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LegalSoft has 3 database options:

- MS Access
- MS SQL
- MySQL

This section deals with the MS Access version.

For other options contact our helpline.

This chapter covers the 9th pull down menu set.

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NAMES AND ADDRESSES OR ANY OTHER REFERENCE TO PERSONS OR ENTITIES LIVING OR DEAD IS PURELY COINCIDENTAL. NO TRUE OR REAL DATA IS OR HAS BEEN USED; THE DATA HAS BEEN CREATED TO REPRESENT WHAT REAL DATA WOULD LOOK AND FUNCTION THROUGH THE FUNCTIONS OF THIS PROGRAM. GEOGRAPHICAL AREAS AND REGIONAL NAMES ARE CORRECT, AS ARE THE CODES AND GOVERNMENT

**ENTITIES THEIR IN. SOME FICTITIOUS AREAS AND NAMES ARE USED FOR TRAINING
AND EXPLANATIONS FUNCTIONS OR PURPOSES.**

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This chapter covers the 9th pull down menu set.

Clicking the **Database** button as shown below in the file menu opens the drop down menu.



Figure 1. Database Option from File Menu

The drop down menu looks like this.

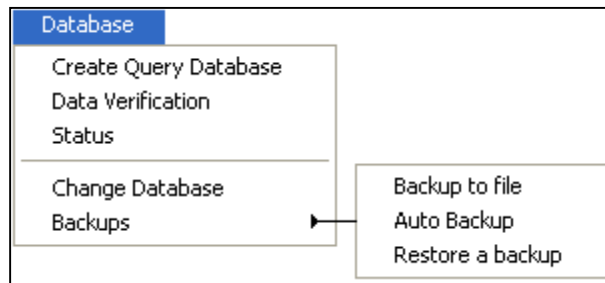


Figure 2. The Database Menu

1. Create Query Database.

This option is not available yet.

2. Data Verification.

This option is not available yet.

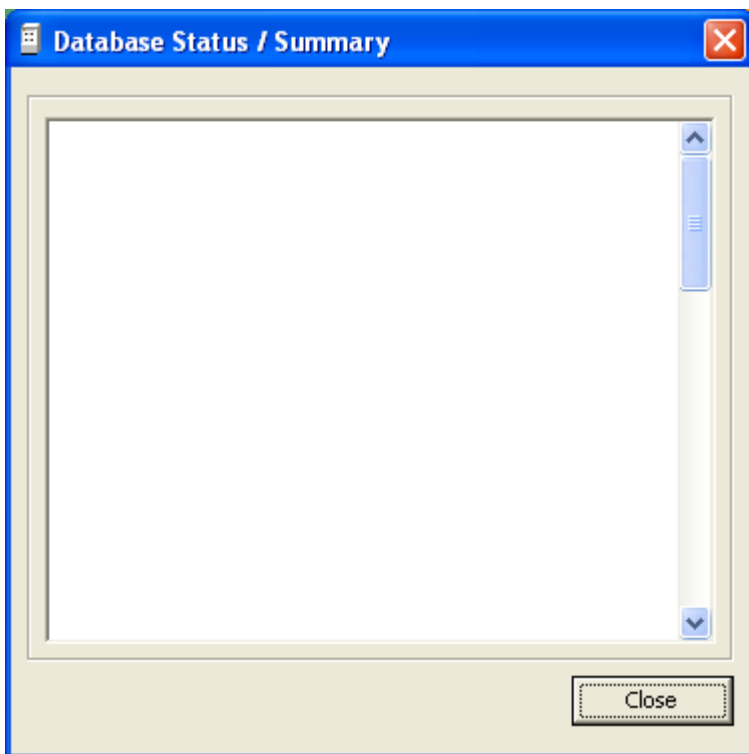


Figure 3. Data Verification Form.

3. Status.

The Statue option is a summary of the database. It is a list that details the main events and how many events have been processed in the database.

For information regarding how many clients we have or how many matters on file this summary details them.

This is the Form that opens.

