

Maintaining Your Time Matters Professional Database

Time Matters has a built-in database management tools. It is recommended that these utilities are run on a regular basis. What does this mean?

1. **DAILY: Back-up your database**
If you experience data corruption, sometimes your only option is to restore a backup. Time Matters will prompt you to back up when you exit, and the system automatically names the backup with the current day of the week. **THIS IS AN INVALUABLE STEP!!! BACK UP!!**
2. **WEEKLY: Re-index Time Matters**
Request that all users exit Time Matters. From the main menu click "File" "Utilities" " Database Maintenance". The next screen contains the appropriate checkmarks for running the re-index. Click OK. When finished, check that results do not indicate that duplicate keys exist.

If you find duplicate keys, you will need technical support to resolve this. Call TSR Consulting Services to repair.
3. **QUARTERLY: Archive data**
Current data should include information relative to current cases or projects. Closed cases and inactive information should be archived. Archiving data merely places it in a different location; Nothing is lost or removed. Click "File" "Utilities" "Batch Archive". Choose the types of records and an archive date.
4. **Develop a procedure when closing files**
When cases close, a procedure to archive all of the case information should be established. Call TSR Consulting Services, Inc. to identify the best policy for your firm.
5. **Manage e-mail attachments**
Time Matters "Manage Email Attachments" utility is extremely useful in keeping the database clean. Click "File" "Utilities" "Manage Email Attachments" to locate attachments which can be saved as documents. Email attachments can cause data corruption.
6. **Messages**
Delete any messages you don't need. Time Matters Messenger is not designed as an email repository. It is designed for short, "throw-away" messages which should be deleted almost every day.
7. **Duplicate Contacts Search**
Time Matters utility to find duplicate records will help streamline your database. Click "File" "Utilities" "Check for Duplicate Contacts".