

**CAUTION !! All new procedures and processes should be checked in the 'Test' environment before being applied to the 'Live' business system.**

### SCHEDULED HOUSEKEEPER



#### 1. Introduction

The Scheduled Housekeeper automatically performs tasks on the system to a user-defined schedule. SMS will advise on the Schedules to be used in consultation with the client, and then configure the routines, to ensure that data integrity is maintained. It is strongly recommended that users do not configure or amend Schedules without prior reference to SMS.

The routines can be

- Dataset Tasks
- System Tasks

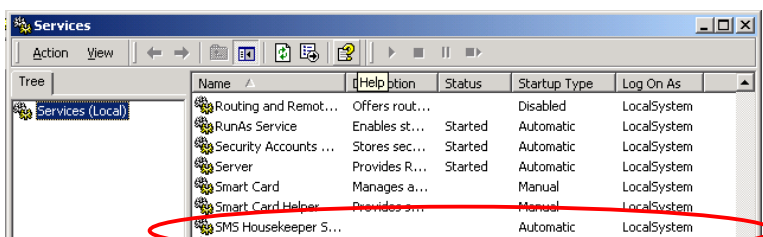
In order to perform these tasks it is important that there are no users logged into the system, and Housekeeper will perform a 'Clear Active Users' routine at the beginning of every Daily and Weekly schedule.

Future developments will allow schedules to be defined against multiple datasets.

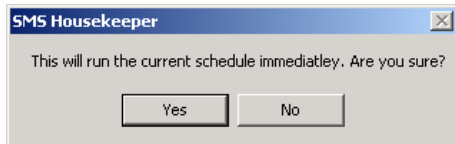
#### Explanatory Note

Under certain circumstances failing to exit correctly from a Line 100 or SMS Sapphire application can cause a lock to remain on the files used by the system to maintain the number of users logged into the software. Even if users happen to remain logged into the software, no harm should come to the data by the 'Clear Active Users' routine. SMS will ensure that this event does not clash with the Exporter (where used) as this could potentially cause the export to fail. The routine will delete smsnamt\*. \* and logon.rnd files from the dataset.