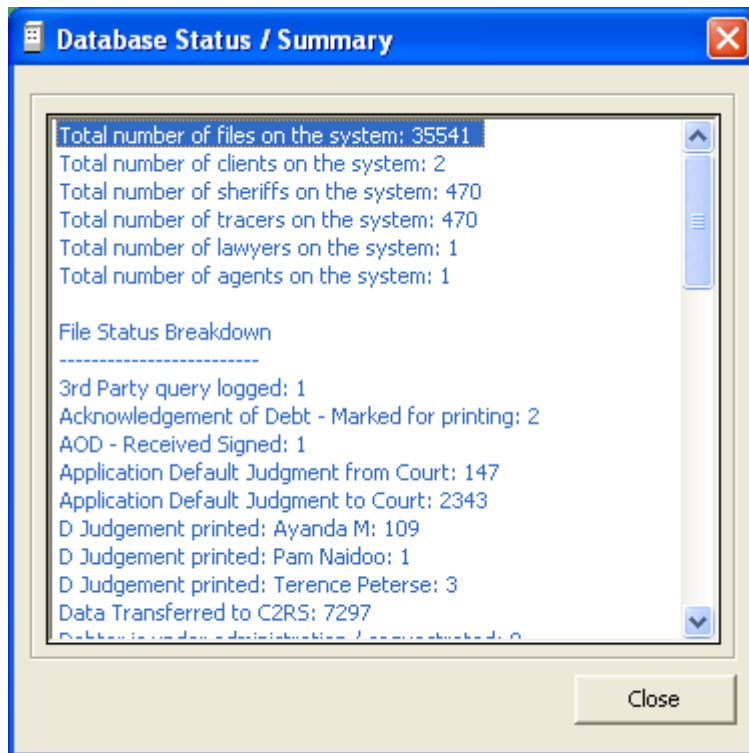


Figure 4. Database Status.

Use the scroll bar on the side to scroll down and read the database status.

```
Total number of files on the system: 35541
Total number of clients on the system: 2
Total number of sheriffs on the system: 470
Total number of tracers on the system: 470
Total number of lawyers on the system: 1
Total number of agents on the system: 1

File Status Breakdown
-----
3rd Party query logged: 1
Acknowledgement of Debt - Marked for printing: 2
AOD - Received Signed: 1
Application Default Judgment from Court: 147
Application Default Judgment to Court: 2343
D Judgement printed: Ayanda M: 109
D Judgement printed: Pam Naidoo: 1
D Judgement printed: Terence Peterse: 3
Data Transferred to C2RS: 7297
Debtor is under administration / sequestrated: 9
Debtor Unemployed: 1
Default Judgement printed: 1
File Cover Printed: 264
File cover re-printed: 23
File opened: 1040
File sent for tracing: 84
Handed over to Legal: 1525
Instruction captured: 9
Judgement by Default printed: 93
Letter of Demand Printed: 2
Letter of Demand sent out: 13
Letter of Demand2 Marked for printing: 1
LOD - Posted: 36
LOD - RTS: 53
LOD/129 - RTS: 871
Matter being Defended: 1
Matter Closed: 4677
Matter Recalled: 312
Matter Re-Opened: 82
NCA Section 129 Printed: 45
On Hold: Client to revert: 39
Payment Received: 4787
Pmt Schedule Printed: 1155
Promise to pay listed: 1st Defendant: 2
PTP listed for Def No.1: 233
Query sent to SB5A via CACS: 34
Request for Judgement Printed: 1
Request for Judgement Sec 57: 6
Request for Judgement sent to court: 2
Scanned Document Attached: 2553
Sec.129 - Reg. Mail: 1855
Secondary cover printed: 2122
SMS No.1 added to send list: 9
Summary Judgement Application sent to court: 1
Summons from Court: 82
Summons Printed: 55
Summons Printed: Louisa Sithole: 161
Summons Served: 114
Summons Served [Failed]: 46
Summons to Court: 1077
Summons to Sheriff: 442
```

Figure 5. Status List of Database.

4. Change Database.



It may be required to change the database. There should be very good reasons for this. Please beware changing the current database will result in no new data being added or querying old data is not possible.

To change the database, the path must be changed in this program.

