

Chapter 14: System maintenance

In this chapter we'll be looking at a few of the maintenance functions of CMO and how best to use them.

Backup and restore

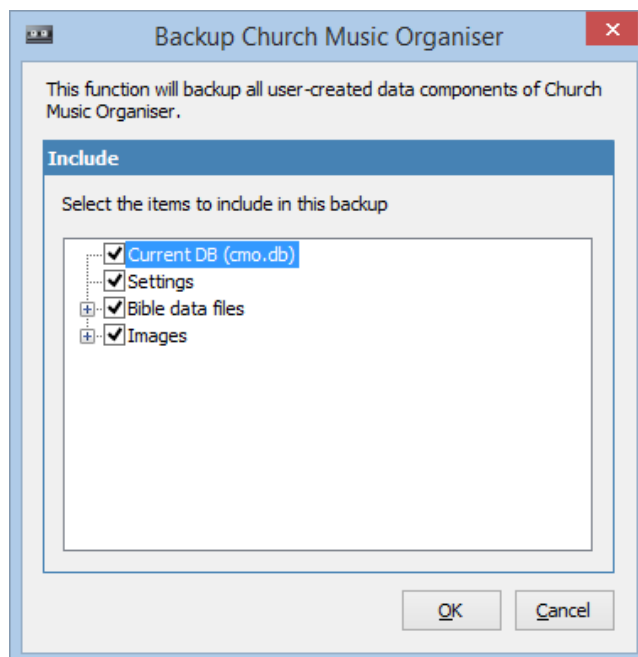
It is always important to have backups of critical data. The problem we all face is how to collect all that critical data, and how to be sure we've found it all.

CMO stores most of its data in a database file, which you create when you first start the system. But there are other components that are not stored in that database file, which can still be considered critical. Things like Bible files, images, and system settings.

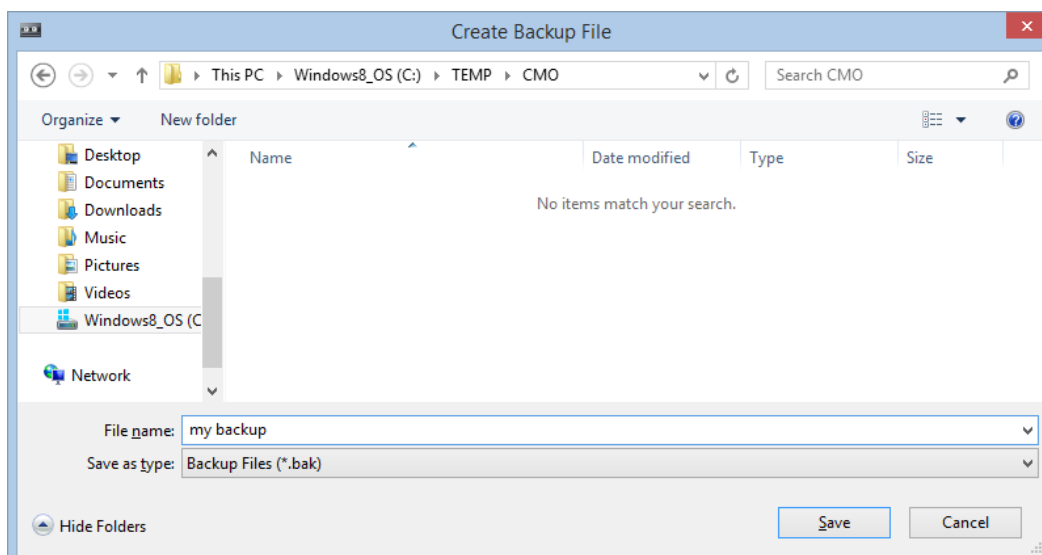
To automate the process of collecting all this data, CMO comes with a backup and restore function. You can find these functions under the "File → Data" menu.

