



Autosoft
FLEXTM

DMS
File Utilities & Settings

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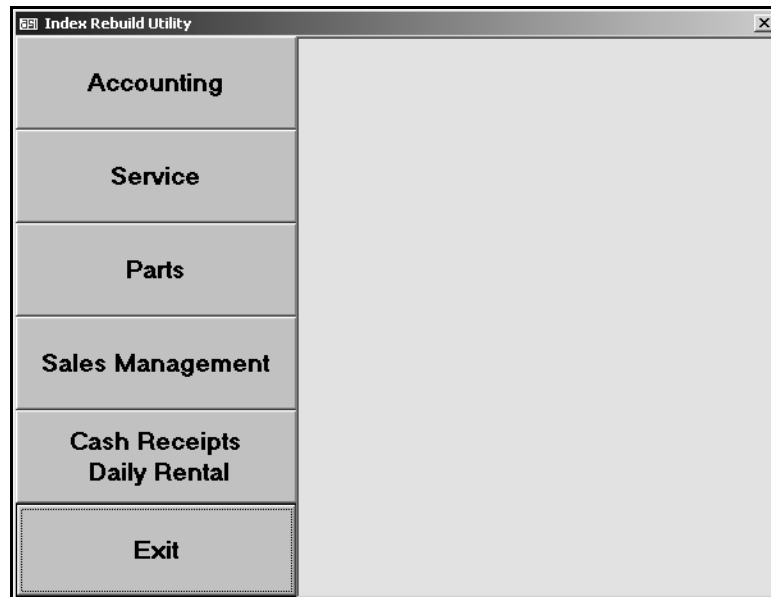
File Utilities & Settings

The Autosoft DMS File Utilities & Settings module allows you to run utilities that ensure your system is up to date and running correctly. You can view the error history, rebuild files, and perform a software update. The File Utilities & Settings menu displays the software build date and the date of the last client update for your reference. You also set the default printer information for the workstation in this module.



File Rebuild Utility

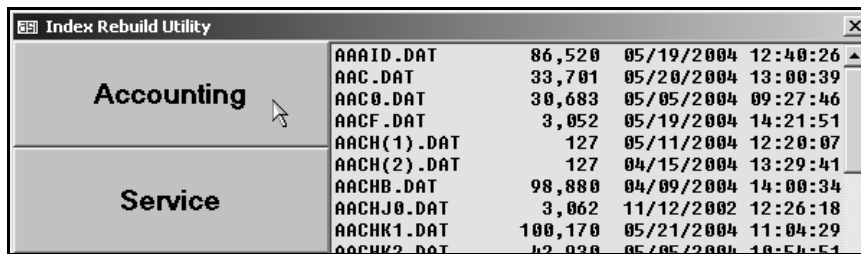
The File Rebuild Utility rebuilds your index files. You select to have the utility scan all or selected files. If the scan detects corrupt data, the system attempts to rebuild the file to correct the problem.



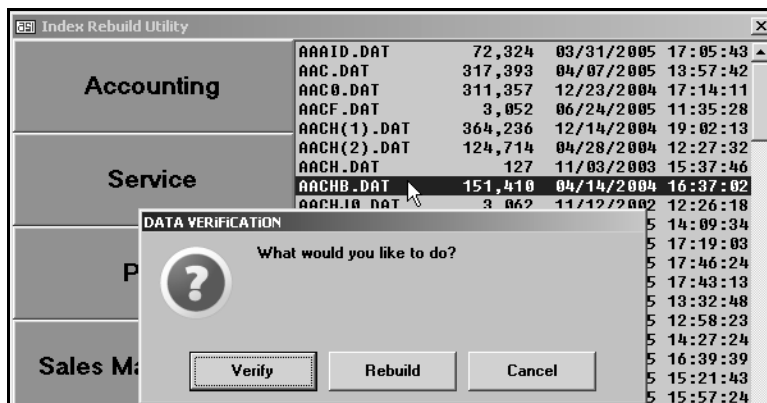
Verifying/Rebuilding a Specific File

You would select to rebuild a file if you get an error that indicates there is a problem with the file. When you call the Autosoft Support Desk, a support representative may tell you to rebuild a file. You would complete the following steps.

1. Click **File Rebuild Utility** on the File Utilities & Settings menu.
2. Click the button on the left side of the screen that corresponds to the area of the program you want to check. You can tell which area of the program a file is in by the file's name. Files beginning with
 - AA are in Accounting,
 - AS are in Service,
 - AP are in Parts,
 - AC, AD, AM, and AT are in Sales Management, and
 - AB, AK, and AR are in Cash Receipts or Daily Rental.
3. The window on the right side of the screen displays a list of files for the selected area of the program.



