RCI
Raiche Consultants Inc.

Church Census System

System Tools Menu: Backup

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System Tools Menu

Overview

System Tools is a collection of utilities needed to help you control certain aspects of the Census program. Each one performs a necessary task even if only once a year.

Caution is required since these utilities, if used incorrectly, can damage your database.

We highly recommend backing up your database prior to using some of these functions, so we will begin with the Backup utility.

Help Menu

Overview

Help menu is a limited option screen that gives you step-by-step instructions on some of the more complicated changes made to the database. Due to the complexities of integrating help into Windows-based programs, these manuals give you more comprehensive user assistance.
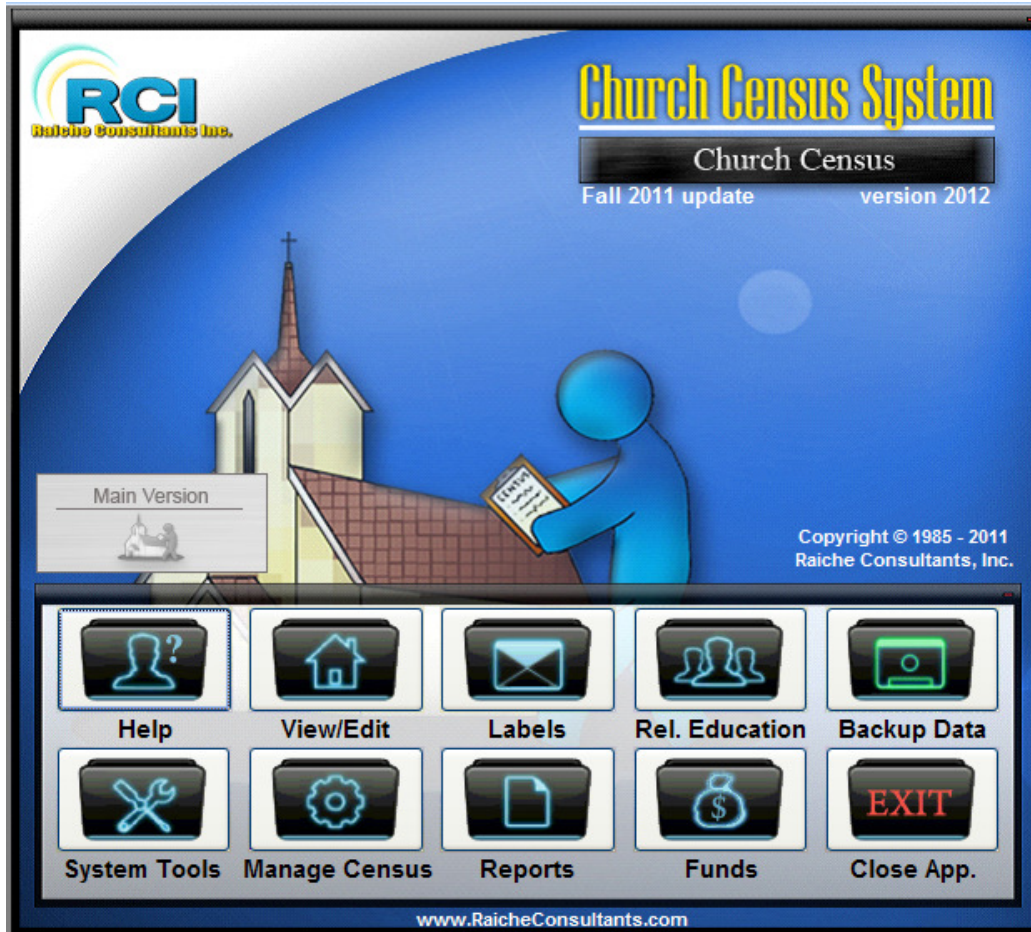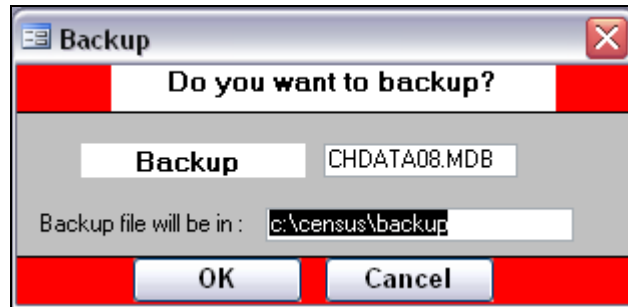
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Backup Function

Backing up your data is critical to the smooth operation of your parish office. We recommend frequent backups for those parishes that use the Census system heavily. At least daily is recommended for most users.

