Product Owner		
Enter the name of the Re	gistered Owner of the Advantage Database Server.	
Registered Owner:	Madison Distribution	
Automatic services start e logged in.	every time the system starts. Manual services can be started by a user once Automatic Startup O Manual Startup	
	Cancel < Back Next >	

D. Reindex Databases - Select the Company Name and the list of databases will be populated in the Available for Reindexing list.

For Table Selection choose from:

• Reindex all tables: When this option is checked all tables are automatically selected.

🔏 Reindex Tables					
# Company Name Cfg System Configure 01 Madison Distribut				Database is LOCKED	<u>S</u> tart <u>C</u> ancel
Table Selection	Reindex all tables Reindex selected tables Available for Reindexing			Selected for Reindex	king
File Name	Description	^	File Name	Description	
ADDRESS	Contact manager addresses				
ARADDRE	Invoice Special Addresses				
ARARECV	Accounts Receivable				
ARBKOD	Backorders				
ARBRAND	Item Brand Descriptions				
ARBRKPRC	Break Prices				
ARBUST	Business Status				
ARCASHR	Cash Receipts				
ARCC	Stored credit card data				
ARCHGLOG	Document Change Log				
ARCLASS	Item Class Descriptions	-			

Reindex selected tables: Once you check this option, drag and drop the desired tables from the Available for Reindexing list to the Selected for Reindexing list.

🗿 Rein	Reindex Tables						
_	Cfg System Configuration Database			-	Database is LOCKED	Start	
						Cancel	
	Table Selection	 Reindex all tables Reindex selected tables 		Direct Entry			
	Available for Reindexing				Selected for Reindexi	ng	
File N	lame	Description	•	File Name	Description		
ADDF	RESS	Contact manager addresses		ARARECV	Accounts Receivable		
ARAE	DDRE	Invoice Special Addresses					
ARBK	(OD	Backorders					
ARBR	RAND	Item Brand Descriptions					
ARBR	RKPRC	Break Prices					
ARBU	JST	Business Status					
ARCA	ASHR	Cash Receipts					
ARCO	8	Stored credit card data					
ARCH	HGLOG	Document Change Log					
ARCL	ASS	Item Class Descriptions					
ARCO	MMC	Invoice Comments	-				

 Direct Entry: In this text box you can enter the comma separated names of databases you would like to run reindex.

Direct Entry	ARTAG,ARSUMRY
,	

Caution Before you run a Reindex you should go to the View menu and use the Show Connected Users feature to see what users are in the system.

Running a Reindex

- 1. Send a message to request users log out of the system prior to the Reindex.
- 2. Now use the **Database Lock** button and lock the databases before you run the Reindex utility.
- 3. Once you have made your **Table Selection** and made sure all your users are logged out of the system click the **Start** button to begin the reindex process.
- When the reindex process has completed a Reindexing completed Information message box will display.
- 5. Send a second message to notify users it is done.
- E. Recopy Workstation support files When a new version of the Update Utility is installed on your server matching installers for the workstations are also provided. These workstation installers are placed in a "WS" folder underneath the Update Utility's folder which is *not accessible to you*. This utility copies the workstation update files from the private "WS" folder into the shared "WSUpdate" folder so you can access the files update your workstations. The folder is created by the installation process and should always be present. If the folder is missing then you have no way of publishing your workstation updates. Contact NECS Tech Support for assistance with creating the missing folder.

- **F. Repair Data menu options:** Purge Duplicates, Validate Character Dates, Fix Contact Manager Sequence Values and Re-link DOC image data.
- 1. **Purge Duplicates** The Purge Duplicates feature will remove duplicate records in key files like the Inventory file where you commonly have this situation. Select the correct Company Name and the list of databases will be populated in the Available for Duplicate Removal list.

Purge Table Selection options:

• **Purge all tables:** When this option is checked all tables are automatically selected.

Company Name Cfg System Configuration Database Database LOCKED Table Selection Purge nothing Purge all tables Purge selected tables	<u>Start</u> <u>Cancel</u>
I Madison Distribution I I	Cancel
Table Selection	Cancel
	Cancel
Purge nothing O Purge all tables	
0	
Available for Duplicate Removal Selected for Duplicate F	Removal
· · · · · · · · · · · · · · · · · · ·	
File Name Description File Name Description	
ARARECV Accounts Receivable file. One record for each outstanding in	
ARCPRIC Customer Special Price/Standard Order file	
ARCUSTO Customer file	
ARCUSTO Customer file ARINVOI Current-period Invoice Header file, History data is stored in '	
ARCUSTO Customer file ARINVOI Current-period Invoice Header file. History data is stored in 7 ARINVT01 Inventory file	
ARCUSTO Customer file ARINVOI Current-period Invoice Header file. History data is stored in 7 ARINVT0 Inventory file ARINVT2 Auxiliary Inventory file	
ARCUSTO Customer file ARINVOI Current-period Invoice Header file. History data is stored in 7 ARINVT0 Inventory file ARINVT2 Auxiliary Inventory file	
ARCUSTO Customer file ARINVOI Current-period Invoice Header file. History data is stored in 7 ARINVT0 Inventory file ARINVT2 Auxiliary Turventory file ARIOT Inventory Lot file	
ARCUSTO Customer file ARDINOI Current-period Invoice Header file. History data is stored in "A ARDINUTOI Inventory file ARDINUT2 Auxiliary Inventory file ARIOT Inventory Lot file ARSMEN Salesperson file	

