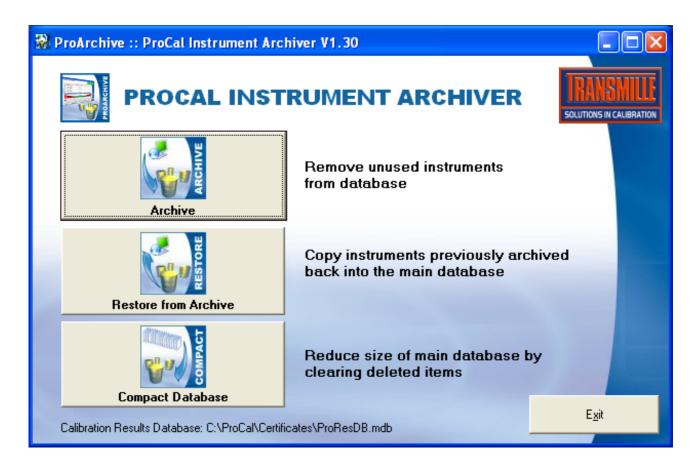# PROARCHIVE
ProCal Instrument Archiver

Introduction

Transmille ProArchive is an add on program for use with the ProCal / ProCal-Track software packages. ProArchive allows the user to manage archiving of instrument calibration records and calibration data transfer to an archive database separate from the main database. This archive database allows for storage of older data, with the ability to restore this data to the main database should it be necessary at a later date.

ProArchive handles this complex operation, whilst ensuring the main ProCal/ProCal-track database and archive database are synchronised to maintain data integrity. Operation is controlled via a simple and easy to use interface, with main functions accessed from on-screen buttons as shown below :

Archive Function : Moves / copies unused instruments (based on time since last calibration) from the main database to an archive database.

- Options to *copy* or *move* data from main database
- Option to create an automatic backup before proceeding
- Option to compact database after archive

Restore From Archive : Allows specific customer data to be transferred back to the main database from the archive database

Compact Database : Perform compact on the current ProCal / ProCal-track database

The current ProCal / ProCal-Track database is displayed at the bottom of the main menu form.
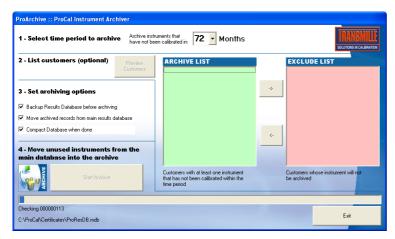
Archiving Instrument Data

The **archive** function provides a method for moving / copying customers instruments which have had no activity on them for a user defined period of times (selected in months).
These records can be either moved out of the main database to allow reduction in the database size (dependant on the amount of data archived).

The archive function also provides the ability to analyse the database before proceeding to archive data, to allow the user to view which customers have instruments which are detected as requiring archiving. This then allows the user to set specific customers on am 'exclude list' should the user require certain customers NOT to be archived.

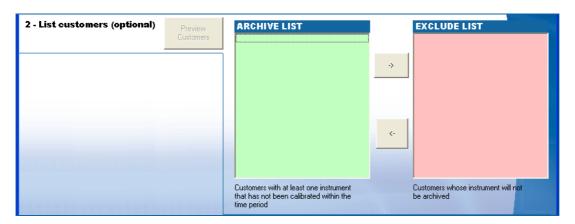### STEP 1 : Set Time Period To Archive

Enter the time in months which the instruments have NOT been calibrated since,
egg. Enter *36 months* in order to archive instruments which have not seen activity in three or more years.

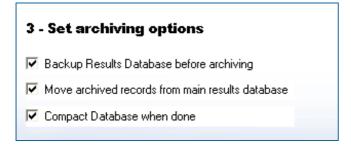### STEP 2 : List Customers (Option to Exclude From Archive)

This optional step allows the database to be analysed in order to view a list of customers whose instruments fall under the inactivity timescale as entered in step 1. Once completed, a message is displayed and specific customers can be transferred to the exclude list using the -> button. Customers can be removed from the exclude list using the <- button. If no customers are required to be excluded, this step can be skipped.

