

## **Pack and Reindex**

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### *Prevail 6*

Packing and re-indexing is a clean-up procedure of sorts for your Prevail database. Packing permanently removes and frees up space taken by deleted records, and re-indexing 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 re-index 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 on 'Pack And Reindex' at the top of the window.
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.