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Compact and Repair

The Member Tracking System software periodically needs a little house keeping.

Follow the steps below to compact & repair your data files if data is an mdb file:

NOTE: If you have the Member Tracking System installed on multiple computers over a network, you only need to run this procedure from one computer.

1. If you have the Member Tracking System installed on multiple computers, exit the Member Tracking System on all computers except the one you are working on
2. From the Member Tracking System Main Menu, click on the Procedures button
NOTE: Organizations with SQL data files will not need to perform the compact & repair
3. Select the MTS Maintenance tab
4. Click on the Compact and Repair Data and Standards button
5. Read the screen and click the OK button at the bottom
6. You will get a message that a backup has been made
7. Click OK
8. When it finishes, you will get a message that the compact and repair is done
9. Click OK

Follow the steps below to compact & repair your program file:

NOTE: If you have the Member Tracking System installed on multiple computers over a network, you need to run this procedure from each computer.

1. From the Member Tracking System Main Menu, click on the Procedures button
2. Select the MTS Maintenance tab
3. Click on the Compact and Repair Program File button
4. You will get a message that the Member Tracking System is now set to Compact the next time you exit the Program
5. Click OK
6. Click Close to return to the Main Menu
7. Click the Exit button and confirm by clicking Yes
8. The Member Tracking Program will compact and repair before it closes. You will see a progress indicator on the status bar in the lower right hand corner of the screen. This process may take a few minutes before the Member Tracking System closes. The screen may be empty for a minute or two.
9. Once the Member Tracking System has closed, you may restart it

These procedures can be performed at any time, especially if you are experiencing a problem.