 Purge selected tables: Once you check this option, drag and drop the desired tables from the Available for Duplicate Removal list to the Selected for Duplicate Removal list.

	Records						
# Company Na	ame						Start
Cfg System Con	figuration Database					Database is	
01 Madison Dis	tribution					LOCKED	
							<u>C</u> ancel
- Table Selectio	DU						
Purge not	ning 🔿 Purge all tables 💿 Purge selected tables						
O Purge nou	ing O Purge all tables O Purge selected tables		Direct Entry				
Directory							
	Available for Duplicate Removal			s	elected for	Duplicate R	emoval
	Available for Duplicate Removal			S	elected for	Duplicate R	emoval
	Available for Duplicate Removal			S	elected for	Duplicate R	emoval
File Name	Available for Duplicate Removal	•	File Name	S	elected for	Duplicate R	emoval
File Name ARARECV		_	File Name ARINVT01	S			emoval
	Description	_		S	Description		emoval
ARARECV	Description Accounts Receivable file. One record for each outstanding inv	_		S	Description		emoval
ARARECV ARCPRIC	Description Accounts Receivable file. One record for each outstanding inv Customer Special Price/Standard Order file			S	Description		emoval
ARARECV ARCPRIC ARCUSTO	Description Accounts Receivable file. One record for each outstanding inv Customer Special Price/Standard Order file Customer file			S	Description		emoval
ARARECV ARCPRIC ARCUSTO ARINVOI	Description Accounts Receivable file. One record for each outstanding in Customer Special Price/Standard Order file Customer file Current-period Invoice Header file. History data is stored in "/			S	Description		emoval
ARARECV ARCPRIC ARCUSTO ARINVOI ARINVT2	Description Accounts Receivable file. One record for each outstanding in Customer Special Price/Standard Order file Customer file Current-period Invoice Header file. History data is stored in " Auxiliary Inventory file			S	Description		emoval
ARARECV ARCPRIC ARCUSTO ARINVOI ARINVT2 ARLOT	Description Accounts Receivable file. One record for each outstanding inv Customer Special Price/Standard Order file Customer file Current-period Invoice Header file. History data is stored in " Auxiliary Typentory file Inventory Lot file			S	Description		emoval
ARARECV ARCPRIC ARCUSTO ARINVOI ARINVT2 ARLOT ARSMEN	Description Accounts Receivable file. One record for each outstanding inv Customer Special Price/Standard Order file Customer file Current-period Invoice Header file. History data is stored in " Auxiliary Inventory file Inventory Lot file Salesperson file			S	Description		emoval
ARARECV ARCPRIC ARCUSTO ARINVOI ARINVT2 ARLOT ARSMEN ARSUMRY	Description Accounts Receivable file. One record for each outstanding in: Customer Special Price/Standard Order file Customer file Current-period Invoice Header file. History data is stored in "/ Auxiliary Inventory file Inventory Lot file Salesperson file History Summary			S	Description		emoval

 Direct Entry: In this text box you can enter the comma separated names of databases you would like to run the duplicate removal process against.

Direct Entry	ARTAG,ARSUMRY
,	

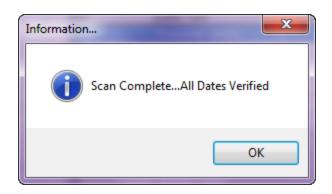
L Caution Before you run the purge duplicate process you should go to the View menu and use the Show Connected Users feature to see what users are in the system.

Running Purge Duplicates

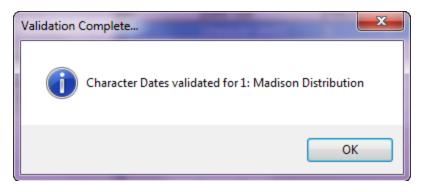
- 1. Send a message to request users log out of the system prior to the purge.
- 2. Now use the **Database Lock** button and lock the databases before you run the purge duplicates.
- 3. Once you have made your **Table Selection** and made sure all your users are logged out of the system click the **Start** button to begin the purge duplicates process.
- 4. Once the purge has completed a **Duplicate removal completed** Information message box will display.
- 5. Send a message to notify users the purge is done.
- **2.** Validate Character Dates The utility will review the "Character"- style date values and assure that they are all valid. It will also removes any date values that do not represent valid dates in Advantage so they will not produce errors and end the database operation that was in progress.
 - a. When you click the Validate Character Dates option in the menu the validation will automatically run and a progress dialog will display.

