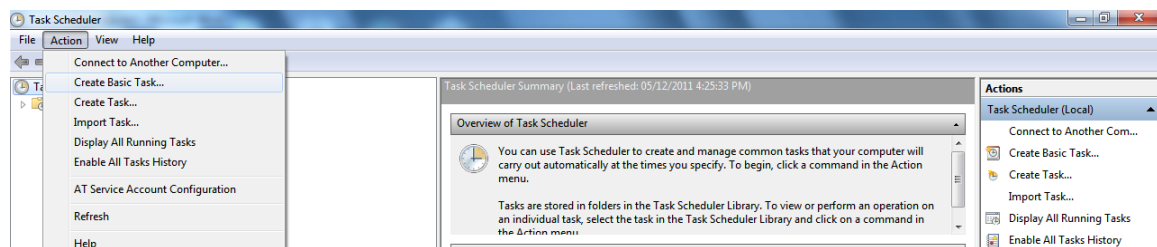


1. Run vbrun60sp3.EXE on the server.
2. Copy CompactDatabase2011.exe to the same folder where Ease.mdb is located.
3. You can run CompactDatabase2011.exe manually on the server or you can schedule it using Task Scheduler or any other scheduling program. A Log file called CompactDatabase.log, is created in same directory where CompactDatabase2011.exe is located.

#### 4. Using Task Scheduler

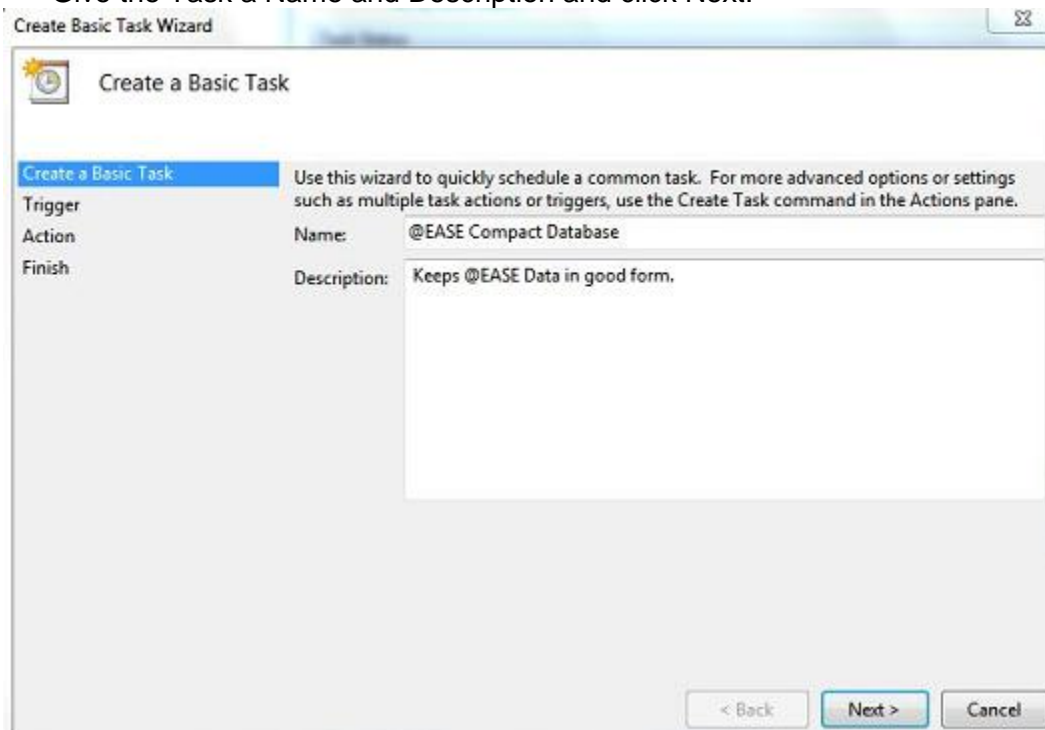
To open Task Scheduler, click Start, click **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Task Scheduler**.

