

January 2000

Dear Quality Assurance Program for Windows Users:

We are pleased to release the 1999-2000 Quality Assurance Program for Windows software, Version 4.0. This letter covers enhancements to the QA Program software. Several enhancements have been made which make it easier to manage your student aid data as well as provide you with more options and greater flexibility.

Included in this letter are the following:

- Instructions on how to obtain and install the software,
- A list of the product enhancements,
- The results gathered from Quality Assurance Program for Windows benchmark testing, and
- A reminder to back up and optimize your QA Program for Windows database.

Beginning with this version, the software for the QA Program for Windows is no longer distributed via the mail. Instead, you download the software and the related user documentation via the Internet at the new Student Financial Assistance (SFA) Download Web site, <http://www.SFAdownload.ed.gov>. Instructions for downloading Quality Assurance Program for Windows from the Web are located on page 3 of this document, as well as in the "Installation Instructions" chapter of the *1999-2000 Quality Assurance Program for Windows Installation Guide*.

If you have a Quality Assurance Program policy-related question, you can post an e-mail on the Quality Assurance Program listserv, qa-team@lists.air-dc.org. Staff from the Performance and Accountability Improvement Branch will promptly respond to your message. Make sure you include your telephone number in your message.

For questions regarding Quality Assurance Program for Windows software, such as installation issues, software problem resolution, software functionality, and technical assistance, you can call CPS Customer Service. You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You may also e-mail inquiries, comments, or suggestions 24 hours a day to CPS@NCS.COM. A representative will respond within 24 hours.

Sincerely,

CPS Customer Service

Quality Assurance Program for Windows, Version 4.0

The Department is pleased to announce the release of 1999-2000 Quality Assurance Program for Windows, Version 4.0.

Beginning with this version, you download the software and related user documentation via the Internet at the new SFAdownload Web site, <http://www.SFAdownload.ed.gov>. See page 3 for instructions on how to download the software and install it on your own computers.

- If you have access to the Internet and you can't open the SFAdownload Web site, call your technical support staff to ensure you have full FTP download rights.
- If you do not have access to the Internet, or you do have FTP download rights and still can't open the SFAdownload Web site, call CPS Customer Service to request diskettes.

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Downloading the QA Program Software from the Web

Beginning with the 1999-2000 Quality Assurance Program for Windows, Version 4.0, the software and documentation are distributed via the Internet using the SFAdownload Web site, <http://www.SFAdownload.ed.gov>.

If you do not have access to the Internet, or you have trouble opening the SFAdownload Web site to download the Quality Assurance Program for Windows software, call CPS Customer Service to request diskettes. You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You may also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM**. A representative will respond within 24 hours.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

DOWNLOADING THE SOFTWARE TO YOUR HARD DRIVE

Quality Assurance Program for Windows, Version 4.0, is available on the SFAdownload Web site in two formats. You can download the entire software in one file (QAP40.EXE), or in six separate installments, which can then be copied to a network drive or diskettes.

To Download the Software as One File

1. Go to the URL field located at the top of your browser's screen and type the Student Financial Assistance (SFA) Download Web site address: <http://www.SFAdownload.ed.gov>.
2. Follow the instructions provided and click the Continue button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the Continue button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click QAP 1999-2000 to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click the Full Download link to download the program that allows you to do the full installment. A Save As... dialog box will appear.
7. Choose the location on your hard disk to save the file, then press the Save button. The length of time it takes to download the software depends largely on the speed of your Internet connection. The Installation process automatically creates the program directory: C:\PROGRAMFILES\EDESUITE\QAP for Windows.

To Download the Software in Six Separate Installments

1. Go to the URL field located at the top of your browser's screen and type the Student Financial Assistance (SFA) Download Web site address: <http://www.SFAdownload.ed.gov>.
2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.

3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **QAP for Windows** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click **Disk 1** to download only disk 1's data. A **Save As...** dialog box will appear.
7. Choose the location on your hard drive to save the file. Click **Save**. The length of time it takes to download the software depends largely on the speed of your Internet connection. The installation process automatically creates the program directory: C:\PROGRAMFILES\EDESUITE\QAP for Windows.
8. Click **Disk 2** to download only disk 2's data. When the **Save As...** dialog box appears again, make sure you are saving Disk 2's data to the same location as you saved Disk 1's data.
9. Click on each of the succeeding disks until all of them have been saved to the same location on your hard disk.
10. Once the software disk files are downloaded to your hard disk, go to that location and double-click on **Disk 1**. Then double-click on the Setup.exe file to open and install the software.
11. *Disk 1 and Disk 6 are self-extracting zip files. After downloading, self-extract the files from each of these Disks onto your hard drive, then copy the extracted files onto floppy disks labeled Disk 1 and 6, respectively.