☞ *Click* on Change Database option. You will be required to select the new database from a file open window.



Figure 6. Confirm new data base path.

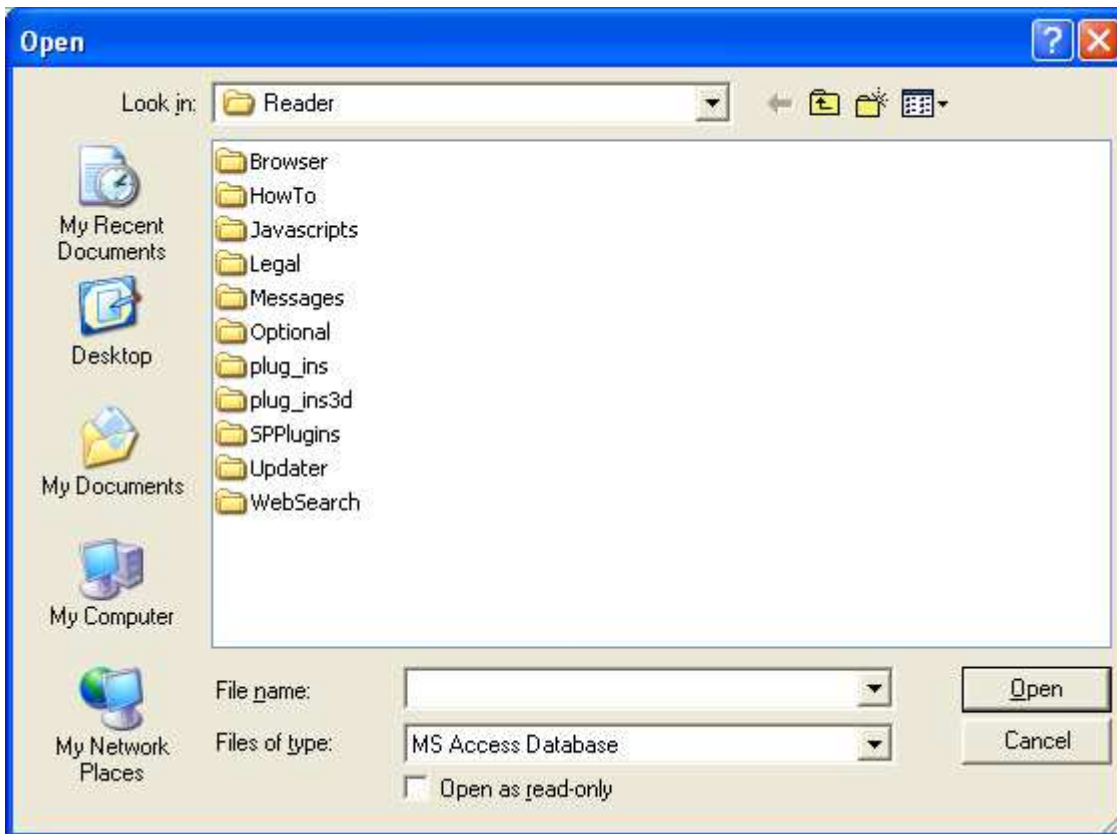


Figure 7. Open File Window.

☞ *Click* the drop down menu arrow to select from the pre-defined list in your computer. Highlight the one, which is correct. To select it ☞ *Click* with the left mouse button.

☞ *Click* to select the file.

☞ *Click* to leave this option without changing database.

Confirm this is the correct database. Then continue to use the program as usual.

5. Backups.

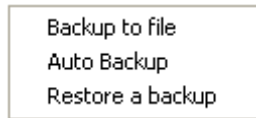


Figure 8. The backup menus.