1. Click on Actions and Select Create a Basic Task.

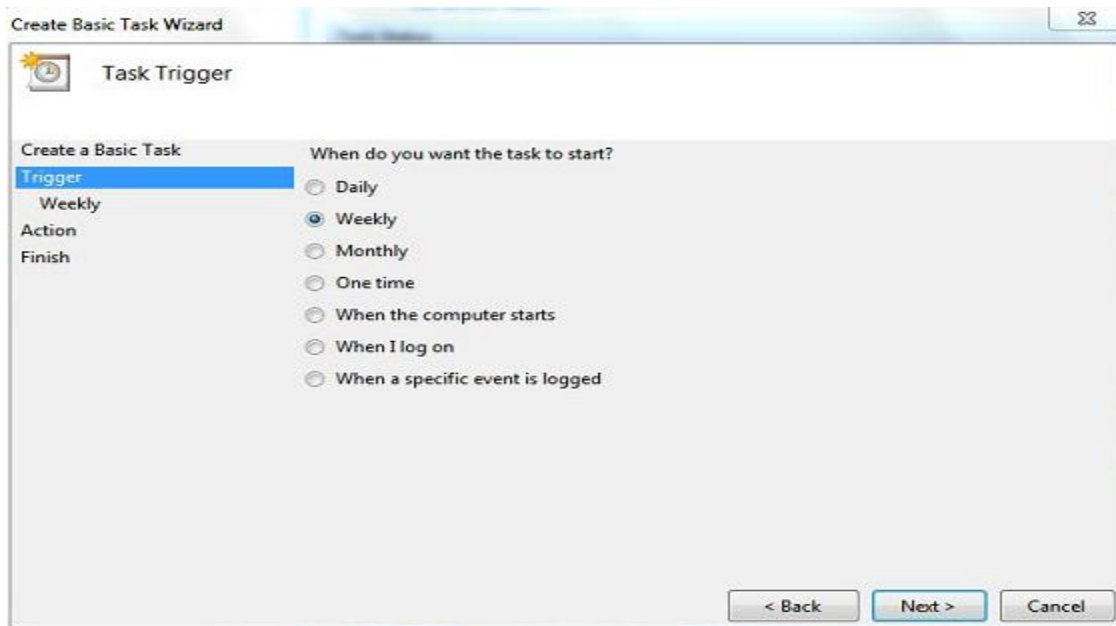


2. The Create Basic Task Wizard will appear.

Give the Task a Name and Description and click Next.



3. Enter how you want the task run. In our case we have indicated Weekly so we will choose which days on the next window. Click Next to continue.

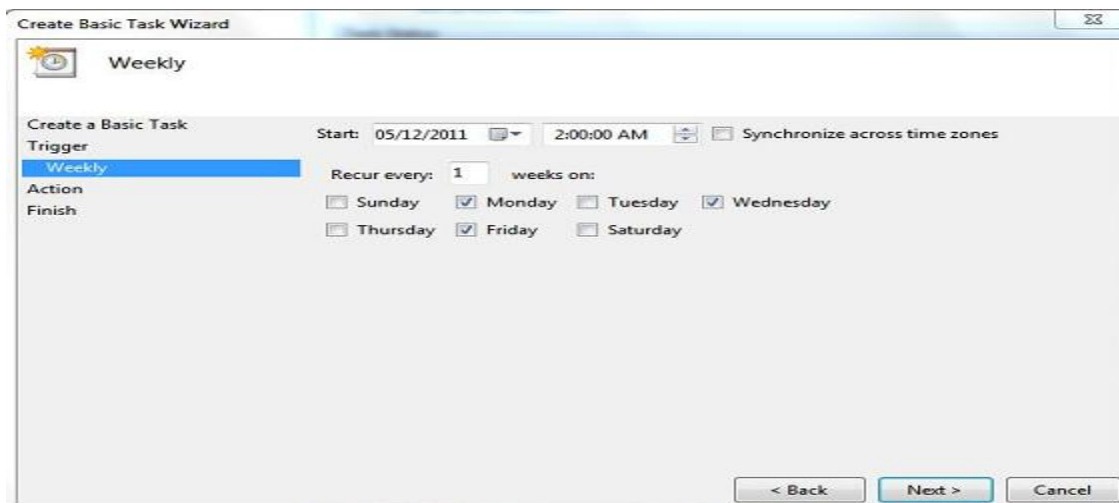


4. This window is where you will select the start date and the time you want the program to run. Note we have selected 2:00 AM on Monday, Wednesday and Friday.

