

## ADAGIO USER NOTES

Adagio programs open and close many program files and data files as they operate.

Adagio programs create new files for each batch of transactions and delete them when the batch is posted.

Adagio programs write a record to a data file every time you complete an entry in a batch.

During posting in Adagio many files are open. Any interruption can damage one or more of those files.

### **Therefore:**

#### **Run Data Integrity Checking**

If a workstation or the server goes down while Adagio is running, backup the data (File/Backup) and run Data Integrity Check (File/Data Integrity Check) on any module (program) that was open. If there is an error, the Repair button will be lit. Run the Repair routine and then Data Integrity Check again until it finds no errors. You may have to fix some errors manually. Done immediately, Data Integrity Check can repair minor damage.

You can restore a backup if the data is not repairable before doing more work.

#### **Backup data files.**

Set up your server or computer to do daily backups.

Backup data before posting when you have done a lot of work and it would take some time to re-create it. The backup routine inside each module is very fast. You may do a backup of one module's data without having exclusive access to all data. Only if the backup says some files were skipped do you have to ask others to close out and then re-do the backup.

Schedule your processing so that Day End Processing and batch Posting are planned to follow a Backup as part of your daily routines.

#### **Restore properly.**

Before restoring from a backup, move the existing data to another directory. Create a new directory to hold this data temporarily. Use a date code in the name of this temporary backup directory to identify it for later deletion. Set restore parameters to "Do not overwrite" so the only data that can be replaced is data that you have already moved from your data directory.

#### **Exclude some files from Virus checking.**

Anti-virus programs can slow processing considerably if they are checking every file opened. Accounting programs open many files.

Data files can be excluded from this checking by excluding all files ending in your data extension (like dat ). Exclude program files by excluding the Softrak folder but save any reports sent to Excel files in a folder not under Softrak (like C:\Reports)

Make sure you exclude files on the server from being checked on the workstation.

#### **Warnings**

Opportunistic Locking must be disabled on any workstation and/or server running Adagio.