INSTALLING THE SOFTWARE ON YOUR HARD DRIVE

Downloading the software from the SFA Web site does not install it. Once you have downloaded the software to your network or hard drive, you must install it.

1. Once the software file is downloaded to your hard disk, go to the program directory.
2. Double-click on the file to open and/or install it.
3. The software asks you a series of questions during the installation. These questions verify the location of the software on your hard drive and each question has a default answer.
 - If the default answer is correct, click **Next** to go to the next screen.
 - You can change the default answer, if you wish. If you do, make sure you can remember the directory where the software is located.
4. Continue this process until you reach the last installation screen, which prompts you to click the **Finish** button.
5. You must shut down and restart your computer for the installation process to be complete.

DOWNLOADING THE PAPER DOCUMENTATION FROM THE WEB

You can download the paper documentation from the Internet in both Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Installation Guides
- Cover Letters
- Technical References

Each of these documents have the date they were posted, file size, and approximate download time. However, the length of time it takes to download a paper document depends on the speed of your Internet connection.

To download paper documentation:

1. Go to the URL field located at the top of your browser's screen and type the Student Financial Assistance (SFA) download Web site address: <http://www.SFAdownload.ed.gov>.
2. Follow the instructions provided and click the **Continue** button. You will be taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the document(s) you want to download. A brief description of the documentation's software is provided.
5. Click **QAP for Windows** to the left of this description. You will be taken to the downloading site. Technical support for this site is provided via phone and e-mail.
6. Click on the type of documentation you want to download.
7. If you select an Adobe PDF formatted file, click **File, Save As** from the menu bar, select a location on your hard disk, and then click the **Save** button to save the file.
8. If you select a Microsoft Word formatted file, a dialog box will appear. Click on **Save it to disk**, choose a location to save the file and press the **Save** button.
9. For either type of file, the Web site is designed to give it a default name; however, you may choose another name for the file if you want.
10. Once the paper document has been downloaded on your hard disk, go to that location and double-click on the file to open and/or print it.

Installing the QA Program Software from Diskettes

The primary method for installing the software on your computers is by downloading the software from the SFAdownload page. If that method is unavailable to you, call CPS Customer Service and request diskettes.

Depending on the type of installation you are performing (network or stand-alone), all installation diskettes may not be required.

Follow the prompts the software provides you when installing Quality Assurance Program for Windows.

CREATING THE QA PROGRAM DIRECTORY

The installation process automatically creates the directory WINQAP0 for the Quality Assurance Program for Windows files on your local hard disk.

The C: drive is assumed to be the drive letter of your local hard disk, but you can change the drive letter if necessary. Also, you may want to use a different name for the directory.

If you are performing a network server installation, be sure to install to a LAN drive and not to a local drive.

INSTALLING THE SOFTWARE ON A LOCAL AREA NETWORK

When you perform a workstation installation, the executable file for Quality Assurance Program for Windows (QAP32-90.EXE) installs to a workstation's local hard drive and the database is stored on your network. This method improves the speed and performance of the software while allowing the database to be available to more than one PC.

1. First, use the Network Server installation option to install this version of the software. This option installs only the Quality Assurance Program database (QAP90.MDB) on the file server, not the program files.
2. Then, do *Full* workstation installations on *all* workstations for this version of the software. Choose the Network Workstation installation option, then select **Full**. The **Full** option installs the executable file (QAP32-90.EXE) in a local hard drive directory. It also establishes the workstation's ODBC (open database connectivity) connection to the QA Program database. The **Workstation** installation option prompts you for the location of the database installed during the Network Server installation (step 1).

If you have questions, call **CPS Customer Service** at **800/330-5947**.

Additional Installation Instructions

If you want to copy the installation diskettes to a file server so you can do workstation installations from the server, follow these steps.

1. Create a disk directory for each diskette received. If you receive three diskettes, then create three directories on the file server; if you receive five diskettes, then create five directories on the file server; if you receive seven diskettes, then create seven directories on the file server, etc. In the preceding five diskette example, you would create a directory structure like this one on your server.

\Install

\Install\DISK1

\Install\DISK2

\Install\DISK3

\Install\DISK4

\Install\DISK5

Note: The parent directory can have any name, but the subdirectories must be named DISK1, DISK2, etc.