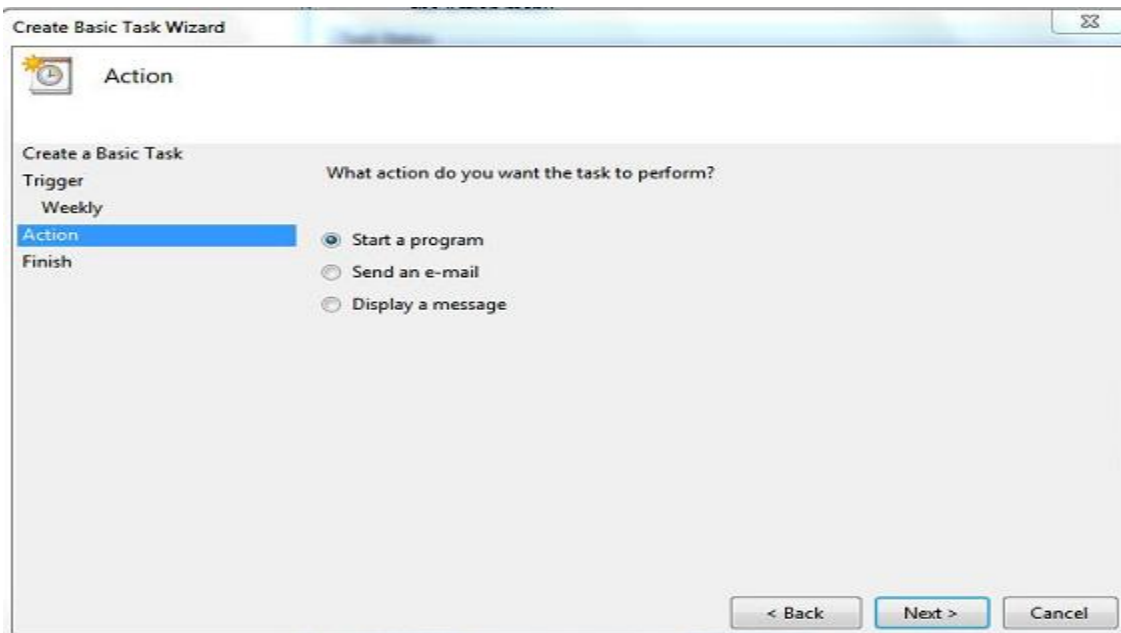
The frequency is dependent on the amount of activity you have on the database.

Please note: The @EASE database must have not users logged in when the CompactDatabase2011 program runs.

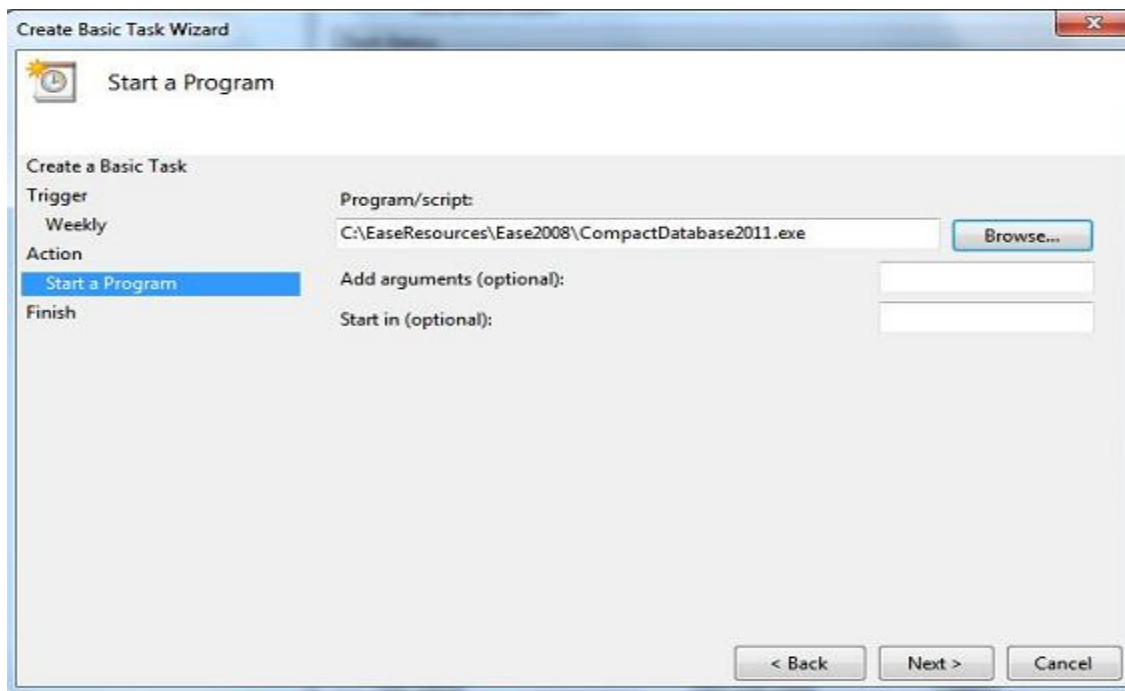
Click Next to continue.



