

Pack and Reindex

Prevail 4

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 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.