Progress	x
Processing file: ARINVT01	
	32%
8198	
	51%

b. Once the validation is done for your 01 Company in entrée and Information dialog box will display "Scan Complete... All Dates verified". Click OK.



c. The Validation Complete message will display with the company name and number whose dates were validated. Click **OK**.

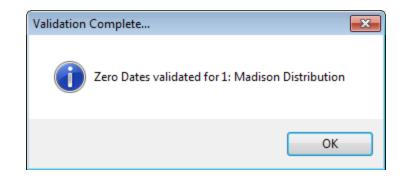


3. Fix Zero Dates - In the system "unknown" dates were being recorded in the database as "12/31/1899" but not being converted properly when added to some databases. When entrée sees one of these 1899 dates being written to the database it is supposed to save it as a "null" value. We found in a few places this was not being properly enforced and there are now entries in the database which have the 1899 date. Areas of the system causing the date problem have been updated so this date problems will no longer occur.

The **Fix Zero Dates** utility automatically runs as a part of the 14.0.18 release update. This run will find and fix all those 1899 dates and produces the Scan Results dialog (below) which you can **Save** or **Print** using the buttons. Click **OK** to close.

Scan Results	
	*
2 date values were repaired in the ARADDRE table. 77 date values were repaired in the AREXCHGE table.	
31 date values were repaired in the AREXCHES table.	
12 date values were repaired in the ARCOSIC table.	
2 date values were repaired in the ARGRAPC table.	
2 date values were repaired in the ARGAFFAC table.	
	*
Save Print	OK

- When click Fix Zero Dates it will immediately begin to run and a progress dialog will display.
- After the run in the 4.0.18 update the Validation
 Complete message box will display at the end. Click OK to close.



ОК

- **4. Fix Contact Manager Sequence Values -** This resolves data issues created by the resetting counters stored in the "CMSeq" table in the "4.0.2" release. The utility will run automatically when it detects that it is updating a database from the "4.0.2" release or older.
 - a. In the **Repair Data** drop down menu click the **Fix Contact Manager Sequence Values** option.
 - b. Click the **unlock/lock** button to lock the databases.
 - c. Click the **Go** button.

X	Repair Cont	act Manager Sequence Values		x
	Ready	Show Connected Users	Database is Unlocked	
	Name	Description	Status	*
	ADDRESS CONTACT EADDRESS NOTE PHONE IMAGE_DB ARCC CCTRAN	Contact Manager address entries Contact Manager contact entries Contact Manager Web site entries Contact Manager note entries Contact Manager phone number entries entrée.DOC image ID values Credit card entries Credit card transactions		Ш
	SYSAUTH APNOTE	entrée Security ID values Accounts Payable note entries		-
		<u>G</u> o <u>C</u> ancel		

- **5. Re-link DOC image data -** This repair utility will scan the **entrée.DOC** image database and correct data errors produced by earlier versions of the .DOC image import process which could prevent you from retrieving your document images. There is nothing wrong with the image data itself, there is just a problem in the extra data which is used to connect the entrée document with its scanned image.
- Click the option and the scan will begin automatically and display the results.
 Click OK and the Validation Complete message will display and you are done.

(i) Important!

G. Schedule Regular Backups - You have already run the Check Backup Space utility and analyzed various storage devices on your network so you will know if your selected device will be able to store your SQL databases.

Once you find the best place for your database backups, taking into consideration that they will grow larger over time, you can proceed to the **Schedule Regular Backups** utility.

Caution You must be sure there is enough space on the selected device to store your database backups. Be sure to run the Check Databases utility before you make a new folder on a storage device to be sure that you have enough space.

When you click the Important button the informational note here is displayed.

Information	
	NOTE: Although it is possible to execute a scheduled task under a specific user account, please be aware that the actual work of backing up the data is performed by the database server itself and so will always run under the "SYSTEM" account no matter which account is used to launch the process. As a result, the backup process will not normally have access to any folders which are not physically located on the server. Please keep this in mind when choosing the location where your backups are stored. In addition, you should definitely make a point of regularly checking to make sure that your backups are running as you expect.
	ОК



Add Task: To schedule regular backups use the Add task button to create your schedule.