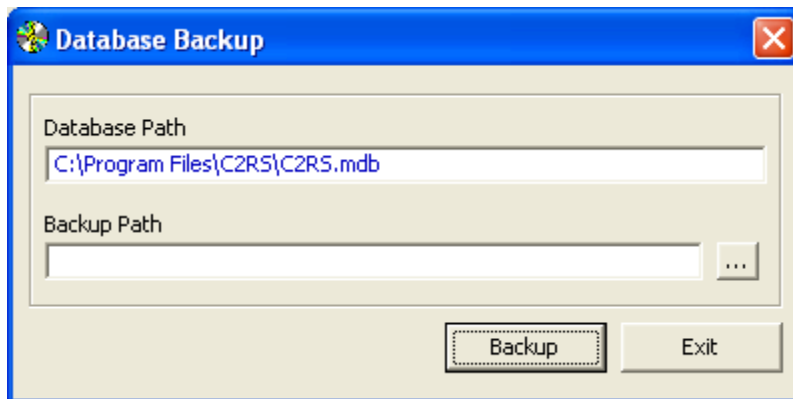
Backing up is a vital step in protection for data and the work done by company staff. Losing data is a waste on time, as staff must re do and re-enter information and detail. Erroneous data is highly likely. Running a back up is the only part of the day where the computer does all the hard work. Please adopt a regular back up routine to safe guard you data and make redundant copies for double protection.

5.1 Back up to File.

Back up to file is the first method. A copy of the current database is created, in a defined folder.

The best back up system for your organisation is, the one your staff, are willing to adhere to.

The Backup form opens.






Click  to open the Open File Window. Use this to select the correct folder in the correct drive. Select the correct destination.

Figure 9. Database Back up Form.

Click  the drop down menu arrow to select from the pre-defined list.

Highlight the one, which is correct. To select it Click with the left mouse button.

Click Select Button to Select folder and continue.

Click  to leave this option without backing up.

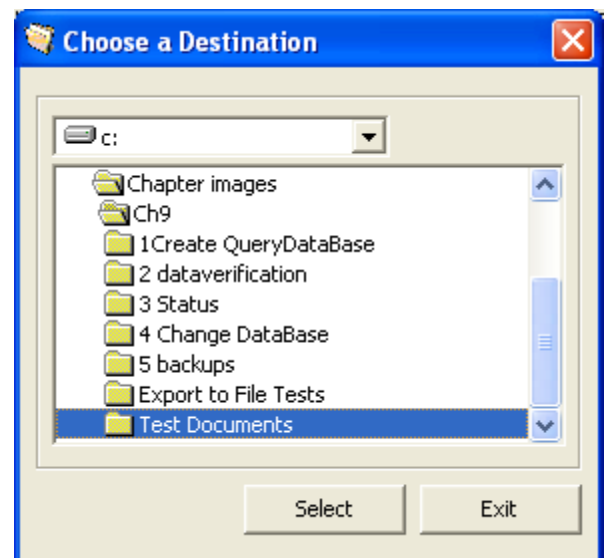


Figure 10. Destination Window Select.

The backup form with destination path selected.

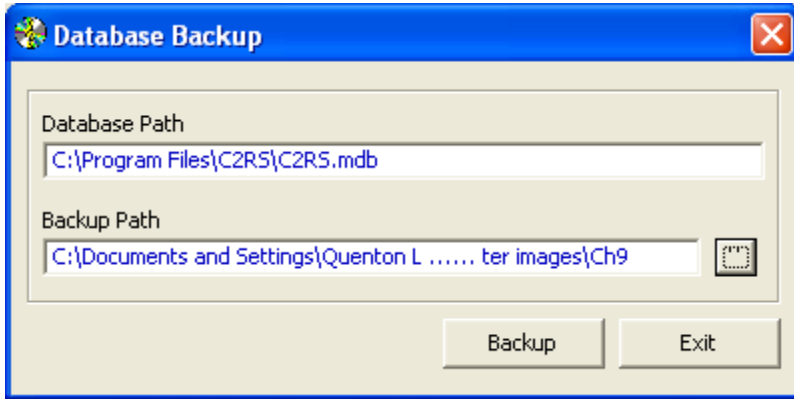



Figure 11. Backup Form Ready.

Click  to start the backup.

Click  to leave this option without backing up.