Backup

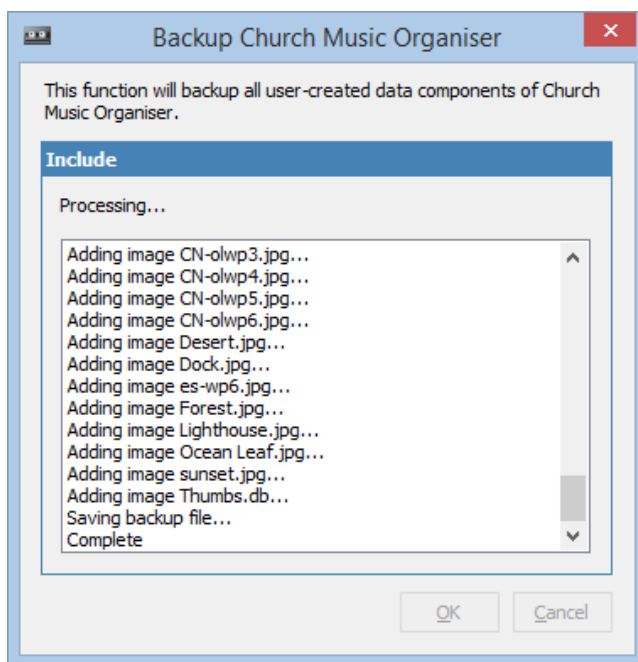
To backup CMO into a ZIP file, go to the "File → Data → Backup..." menu.



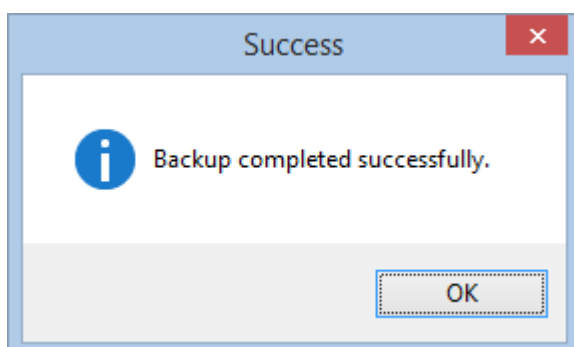
From this dialog you can specify what components of CMO you want to include in the backup. For instance, you might not want to include all the images, or you might want to leave out the Bible files. By default all options are turned on, and we will assume this is what we want to do now. Click "OK" to continue.



You will be asked for a backup file name. Select the folder where you want to put the backup file, enter a file name, and click "Save".

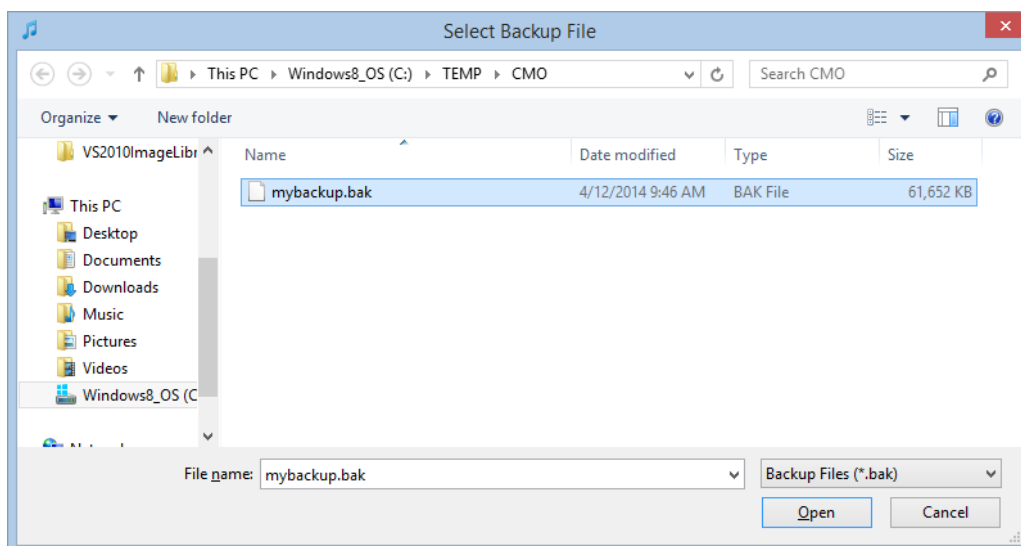


CMO will then create a ZIP file and put all the selected items into it. When it's finished you will receive this message.