4. Click the file you want to verify or rebuild.
5. When prompted, click the button that corresponds with whether you want to verify or rebuild the file. (See page 3 for explanations of each option.)

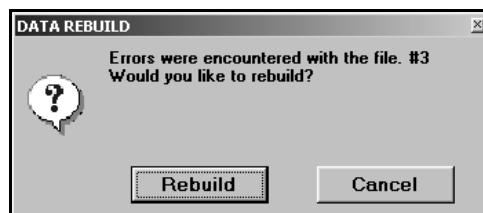


Verify: Click this button to check the file. The system will scan the file.

- If the file is good, the system will display a message indicating it did not find any errors. Click **OK** to acknowledge the message.

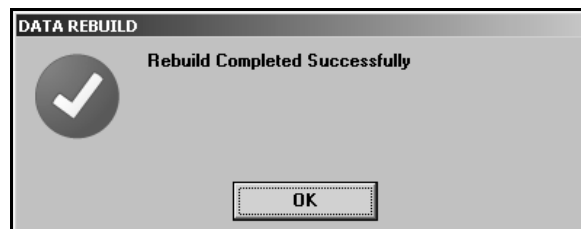


- If the system finds errors in the file, it will prompt you to rebuild the file. Click **Rebuild**.

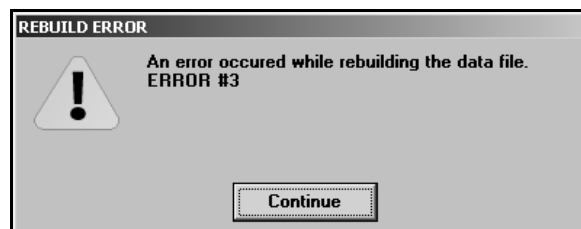


Rebuild: Click this button to rebuild the file without scanning it.

- If the system can rebuild the file, it will display a message indicating it successfully rebuilt the file. Click **OK** to acknowledge the message.



- If the system cannot rebuild the file, it will display a message indicating an error occurred during the attempt to rebuild. Click **Continue** to acknowledge the message. Call Autosoft for assistance.



Verifying All Files

Each module has an option that allows you to verify all of the files in the module. This is useful if you want to check for problems but do not have a specific file that needs to be verified or rebuilt.

1. Click **File Rebuild Utility** on the File Utilities & Settings menu.
2. Click the button on the left side of the screen that corresponds to the area of the program you want to check.
3. The window on the right side of the screen displays a list of files for the selected area of the program.
4. Scroll down to the bottom of the file list and click **Verify All** in the list.



5. The system will scan all of the files and automatically rebuild any files with errors. When it is finished, the system will display the status for each file in the list.

Index Rebuild Utility			
Accounting	AAAI.DAT	119,448	GOOD
	AAC.DAT	135	GOOD (NI)
	AAC0.DAT	268,602	SUCCESS
	AACF.DAT	266,087	GOOD
	AACH(1).DAT	268,099	GOOD (NI)
Service	AACH(2).DAT	3,052	GOOD (NI)
	AACHB.DAT	179,324	GOOD
	AACHJ0.DAT	635	GOOD
	AACHK1.DAT	74,160	GOOD
	AACHK2.DAT	1,531	REBUILD FAILED #3

Good: This status indicates nothing was wrong with the file.

Good (NI): This status indicates the data file is not indexed, so it cannot be verified or rebuilt.

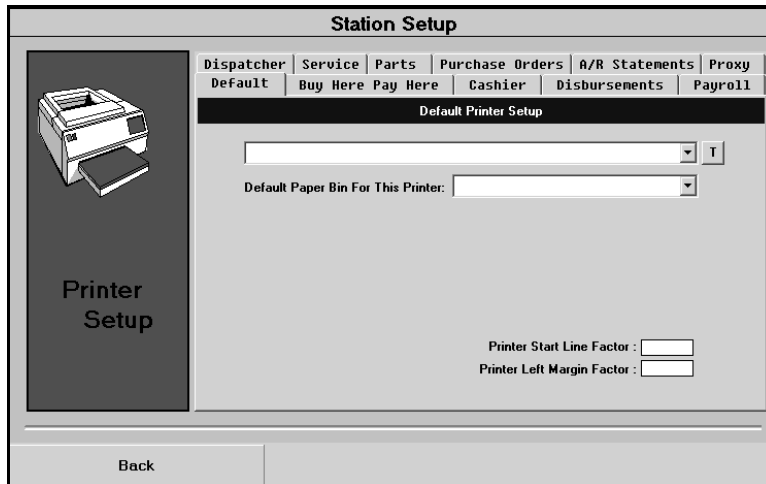
Success: This status indicates there was a problem with the file and that the rebuild was successful.

