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## Introduction

These are the basic steps, which will need to be taken to use DataCheck with JobOrder.

It is your responsibility to keep your copy of JobOrder current. Current Annual Upgrade Contract (AUC) registration numbers are required when attempting to perform a JobOrder update.

We cannot possibly stress this point enough -- because of the powerful nature of DataCheck, either failure to perform the steps exactly as outlined by this document, or performing any steps not outlined by this document may result in severe data corruption.

If there are ANY questions or doubts on how to proceed with the steps outlined below, we will be glad to perform these steps in our Customer Support department for any customer unable or unwilling to do so themselves.

This document is intended to show how to use DataCheck with JobOrder 2009.

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

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.

### Running DataCheck

Open the DataCheck application, found in the “Utilities/DataCheck 4.0.X” folder (see default paths at beginning of this document). On Windows, you should also find a shortcut in “Start Menu->Programs->JobOrder 2009 Server->DataCheck”.

You should immediately get an open file dialog to select the DataCheck runfile that you wish to use. Navigate to the “JobOrder Runfiles” folder in the “Utilities/DataCheck 4.0.x” folder where your DataCheck application is. Select the “Scan and Create Log” file.

If you get a dialog telling you that this is a demonstration version of DataCheck, then you need to register it as a runtime version. Select “File->Register Product”. Enter your name, company, and the registration number supplied to you with your original purchase of JobOrder licenses.

Select your structure file using the indicated “Set...” button.

- On Mac OS X, the structure file is the “JobOrder 2009 Server” application.
- On Windows, the structure file is the “JobOrder 2009.4DC” file located in the “Server Database” folder.

Select your data file using the indicated “Set...” button. The data file has a “.4DD” extension and is located in the “JobOrder Data” folder.

Once you’ve selected both the structure and the data file, the ‘Scan’ button in the lower right should become activated. Click it to begin executing the runfile.

When the scan has finished, select “File->Save As...”. Save and email this log file to Customer Support ([support@joborder.com](mailto:support@joborder.com)). Please include the release

number of JobOrder you are using in this email. The JobOrder release number can be found:

- On Mac OS X, by selecting “About JobOrder” under the application menu.
- On Windows, by selecting “About JobOrder” under the “Help” menu.

Close DataCheck and you’re all done.

### Troubleshooting

After selecting the structure file you may receive an error message: “This database does not match the run file. Please contact your run file supplier for information.” This means your runfile is outdated. Contact Customer support ([support@joborder.com](mailto:support@joborder.com)) for a new one. Please include the release number of JobOrder you are using in this email. The JobOrder release number can be found:

- On Mac OS X, by selecting “About JobOrder” under the application menu.
- On Windows, by selecting “About JobOrder” under the “Help” menu.