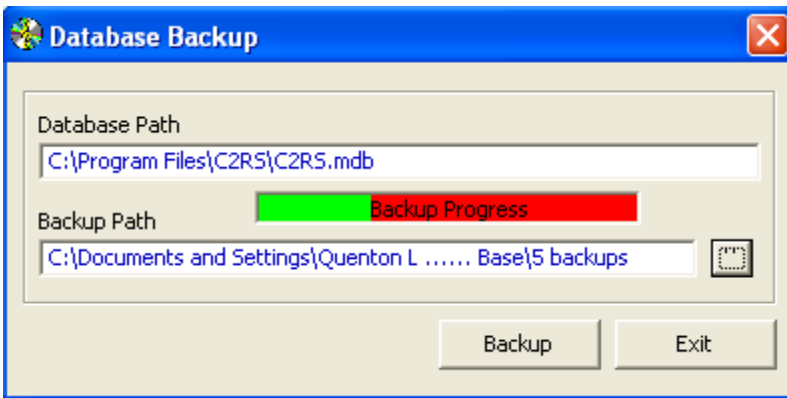


Figure 12. The Progress Bar.

The Backup Form with the progress shown of Back up. The bigger the data base the longer the process.

Computer specifications will also have a direct influence on time taken to complete the back up. The path and Network settings will also influence back up Time.

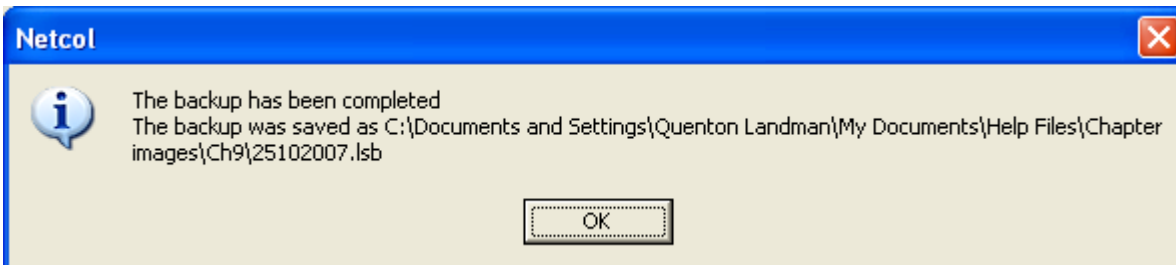


Figure 13. The Completed Popup.

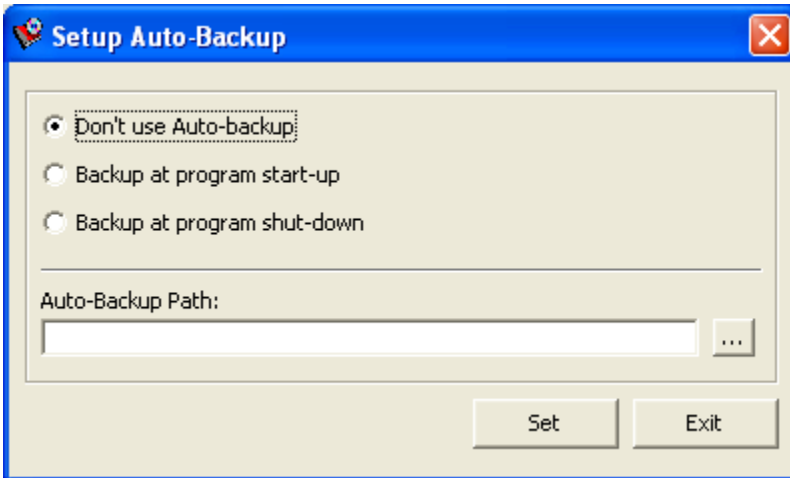
When complete the Notification window will tell you the back up is complete.



Backups are a process and there are many methods. Choose one that is suitable to your organisation. This copy should be kept on a hard disc in another computer or in a removable hard disc or other form of storage. Place in a safe place, and cycle the back ups between 2 or 3 drives in rotation. This is a form of redundant backup. Be careful of CD or DVD discs. They are prone to cracking when older, and if scratched become unreadable.