- You will need to decide how often you need to backup your system based on the volume of your business.
- It is strongly suggested that backup jobs be run after business hours when there is no activity in entrée.
- Then you can proceed to build your schedule of backup jobs using the Add Task button.

How to Add a Backup Task to the Scheduler

- 1. Once you click the **Add Task** button the **Edit Backup Task** screen will open. Here you will build the backup jobs that will be run by the Scheduler.
- 2. The **Important** button message previously shown can be used here for more information.
- 3. Set your Edit Backup Task screen options which are discussed next.

🕺 Edit Backup Task	
Back up data for 01 - 1	Madison Distribution 👻
Back up to D: We	ECSCo 1-BkUp\ Browse i Important!
Settings	Start: 7/ 9/2013 - 10:57 PM
 Daily Weekly Monthly 	Recur every: 1 days
Task Description	
	QK <u>C</u> ancel

4. Make selections for the Edit Backup Task screen fields:

🕺 Check Available	Backup Space		
Back up data for	01 - Madison Distribution		•
Back up to	Back up ALL databases 01 - Madison Distribution		Browse
	<u>G</u> o	Cancel	

Back up data for:

- Back up ALL databases: Select this to back up all your databases.
- For customers with multiple companies your 01, 02... companies will be listed here. Use this drop
 down menu to select the desired Company Name from the list.

Back up to:

- Use the Browse button to locate the device and select a folder to store your database backups.
- Or use the **Make New Folder** button in the **Browse** dialog to create a folder for your backups.

Settings Section:

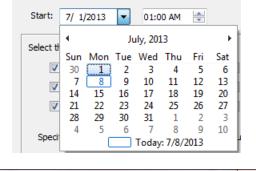
- a. First select the frequency of your scheduled database backups:
 - Daily
 - Weekly
 - Monthly

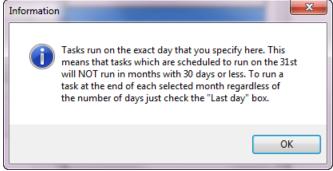
b. Enter the desired date and time in the **Start** section.

Date settings:

- Click the arrow to reveal the calendar and select a start date for your task.
- Or use your keyboard to enter the desired date.

Date Information: The Information box here is part of the explanation for setting dates and how they work in the system.





Time settings:

- Click the Hour area and use the arrows to set the desired hour for the backup run.
- Click the **Minutes** area and use the arrows to set the desired minutes value.
- Click the **AM / PM** area to make a selection for the backup task.

Options:

- The options information in the area below the Date and Time settings will change with your choice of backup frequency, Daily, Weekly or Monthly.
- In the screen above you see the "Recur every" option for daily backup tasks. Click the number to change the daily recurrence frequency.

Task Description:

- Enter a simple description for the backup task you are creating. As an example your can write "Daily backup of company 01 databases."
- 5. After you save your new database backup task it will be added to the list in the **Schedule Backup Jobs** screen.

Schedule Backup Jobs					
Add Task	Delete Task				Edit with Task Scheduler
Name	Status	Last Run Time	Next Run Time	Comments	
Advantage backup	Ready	07/08/13 12:00:00 PM		Weekly backup for Company 01 - Madison Distribution.	
Advantage backup 1	Ready	Never	07/13/13 11:30:00 PM	Daily backup of 01- Madison Distribution	

H. Backup Data Now

- Output folder: Similar to the previously mentioned database utility screens the Browse button is used to locate the storage device and select or make a folder to store your database backups.
- Company Name: Select the company and the list of databases will display in the Available for Backup list.
- Either Backup all tables or Backup selected tables and use drag and drop to the Selected for Backup list.

