File Maintenance Training

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Company:_____   **Signed**:_____

Name:_____   **Position**:_____   **Date**: _____

Trainee to complete: Please tick

1. [   ] **Server and User**
   ERP has a front end (Work Station) and a back end (server). Has this been explained and can you identify the MySQL folder in the "C" drive on the server and the ERP folder in the "C" drive for the work station?

2. [   ] **Identify the Company**
   Do you know how to identify the company file under the data folder on the server?

3. [   ] **Identify the User**
   Do you know how to identify the user?

4. [   ] **Don't Do**
   Why do you not change the files for ERP from windows explorer?

5. [   ] **Perform a Back-up**
   Do you know how to do a Backup?

6. [   ] **Back-up on Exit**
   Do you know how to make the last person on exit auto Backup function?

7. [   ] **Locate Back-up**
   Where are the back-ups stored?

8. [   ] **Back-up File Details**
   Can you read the back-up file name, focusing on the date stamp?

8. [   ] **Restore a Back-up**
   Do you know how to Restore a backed up copy of ERP?

9. [   ] **Windows Back-up**
   Can you create a windows back-up of ERP?

10.[   ] **Connection Video**
   Have you watched the connection video?

11.[   ] **Checking Balances**
   Why do you need to check your balances?

12.[   ] **Optimise Tables**
   When would you use this feature?

Notes:
Are there any aspects in this area that more training would be useful?