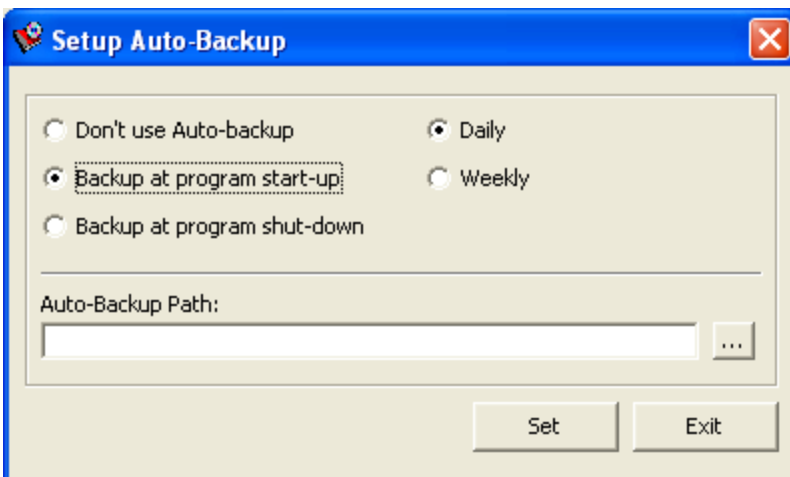
5.2 Auto backup.

The Auto back up will perform a database backup, at a specified time, method and destination without an operator input. There is no chance of forgetting, but a check should be done from time to time that the backup works.



The “don't use Auto Backup” feature is the method of cancelling an existing auto back up.

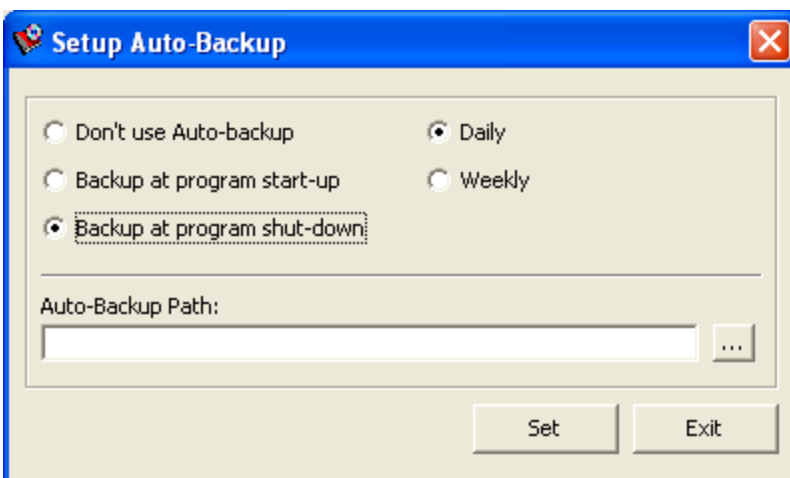
Figure 14. Set up Form.



The select at start up happens at program start up. It is an Automatic procedure. There is no operator interaction.

Select destination folder.

Figure 15. Selection Back up at Start Up

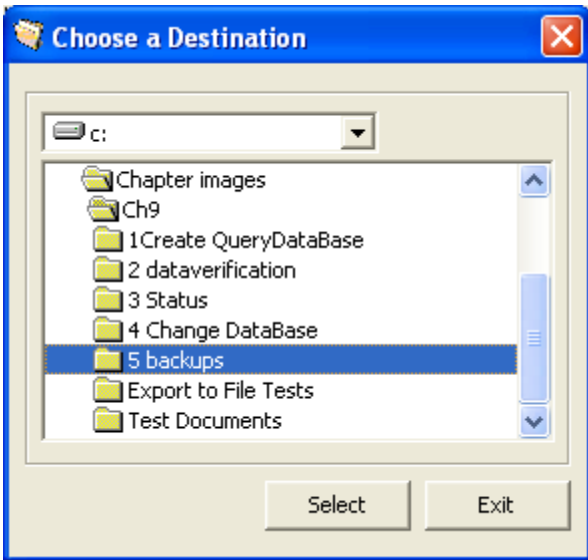


The select at start up happens at program Shut Down. It is an Automatic procedure. There is no operator interaction.

Select destination folder.

