



## Prevail 4: Pack & Reindex

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Packing and reindexing is a clean-up procedure of sorts for your Prevail database. Packing permanently removes and frees up space taken by deleted records, and reindexing re-sorts your database files in optimum order.

We recommend running a *Pack And Reindex* once every two weeks. The time it takes to pack and reindex depends on the size of your database and the speed of your hard drive.

\*Note: Using this feature requires that all users be logged out of Prevail.

- 1) Access the Prevail Control Panel from your Windows desktop by clicking on Start > All Programs > Prevail > Control Panel.
- 2) At the Control Panel login screen, enter your usual Prevail user name and password (if you have one).
- 3) After several seconds, the Control Panel will display a message confirming that all users are logged out, and that all Control Panel options are available. Click Tools > Pack and Reindex.
- 4) After you click on 'Pack And Reindex', the process will automatically start. A progress bar will display at the bottom of the Control Panel window throughout the *Pack and Reindex*.
- 5) When the *Pack and Reindex* is complete, the Control Panel window will return to the original screen. At this point, you may close the Prevail Control Panel, and all users are welcome to log back into Prevail.