# 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 **E**<u>x</u>**it CIMS** button located at the bottom right of the main screen. DO NOT close the window using the X.

| Client Information | n Management System (CIMS) oms   Select Reports   Select Charts  | - = O    |
|--------------------|--|----------|
|                    | CMS Mar Suschboard User ID: LAD Friday, January 30, 2015 CIMS Ref. 9.24.1  Client Information Management System  Grogram Augusta County Victim & Witness Assistance Julie L. Hawkins Growt 12-R8564VG11 Guadity Augusta County Victim/Witness Program  |          |
|                    | O         Reattach Data Base           O         Check Data Base           O         Check Data Base Links           O         Database Tools             Class and the second secon |          |
|                    | DCJS LINKS         CIMS Documentation           DCJS LINKS         CIMS User's Monual data           Download CIMS:         http://www.dcjs.virginia.gov/victims/cims/         DL/JS Codebook.dot           Download CIMS:         http://www.dcjs.virginia.gov/victims/cims/         DL/JS Codebook.dot           About MS Access/System Info         Exit CIM  |          |
| Form View          |  | Filtered |

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 **E**<u>x</u>**it CIMS** button close the application.

| CIMS Main Switchboard  |                 |
|--|-----------------|
| User ID: LAD Friday, January 30, 2015 CIMS Ref. 5  | 9.2H.1          |
| Client Information Management System   |                 |
| Program Augusta County Victim & Witness Assistance   |                 |
| Director:     Julie L. Hawkins   |                 |
| Grant # 12-R8564VG11   |                 |
| Locality: Augusta County Victim/Witness Program  |                 |
| Breattach Data Base         Program/Grant           Otheck Data Base Links         Information Eatry           Bandase Tools         Enclose   | nt and<br>vices |
| DCJS LINKS         CIMS Documentation           DCJS         Inttp://www.dcjs.vtrg/inia.gov/         CIMS User: Manual doc           Download CIMS:         http://www.dcjs.vtrg/inia.gov/         CIMS User: Manual doc |                 |
|  |                 |

- 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.

| Data Base Fixes  | ARCHIVE/RESTORE  |  |
|--|--|--|
| Progress Report may be incorrect if any of these conditions are present for the fiscal year  | 10 Client/Case Completion Dates  |  |
| System will display records - you have to fix  | Press to Enter/Change  |  |
| Display Invalid Referral Dates         Image: Content of the problems  | Archiving By Completion Date   |  |
| 3     Display Grant Rumbers with invalid       4     Check for Invalid Grant # -<br>drop down displays all of your<br>Database Grant # s | Option 1:         Start Date<br>(mm/dd/yyyy)         End Date<br>(mm/dd/yyyy)           1/1/1900         1/1/1900           Option 2:         Grant #:         • |  |
| Data Base Fixes  | Press to Archive   |  |
| Miscellaneous  | Option 1:         Start Date<br>(mm/dd/yvyy)         End Date<br>(mm/dd/yvyy)  |  |
| 5 Reassign Case Manager Cases 8 Assign Case Managers to Section  | 1/1/1900 1/1/1900  |  |
| 6 Fix Restitution Payment records 9 Add/Delete Zip Codes   | Option 2: Grant #:   |  |
| 7 For Future Use New Client Audit Trail<br>Deleted Client Audit Trail  | Press to Restore   |  |
| Miscellaneous  | ARCHIVE/RESTORE  |  |

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



4. 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.

| BACK UP YOUR 'CIMSdata2001.mdb' DATABASE  |      |  |  |
|---|------|--|--|
| IMPORTANT: Have you backed up your CIMSdata2001.mdb database.   |      |  |  |
| Before running the archive process make a backup copy of your<br>CIMSdata2001.mdb database - press CANCEL if you have not backed up your<br>database. |      |  |  |
| Also make sure everyone is logged off of CIMS.  |      |  |  |
| ОК Саг  | ncel |  |  |

5. 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.