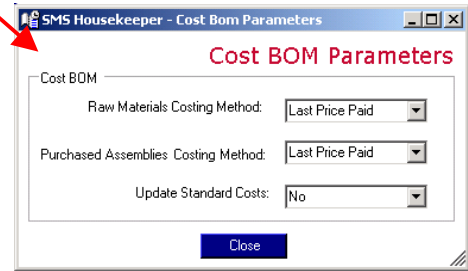
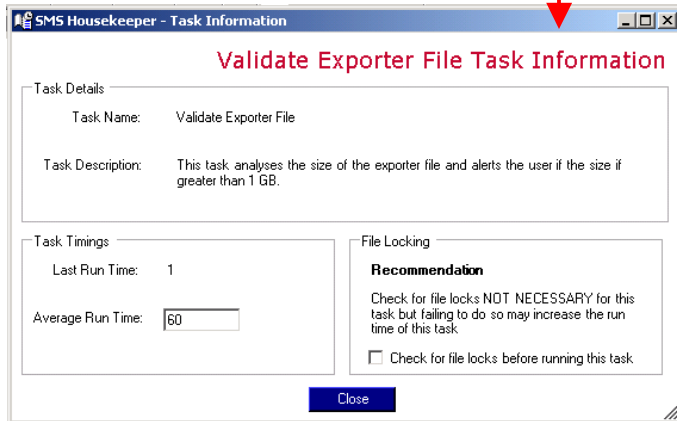
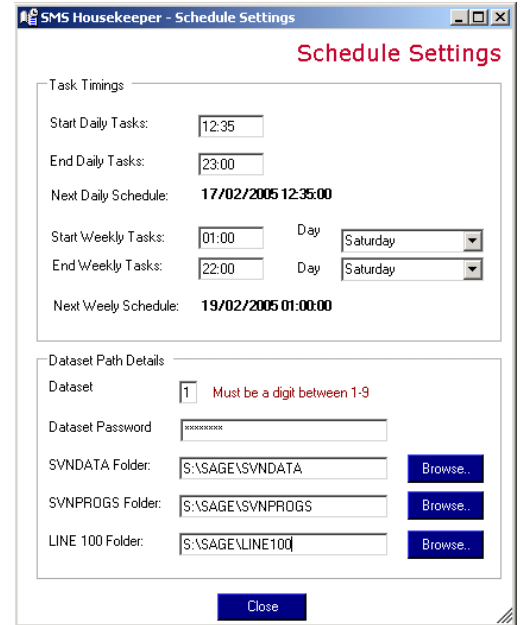
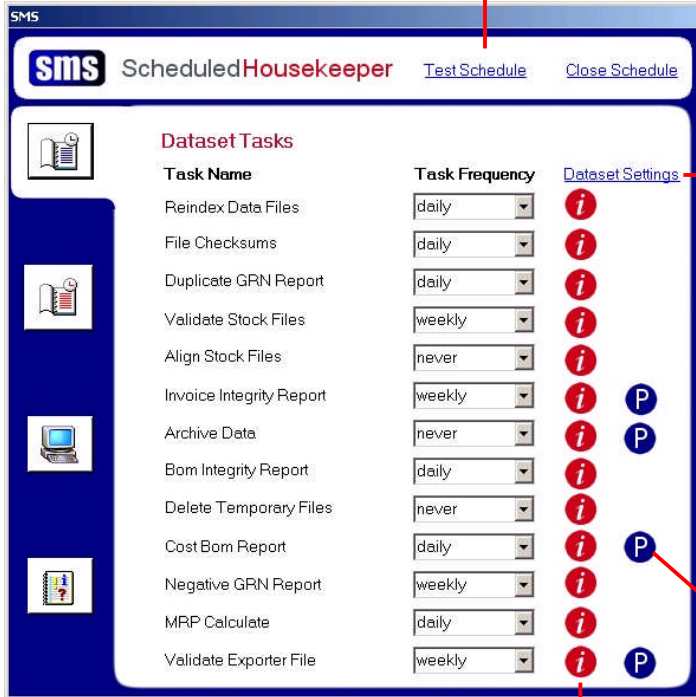
The Housekeeper is installed on a single PC, where a Service is set to run automatically. The program schedule can be seen by right clicking the icon in the menu bar.



## 2. Dataset Tasks



### MAIN SCREEN



Parameter Settings are used to select the run conditions in the same way as using the program manually – see the above example



The Information button provides more details of the chosen task

### BlueStone Solutions for Business

Unit A, Tayside Software Centre, Dundee Technology Park, Dundee, DD2 1TY  
 Tel: 0870 086 9055 Fax: 0870 086 9056 Email: sales@bluestone-solutions.co.uk www.bluestone-solutions.co.uk  
 South West office 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ Tel 01454 877695  
 Midlands office Imperial House, St Nicholas Circle, Leicester LE1 4LF Tel 0116 242 4023

### **Reindex Data Files**

Each data file in Line 100 and Sapphire has at least one index (except direct access data files), which is maintained by various programs within the software. The index integrity is essential as it is used to find data records, and this program is used to rebuild an index should it have become corrupt. In order to rebuild an index all users should be logged out of the related part of the software to prevent waiting messages occurring, and hence this routine is ideally suited to scheduled operation. The option rebuilds all the key indexes.

### **File Checksums**

Runs the program SDATACHK.COM that checks the integrity of the data within the SVNDATA folder (\*.REL files). The program is automatically installed in the same folder as the Housekeeper files.

### **Duplicate GRN report**

[This is a restricted report held under Sapphire System Manager, Utilities, Support Toolkit](#)

Sapphire programs use different methods to identify and alter GRN records, but all of these programs use the GRN number, Batch number, or Unique GRN number. These fields should therefore be unique within the system. This task runs the Duplicate GRN report under all three options (GRN number, Unique number, and Batch number). The user will need to check the spooler for the results. If this report discovers any duplicate GRNs then the SMS Helpdesk should be notified so that the appropriate action can be taken.

[Future developments will notify the user by email](#)

### **Validate Stock Files**

Failing to exit correctly from a Line 100 or SMS Sapphire application, or power failure during transaction processing could result in a damaged stock record leaving the stock balances incorrect. This task runs the Validate Stock routine on all stock items, analysing information within Sapphire to recalculate the 'In Stock', 'On Order', and 'Promised' figures against each stock item.