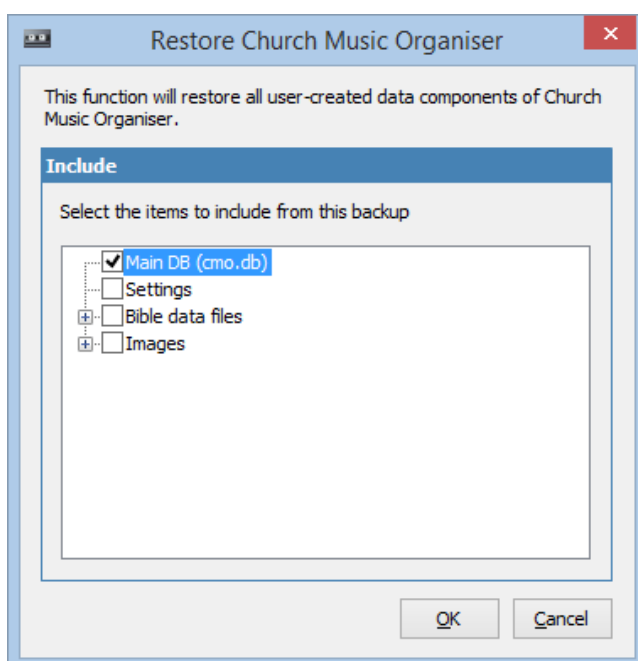


Restore

To restore your data from a backup, go to the "File → Data → Restore..." menu.

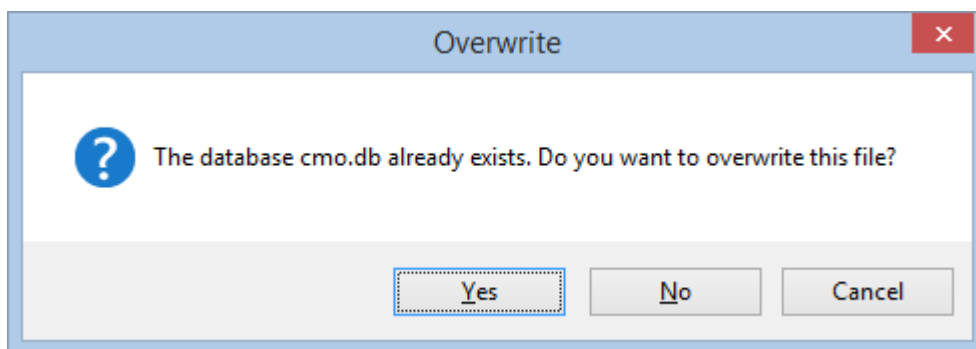


Select the backup file you want to restore from, and click "Open".

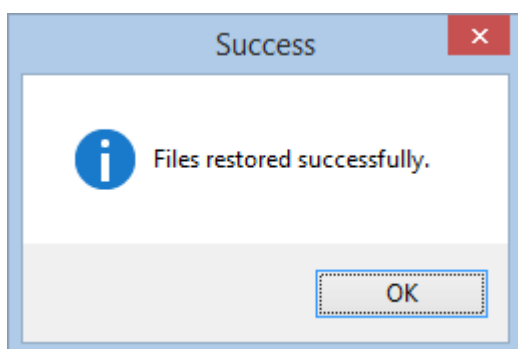


You can then choose what components from the backup you would like to restore. In this example, I've chosen to just restore the main database file.

Click "OK" to begin the process.



Because I'm overwriting the current DB file CMO asks if this is really what I want to do. In this case it is correct, so I can click on "Yes", and the database is restored.



