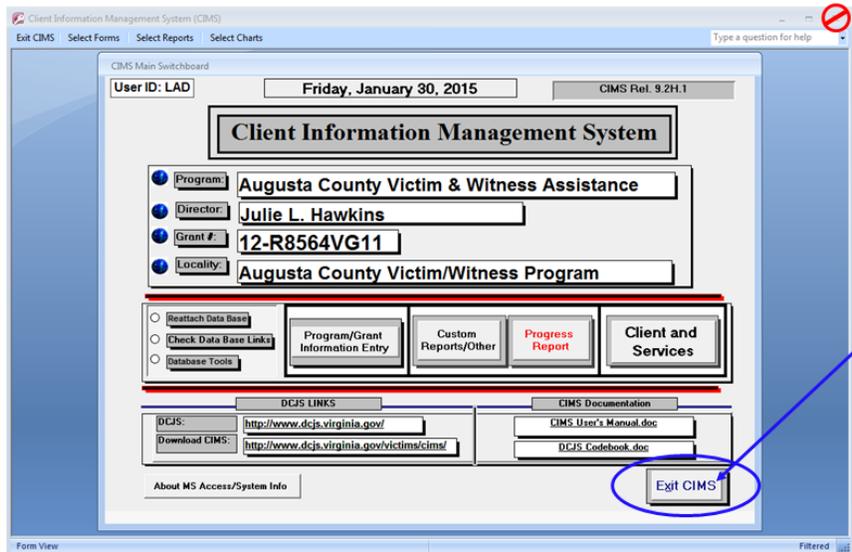


Client Information Management System  
(CIMS)  
Maintenance and Archiving

# CIMS Maintenance

## Single User Installation

1. When exiting CIMS it is important that you click on the **Exit CIMS** button located at the bottom right of the main screen. DO NOT close the window using the X.

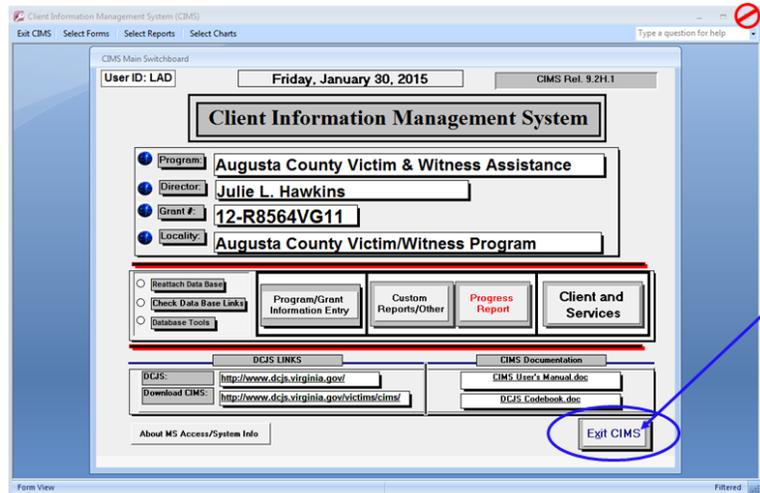


When using the **Exit CIMS** button an important maintenance program automatically runs. To confirm maintenance has run a very brief message 'Compacting: Press and hold escape to stop' will be displayed at the bottom right of the screen.

The maintenance program should be run on a regular basis to ensure proper performance of the CIMS application.

## Multi-user Installation

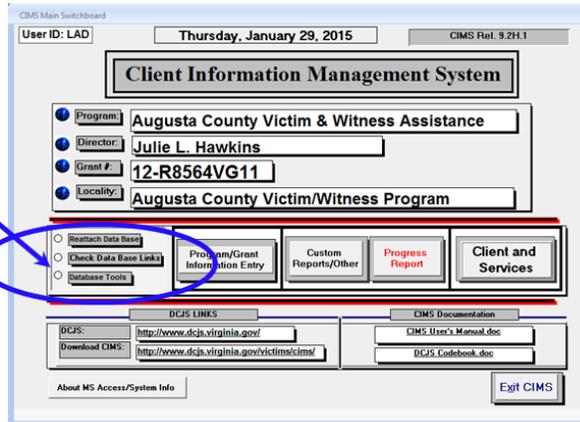
1. All users must **Exit CIMS**.
2. Designate a single user to open CIMS and using the **Exit CIMS** button close the application.