### **Align Stock Files**

Sapphire uses Sage Line 100 Stock Control database files together with its own databases to store other Sapphire specific information. This program is used initially during the system implementation stage to ensure that these files are correctly aligned. It may be run as required to confirm file integrity.

### **Invoice Integrity Report**

Invoicing data from Sapphire is written to a temporary postings file which is updated to the Sage ledger during the end of day routine. To ensure integrity of data between both systems this task compares Invoices in the Sapphire tables with the Sage Sales Ledger. Any variances are shown on the spooled report.

### **Archive Data**

It is recommended that the number of records in the system is reduced by archiving, to maintain system response speed. By using the parameter settings, records older than 12, 15, 18 or 24 months can be selected. The selection can be made to archive Purchase Orders, Sales Orders, Picking Lists, and Works Orders.

**NOTE !** [The initial archiving process may need to be run manually if there are a considerable amount of records in the system to be removed. Thereafter it can be run automatically on a weekly basis.](#)

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Unit A, Tayside Software Centre, Dundee Technology Park, Dundee, DD2 1TY

Tel: 0870 086 9055 Fax: 0870 086 9056 Email: [sales@bluestone-solutions.co.uk](mailto:sales@bluestone-solutions.co.uk) [www.bluestone-solutions.co.uk](http://www.bluestone-solutions.co.uk)

South West office 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ Tel 01454 877695

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### **BOM Integrity Report**

The function of this routine is to test that all Bill of Materials on the system are integral, and that there are no instances where links to lower levels have been removed or corrupted.

### **Delete Temporary Files**

These are internal Sapphire files, which can extend in size if not cleared down regularly. This process is necessary to keep the size of hard disk space wastage to a minimum, and to decrease the time taken by system backup (the files are created in the SVNDATA folder).

### **Cost BOM Report**

This event runs the program in All BOM mode (first to last). The 'Cost BOMs' transaction is run first, followed by the 'Print Costed BOM Report'. Quantity breaks will be the last costed default.

[Future development to add parameters for Quantity Breaks](#)

### **Negative GRN Report**

Except for BORROWED-OPEN GRNs stock should never be shown as negative. This task will produce a report on the spooler to enable the SMS Helpdesk to be notified of any errors for correction.

### **MRP Calculate**

For users of the MRP module, the MRP Calculate Requirements program can be run overnight. This will automatically accept all of the parameters set up in *MRP, Utilities, Parameters, Options*.

### **Validate Exporter File**

The SMS Exporter uses a Microsoft Access database file to store the exported data and the relationships between the various tables within the software. It is recommended that a data compact is run on this data daily; however, this file can still grow to a size that cannot be handled by the operating system. There is a limit on these files, which is 1 Gb. This event analyses the size of the file and alerts the user if it is nearing this limit. When it reaches a size of 900 Mb then an alert will be included in the schedule report.

