

Procedure to Dump Order History

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- 1) Setup a folder either on your network drive where your ASIDTA directory is located, or on another drive. The folder name should not exceed 8 characters. An example of a folder name would be ASIORDHS (ASI Order History). You might also consider setting up sub folders (2004, 2006, 2008) allowing you to store order history in 1- or 2-year increments. Later you can remove outdated folders.
- 2) Once the folder had been created, you can prepare to dump order history. It is recommended you do this in the evening after everyone is out of the system and you have made your nightly backup. Turn your backup software off, as this process may run all night. If you are dumping order history for the first time, you should dump separate dates on separate evenings in 1- or 2-year increments. For example, tonight dump only 2000-2004, tomorrow 2005-2006, and so forth.
- 3) Locate "Dump Order History File" under the System Menu | Maintenance. You will be asked to give the order dates you wish to dump. (Example, 12/31/04) You must also enter the destination of the folder you created. (Example, X:\ASIORDHS\2004) It will ask you if you wish to copy files to a blank directory. Answer yes. Once complete you will receive a message that "order history dumping is complete."
- 4) These history files will then be accessible to you by changing the drive and directory when you enter Order History. If you do not wish keep order history you can delete the folders. You can also move them to a CD or backup for storage.

5) After you Dump Order History, you should schedule the next evening to Index Dump Order History Files found under the System Menu | Maintenance. This option may also take some time.