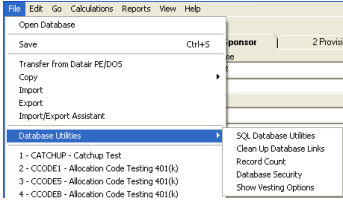

 **DATAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

Opening Database Utilities From File on the Menu Bar




 **DATAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

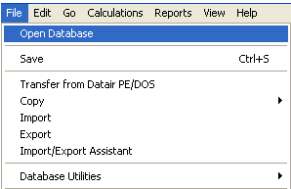
Options Vary Depending on Database


- Two Types of Databases
 - Sequel (SQL) Database
 - Access Database
- Functions Available to Either Database
 - Clean Up Database Links
 - Record Count
 - Database Security
 - Vesting Options
- Unique to SQL Databases--The SQL Database Utilities Option
- Unique to Access Databases--The Compress Database Option

 **DATAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

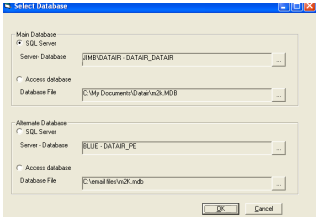
Changing Databases




 **DATAAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

Changing Databases





 **DATAAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

Clean Up Database Links

- Use this Function with Caution
Consider this option if performance becomes an issue
Contact DATAIR Technical Support first
- Backup your Database First
- Save the Log



 **DATAAIR**
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

Record Count

- Investment Usage
- Plan and Employee Counts
- Vesting Options
- Plan Formulas
- Integrated Plans

DC/Win Database Utilities

Select Count Type from Dropdown

Record Count

- Show Investment Usage
- Record Count for C:\email\test\m2k.mdb
- Investment Usage
- Investment Usage (Show All Investments)
- Company/Plan and Employee Counts
- Company/Plan and Employee Counts (All Companies)
- Show Investment Usage
- Show Plan Formulas
- Show Integrated Plans

DC/Win Database Utilities


Investment Usage

- Number of Plan Using that Investment
- Aggregate Dollar Amount/Shares for Most Recent Plan Year
- Displays Description, Ticker and CUSIP
- Cash or Share Based
- Unique to This Plan Definition
- May Limit to All Investments or Used Only

DC/Win Database Utilities

Investment Usage


Investment	Ticker Symbol	CUSIP	Cash	Loan	Plan Count	Accounts	Shares	Unique to the Plan (mtd)
Investment								
Investment	Washington M	WAFF 04			1	\$100,079.90	0.000000	12689
AREBA - Bond Ind of Amer	AREBA				2	\$12,204.60	0.000000	12784
AREDA Income Fund of Am	AREDA				3	\$30,916.27	0.000000	12772
AREDA-Bond Fund of Am	AREDA				4	\$37,567.47	0.000000	12783
ARF-ecorp					1	\$9,324.18	0.000000	12695
ARISA Growth Fund America	ARISA				4	\$174,298.90	0.000000	12782
ARISA AF Cap Income	ARISA				1	\$88,468.96	0.000000	12687
ARISA-Capital Growth	ARISA				1	\$315,957.70	0.000000	12687
ARISA Growth Fund P5	ARISA				2	\$25,824.22	0.000000	12687
Ad					1	\$0.00	0.000000	12687
B Hill Spq					1	\$0.00	0.000000	13039
Balance					1	\$414,252.10	0.000000	12685
Balance					1	\$86,584.96	0.000000	TRAVELERS2 1259



DC/Win Database Utilities

Plan and Employee Count


- Number of Plans by Company
 - Identified by Company Ident
 - Identified by Company Name
 - Associated Plans identified by Plan Ident
- Number of Employees in Company



DC/Win Database Utilities

Vesting Options


- Especially Useful for Identifying Plans subject to PPA change
- Identifies Plans by Plan Ident
 - Vesting Listed by Plan Year
 - Vesting Listed by Contribution Source



DC/Win Database Utilities

Plan Formulas and Integrated Plans


- Identifies Plans by Plan Ident and by Plan Name
 - Formulas Listed by Plan Year
 - Formulas Listed by Contribution Source

 DATAIR
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

System Security


- Common to Access or SQL Databases
- Database Specific
- Currently Limited to Database Access (not Plan Specific)
- Important to Change Login
- Add Users or Edit Passwords
- Existing Logins may be Copied

 DATAIR
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

SQL Database Utilities


- Applies to SQL Databases Only
- Applications
 - Set Up Backups
 - Back Up Immediately
 - Restore Database from Back Up
 - Repair Data Logins
 - Check Performance
 - Change Timeout Settings

 DATAIR
EMPLOYEE BENEFIT SYSTEMS, INC.

DC/Win Database Utilities

Backups

- Set Up Maintenance Plan
 - Scheduling of Daily Backup
 - Cycle Repeats Weekly so Files Overwritten Weekly
 - Use Setup Button to Schedule
- Important—Setup does not Implement Backup!
 - SQL Server Agent must be Running
 - Access Agent on Database Server using SQL Server Service Manager in the System Tray
- Backup Database Now Also Available



DC/Win Database Utilities

Important Notes

- Verify Periodically that Backup Files are Created
 - View File Names and Dates
- This is not a Substitute for External Backup!
 - Hard Drive Failure would Render Backup Files
 - Remember, Files Overwritten Weekly