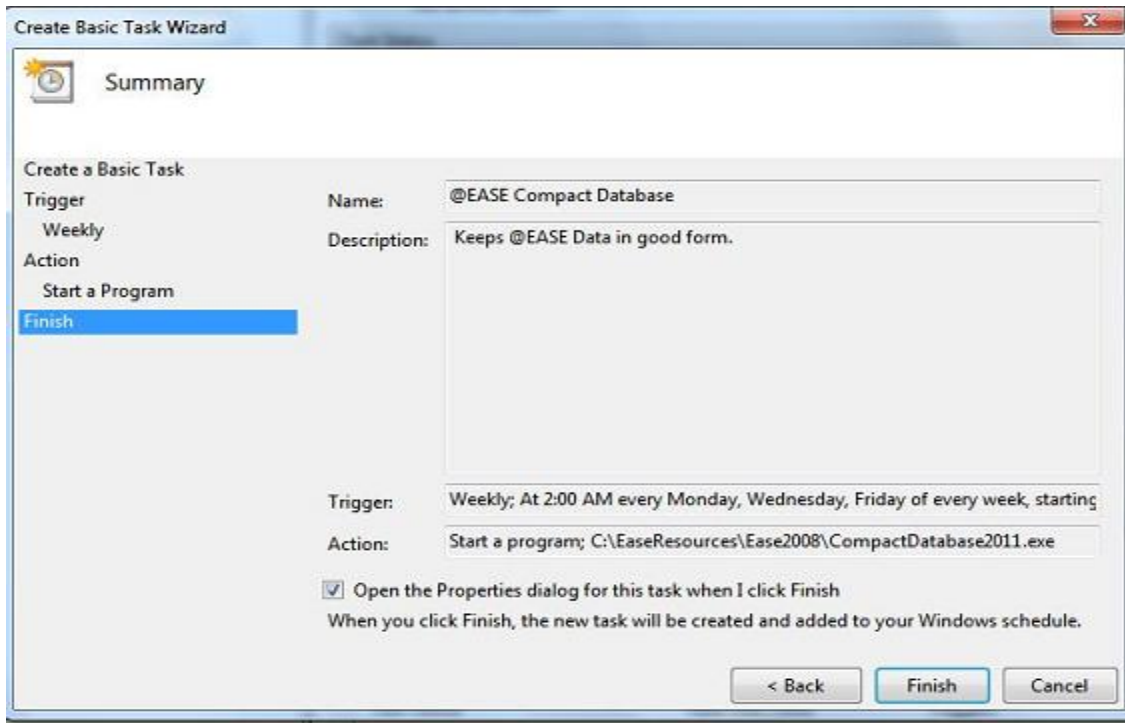
5. Select the Action of Start a Program. Click Next to continue.



