

v7

http://www.goalexandria.com/support/tech_notes/guides/tech_notes/v6/v6_EOY.html

End-of-Year Procedures (part 4)

Part 4:

Rebuild

(End of Year Backup)

Rebuild

Rebuilds are maintenance utilities that help keep your data in top condition. Before making your final end-of-year backup, we recommend running a rebuild.

From Tools, go to Administration. In the Status area on the bottom right, click Rebuild. This may take some time to complete.

End of Year Backup

Last, if you are managing your own data, be sure to create an end-of-year backup.

For more details, see the Backup article in the Alexandria Support Center. [http://www.goalexandria.com/v7Docs/index.php/Customer-Managed:Backing Up Your Data](http://www.goalexandria.com/v7Docs/index.php/Customer-Managed:BackingUpYourData)

End

Those are your steps to successfully close your library at the end of the year.

To keep things running smoothly, remember to:

Set up your policies appropriately and keep your patrons and items on their appropriate policies; set your period due dates early; keep descriptive Discard notes so you can easily reorder new items; when you perform Inventory, do it in small sections, and run the appropriate reports and utilities at the end; and take care to back up your data.

If you use Subscriptions, don't forget to double-check the subscription dates.

Please also review the Start-of-Year procedures documents and videos for tips on managing the start of the year.

End part 4

Also see

[http://www.companioncorp.com/mediawiki/index.php/
Inventory_Manager_Window](http://www.companioncorp.com/mediawiki/index.php/Inventory_Manager_Window)