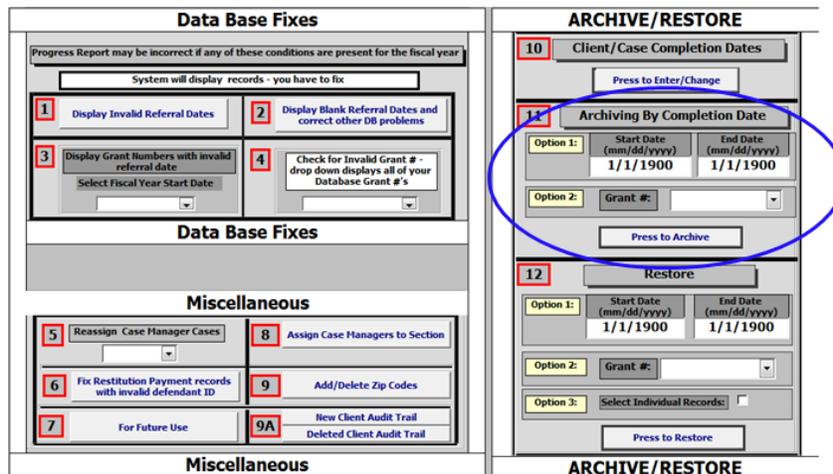
3. Confirm maintenance has run by verifying the very brief message 'Compacting: Press and hold escape to stop' has been displayed at the bottom right of the screen.
4. If the maintenance program does not run or you are not able to successfully complete the archive process contact DCJS Computer Services for assistance.

# CIMS Archiving

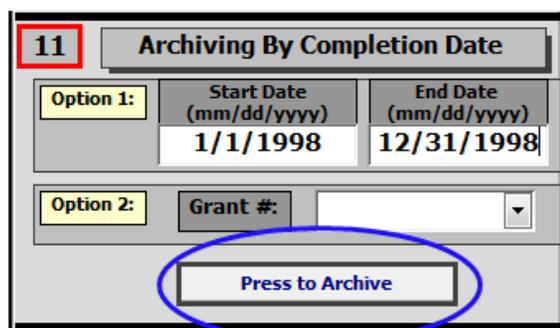
1. From the main screen select **Database Tools**



2. In Box 11, Archiving By Completion Date, enter the **Start Date** and **End Date** or **Grant #** for the data you wish to archive. Note: Only cases with a Close Date will be archived regardless of which option is used.

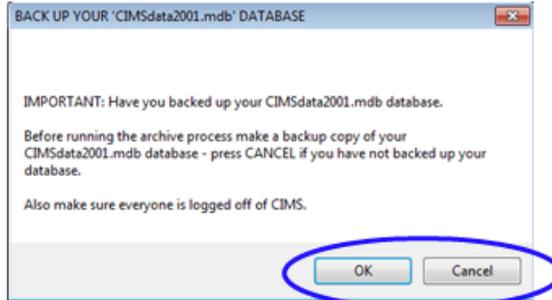


3. Select the **Press to Archive** button

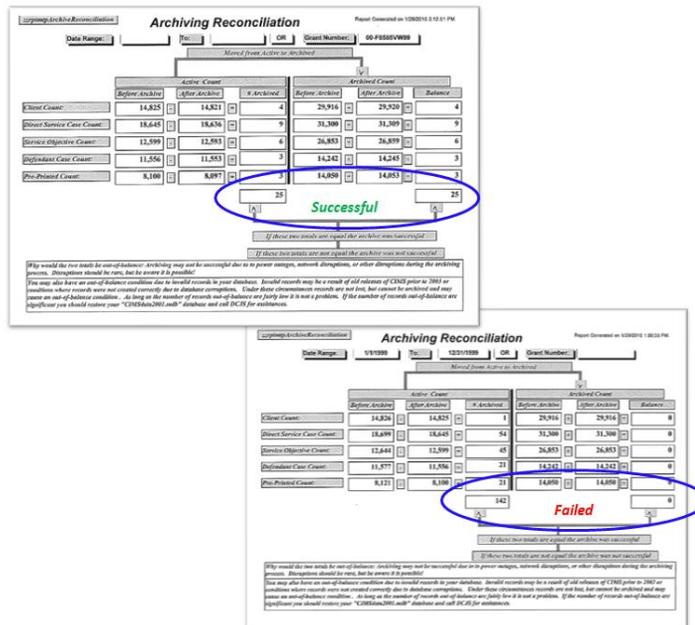


- The **BACK UP YOUR** data confirmation screen will appear. Data should be backed up on a regular basis. If you are certain the CIMS database has been backed up, select **OK** to proceed.

**IMPORTANT:** If you are unsure if the data has been backed up select **Cancel** and backup your CIMS database before proceeding.



- An Archiving Reconciliation form is displayed upon completion of the Archive process. The # Archived and Balance totals must be equal. If the totals are not equal the archive process was not successful.



If the archiving process fails the Maintenance program needs to be run. Exit CIMS as described in the CIMS Maintenance section, ensure the maintenance program runs and re-try the archive process. If unsuccessful contact DCJS for assistance.

- Following a successful archive it is recommended you **Exit CIMS** allowing the Maintenance program to run. The maintenance process includes a refresh which will ensure proper performance of the CIMS application.