

### Improving Performance with System Maintenance

With a New Year upon us, one of your New Year's resolutions should be to clean out old data in your POS system. Regular system maintenance will keep your system running at optimum speed and minimize any errors. In this month's issue, we have highlighted some of the recommended maintenance and performance procedures.

#### Maintenance

There are several data files that should periodically be manually purged. They are:

##### Labels

If your system is set to Create Item Labels every time you receive a Purchase Order, the data for all received items are stored by CAM. This file should be cleared periodically depending on how much Receiving your store does.

##### Purchase Orders

All Received PO's stay in your system until you run a Purge Report through the Report Generator. This should be done periodically to keep the purchasing files as lean as possible without clearing it too much.

##### Receiving Journal

The Receiving Journal summarizes all received PO's for a particular date range. It is recommended that this file be cleared periodically.

##### Sales Log

If your system is set to track Sales Log, and no filtering has been defined (such as Sales To Customers in the database only or a minimum Sales Amount), then you are storing every sales from every register and, if you are the Main of a Multi-Store system, you are also tracking all sales for each remote as well. This is a very useful tool, but can take up a lot of space. It is recommended to purge older data periodically as well.

**Note:** Selecting small ranges and purging in increments is **highly** recommended especially when purging out previous years. Depending on the volume of sales, purging out a few months could potentially take hours, therefore it is not recommended to purge out an entire year at

#### Stock Transfers

If you are part of a Multi-Store system, and use the Stock Transfer program to move stock from one store to the other, it is recommended that you clear the Stock Transfer files periodically.

#### Performance

The following two operations can significantly improve the speed and efficiency of your CAM32 system, especially when they are run after your periodic purging in the previous section. Both require exclusive access to your CAM system (meaning, no other users can access CAM for the duration of the processes).

#### Optimize Queries

Optimize Queries is a routine that validates all changes made in the database. Running this routine periodically will increase the speed of lookups and sorting. Your CAM32 system leaves our production facility with this utility set to run automatically every night. There is nothing you need to do other than check your Scheduled Tasks to ensure this is scheduled and running properly.

#### Database Reorganize

As in most computer systems, when you delete a record (Inventory Item, Customer, etc.), the computer marks the space as reusable. It doesn't actually "delete" it. A Database Reorganize removes those deleted records from the database. Generally, this should be run after you have added or deleted large amounts of records, or after you've run the purges indicated in the Maintenance section of this newsletter.

Further step by step instructions for these procedures can also be obtained by contacting CAM32 support

#### Helpful Contacts

##### CAM32 Support

- Phone: 800-949-1470 Option 7

##### iCAM Webstore Support

- Phone: 800-949-1470 Option 8

##### Supplies

- Email: [supplies@camcommerce.com](mailto:supplies@camcommerce.com)
- Phone: 800-CAM-DATA
- Fax: 714-241-0145

##### Training

- Phone: 866-442-1887

##### Installation

- Phone: 800-949-1460