

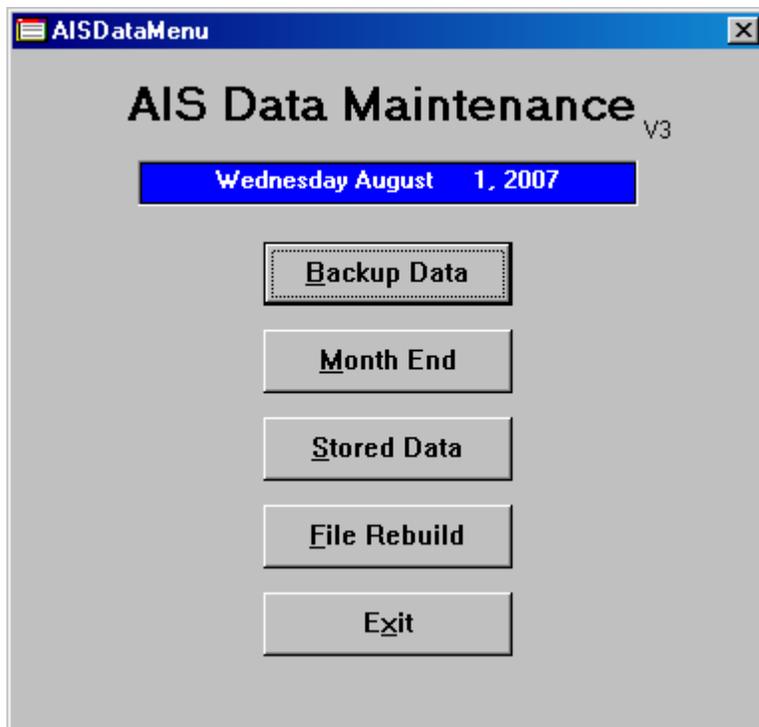
Overview of the AIS Data Maintenance System- V3

The AIS Data Maintenance system is designed to bring a universal procedure to all agencies regardless of the configuration of how AIS is installed within their program. This system is designed for ease of use and will work with ZIP disks and CD-RW drives and "Memory" sticks (aka flash drives, jump drives, thumb drives, etc). It will even perform backups of data over a network to a specified location on another computer. This is designed to be a one size fits all and it should not require any special configurations. The AIS Data Maintenance system is a graphical Windows application.

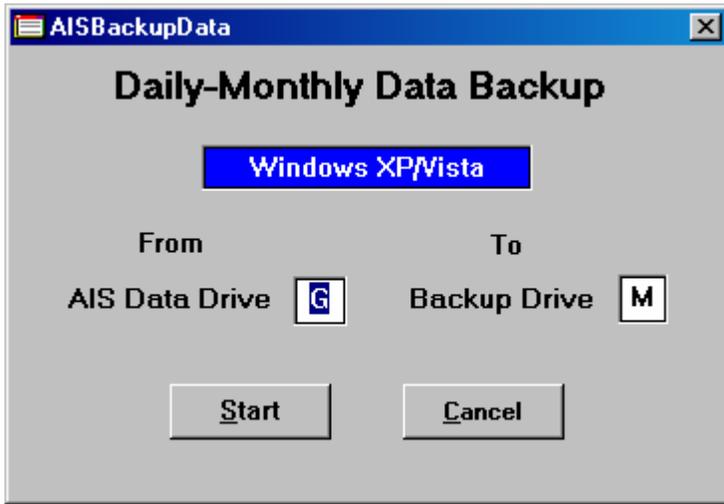
The V3 version of AIS Data Maintenance is especially designed to use larger capacity memory sticks such as 1GB or larger. Because of the greater capacity of these types of storage, a separate daily drive for each day of the week is no longer necessary as it was with Zip drives or CD-RW drives. V3 creates a folder on the larger capacity drive named for the day of the week allowing for multiple backups to be stored on a single storage device as in the example below:

File Folder	2/17/2007 3:14 AM
File Folder	7/20/2007 11:33 AM
File Folder	5/21/2007 2:44 PM
File Folder	4/19/2007 8:33 AM
File Folder	5/22/2007 1:56 PM
File Folder	4/18/2007 2:32 PM

The AIS Data Maintenance system menu:



The Backup Data option:

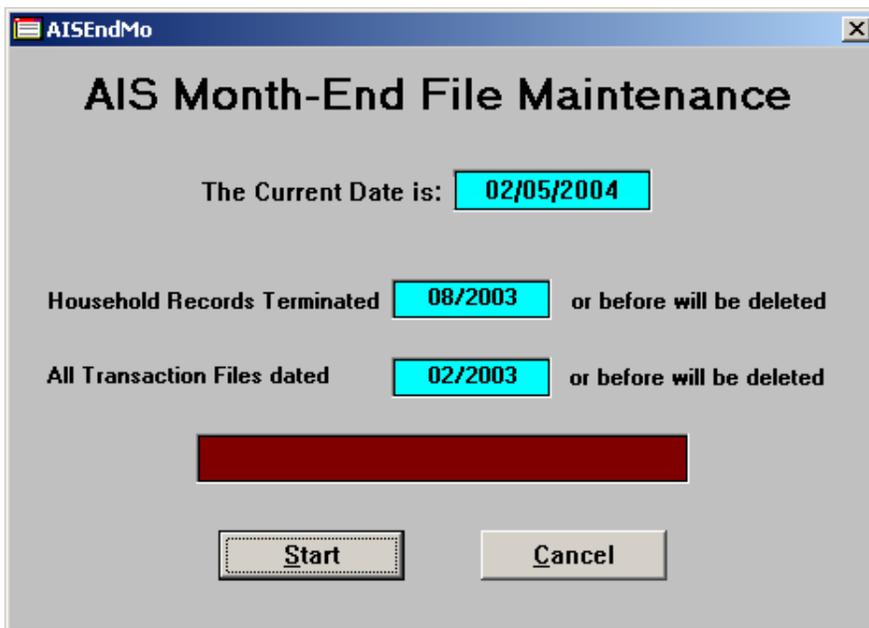


In the display sample above, the software automatically determines the operating system of the host computer and provides the user with the option to select the drive letter that the AIS software and data resides on and the location where the user will backup the data.

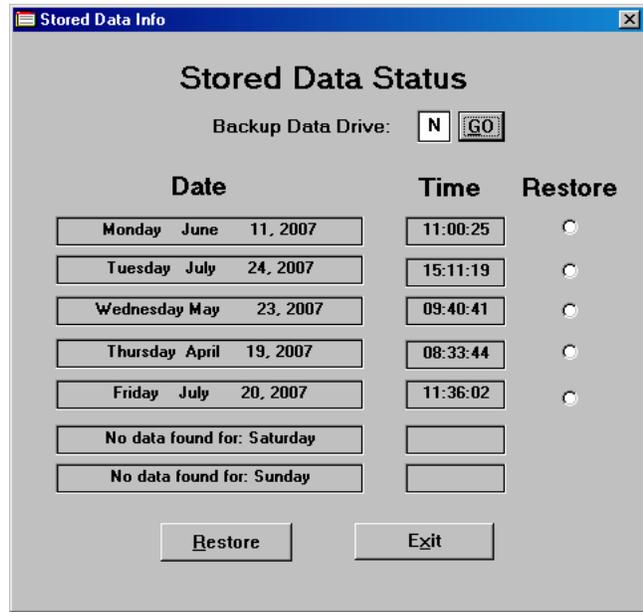
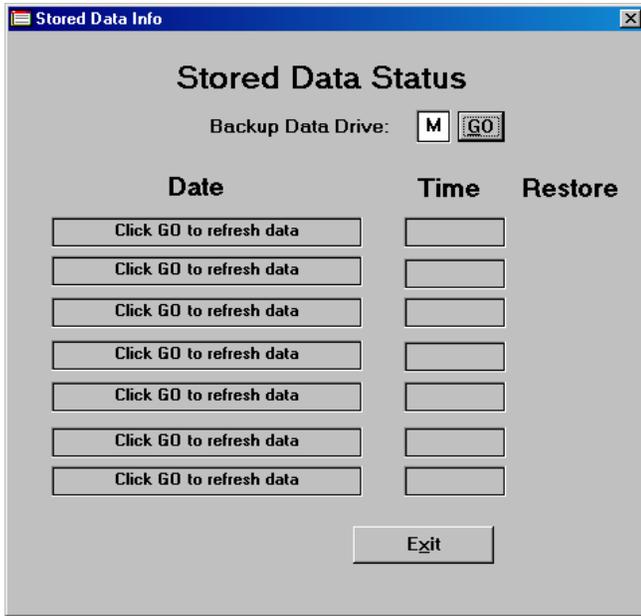
Since this system is designed to determine the operating system of the host computer it will provide error messages that are applicable to what the user is trying to perform versus what the host computer is able to actually do. Two examples of a backup error messages are shown below:



The Month-End File Maintenance procedure only eliminates older files. It does not perform a backup procedure. Run the Month-End procedure after all work has been completed at the end of the month. Upon completion of the Month-End procedure use your monthly backup disk and the Backup Data procedure to backup the AIS data files.



The Stored Data Status feature enables the users to view the status of their backups. Simply insert the backup media used with the daily backup process and click **GO** after entering the drive where the backup is located:



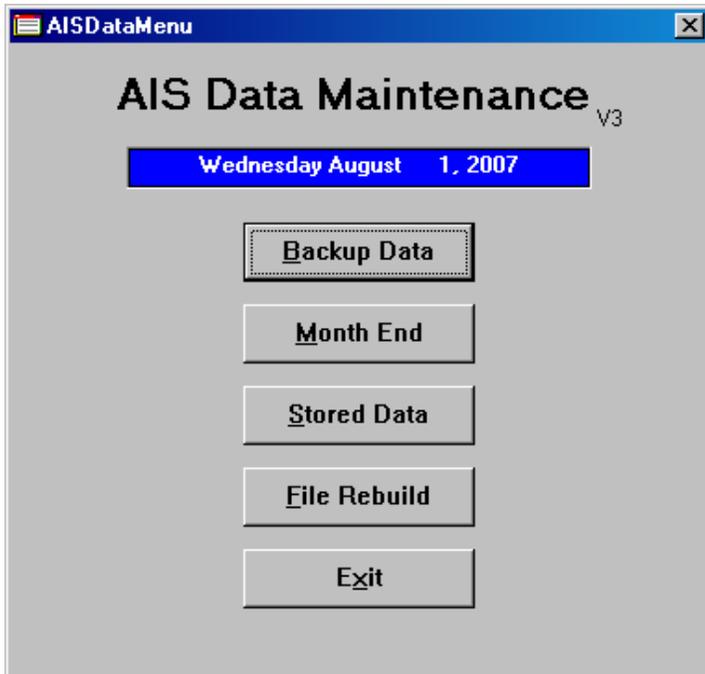
With AIS Data Maintenance V3 the option to actually restore from the status display has not yet been enabled.

The feature will become available as a future update.

File rebuilding procedures have been added to the AIS Data Maintenance System. File rebuilding may become necessary when files are corrupted due to power loss or closing AIS during a file update procedure. The most common run time errors that will require a rebuild procedure to correct are:

- 38 – File Locked
- 47,xx – File not open
- 98,xx – Index file corrupt

To rebuild a file that has been corrupted, start the AIS Data Maintenance System and click on File Rebuild:



Select either an individual file that matches the file displayed in the run time error message or use the default "all" files option. Make sure that all users are out of AIS before rebuilding any files.