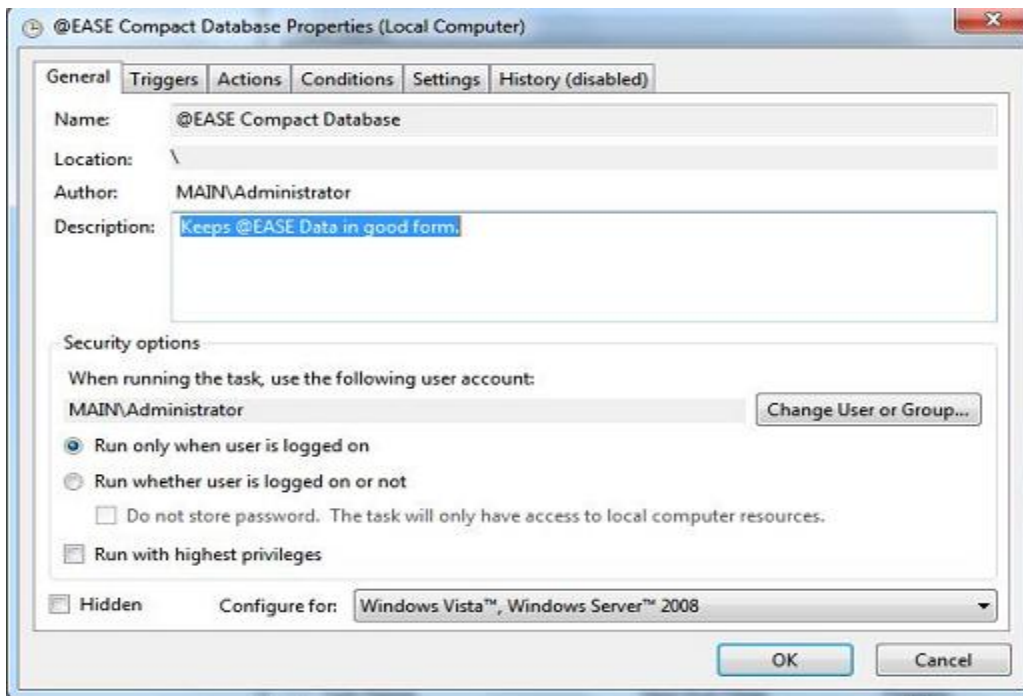
6. Use Browse to locate CompactDatabase2011.exe. Click Next to continue.



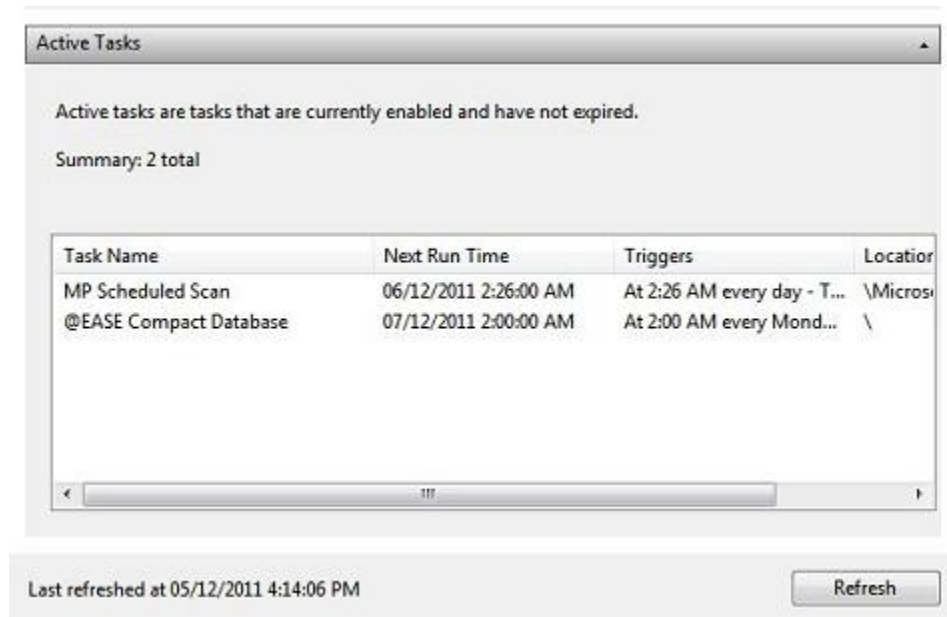
7. View the Summary for any changes or corrections and Click **Finish**



8. These are some final considerations to be handled with your IT department. Click OK to continue.



Here we have a window showing Active Tasks.



The CompactDatabase2011 task has been scheduled to run as requested.

**Please Note: This does not take the place of a proper backup.**

When running CompactDatabase2011.exe a file called Ease.ldb opens to lock the database. A file called Ease.bak will be created along with Ease.mdn. Once the program is complete the Ease.mdn file and the Ease.ldb file should both disappear.

Only when the number of records found in the original file, are the same as the temporary file created during the run, will @EASE make a new copy of the Ease.mdb.