Figure 16. Selection Backup at Shut Down.

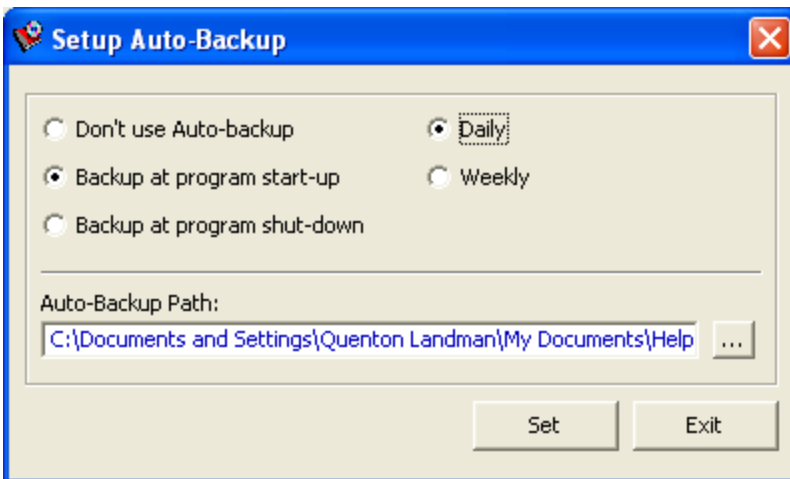
Click  to open the Destination selection window to select the correct destination.



Click to select to set up.

Click to leave this option without selecting a destination.

Figure 17. destination Form.



Correctly completed form.

Figure 18. Complete set-up.

Click to complete the set up.

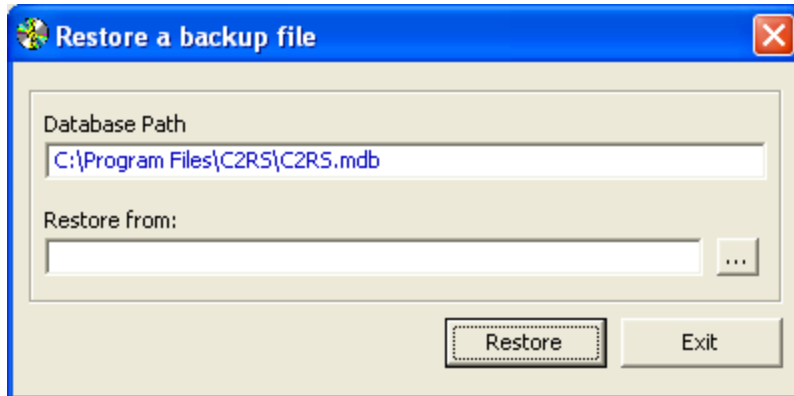
Click to leave this option without setting up an auto backup.

5.3 Restore a Backup.

The Restore Back Option allows a recovery of the database. The Current database has been damaged by any number of reasons. A virus, operators entering fictitious data or sabotage are possible reasons to restore to a known good version of the database.

A copy of the current database was created, in a defined folder in case of damage to the database. Performing a Backup to file or setting Automatic backups did this, recovery file.

The Restore form opens.




