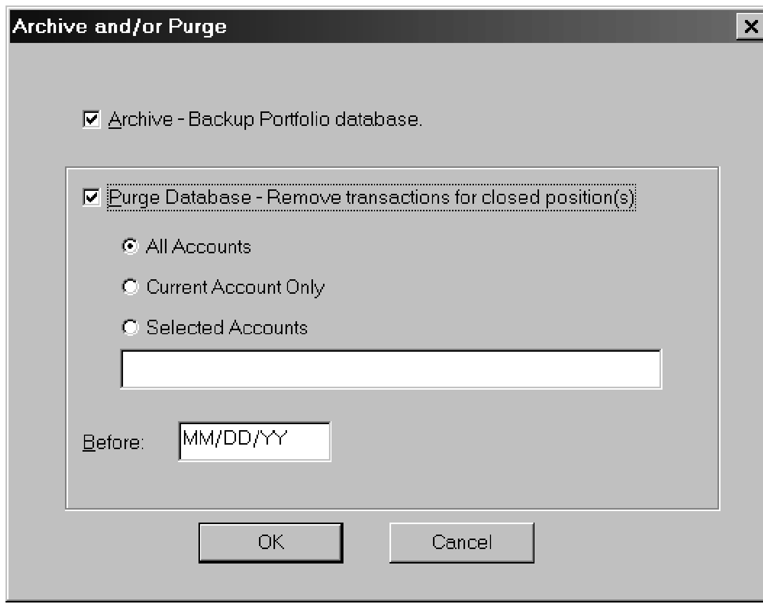
Maintaining your Portfolio Manager database

Archiving and/or Purging your database

The *Account* sub-menu provides two special functions, *Archive* and *Purge Database*. The two functions can be run independently or together.



Archive and/or Purge dialog box

Archive - Backup Portfolio database

This function is used to backup your ***Portfolio Manager*** database. When this backup function is executed, a special archive folder is created (sub-folder under *winTes32\Pftdata*) and a file named *pmdb.mdb* is saved to this folder. In the event your data should become corrupted, it can be restored by copying the archived file to your *winTes32\Pftdata* folder.

Follow the steps below to backup your Portfolio Manager database:

1. Open the ***Portfolio Manager*** application.
2. From the *Account* sub-menu, choose **Archive/Purge**. The *Archive and/or Purge* dialog box will appear.

3. From the dialog box, click the option button for **Archive - Backup Portfolio database.**
4. Click **OK** to execute the archiving function.
   - A special archive folder is created as a sub folder of winTes32\Pftdata. The folder is assigned the name **Archiveddmmyy** where the last six digits are the current date.
   - A file named **pmdb.mdb** is created and saved to the archive folder.
   - In the event your data should become corrupted, it can be restored by copying the archived file to your winTes32\Pftdata folder.

Purge Database

This function is used to remove transactions for positions that have been closed from your ***Portfolio Manager*** database. You specify a date and all transactions prior to that date will be removed. When transactions for a closed position are purged from an account, transactions are removed from Transactions, Journal, and Closed tab pages.

To remove transactions for closed positions from your Portfolio Manager database:

1. Open the ***Portfolio Manager*** application.
2. From the Account sub-menu, choose **Archive/Purge**. The *Archive and/or Purge* dialog box will appear.
3. From the dialog box, click the option button for **Purge Database - Remove transactions for closed position(s).**
4. To designate the account(s) that will be purged, select one of the following options:

   All Accounts - Purges all accounts.

   Current Account Only - Purges the currently selected account only.

   Selected Accounts - For this option, you must enter the name(s) of the account(s) to be purged in the adjacent text box.
5. Specify **Before** date. This is the date of the earliest data that will not be purged. Enter this date using the MM/DD/YY format
6. Click **OK** to execute the *Purge Database* function.

Compacting your database

To maintain retrieval speed, etc., the ***Portfolio Manager*** database requires periodic defragmenting. For this reason, you should occasionally execute *Compact Database*, a command found on the *Account* sub-menu.

Follow the steps below to compact your Portfolio Manager database:

1. Open the ***Portfolio Manager*** application.
2. From the *Account* sub-menu, choose **Compact Database**.
3. From the next menu, choose **Account** or **Simulation**. The selected portion of your database will be compacted (i.e., defragmented).