Without a backup, all updates to your data are lost when the system crashes. If someone accidently contaminates your database, a backup will restore all records *up to the date of the last backup.*

We highly recommend backing up your data and a copy of the database program on an external drive or storage system such as a flash drive, optical storage, external drive or a network server (if you are setup for this). *Avoid saving a backup on your C: drive as the sole backup.* In the event of a hard drive crash or complete system failure, your backups would be unavailable or lost.

Three ways to access the Backup Function

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This is the **Backup** function window. Notice the CHDATA08.MDB filename. This is the current filename for your data. This name may change when we release the Fall Update. The name is displayed here to remind you the name currently assigned to your database.

By default, the backup goes to **c:\census\backup,** the backup folder in the census directory on the c: hard drive. You can change the drive letter and file location, then press OK to execute. You will get this message box. Click OK to continue.
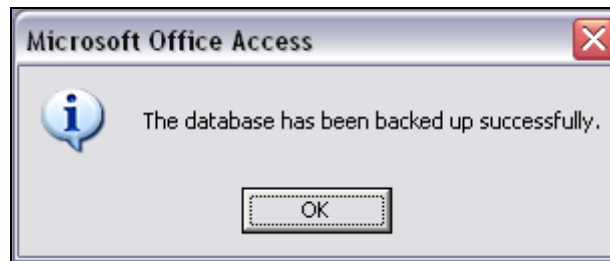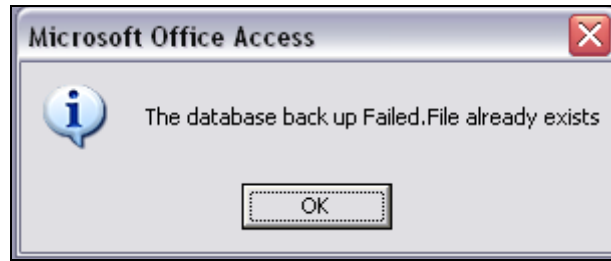

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When the system executes the backup, the file name is changed to reflect when the backup occurred. In this case (below), the backup took place on 09 (the year), 12 (the month), and 30 (the day). The view shown here is the Detail View in Windows Explorer. This also shows the file size, and the date/time of the backup.

Should you backup more than once on the same day to the same disk drive, you will get this message:

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If you need to do additional backups, you can change the file name or send the data to another drive.

WARNING: if you do multiple backups on the same day and have made changes to the data between backups, *YOU MUST KNOW* which backup is the most current in the event you need to restore the data.

Automatically open the Backup Window

Each time the Census program is open, an internal counter is updated. When a predetermined number is reached, the Backup window is opened. You set this counter on the Preferences window. The path for this window is:

Manage Census Button > Family tab > Table Update > Preferences

This window will open:
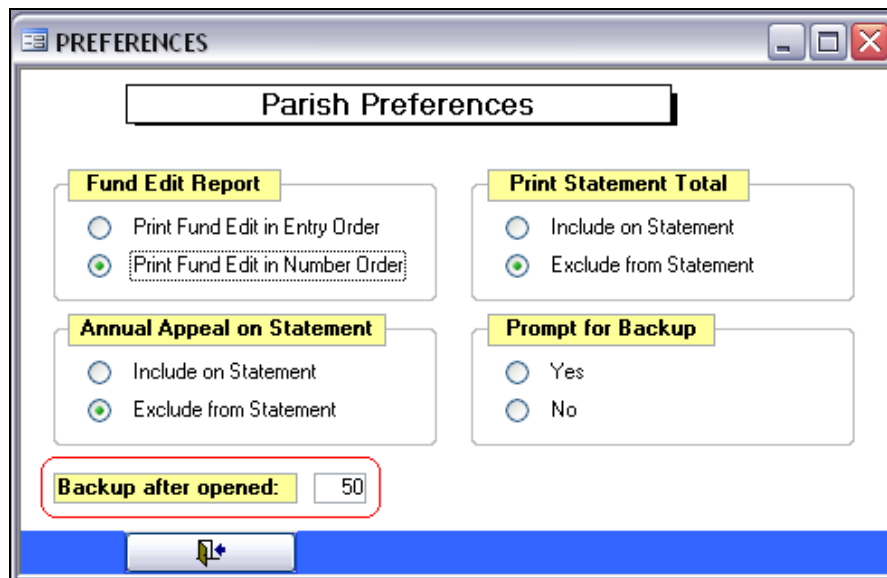
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Notice at the bottom the field **Backup after opened:** and a box that contains a number. This is your control number, the number of times Census will open before the Backup window automatically opens. This can be from 1 to 999 according to your needs, and changed as often as you wish.