2. Copy the contents of each disk into its corresponding directory on the server.
3. You can now install the software from the file server by running SETUP.EXE from the DISK1 directory on the server instead of carrying the diskettes to each workstation.

If you have questions, call **CPS Customer Service** at **800/330-5947**.

INSTALLING THE SOFTWARE ON A STAND-ALONE SYSTEM

Be sure that all Windows applications, including screen-savers, e-mail notifiers, etc. have been closed before you proceed with this setup. Microsoft ODBC (open database connectivity) Setup will fail if any of these applications are still running. You can install Quality Assurance Program for Windows using one of three options:

Full. Use this option when you are installing Quality Assurance Program for Windows for the first time. **It overwrites all existing 1999-2000 Quality Assurance Program database and program files (*.EXE files).**

Warning: If you choose the Full Install option, the program will remove/erase ALL your existing QA Program database and program files (*.EXE files).

Upgrade. Use this option only if you have already installed a full version of Quality Assurance Program for Windows for 1999-00. This option updates only program files (*.EXE files) and leaves your current databases intact.

Custom. If you have already installed a full version of Quality Assurance Program for Windows for this processing cycle, you can use this option to replace executable program files, ODBC files, HELP, and/or the QA Program database. This option leaves all other system settings intact.

Installing the Software if You Use Windows 95 or Windows NT

1. Turn on your computer and start Microsoft Windows.
2. Insert Diskette #1 in the A: drive.
3. Select **Start** from the Task bar.
4. Select **Run** from the Start pop-up menu.
5. Type **a:setup** at the command line and click **OK**. The software is installed to the default directory C:\Program Files\EDESuite\QAP for Windows unless you choose another location.
6. Insert diskettes in numerical order and click **OK** when prompted.
7. Quality Assurance Program for Windows asks you a series of questions during the installation. Each question has a default answer. If the default is correct, click **Next** in response to each question. If not, type the correct answer and click **Next**.
8. When it is finished installing the files for Quality Assurance Program for Windows, the installation program updates your Start menu. It will not, however, create desktop icons/shortcuts or update them if they have already been created.

Product Enhancements

The following enhancements are included in the 1999-2000 Quality Assurance Program for Windows software:

GENERAL CHANGES

- Year indicators and date ranges are updated for the 1999-2000 award year.
- The software is upgraded to 32-bit.

TOOLS

- Query offers more flexibility to help you select only the data you want.
- New fields are included in the Custom Report/Query field listing for more efficient selection.

NAVIGATION

- You can use hot keys to access the New, Open, Print, and Save functions quickly.

ENTRY

- All references to data from Tab 5-Institutional Data were removed.
- You can select Document Codes for both Student and Parent on the Student Data tab.
- The Report Code fields were removed.
- You can modify or delete your Notepad entries.
- You can create user-defined fields for more efficient processing of data.
- 1999-2000 ISIR Tax Return Filing Status and Eligibility questions are included on the Student Data tab.
- Instead of typing dates in date fields, you can click the calendar button next to the field to select the date from a pop-up calendar.
- You can enter the Pell Grant Formula and Program Proration Percentage in Setup. You can also modify these on a case-by-case basis.
- Loans disbursed in previous loan records are displayed in a read-only field on the Awards tab.

READINGS

- The Institutional Disbursement Readings are referred to as Adjustment Pell, Adjustment Campus-Based, and Adjustment Federal Family Education Loan Program (FFELP)/Direct Loan.
- All institutional readings for Pell/SEOG for Graduate Students and Student Academic Progress (SAP) were removed.
- All SAP readings were removed for Pell, Campus-Based, and FFELP/Direct Loan under Summary Readings - Overpayment Loans.
- Cost of Attendance readings were removed.

RECORD LAYOUT

- The record layouts were updated for the 1999-2000 ISIR.

EXPORT

- The Export Merge QAP function was removed.
- The Final Data Disk is no longer necessary for exporting data to Pelavin Research Center.
- You can export data using the Full Data Export type option.
- You must confirm the Validation Process was run prior to uploading your database. This is to ensure that no changes were made to any data after the readings process was last run.

IMPORT

- The Import Merge QAP function was removed.
- You can find out which fields caused a record to be rejected by viewing the added “Field name” and “Data in Question” labels on the Import Edit Report.