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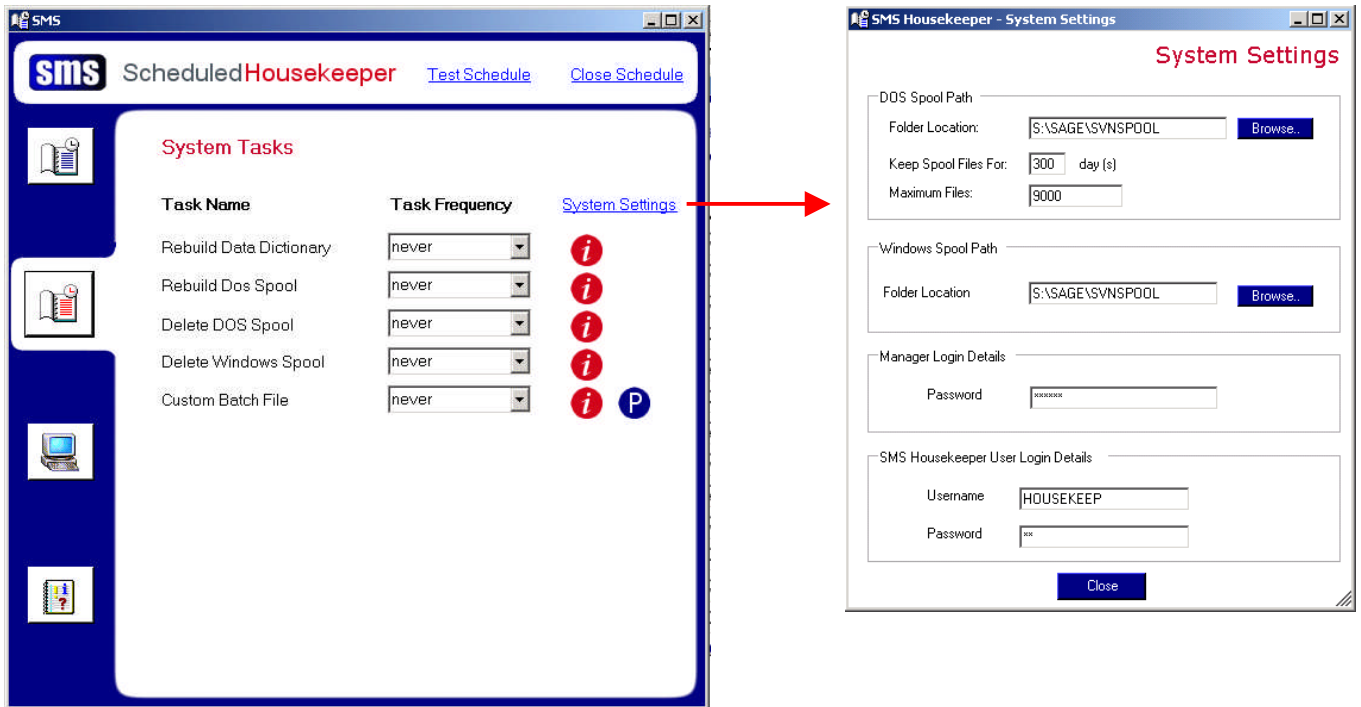
Tel: 0870 086 9055 Fax: 0870 086 9056 Email: [sales@bluestone-solutions.co.uk](mailto:sales@bluestone-solutions.co.uk) [www.bluestone-solutions.co.uk](http://www.bluestone-solutions.co.uk)

South West office 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ Tel 01454 877695

Midlands office Imperial House, St Nicholas Circle, Leicester LE1 4LF Tel 0116 242 4023

### 3. System Tasks

#### MAIN SCREEN



#### Rebuild Data Dictionary

Line 100 maintains a catalogue of all the files that are present within the system. If the catalogue is not rebuilt when upgrades are made, this will present a problem when adding options to user's menus as Line 100 will not recognise the Schema File Name and instead prompt for the DOS Name. By rebuilding the catalogue you can ensure that these problems do not occur. This is a critical routine, and it is essential that it runs successfully.

#### Rebuild DOS Spool

Rebuilds the master file that references all of the DOS spool files (.DFP) files in a particular spool folder. This should be run after Delete DOS spool files as the DOS spool file is not rebuilt in the same way as the Windows spool file.

#### Delete DOS Spool

Depending on the settings in the SVN4WIN.INI file, DOS spool files are either created when a printout is sent to the Windows spooler or ignored. There is a limit of 10,000 spool files in the DOS spool control file. If this limit is reached, printing will not be possible. SMS recommends that DOS spool files be periodically cleared down, and running this event will delete all DOS spool files after a selected period (see System Settings).

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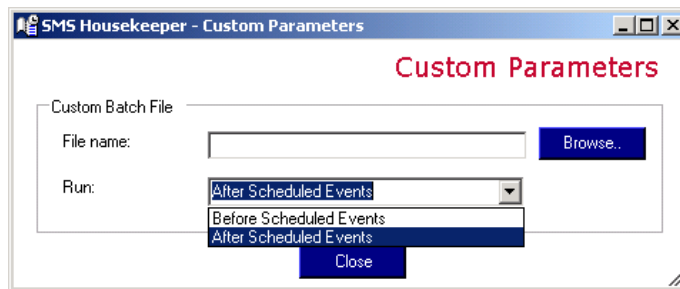
Unit A, Tayside Software Centre, Dundee Technology Park, Dundee, DD2 1TY  
 Tel: 0870 086 9055 Fax: 0870 086 9056 Email: sales@bluestone-solutions.co.uk www.bluestone-solutions.co.uk  
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### Delete Windows Spool