Note : This function may take some time to complete as it requires analysis of the entire database.

STEP 3 : Set Archive Options

3 - Set archiving options

☑ Backup Results Database before archiving

☑ Move archived records from main results database

☑ Compact Database when done

Select / deselect archive options as required.

- **Backup database before archiving**
  Creates a date stamped backup file in the same location as the main database.
  This will require the same amount of disc space as the original database.

- **Move archived records from the main results database to the archive database.**
  Tick this option to allow the main database size to be reduced by moving records out to the archive database
  Untick this option is you want to keep the data in the main database but make a copy in the archive database.
- **Compact database when done after archive**
  This may reduce the size of the database file after moving records to the archive database

STEP 4 : Perform Archive

4 - Move unused instruments from the main database into the archive

Start Archive

Click on the Start Archive button to proceed with the archive process.

A progress bar is displayed indicating which step of the archive process is under way.

Backing up ProResDB.mdb database...

Current Database = C:\ProCal\Certificates\ProResDB.mdb

Exit

The archive process performs a backup of the main database (if selected) then copies/moves data - Depending on the amount of data to transfer, this process may run for a long period of time if the database file is large.
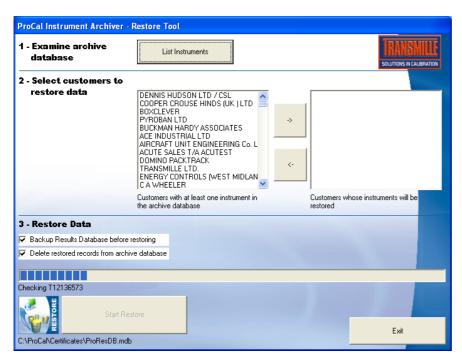
Restoring Instrument Data From the Archive Database

The **Restore From Archive** function provides the facility to transfer specific data back from the archive database to the main database. This is selected by choosing specific customers to restore the data for.

The restore function provides a listing of customers whose instrument data is currently archived in the archive database. These customers can be added to a restore list and then copied or moved back into the main database as required.

STEP 1 : Examine Database (List Customers)

Click the List Instruments button to begin database analysis – this will list all customers in the archive database.

STEP 2 : Select Customers to Restore From the Archive

Click the 'List Instruments' button to begin database analysis – this will list all customers in the archive database.

Once the customer list has been populated, customers can be added to the restore list ready for step 3.

Add customers to the restore list using the -> button, or remove customers from the restore list using the <- button.

STEP 3 : Restore Data

3 - Restore Data

☑ Backup Results Database before restoring

☑ Delete restored records from archive database

Two options are available to select prior to performing the archive restore :

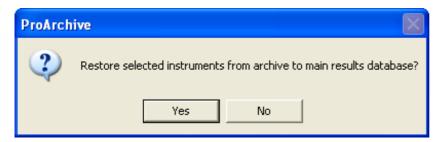- **Backup database before archiving**
  Creates a date stamped backup file in the same location as the main database.
  This will require the same amount of disc space as the original database.

- **Delete restored records from the archive database**
  Tick this option to delete archived records as they are moved back into he main database.
  Untick this option is you want to keep the data in the archive database as well as restoring the data to the main database.

ProArchive

? Restore selected instruments from archive to main results database?

[Yes]   [No]

Click Yes to confirm restore.

The progress of the restore process will be displayed as shown below :

Backing Up Results Database

Start Restore

Exit

C:\ProCal\Certificates\ProResDB.mdb

Instrument Database Compact Function

Compact Database

The compact function allows the current ProCal **ProResDB.mdb** database file to be compacted. This allows any unused space available as a result of data deletions to be removed in order to reduce the file size of the database.