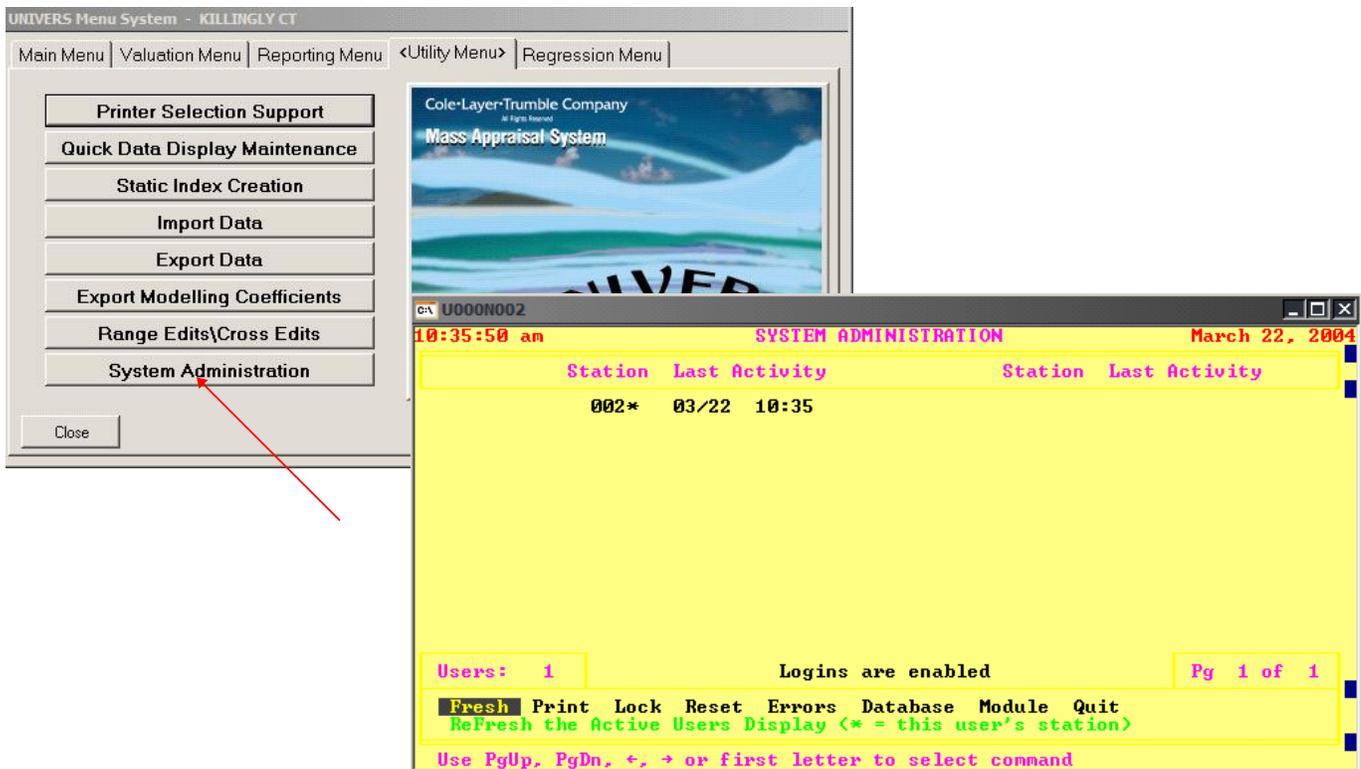


## UNIVERS System Administration Menu

The System Administration Menu in Univers allows the user to perform many useful functions, including a safer way to delete the locks on any parcel. Below is a brief guide to this menu, found under the Utility Menu, including detailed instructions on how to delete the locks.



The main screen shows all the users currently logged onto the system.

The menu includes the following functions:

- \* **Fresh** - this option will refresh the screens—useful as users log off the system.
- \* **Print** - this option will print the screen.
- \* **Lock** - this option will prevent users from logging on to the system.
- \* **Reset** - this option will delete all locks. **All users must be off the system!** (See detailed instructions for deleting locks on the following page).
- \* **Error** - this option allows the user to view, print and clear any errors generated by the system.
- \* **Database** - this option allows the user to check the database for card counts, LCI's, missing records and bad records. The database can also be repaired from this menu. This is a good place to look if you want to know how many records exist in each card (see screen print on page 5).
- \* **Module** - this option will tell the user the version of each module.

# UNIVERS System Administration Menu

Card	Items	Keys	Records	Length	File Version
1-BASE	199	8	7034	1992	7.0
2-LAND	252	3	7280	739	7.0
3-RBLD	197	3	6421	1409	7.0
4-ROBY	114	3	6421	339	7.0
5-CBLD	248	3	861	594	7.0
6-COBY	133	3	861	1589	7.0
7-SALE	173	3	7034	1832	7.0
8-NOTE	86	3	7034	1561	7.0
9-UALU	112	3	7034	828	7.0

Users: 1                      Logins are enabled

CheckDb RepairDb Print Quit  
Database Checks: Card Counts, LCI, Missing Records, Bad Record Pointers...

Use ←, → or first letter to select command

## Database Menu

### Deleting Locks – The Better Way!

There are many advantages to deleting your locks through the System Administration Menu. The first is that the user has immediate visual evidence when all users (excluding the one executing the commands) are off the system. Deleting locks while users are logged on will corrupt the database. The other advantage is that users will no longer have to access or modify the DAT folder, where all your critical data is stored. To delete locks, follow the steps below:

1. Make sure all users are off the system, except yourself ( a \* will appear next to the current user).
2. Select Lock from the menu to prevent users from logging in.
3. Select Fresh from the menu to refresh the screen until only the current user appears. A user that you know is not signed on and that has no recent activity may still appear if the system was not shut down properly. This user will be reset when the locks are cleared.
4. Once ALL USERS ARE OFF THE SYSTEM, select Reset from the menu.
5. The system will reset and close. You do not need to go in and enable user logins.