Backup	ıp Data								
<u>O</u> utput f	folder	D:\NECSCo1-BkUp\				Browse			<u>S</u> tart
# [C	Company	Name							
Cfg S	System C	onfiguration Database							Cancel
01 M	Madison [Distribution							
Tat	able Selec	ction							
				and Ambelian					
\odot	Backup	nothing 💿 Backup all tables 💿 B	lackup selecte	eu tables					
\odot	Backup	\		eu lables					
	Backup	nothing Backup all tables Notaliable for Backup		eu tables			Selected	for Backup	
	Backup	\		eu tables			Selected	for Backup	
		Available for Backu	ip						
File Nar	me	Available for Backu	ID File Date	File Size	^	File Name	Selected	for Backup	File Size
File Nam	me	Available for Backu Description Checking Address file.	ID File Date 07/05/2013	File Size 4.12 KB		File Name			File Size
File Nam	me	Available for Backu Description Checking Address file.	ID File Date	File Size 4.12 KB	•	File Name			File Size
	me SS TT01	Available for Backu Description Checking Address file. APACCT01	ID File Date 07/05/2013	File Size 4.12 KB 1.84 KB		File Name			File Size
File Nam ADDRES	me 555 1701 0R01	Available for Backu Description Chedding Address file, APACCT01 APADDR01	File Date 07/05/2013 07/05/2013	File Size 4.12 KB 1.84 KB 1.76 KB		File Name			File Size
File Nam ADDRES APACCT APADDF	me ISS ITO1 IRO1 IKO1	Available for Backu	File Date 07/05/2013 07/05/2013 07/05/2013	File Size 4.12 KB 1.84 KB 1.76 KB 3.52 KB		File Name			File Size
File Nam ADDRES APACCT APADDF APCHCK	me 255 2701 2701 2701 2701	Available for Backu	File Date 07/05/2013 07/05/2013 07/05/2013 07/05/2013 07/05/2013	File Size 4.12 KB 1.84 KB 1.76 KB 3.52 KB 4.50 KB		File Name			File Size
File Nam ADDRES APACCT APADDF APCHCK APDIST	me 555 TT01 R01 X01 T01 S	Available for Backu	File Date 07/05/2013 07/05/2013 07/05/2013 07/05/2013 07/05/2013	File Size 4. 12 KB 1.84 KB 1.76 KB 3.52 KB 4.50 KB 1.37 KB		File Name			File Size
File Nam ADDRES APACCT APADDF APCHCK APDISTI	me ISS IT01 IR01 IK01 IT01 S S (01	Available for Backu	File Date 07/05/2013 07/05/2013 07/05/2013 07/05/2013 07/05/2013 07/05/2013	File Size 4.12 KB 1.84 KB 1.76 KB 3.52 KB 4.50 KB 1.37 KB 1.56 KB		File Name			File Size
File Nam ADDRES APACCT APADDF APCHCK APDISTI APEARS	me SS TT01 X01 X01 T01 S X01 R01	Available for Backu	File Date 07/05/2013 07/05/2013 07/05/2013 07/05/2013 07/05/2013 07/05/2013	File Size 4.12 KB 1.84 KB 1.76 KB 3.52 KB 4.50 KB 1.37 KB 1.56 KB 1.56 KB		File Name			File Size

In the example above we have selected **Backup all tables**. If you would like to backup specific tables use the **Backup selected tables** or **Direct Entry** options.

• The **Direct Entry** option is available with **Backup selected tables** so you can enter comma separated database names for backup.

Direct Entry	ARTAG,ARSUMRY
,	

Hot Tip! If the network can see a device you can select it and backup your databases there.

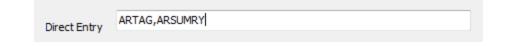
I. Restore Data Now

- Source folder: The opposite of the Backup Data Now utility, the Restore Data Now uses a similar screen to Browse and locate the device and folder where your backup of the SQL databases are stored.
- Select the Company Name and the list of databases will display in the Available for Restore list.
- Either Backup all tables or Backup selected tables and use drag and drop to move databases to the Selected for Restore list.

Rest	ore Data	Course and a				_			
Sgurce folder D: WECSCo1-BkUp			Browse		Database is Unlocked	<u>S</u> tart			
#	≠ Company Name								Cancel
Cfg	System Co	onfiguration Database							
01									
	Table Selec		estore select	ed tables		Direct Entry			
		Available for Resto	re				Selected f	or Restore	
File N	ame	Description	File Date	File Size		File Name	Description	File Date	File Size
ARYC	ASH	Cash Receipts History file. Receives data	07/05/2013	11.33 KB	-	ARYITRN	Inventory Receipts/Return	ns History file. 07/05/20	13 17.97 KB
ARYC	HLOG	History document change log	07/05/2013	4.30 KB					
ARYC	OMM	Invoice Comment History File. Receives	07/05/2013	1.95 KB					
ARYD	OTOR	Dot Foods Order File (History)	07/05/2013	14.45 KB					
ARYI	NVO	Invoice Header History file. Receives da	07/05/2013	610.74 KB					
ARYP	RLOG	History document printing log	07/05/2013	3.91 KB					
ARYS	TLOG	AR Statement Print Log	07/05/2013	7.03 KB					
ARYT	DSLS	ARYTDSLS	07/05/2013	4.30 KB					
		Invoice Detail History file. One record fo	07/05/2013	2.83 MB	-				
ARYT	RAN	Invoice Detail History file. One record to	07/00/2010		-				

Example In the example above we have selected the **Restore selected tables** option because only one database needs to be restored. The database was dragged from the **Available for Restore** column to the **Select for Restore** column.

• **Direct Entry:** In this text box you can enter the comma separated names of the specific databases you would like to restore.



Caution Before you restore databases you should go to the View menu and use the Show Connected Users feature to see what users are in the system. Then ask the users to sign out before you begin.