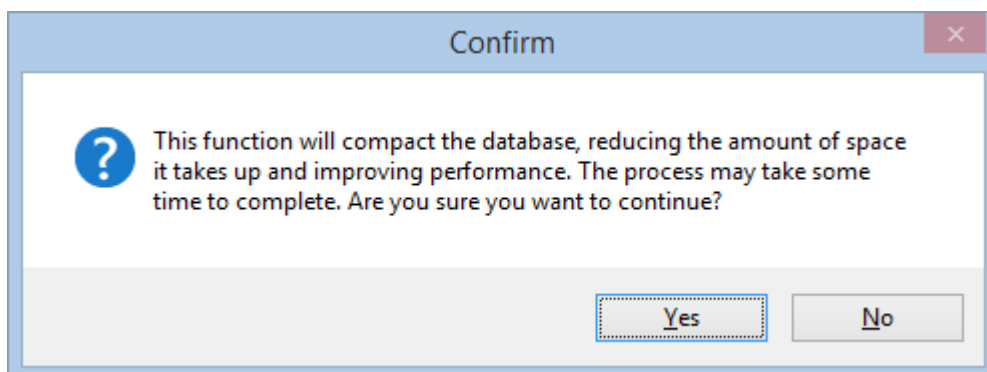
Database cleanup

CMO provides a number of tools to help clean up your database and keep it functioning well.

Compacting

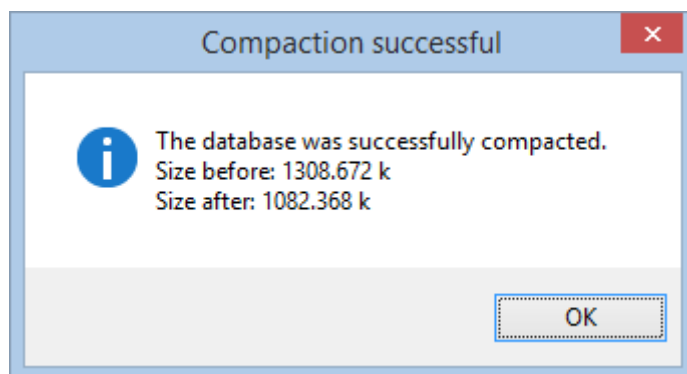
Over time, as records are added and deleted, space is taken up in the database, making it much larger than it needs to be. So it's good practice to periodically (say, once a month) run the compaction process.

You can access this function by going to the "Admin → Maintenance Functions → Compact database..." menu.



If you're sure you want to do this, click on "Yes".

When it's finished, you will receive a message similar to the following:

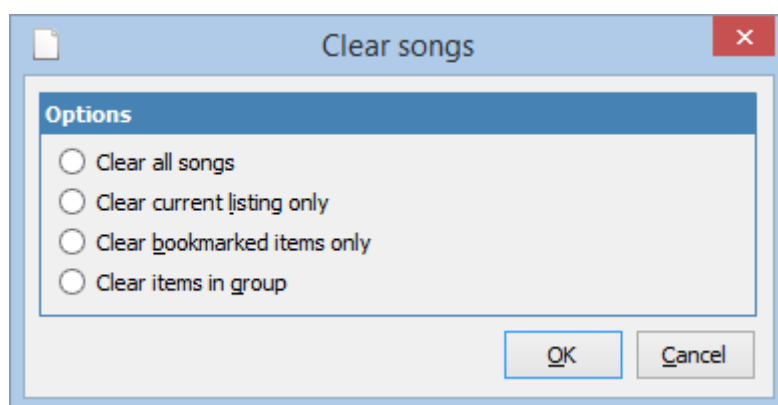


This gives you an idea on how much space was recovered in the database.

Clearing data

There are times when you just need to clear out some old data. For instance, you might have some songs in your song list that you don't ever play anymore.

CMO provides a facility to clear records from each of the data areas from the "Admin → Maintenance Functions" menu. For our purposes we'll look at the "Clear songs" option.



When the menu item is selected, a dialog similar to this is shown. Here we can choose the records we want to clear.

- **Clear all songs:** This will clear all the songs from the database.
- **Clear current listing only:** This will only clear the songs that are currently being displayed as the result of a search.
- **Clear bookmarked items only:** This will only clear songs that have been bookmarked.
- **Clear items in group:** This option will only clear items that are in a particular group. You will need to select the group from a list.

Whenever a song is cleared, the performance history of the song is cleared as well, along with any file attachments.

Each section has the same options available.

Summary

In this chapter we've looked at the backup and restore functions of CMO, as well as the process of compacting the database and clearing data.