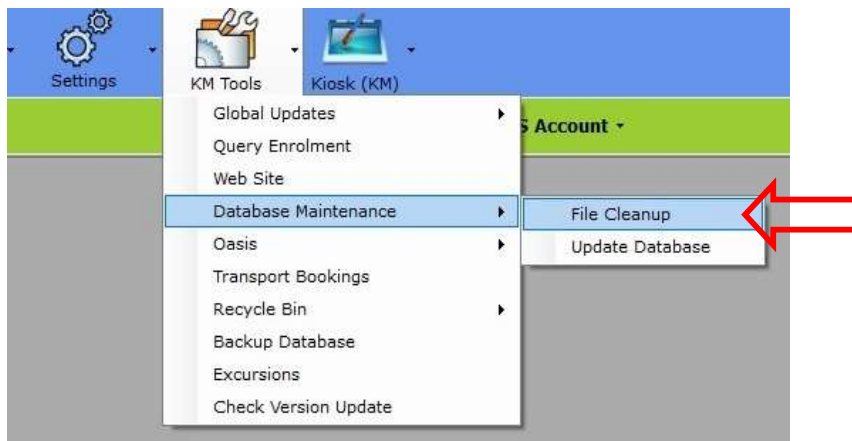


Kindy Manager

File Cleanup instructions

With more regularly we recommend Centres set aside a few minutes per week to do a File Clean up. This will keep their program operating at optimal performance.

To perform this task goto **KM Tools**, select **Database Maintenance** and then select **File Cleanup**.



A new screen will open displaying the File Cleanup options. Select **Children** (this will automatically select Families as well) and **Classifications**; and press **start** (no need to enter Week Number).

A screenshot of the 'File Cleanup' dialog box. The dialog has two tabs: 'Database Cleanup' and 'IDs Check for Kiosk'. The 'Database Cleanup' tab is active. It features a 'Start Year Week' input field. Below this, there is a list of checkboxes for different data types: 'Families', 'Children', 'Check Enrolment IDs for Generated Fees', 'Transactions', 'Receipts', 'Summary', 'Classifications', 'Sessions', and 'Refunds'. The 'Children' and 'Classifications' checkboxes are checked and circled in red. To the right of each checkbox is a corresponding input field for the number of records to be cleaned up. At the bottom of the dialog is a 'Start' button.

This should only take a 2 to 10 minutes depending on the speed of your system and the size of your database. Once completed the **Start** button replaced with **Finished**.