
Introduction

This document is intended to show how to use 4D Tools to compact a JobOrder 2009 data file using 4D Tools.

If any of these steps are not clear, you should contact our Customer Support department for assistance.

It is assumed that your JobOrder 2009 Server is folder is installed in the following default locations, as installed by the JobOrder 2009 Server installers supplied:

- On MacOS X: “/Applications/JobOrder 2009 Server”
- On Windows: “C:\Program Files/Management Software\JobOrder 2009 Server”

The path names in the following steps are relative to the “JobOrder 2009 Server” paths indicated above.

Before You Begin

Quit 4D Server using the “File->Quit” menu item.

- If there are connected users, be sure to warn them you are shutting the server down.
- If unable to reach the connected user, you can select a number of minutes before shutdown occurs, or enter a “0” and they will be abruptly disconnected. Doing the former will put a countdown timer on their computer so they can wrap-up whatever work they are doing. Entering “0” will terminate their connection immediately, and when they try to do something more in JobOrder they will receive a dialog showing a “-10002 error” due to the lost connection.

Select and archive the “JobOrder Data” folder using

- Mac OS 10.4, select “File->Create Archive of...” (or the contextual menu you get when right-clicking on the folder) or
- Mac OS 10.5, select “File->Compress...” (or the contextual menu you get when right-clicking on the folder) or

- Windows, right-click and choose to WinZip or WinRar the folder. We recommend WinRar from RarLabs (<http://www.rarlabs.com/download.htm>). The compressed RAR files created are as much as 50% smaller than the more popular WinZIP files.

Keep this archive as a backup for 30 days.

Open 4D Tools

Open the 4D Tools application, found in the “Utilities” folder (see default paths at beginning of this document). On Windows, you should also find a shortcut in “Start Menu->Programs->JobOrder 2009 Server->4D Tools”.

At the first open file dialog, you’ll need to:

- On MacOS X, select the “JobOrder 2009 Server” application
- On Windows, select “Compiled Database” from the “Files of type” popup. Then, select the “JobOrder 2009.4DC” file in the “Server Database” folder.

Under normal circumstances, 4D Tools will automatically know where your data file is. However, should you get another open file dialog, you simply need to navigate to your “JobOrder Data” folder and select your data file. This file will have a “.4DD” extension.

Compact Your Data

Click the “Maintain” tab

Click the “Compact” button.

Navigate to your “JobOrder Data” folder and click the “Save” button. Don’t worry about the default file name of “JobOrder 20092.4DD”. We’ll be renaming it in the next section.

You should now see a flashing thermometer across the top of your screen as 4D Tools compacts your data and all indices. When the thermometers stop flashing, click the “Quit” button and you’re all done.

Cleaning Up

Remove your original data in the “JobOrder Data” folder. Data is comprised of files with “.4DD”, “.4DR”, and optionally “.4DS” extensions (the preceding filename is usually your organization name).

Rename the “JobOrder 20092.4DD”, “JobOrder 20092.4DR”, and optionally “JobOrder 20092.4DS” files to include your organization name rather than “JobOrder 20092”.

Start the JobOrder 2009 Server application and select the freshly compacted data in the “JobOrder Data” folder.