

# CT Summation Best Practices: LG/iBlaze Database Care - Utilities & Maintenance

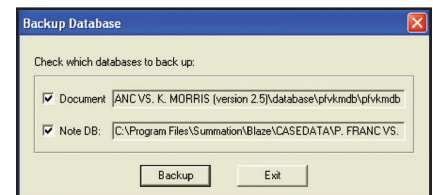
Database maintenance is crucial to protect against data loss. It is extremely important to perform database maintenance regularly, especially during periods of data entry. The Check, Pack and Blaze utilities built into the CT Summation iBlaze product family's system help ensure efficient and successful performance of your database. The procedures outlined in this tutorial will guide through successfully performing database and ocrBase maintenance. Before performing the maintenance steps below on a given case, we recommend that all other users exit the case except for the user performing maintenance.

## 1 - BACKING UP THE DATABASE

Both the Core Database and the Note Database should be backed up regularly to protect against loss of data in the event of database corruption. If you are working on a network, you may wish to create an independent backup (i.e. a nightly tape backup) of these two key components. Back up the database before running the Database Maintenance Utility.

To back up the Core and/or Note Database:

1. From the Case menu, select Tools and then Backup Database. The Backup Database dialog box is displayed.



2. Leave both options checked and click Backup. A message displays when the databases have been successfully backed up.
3. Click OK.

NOTE: This process will not backup the ocrBase (contained in a case's FTX file).

## 2 - CHECKING THE DATABASE

Checking a database is the second in a series of maintenance procedures.

To check a database for errors:

1. From the Options menu, select Utilities.
2. Click on the Check Database For Errors button.
3. CT Summation will run a check of the data in your database. If no errors are reported, proceed to Step 3. If errors are reported, contact CT Summation Product Support at 800-786-2778.
4. Click OK to close the dialog box.
5. Press any key to close the Check DB – Summation Utility dialog box.
6. Click the Close button on the Utilities dialog box.

## 3 - PACKING THE DATABASE

Database maintenance is crucial to protect against data loss. Packing is the third in a series of maintenance procedures. Always backup the database before packing the database.

1. From the Options menu, select Utilities.
2. Click on the Pack Database button.

If you backed up the database before opening the Utilities dialog, then click on Yes when prompted to proceed with packing. If you did not backup the database, click

on No and go back to Step 1 above. CT Summation will pack the database, which compacts the database by purging deleted records and rebuilds the indexes for your keyed fields.

4. When the Pack is complete, press any key to close the Pack log.
5. Click the Close button on the Utilities dialog box.

## 4 - BLAZING THE DATABASE

“Blaze” is the term for CT Summation iBlaze’s technology for faster searching and sorting. When you Blaze the Core Database and the ocrBase, you index these components and generate a complete vocabulary list. This vocabulary list can be accessed when you click Vocab button on the CT Summation iBlaze toolbar.

To Blaze the current database form:

1. From the Options menu, select Utilities.  
In the Blaze section, the options to Optimize Index and Also Blaze ocrBase are automatically checked. See Blaze Options below to determine whether to use these options.
2. Click on the Blaze Current Form button. The Pack ocrBase dialog will display.
3. Click Yes if you did not Pack the ocrBase separately before proceeding to Blaze the database. Click No if you packed the ocrBase separately before proceeding to Blaze the database.
4. When Blazing is complete, press any key to close the Blaze dialog box.

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Note: Blazing a database form processes all the words contained in the associated database table. You must change forms and re-Blaze to process words in other tables.

5. To Blaze another database form, select a different form and repeat the above steps.
6. Click the Close button on the Utilities dialog box.

## BLAZING OPTIONS

The Optimized Index option is automatically checked. This option organizes related words together, making search retrieval even faster. For more information on Optimized Indexing, refer to Online Help in iBlaze/LG.

If your case includes ocrBase documents and you have not Blazed the document since the last time you Checked and Packed the database, then you should Blaze the ocrBase at this time. If your ocrBase is large and it takes a long time to Blaze, you can choose to Blaze at a later time.

- If you want to Blaze the ocrBase, then check the Also Blaze ocrBase option under the Blaze Current Form button.
- If you do not want to Blaze the ocrBase, then uncheck the Also Blaze ocrBase option under the Blaze Current Form button.



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