PRINTING/REPORTS

- All references to Institutional Data on the Readings tab were removed.
- All references to SAP were removed.
- Seven new reports are available: Record Layout-Export Full, Record Layout - Export UD, Record Layout - Export Readings, Query Management, User Database, System Setup, and Readings Only.
- In the Print dialog box, you can select reports from a list/sort option.
- Section A of the Summary Report was modified to include new columns for \$ Disbursed and % Disbursed.
- The Pell Formula type is included on the AM-4 Report.

FULL DATA EXPORT FUNCTION

Export is used to export all records from the QA Program database to a file using the Full Data record layout. You can run the Full Data Export at any time. However, you must run the Final Validation before uploading the database at the Quality Assurance Program Web site. <http://www.ed.gov/offices/OSFAP/QAP>.

At the end of each export process, the In Progress dialog box displays a summary of the number of records processed in the batch and the export filename.

Quality Assurance Program for Windows Benchmarking

We have completed benchmarking on the 1999-2000 Quality Assurance Program for Windows software to document the software's performance in certain operating environments.

The benchmarking for importing ISIR data and external data files into Quality Assurance Program for Windows was conducted on three different platforms and in a combination of environments. The following table represents the total amount of time it took to import 400 to 1000 records into the QA Program module. For the network tests, the executable (QAP32-90.EXE) was on the workstation and the database (QAP90.MDB) was on the server. The server used is a production server with approximately 200 simultaneous users. The tests were done during normal working hours. From previous benchmarking activities, we have not seen a performance difference between the Novell 3.12 environment and the NT server environment; thus, only the Novell network environment is listed below. The symbol <> indicates the times are approximate.

Component	Area	Operating System	Type of Network	Benchmarking Volume	Time Elapsed	PC Platform
ISIR ASCII	Import	Win98	N/A	400	9 minutes	Pentium 200 64MB
ISIR ASCII	Import	Win NT	N/A	1000	11 minutes	Pentium 200 64MB
ISIR ASCII	Import	Win NT	Novell	1000	2 hrs. 8 min.	Pentium 200 64MB
ISIR ASCII	Import	NT 4.0	N/A	1000	12 minutes	Pentium 200 64MB
ISIR ASCII	Import	NT 4.0	Novell	1000	2 hrs. 12 min.	Pentium 200 64MB
Express MDB	Import	Win98	N/A	400	15 minutes	Pentium 200 64MB
Express MDB	Import	Win NT	Novell	400	2 hrs. 23 min.	Pentium 200 64MB
Express MDB	Import	Win NT	N/A	400	22 minutes	Pentium 200 64MB

Below are the printing benchmarking results for the reports and lists in QA Program for Windows. These reports were tested on HP LaserJet III si, 4 si, and 5 si printers. The print drivers used matched the printers; for example, we used the 4 si driver with the 4 si printer. The benchmark volume represents a combination of information. In some cases it represents both the number of records and pages. The time elapsed is the time from when OK is selected on the Print dialog box until the printing begins.

Component	Operating System	Printer	Benchmarking Volume	Print Results	Time Elapsed
AM-4 Worksheet	NT 4.0	HP4	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP4000N	use query-2 records/8 pages	OK when 4 si driver used	20 seconds
AM-4 Worksheet	NT 4.0	HP4M	use query-2 records/8 pages	OK	18 seconds
AM-4 Worksheet	NT 4.0	HP4MPlus	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP4Si	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP5M	use query-2 records/8 pages	OK	17 seconds
AM-4 Worksheet	NT 4.0	HP5Si	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	NT 4.0	HP5SiMX	use query-2 records/8 pages	OK	18 seconds
AM-4 Worksheet	NT 4.0	HP6MP	use query-2 records/8 pages	OK when 5 MP driver used	20 seconds

