

Compressing Files on the Windows Platform

Introduction

Some files on your system should be compressed whenever you change or delete a large number of records. Most files, however, never need to be compressed. We'll explain which kinds of files you may want to compress, how to decide when to compress them, and how to compress.

What Compression Does

When you delete records from a database, they remain in the file. The system simply skips over them when searching for a record. You remove these deleted records by compressing a file.

A few deleted records make no difference; however, if your database has a significant number of deleted records, it may slow the system's work with this database.

If you have a few deleted customer records in a database with several thousand records, for example, these deleted records make no difference. However, if you have thousands of deleted records in your contract file, it does

make a difference: the system searches contracts every time you place an item on an order; removing those deleted records will speed up order entry.

Which Files Need Compressing

Your system includes four kinds of files: batch files, journal files, database files, and index files.

Batch Files

These files contain postings. Examples include AR-BATCH, AP-BATCH, and GL-BATCH.

These files never need compressing, because the system deletes batch files when you release them, and recreates them whenever they're needed.

Journal Files

These files also contain postings, but they're not deleted and rebuilt on a regular basis. A few of these files need compressing, but you do not have to do it manually — the system handles this chore for you. A brief description of each journal may make this clearer:

- **P-MASTER** can contain a number of deleted records, but you do not need to compress it, because

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the system does this automatically when you complete the (MA) at the end of each business day.

- **PO-MASTER** can also contain lots of deleted records, but you do not need to compress this file either. The system compresses it every time you purge P/Os.
- **AR-MASTER** does not let you delete records. The system compresses it when you purge.
- **AP-MASTER** does not let you delete records. The system compresses this file when you purge it.
- **GL-MASTER** never contains deleted records.
- **JOUR-S and renamed sales journals** rarely contain deleted records; compressing these files will not improve your system's performance.

Database Files

These are the only files you need to compress manually. However, the customer, vendor, and chart of accounts databases are very stable, and rarely contain enough deleted records to make a difference. If you deleted several hundred inactive customer accounts, you may want to compress your customer files.

The one database that you need to monitor is inventory:

- **Compress your CONTRACTS file after every O/PUS load.** On the PGDOS and UNIX platforms, O/PUS rebuilds CONTRACTS for you, but they cannot do this on Windows, because it would tie up

your system for several hours. It's more efficient to manually compress the CONTRACTS file after you finish the load.

- **Compress other inventory files if you change or delete a large number of records.** If a large number of item keys (item number and company) change during an O/PUS load, we recommend that you compress your inventory files. You will also want to compress these files if you delete a large number of records.

Index Files

An index file helps the system retrieve information. Batch, journal, and database files may each have indexes associated with them. Index files follow the compression rules of the files they're associated with. However, you don't have to concern yourself with compressing index files, because they'll be compressed with the files they're associated with. If you compress your inventory database files, for example, the system will also compress the inventory index files.

How to Compress Files

To compress your files, follow these steps:

- 1 Determine which volume serial contains the files you want to compress. The program we'll use compresses all the files within a specific volume serial.

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```
15:36:42 (L0) Global Master Parameters 11/16/99
=====
ACTION [I] (C=Change, I=Inquiry) G/L Location [ 1]
=====
Name :ROBBY'S BUSINESS PRODUCTS Save Parameter Changes Y/N ?Y
Suite : Last Change 11/16/99
Street :2134 WEST 13TH STREET Locations to Exclude From # To #
City :ROBSTOWN Stock Room Locations From #99 To #99
State :TX Zip #74142 Commissions/Taxes on Paid Invoices ?Y
(Y=Commissions, T=Taxes, Z=Both)
Phone Number #512-267-5000
=====
Federal #34 1356975
State Tax #
State Tax % GST Y/N ?
Round Tax up to Higher Cent Y/N ?
Use Only State Tax for P.O.S. Y/N ?
Calculate Tax by Line Y/N ?
Set Order writer in Main Menu Y/N ?
Using Multiple UOM's for an Item Y/N ?
Using RoadRunner Y/N ?
=====
===== VOLUME SERIALS =====
| Customer =MB | Order Ent. =SR
| A/R =MB | P/O'S =PO??
| Vendor =PO?? | G/L =AC??
| A/P =AC?? | Salesman =AC??
| Inventory =IN?? | Personnel =AC??
| Inv. Hist =IN?? | Payroll =AC??
| Inv. Aux =W2?? | Sales Jour =SR
| Inv. whl =IN?? | Sales Hist =H1??
| Serial =PO?? | Tele.Mark. =AC??
| Contract =IN?? | System =SR??
| Rpt.Writer =SR?? | work =W1??
```

To determine the right volume serial, open a TBL (text-based) session, and go to the (LØ) screen.

Look under the Volume Serials heading, as shown above.

- 2 Note the volume serial for the files you need to compress. To compress the CONTRACTS file, for example, note the volume serial in the Contract field. In our example, the CONTRACTS file is contained in the volume serial IN.

Notice that in our example, IN contains all the inventory files. All of the fields for inventory files

(Inventory, Inv Hist, Inv Aux, Inv Whl, and Contract) specify the volume serial IN. This is how we set up new systems. If you need to compress both contracts and the rest of the inventory files, this setup makes it possible to do so by running the compression program once. However, if your system uses several different volume serials for the various kinds of inventory files, you may need to run the compression program several times: once for the contracts volume serial, and once for each additional volume serial that contains inventory files.

Note: *This procedure is dedicated.* No one else can use the system until you finish compressing the files.

- 3 Close the TBL Server. To do this:
 - Click the **TBL Server** icon in the lower task bar.
 - When the TBL Server window appears, choose **File** and select **Exit**.
 - At the Warning message, click **OK**.
- 4 Click the **Start** button and choose **Run**.
- 5 In the Open box, type **d:\ddms\bin\diag**

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Note: We assume here that your DDMS folder is on the D: drive. If it's on another drive, such as C:, substitute the correct drive for d: in this command.

- 6 Click **OK**.
- 7 When the TBL/NT Diagnostic window appears, specify the DDMS folder you want to compress in the Directory box. Each volume serial has a folder of the same name within the DDMS folder. If you're compressing the files in the volume serial IN, for example, specify D:\DDMS\IN, as shown here.



- 8 Click the **Pack Files** button.
- 9 When the procedure is complete, close the TBL/NT Diagnostic window.
Restart the TBL Server.