Running a Restore

- 1. Send a message to request users log out of the system.
- 2. You must click the **Database is Unlocked** button to lock your databases before the restore job can run.
- 3. When your restore is complete click the **Database is LOCKED** button to unlock the **entrée** databases again.
- 4. Send a message to notify users when the restore is done.



Edit with Task Scheduler

On the Schedule Backup Jobs screen you will see the **Edit with Task Scheduler** button. Use this button to access the more advanced features of the Windows Task Scheduler. The next topic covered will be <u>Using the</u> <u>Task Scheduler</u>.

Schedule Backup Jobs					
Add Task	Delete Task				Edit with Task Scheduler
Name	Status	Last Run Time	Next Run Time	Comments	
Advantage backup	Ready	07/08/13 12:00:00 PM		Weekly backup for Company 01 - Madison Distribution.	
Advantage backup 1	Ready	Never	07/13/13 11:30:00 PM	Daily backup of 01- Madison Distribution	

- J. Check Backup Space Before you designate a device and folder to store your company database backups you should use the Check Backup Space feature to analyze the space available in potential locations.
- Browse to select a folder for your backups. Then click **GO** to run the backup space check. This process should run very quickly since it is just analyzing space availability.

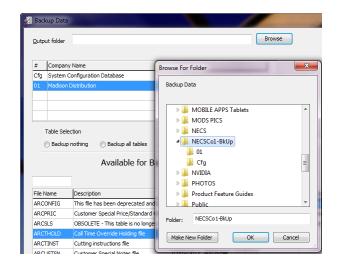
Back up data for:

- Back up ALL databases: Select this to back up all your databases.
 For customers with multiple companies your 01, 02... companies will be listed here.
- Use the drop down menu to select the desired **Company Name** from the list.

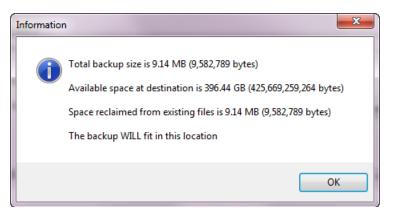
🕺 Check Available	Backup Space		
Back up data for	Back up ALL databases	•	
Back up to	þ:\NECSCo1-BkUp\		Browse
	Go	Cancel	

Browse: Use the **Browse** button to locate the device.

- Select an existing folder.
- Or use the Make New Folder button to create a folder for your backups.
- Here we created a folder with using NECS, the company number and letters representing the back up function called "NECS01-BkUp".



• When the space on the device has been analyzed an **Information** message box will display with the statistics and tell you whether you databases will fit in the location.



K. Disable entrée Client Monitor system

This is a switch to disable the **entrée Client Monitor System** and bypass it to let **entrée** run. Once the option is checked any running copies of **entrée** will disconnect from the monitor. Instances of **entrée** linked to the Task Execution Service (TES) will finish the currently started job if applicable then disconnect and terminate.

Once the monitor feature is unchecked, any running copies of **entrée** will plug back in without any notification to the user. The Task Execution Service will also restart its copy of **entrée** when it sees the client monitor is running again and without any interaction with the users other than turning the monitor back on.

Caution This option should only be used if NECS Tech Support advices you to disable the Client Monitor.

- With the Client Monitor disabled, the Task Execution Application (TEA) shuts down completely because without the Client Monitor there is no way to control the execution of tasks on remote machines (Mainly an issue during updates to the database).
- With the Client Monitor shut down the Update Utility can no longer remotely notify running instances of **entrée** that they need to shut down for an update, so the distributor is back to running around the building telling people to close **entrée**.

1.1 Schedule Regular Backups

It is easier and quicker to create and delete your backup jobs using the **Update Utility > Utilities** menu **> Schedule Regular Backups** option.

🕺 Schedule Backup Jobs					_ • •
Add Task	Delete Task				Edit with Task Scheduler
Name	Status	Last Run Time	Next Run Time	Comments	
Advantage backup	Ready	07/08/13 12:00:00 PM		Weekly backup for Company 01 - Madison Distribution.	
Advantage backup 1	Ready	Never	07/13/13 11:30:00 PM	Daily backup of 01- Madison Distribution	



Use the **Add Task** button in the Schedule Backup Jobs screen to create and schedule regular backups of your version 4 SQL databases.

Edit Backup Task	
Back up data for	Back up ALL databases
Back up to	D:\VECSCo1-BkUp\ Browse (i) Important!
Settings	Start: 7/ 8/2014 ▼ 07:32 AM A
	Recur every: 1 days
Task Description	all entree V4 SQL databases
Kur backup or s	m en dee ve sour databases
	QK

- Back up data for: If you only have one company select Back up ALL databases from the drop down menu.
 - If your system is set up with as a multi-company you will select the desired company's database files from the companies listed in the drop down menu.
- Back up data to: Use the Browse button to locate the destination drive and folder for your backups to be written to. You can create an empty folder in the selected location prior to performing this step.