Component	Operating System	Printer	Benchmarking Volume	Print Results	Time Elapsed
AM-4 Worksheet	NT 4.0	HPIII	use query-2 records/8 pages	OK	16 seconds
AM-4 Worksheet	Win95	HP4	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP4000N	use query-2 records/8 pages	OK when 4 si driver used	12 seconds
AM-4 Worksheet	Win95	HP4M	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP4MPlus	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP4Si	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP5M	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP5Si	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP5SiMX	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win95	HP6MP	use query-2 records/8 pages	OK when 5 MP driver used	12 seconds
AM-4 Worksheet	Win95	HPIII	use query-2 records/8 pages	OK	12 seconds
AM-4 Worksheet	Win98	HP4	use query-2 records/8 pages	OK	13 sec
AM-4 Worksheet	Win98	HP4000N	use query-2 records/8 pages	OK when 4 si driver used	12 sec
AM-4 Worksheet	Win98	HP4M	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP4MPlus	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP4Si	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP5M	use query-2 records/8 pages	OK	13 sec
AM-4 Worksheet	Win98	HP5Si	use query-2 records/8 pages	OK	12 sec
AM-4 Worksheet	Win98	HP5SiMX	use query-2 records/8 pages	OK	13 sec
AM-4 Worksheet	Win98	HP6MP	use query-2 records/8 pages	OK when 5 MP driver used	12 sec
AM-4 Worksheet	Win98	HPIII	use query-2 records/8 pages	OK	12 sec
Summary	NT 4.0	HP4	8 pages	OK	44 seconds
Summary	NT 4.0	HP4000N	8 pages	OK when 4 si driver used	47 seconds
Summary	NT 4.0	HP4M	8 pages	OK	39 seconds
Summary	NT 4.0	HP4MPlus	8 pages	OK	37 seconds
Summary	NT 4.0	HP4Si	8 pages	OK	39 seconds
Summary	NT 4.0	HP5M	8 pages	OK	38 seconds
Summary	NT 4.0	HP5Si	8 pages	OK	40 seconds
Summary	NT 4.0	HP5SiMX	8 pages	OK	38 seconds
Summary	NT 4.0	HP6MP	8 pages	OK when 5 MP driver used	59 seconds
Summary	NT 4.0	HPIII	8 pages	OK	45 seconds
Summary	Win95	HP4	8 pages	OK	32 seconds
Summary	Win95	HP4000N	8 pages	OK when 4Si driver used	34 seconds
Summary	Win95	HP4M	8 pages	OK	32 seconds
Summary	Win95	HP4MPlus	8 pages	OK	33 seconds
Summary	Win95	HP4Si	8 pages	OK	33 seconds
Summary	Win95	HP5M	8 pages	OK	32 seconds
Summary	Win95	HP5Si	8 pages	OK	32 seconds
Summary	Win95	HP5SiMX	8 pages	OK	32 seconds
Summary	Win95	HP6MP	8 pages	OK when 5 MP driver used	33 seconds
Summary	Win95	HPIII	8 pages	OK	34 seconds
Summary	Win98	HP4	8 pages	OK	32 sec
Summary	Win98	HP4000N	8 pages	OK when 4 si driver used	32 sec
Summary	Win98	HP4M	8 pages	OK	32 sec
Summary	Win98	HP4MPlus	8 pages	OK	34 sec
Summary	Win98	HP4Si	8 pages	OK	31 sec
Summary	Win98	HP5M	8 pages	OK	32 sec
Summary	Win98	HP5Si	8 pages	OK	32 sec

Component	Operating System	Printer	Benchmarking Volume	Print Results	Time Elapsed
Summary	Win98	HP5SIMX	8 pages	OK	34 sec
Summary	Win98	HP6MP	8 pages	OK when 5 MP driver used	33 sec
Summary	Win98	HPIII	8 pages	OK	32 sec

Reminders

BACK UP YOUR DATABASE WEEKLY

Before you upgrade your QA Program to Version 4.0, you must back up your database so that you don't lose your data.

You should back up your QA Program database file, QAP90.MDB, regularly. We recommend that you back up your files at least weekly.

The QA Program software does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

OPTIMIZE YOUR DATABASE BY USING SOFTWARE UTILITIES

The Quality Assurance Program for Windows software contains utilities that allow you to optimize your database if you encounter problems. We recommend that you repair, compact, and verify your database once a week. Once all three are successful, back up the database (see section above).

Run the database utilities in the following order:

- Repair database
- Compact database
- Verify database

For specific information regarding repair, compact, and verify, see the appropriate section below.

RUN THE REPAIR DATABASE UTILITY

The repair database utility resolves inconsistencies (also called database corruption) in records storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while the software updates your records.

The Quality Assurance Program for Windows software may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

Warning: Before using this utility, be sure you have space on your hard drive that is at least equal to the current size of the database.

IMPROVE SOFTWARE PERFORMANCE BY USING THE COMPACT DATABASE UTILITY

The compact database utility improves the software's performance by optimizing the database (QAP90.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records, the QA Program database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance.

Warning: Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.

PREVENT PROBLEMS BY USING THE VERIFY DATABASE UTILITY

The verify database function checks for data relationship integrity in your database. If Quality Assurance Program for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

Warning: Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.