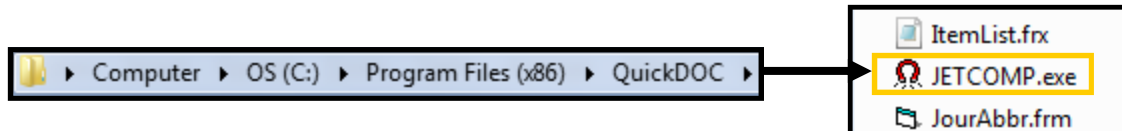


## Repair QuickDOC.MDB Database

Problem: QuickDoc.MDB is corrupted or needs to be repaired.

Solution: Running JETCOMP.exe or repairing from Access 2000

Try running the **JETCOMP.exe** utility (see **Compact & Repair Database**, below). *JETCOMP* sometimes works where the Access 2000 Database Repair utility doesn't. Open your QuickDoc folder by following the path below:



While using the *JETCOMP.exe* utility is the better choice in most cases, if you have Access 2000 (or greater), you can also repair the database **from within Access 2000**. First make sure that everyone has logged off and does not have QuickDOC.MDB open.

While Access 2000 can effect changes to this database, it isn't reliable in a multi-user environment; so have every-one sign off first.

Open the QuickDOC.MDB database by double-clicking on it from Windows (or NT) Explorer:

When you first try to open QuickDOC.MDB (with Access 2000) you'll get the following Error Message:

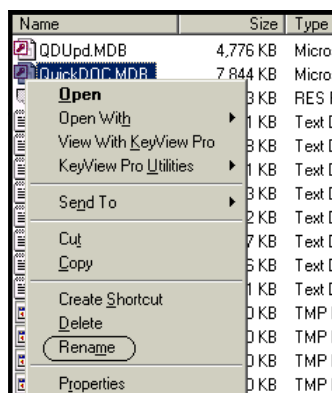
**The database 'D:\Apps\QuickDOC.MDB' needs to be repaired or isn't a database file.**

## **JetComp.exe**

It's definitely a good idea to run the *JETCOMP.exe* program periodically, whether or not your database appears flaky, to compact and refresh the data in QuickDOC.MDB. *JETCOMP.exe* is a standalone utility that allows you to compact the database from outside the QuickDOC program. **Make sure all users have logged out of the system.**

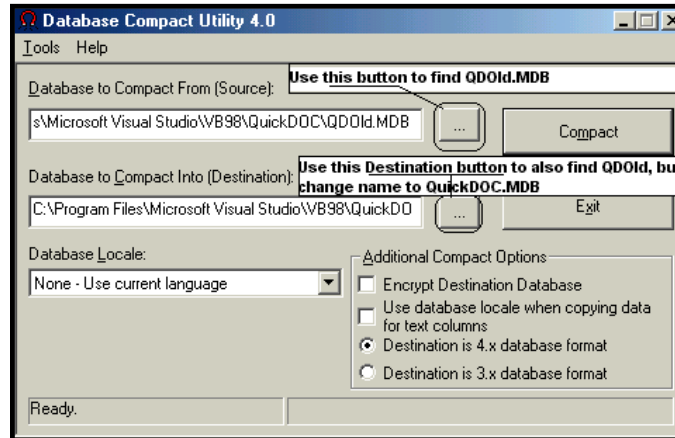
Open *Windows Explorer* and navigate to the location of the **QuickDOC Database** (it's always shown with the full path in the Status Bar at the bottom of the Blue Screen)-> **Current DB Location is C:\Users\Administrator\Desktop\Fake\_QD\_NetworkLoc\QuickDOC.MDB**

Right-click on the *QuickDOC.MDB* icon (you may see it as a Key symbol or MDB file) and choose **Rename**. Change the name from **QuickDOC.MDB** to **QDOld.MDB** (or something that you would recognize to distinguish it from the original name).



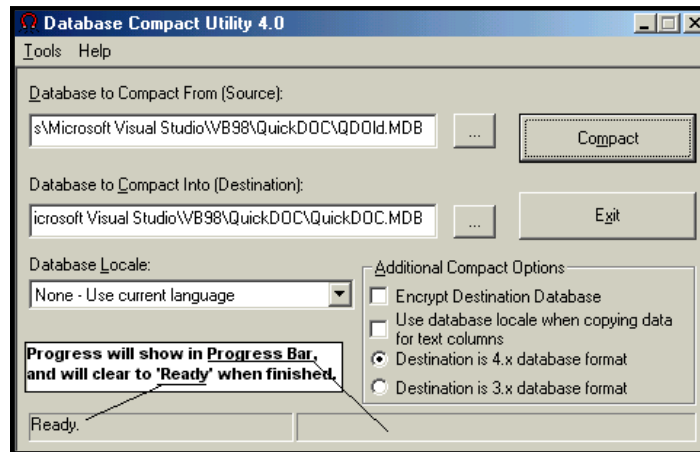
Again, using Windows Explorer, navigate back to the QuickDOC Program folder (usually C:\Program Files\QuickDOC). Double-click JetComp.exe.

In the *Database to Compact From (Source)* box, use the [...] button to navigate over the QDOld.MDB file. This is the database that you want to compact.



In the *Database to Compact Into (Destination)* box, use the “[...]” button to navigate over to the *QDOld.MDB* file again. This time, change the *QDOld.MDB* at the end to *QuickDOC.MDB* (use the preferred capitalization for consistency).

Click *Compact*. You’ll see a Progress Bar on the lower right, and the status will return to Ready when it’s finished.



### Backing up your Database

It's a good idea to backup the information in your database frequently if you do not do it regularly. When *QuickDoc/QDPortal* is initially installed onto your computer the installation wizard asks if you would like to make backups of the information. This is always a good idea to backup the information incase anything happens to the database (It becomes corrupted with a virus, or the computer which you are using needs to be wiped clean because of a similar issue) that you have the most recently updated information available to you to use. Either you or your IT staff should frequently backup your *QuickDOC.MDB* especially if it is located on a shared server incase you have more than one *QuickDOC* user accessing the *QuickDOC.MDB*. This can be stressful for the people that use the system as they are not use to having to manually backup their information regularly. This means that in the case of anything going wrong that you are able to keep the most recent changes to your *QuickDoc.MDB* Microsoft access file.