• Settings:

Daily Settings

Settings	Start: 7/ 8/2014 🔻 07:32 AM 🚖
 Daily Weekly Monthly 	Recur every: 1 days

Weekly Settings

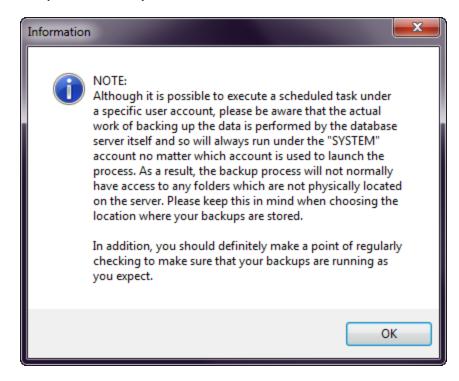
Settings	Start: 7/ 8/2014 - 06:30 AM
DailyWeekly	Recur every: 1 weeks on:
Monthly	Sunday Monday Uuesday Wednesday
	Thursday Friday Saturday
	Every day Week days Weekend days No days

Monthly Settings

Settings	Start: 7/ 8/2014 O6:30 AM Select the month(s) during which this task should run					
WeeklyMonthly	January May	E February	March	April		
	Specify the day of the	October month on which this ta	November	December		

• Task Description: Enter a description of the task to be run.

• The note seen when you click the Important button.



X Delete Task

Select a task and click the **Delete Task** button in the Schedule Backup Jobs screen to delete a backup job.

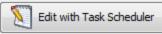
Resetting Failed Tasks

You have the ability to reset the status of a task that started to execute but for whatever reason failed to complete either with or without errors. The task failure could be due to a service restart or some other system failure. If a task is executed and completes with errors it will automatically be placed into a suspended state.

Go to the **Scheduling Utility** chapter of this guide to learn about how the **Restore Task** option is used to reset the status of a suspended task. The **Restore Task** option will only be displayed if the selected task is either running or in a suspended state.

Edit with Task Scheduler

- To maintain scheduled backup jobs access the Task Scheduler via the Update Utility > Schedule Regular Backups window.
- In the Schedule Backup Jobs window click and select the job you would like to edit. Then click the



Edit with Task Scheduler button.

• The next section of this guide will cover the Task Scheduler.

1.2 Using the Task Scheduler

The Task Scheduler is used to maintain the backup jobs scheduled <u>Using the Update Utility</u>. The Task Scheduler, which is a more advanced tool in Windows, will schedule and run many jobs including Microsoft software updates and updates to other software packages installed on your computer.

You can use the Task Scheduler to create and manage common tasks that your computer will carry out automatically at the times you specify.

Tasks are stored in folders in the Task Scheduler Library. To view or perform an operation on an individual task, select the task in the library and click on a command in the **Action** menu.

Hot Tip! Be sure to go to the **Scheduling Utility** chapter of this guide to learn about scheduling tasks using this option in the **entrée System** ribbon menu.

- 1. To access the **Task Scheduler** run the **Update Utility** > select **Schedule Regular Backups** window.
- 2. In the <u>Schedule Backup Jobs</u> window click and select the job you would like to edit.

3. Click the

Edit with Task Scheduler button.

- Task Scheduler Main Menu File, Action, View, Help
- **Tool Bar** (from left to right) Back arrow, Forward arrow, Up One Level, Show/Hide Console Tree, Help, Show/Hide Actions Pane.

Edit with Task Scheduler

Task Scheduler					
File	Action	View	Help		
(= =) 🖄	7	F		
<u> </u>	sk Sched Task Scl		-		

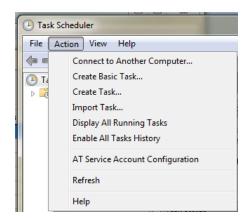
 Task Scheduler Library: Click it to see all scheduled tasks and the menus. The Advantage backup that is highlighted is the task that will back up your entrée databases.

• Task Scheduler			- - - -
File Action View Help			
🗢 🔿 🖄 🖬 🚺			
O Task Scheduler (Local) → 📸 Task Scheduler Library	Image: Control (C) Image: Contro(C) Image: Control (C) Image: Co	/2014 8:(/2014 5:(Actions Task Scheduler Library Create Basic Task Create Task Import Task Display All Running Enable All Tasks His New Folder
	Image: Sections Conditions Settings History (disabled) Name: Advantage backup Location: V Authon: NECS Update Utility Description:		View
	Security options When running the task, use the following user account: SYSTEM Run only when user is logged on Run whether user is logged on or not Do not store password. The task will only have access to local resources Run with highest privileges		Help

• Scroll to the right to see the rest of the columns for the tasks (below).