The Windows Spool Control file has the same restrictions as the DOS Spool (see above). It is rebuilt by deleting all of the .WFP files in the SVNSPOOL folder, and then logging back into Line 100. This event is usually set to run 'Never' by default as many companies may want to keep certain older spool files for audit/reference purposes. Where files do not need to be retained, this may be set to run 'Weekly'.

### Custom Batch File

Whilst running batch files can easily be set up through the Windows Scheduler, it is beneficial to have it set up as an event on the Housekeeping Scheduler so that it can be better integrated into the overnight routines. This is particularly relevant for users operating 'split systems' where files need to be copied to and from Sage L100 and SMS. The number of programs that can be run through this event is only limited by time constraints. The task has a user defined priority to run at the start or the end of the scheduled events.



Future development will allow the user to enter 'Autokey' keystrokes

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Unit A, Tayside Software Centre, Dundee Technology Park, Dundee, DD2 1TY  
Tel: 0870 086 9055 Fax: 0870 086 9056 Email: sales@bluestone-solutions.co.uk www.bluestone-solutions.co.uk  
South West office 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ Tel 01454 877695  
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### 4. Housekeeper Settings

Note that multiple email addresses are permitted



Emailed Report

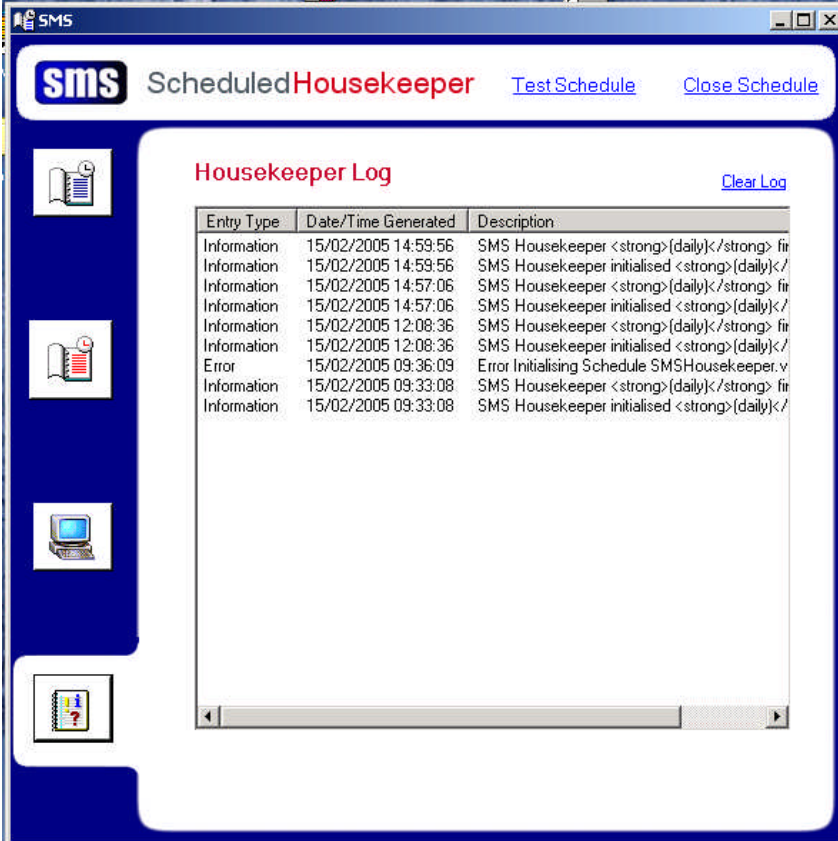


| Result | Date                | Message   |
|--------|---------------------|---|
|        | 10/12/2004 19:39:36 | SMS Housekeeper <b>(daily)</b> finished. 16 out of 17 tasks ran successfully.   |
|        | 10/12/2004 19:39:36 | SMS Housekeeper Task negativgrns finished.  |
|        | 10/12/2004 19:39:10 | SMS Housekeeper Task deletetempfiles finished.  |
|        | 10/12/2004 19:38:44 | SMS Housekeeper Task gmreport finished.   |
|        | 10/12/2004 19:38:18 | SMS Housekeeper Task invoiceintegrity finished.   |
|        | 10/12/2004 19:10:49 | SMS Housekeeper Task sdatacheck finished.   |
|        | 10/12/2004 19:10:38 | SMS Housekeeper Task windowsspool finished.   |
|        | 10/12/2004 19:10:38 | SMS Housekeeper Task exporter finished.   |
|        | 10/12/2004 19:10:38 | Could not find the file C:\purchldger.csv. The size of the file was not checked.  |
|        | 10/12/2004 19:10:38 | SMS Housekeeper Task alignstock finished.   |
|        | 10/12/2004 19:10:26 | SMS Housekeeper Task mrpcalculate finished.   |
|        | 10/12/2004 19:10:04 | SMS Housekeeper Task validatestock finished.  |