If you open and close the program several times a day, you may want a higher number.

Select directly from Main Menu

From the Main Menu, select Backup Data:

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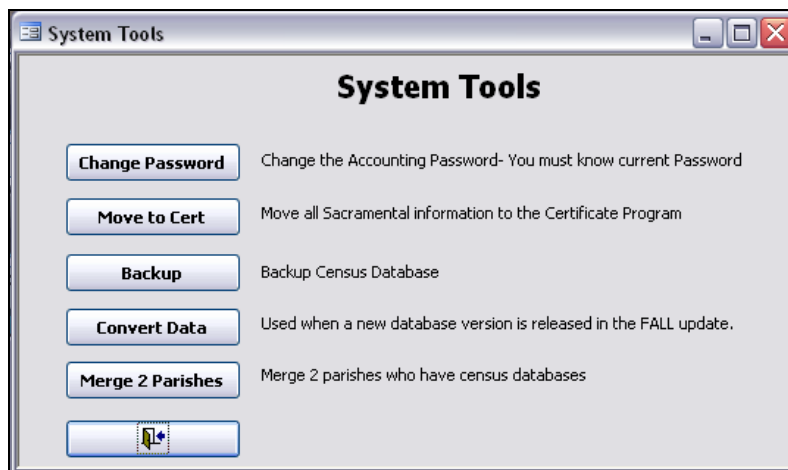This icon will open the backup window with one click. All previous instructions apply.

Select from System Tools

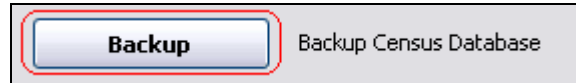From the Main Menu, select System Tools:

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This icon opens this menu:

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Select Backup to open the backup window.

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We cannot stress enough the importance of backing up your data at least daily.

Restore Database

It happens to the best of us. A database becomes corrupt and unusable for a variety of reasons. **If your database seems to contain errors and/or is not functioning correctly,**
<div align="center">

STOP!
</div>

Do NOT backup the system! You could be saving a bad file.

We recommend calling Raiche Consultants in the event you need to restore a corrupt database. Be sure you have the most current backup available.

More System Tools

Change Password

The Funds module of the Census program is password protected. There are two ways to access Funds. The first is from the Main Menu Funds Button; the second is from the Main Menu View/Edit Button - Family Membership Screen (the main screen for the Census program). A password entry screen appears where you must enter a password to continue. By default, "password" is the password needed to enter this restricted area.

We recommend changing this password often. You may also want to change it when personnel changes occur. The maximum length of the password is 15 characters. The password can be alpha/numeric.
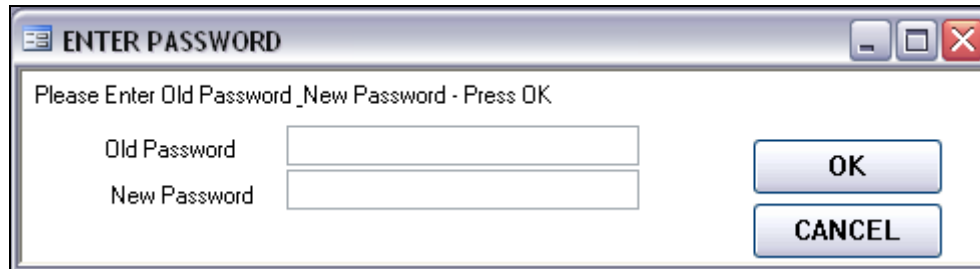
A single user password is used – the program is not set up for multiple passwords. To change a password, you MUST know the existing password. If this password is lost, contact Raiche Consultants for assistance.