Last Run Time	Last Run Result	Author	Created	*
8/28/2013 7:27:39 AM	The operation completed successfully. (0x0)			
5/21/2014 2:03:17 PM	The operation completed successfully. (0x0)			
6/3/2014 6:54:30 AM	The operation completed successfully. (0x0)			
8/28/2013 7:27:55 AM	The operation was canceled by the user. (0x800704C7)			Ξ
6/9/2014 12:12:41 PM	The operation completed successfully. (0x0)			
7/8/2014 9:33:00 AM	The operation completed successfully. (0x0)	Adobe Systems Incorporated		
7/8/2014 8:00:00 AM	The operation completed successfully. (0x0)	NECS Update Utility		

• Task Scheduler Action Menu

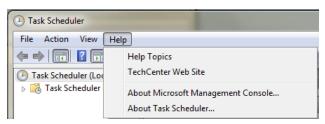


• Task Scheduler Help Menu:

For more information about using the Task Scheduler use the **Help** menu > **Help Topics** option.

Create a basic task using the wizard

- 1. In the Actions pane, click **Create Basic Task**.
- 2. Follow the instructions in the Create Basic Task Wizard.
- Actions Pane When you click on a task the options in the pane will expand to include what is seen on the right.



Act	Actions				
Task Scheduler Library					
٩	Create Basic Task				
•	Create Task				
	Import Task				
	Display All Running Tasks				
	Enable All Tasks History				
**	New Folder				
	View				
Q	Refresh				
?	Help				
Sele	ected Item				
	Run				
	End				
	Disable				
	Export				
٩	Properties				
×	Delete				
?	Help				

Create a Task

- 1. Find and click the task folder in the console tree that you want to create the task in. If you want to create the task in a new task folder, see Create a New Task Folder to create the folder.
- 2. In the Actions Pane, click Create Task.
- 3. On the **General** tab of the **Create Task** dialog box, enter a name for the task. Fill in or change any of the other properties on the **General** tab. For more information about these properties, see General Task Properties.
- 4. On the **Triggers** tab of the **Create Task** dialog box, click the **New...** button to create a trigger for the task, and supply information about the trigger in the **New Trigger** dialog box. For more information about triggers, see Triggers.
- 5. On the **Actions** tab of the **Create Task** dialog box, click the **New...** button to create an action for the task, and supply information about the action in the **New Action** dialog box. For more information about actions, see Actions.
- 6. (Optional) On the **Conditions** tab of the **Create Task** dialog box, supply conditions for the task. For more information about the conditions, see Task Conditions.
- 7. (Optional) On the **Settings** tab of the **Create Task** dialog box, change the settings for the task. For more information about the settings, see Task Settings.
- 8. Click the **OK** button on the **Create Task** dialog box.

• View a Task's Properties

- 1. Find and click the task folder in the console tree that contains the task you want to view.
- 2. In the console window, click the task that you want to view.
- 3. Click **Properties** in the **Action** pane. The **Task Properties** dialog box will appear.
- 4. In the **Task Properties** dialog box, the task's properties are located on the **General**, **Triggers**, **Actions**, **Conditions**, and **Settings** tabs. Click a tab to view the properties.
- 5. Click the **History** tab to view the task's history.
 - Task history can be enabled or disabled. In the **Action** pane, click **Disable All Tasks History** or **Enable All Tasks History** to change the Task History display.
 - Click an event in the list of events on the **History** tab to view the description of the event.

Display All Running Tasks

1. In the Actions pane, click Display All Running Tasks.... The Running Task dialog box will appear.

• Disable a Task from Running

- 1. Find and click the task folder in the console tree that contains the task you want to disable.
- 2. In the console window, click the task that you want to disable.
- 3. In the **Actions** pane, click **Disable**. The **Disable** command will only be available in the **Actions** pane if the task is enabled.

• Enable a Task to Run

- 1. Find and click the task folder in the console tree that contains the task you want to enable.
- 2. In the console window, click the task that you want to enable.
- 3. In the **Actions** pane, click **Enable**. The **Enable** command will only be available in the **Actions** pane if the task is disabled.

Delete a Task

- 1. Find and click the task folder in the console tree that contains the task to delete.
- 2. In the console window, click the task to delete.
- 3. In the Actions pane, click Delete.
- 4. In the Confirm delete dialog box, click Yes.

• Delete a Task Folder

- 1. Find and click the task folder in the console tree that you want to delete.
- 2. In the Actions pane, click Delete Folder.
- 3. In the Confirm delete dialog box, click Yes.

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