|        | 10/12/2004 19:09:28 | SMS Housekeeper Task archive did not finish running. As this is not a system task an attempt will be made to move to the next task.           |
|        | 10/12/2004 18:53:02 | SMS Housekeeper Task bomintegrity finished.   |
|        | 10/12/2004 18:52:38 | SMS Housekeeper Task costbom finished.  |
|        | 10/12/2004 18:52:05 | SMS Housekeeper Task reindexall finished.   |
|        | 10/12/2004 18:48:02 | SMS Housekeeper Task rebuilddata finished.  |
|        | 10/12/2004 18:45:59 | SMS Housekeeper Task rebuilddosspool finished.  |
|        | 10/12/2004 18:45:33 | SMS Housekeeper Task dosspool finished.   |
|        | 10/12/2004 18:45:29 | SMS Housekeeper initialised <b>(daily)</b> on computer EDITOR. Schedule due to start at 10/12/2004 18:45:00 and finish by 11/12/2004 02:00:00 |

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Unit A, Tayside Software Centre, Dundee Technology Park, Dundee, DD2 1TY  
 Tel: 0870 086 9055 Fax: 0870 086 9056 Email: sales@bluestone-solutions.co.uk www.bluestone-solutions.co.uk  
 South West office 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ Tel 01454 877695  
 Midlands office Imperial House, St Nicholas Circle, Leicester LE1 4LF Tel 0116 242 4023  
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## 5. Housekeeper Log



**SMS Scheduled Housekeeper** [Test Schedule](#) [Close Schedule](#)

**Housekeeper Log** [Clear Log](#)

| Entry Type  | Date/Time Generated | Description  |
|-------------|---------------------|--|
| Information | 15/02/2005 14:59:56 | SMS Housekeeper <strong>(daily)</strong> fir         |
| Information | 15/02/2005 14:59:56 | SMS Housekeeper initialised <strong>(daily)</strong> |
| Information | 15/02/2005 14:57:06 | SMS Housekeeper <strong>(daily)</strong> fir         |
| Information | 15/02/2005 14:57:06 | SMS Housekeeper initialised <strong>(daily)</strong> |
| Information | 15/02/2005 12:08:36 | SMS Housekeeper <strong>(daily)</strong> fir         |
| Information | 15/02/2005 12:08:36 | SMS Housekeeper initialised <strong>(daily)</strong> |
| Error       | 15/02/2005 09:36:09 | Error Initialising Schedule SMSHousekeeper.v         |
| Information | 15/02/2005 09:33:08 | SMS Housekeeper <strong>(daily)</strong> fir         |
| Information | 15/02/2005 09:33:08 | SMS Housekeeper initialised <strong>(daily)</strong> |

## ACKNOWLEDGEMENTS

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### BlueStone Solutions for Business

Unit A, Tayside Software Centre, Dundee Technology Park, Dundee, DD2 1TY  
 Tel: 0870 086 9055 Fax: 0870 086 9056 Email: sales@bluestone-solutions.co.uk www.bluestone-solutions.co.uk  
 South West office 2430/2440 The Quadrant, Aztec West, Almondsbury, Bristol, BS32 4AQ Tel 01454 877695  
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