From the Main Menu – System Tools Menu choose the Change Password button:
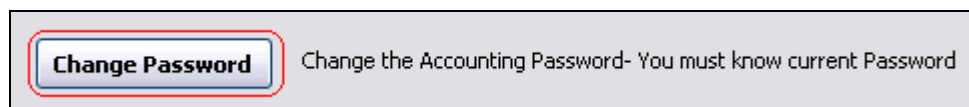
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Clicking the **Change Password** button opens this window:

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First, enter the old password; press Tab, then enter the new password; then press OK. Your new password is now set.

Warning: If you press OK before entering the new password, you can get unpredictable results and possibly locking yourself out of the Funds area.

Move to Cert

One of our add-on programs is a Certificate generating program that takes sacramental information from this database and formats it into certificates for the parishioners. These are Baptism, Confirmation and Matrimony certificates and a combination certificate, all of which are needed as proof of receiving the sacrament in this parish.

This utility moves the required information to the Certificate Program easily so you do not have to re-type in.

You MUST have the Certificate Program installed on your Census computer for this function to work.
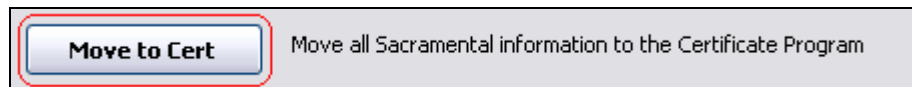
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Simply press the button for the utility to work. You will get a message when the process is completed.

Convert Data

Normally Raiche Consultants updates the Census program twice a year, in the spring and in the fall. The fall release usually contains physical changes to the database with additional data fields or realignments. When completed, the database must undergo a conversion process to bring everything in line. This utility does this for you. The new database will also have a new name, i.e. CHDATA10.MDB (see Backup for more information on the use of the database name).
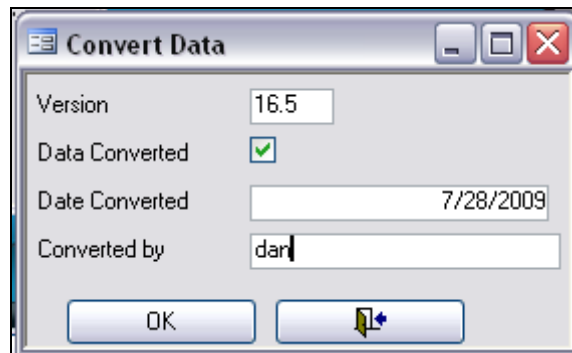
Unless the data is converted, you will not be able to use any new fields created in the update.

Warning: Convert the data only once or you will damage the database and lose your data.

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Click the **Convert Data** button to open this window:

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Notice the Version number. When data is converted, the number is entered into the display, and the Data Converted checkbox is filled in. In addition, the date of the conversion is entered, and the name/initials of the person responsible are recorded. All this is to prevent an accidental duplication of the process.

When a new conversion is required, the system reads this information and determines if it safe to proceed. If yes, the information updates.

Merge 2 Parishes

With the increase of the number of mergers, this utility is very valuable in combining two parishes that use the Raiche Consultants Census System.

BEFORE YOU BEGIN this process we highly recommend making a backup of EACH parish database. Be aware that the backups will have the same name, so rename each file uniquely: CHDATA08PARISH1.MDB and CHDATA08PARISH2.MDB
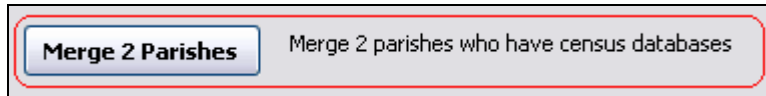
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Clicking this button open the following window:

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Due to the potential of creating an insurmountable data nightmare, please contact Dave at Raiche Consultants for a discussion on this procedure.
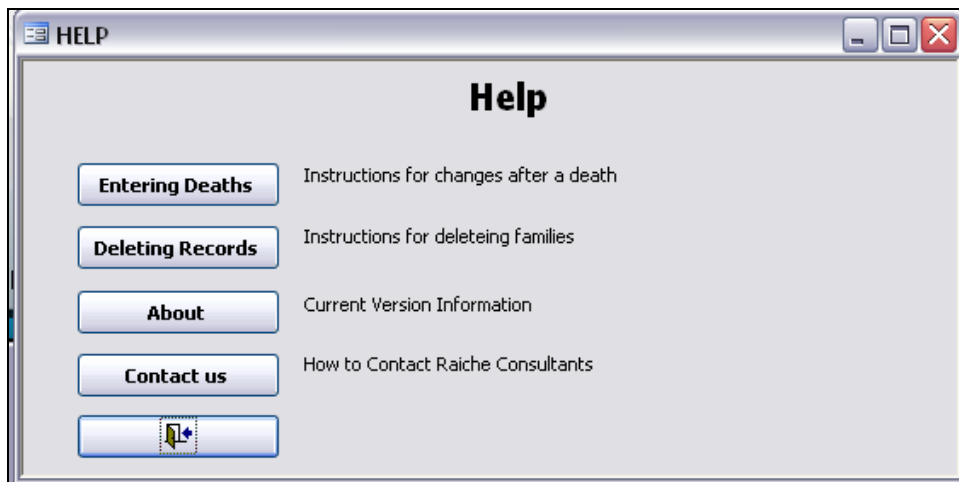
Help Menu

A limited amount of information is available on this menu.
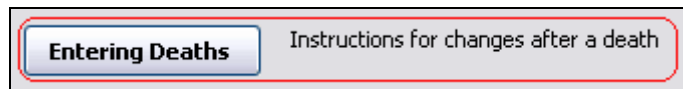Click this icon to open the Help Menu:
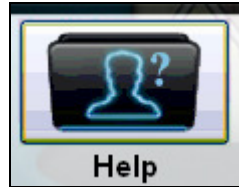
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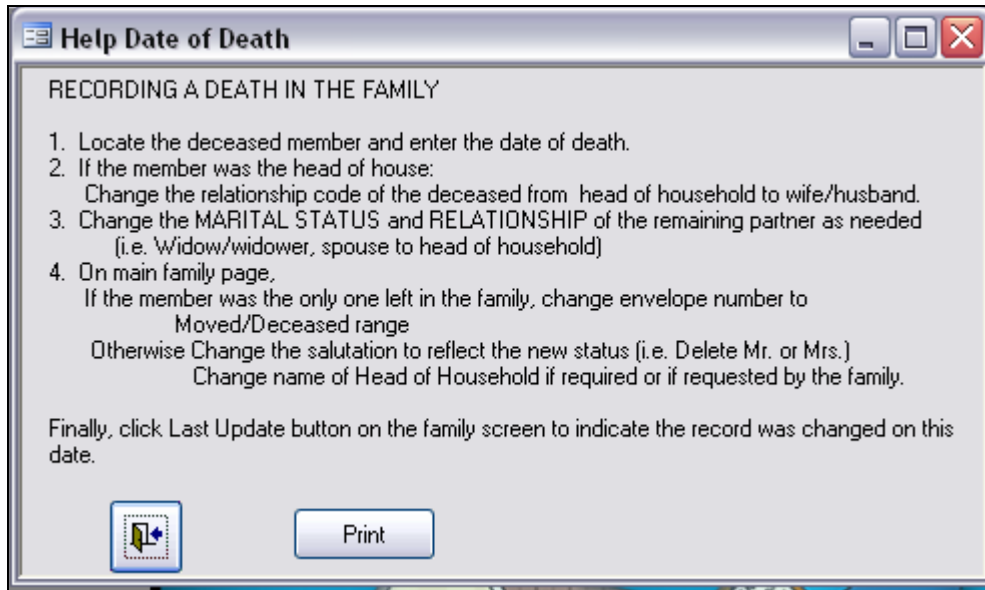
Click on each button for the following help topics:

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Entering Deaths

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There are many steps required to address correctly a death in the family. This screen gives you a systematic guide in correctly changing the family/member records when a death occurs.
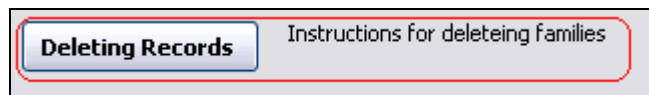
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There is a Print button on the screen to allow you to print a hard copy of these instructions for easy reference.
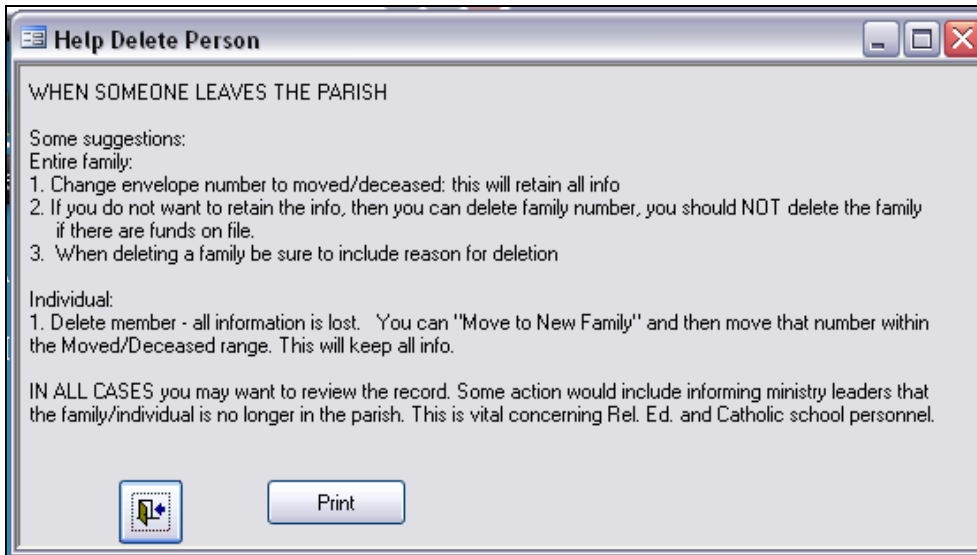
Deleting Records

There are many steps required in correctly deleting family or member records from your database.

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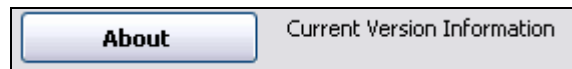
Clicking this button brings up the following screen:

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There is a Print button on the screen to allow you to print a hard copy of these instructions for easy reference.
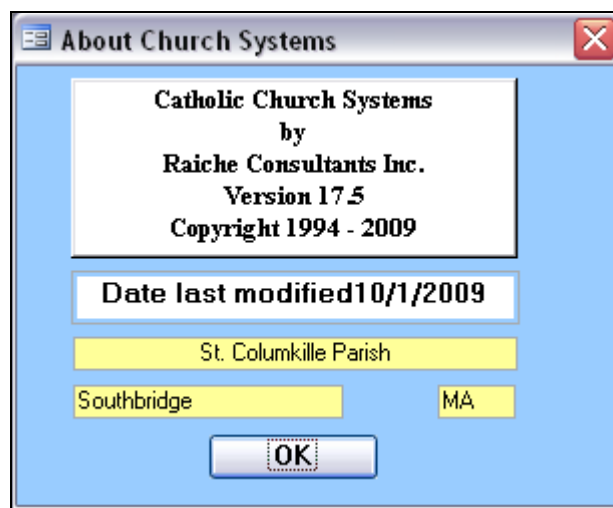
About

This button displays information relating to the current version of the program.

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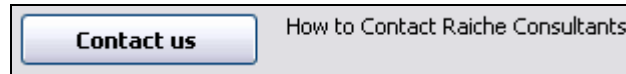Clicking the button opens this screen:

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This screen shows the current version number, the last modification date, and your parish name, city and state.

Contact Us

This button opens a screen displaying the various ways you have to contact us at Raiche Consultants.

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The following screen appears:

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This completes the chapter on the
System Tools Menu
Backup Function
Help Menu.
Please contact Raiche Consultants
if you have any questions or concerns.