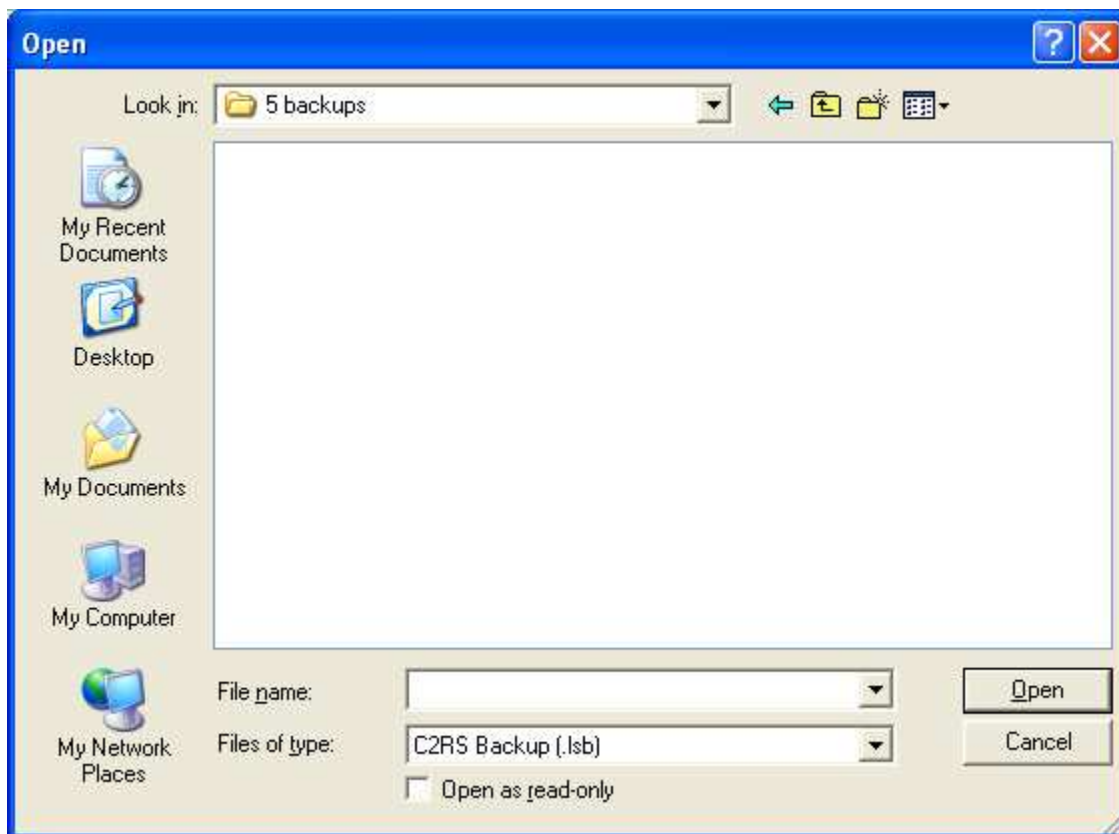

Click  to open the Open File Window. Use this to select the correct folder in the correct drive. Select the correct destination.

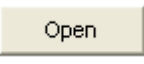
Figure 19. The Restore Form.



Click  The drop down menu arrow to select from the pre-defined list.

Highlight the one, which is correct. To select it Click with the left mouse button.

Figure 20. The Open Window - Recover file.

Click  button to start recovery process.

Click  to leave this option without File Recovery.

The Current database is incorrect, damaged or virus ridden. There is no point in keeping it or trying to fix it. The restore process will delete it.



If you really want it, save it file by saving through Windows Explorer. That is not part of this program; consult Windows™ Help files for this procedure.

The confirmation Alert Pop up will require an affirmative answer to continue.

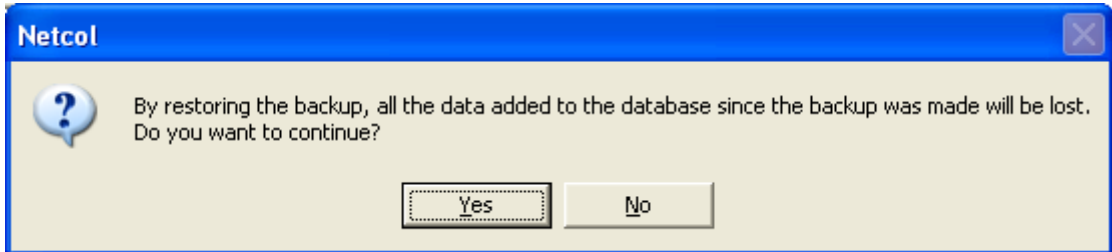


Figure 21. The Restore Confirmation Pop up.



If there is no file selected. Highlight the one, which is correct. To select it Click with the left mouse button.

If the path is incorrect or no longer valid you will get this error.

Figure 22. No Path or no file selected.

The Progress bar will indicate the status of the back up. Be patient this take a minute or two. Speed is dependant on database size, path of backup, computer specifications and usage of network resources.



Figure 23. Restore Backup Progress.

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