Rebuild Failed #: This status indicates there was a problem with the file and that the rebuild failed. Call Autosoft for assistance.

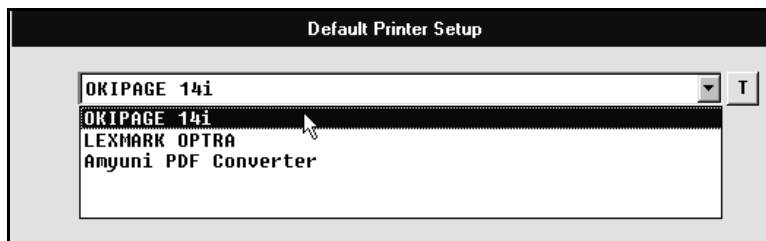
Settings

The Station Setup screen allows you to set the printer information for this workstation. The screen is made up of tabs for different areas of the program. You use each tab to set the default printer you want to use for each area. The settings you enter only affect this workstation.

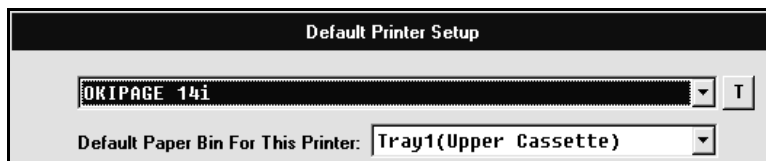
1. Click **Settings** on the File Utilities & Settings menu to open the Station Setup. The Default tab is displayed. You use this tab to select the default printer for this workstation.



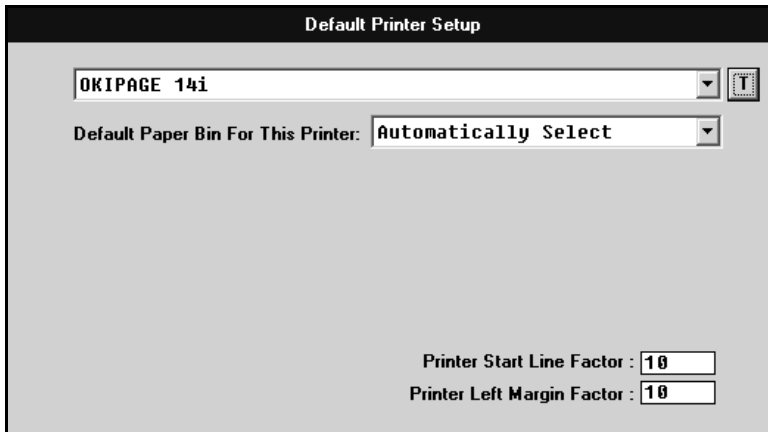
2. Use the first drop-down list to select the printer you want to use as the default printer for this workstation. All available printers on the workstation appear in the list.



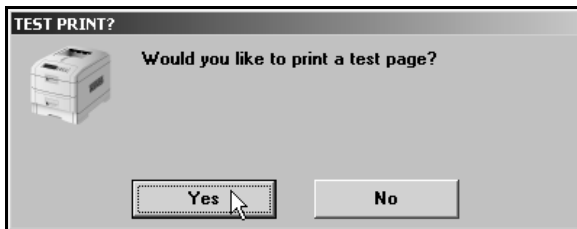
3. The **Default Paper Bin For This Printer** field automatically displays a default paper bin/tray for the printer. If necessary, use the drop-down list to select a different bin.



4. The **Printer Start Line Factor** determines the top margin. This determines how far down on the page the text starts printing. Enter the appropriate value. You will need to enter large values to visually see a difference in the print.
5. The **Printer Left Margin Factor** determines the left margin for the page. This determines how far to the left or right the text will start printing on the page. Enter the appropriate value. You will need to enter large values to visually see a difference in the print.



6. Click **T** to print a test page using the values you set.
7. Click **Yes** when prompted to verify you want to print a test page.



8. Check the printout and adjust the values as needed.
9. For each area of the program you use, click the corresponding tab and repeat steps 2-8.
10. When you are finished, click **Back**. The system automatically saves the changes.

Support

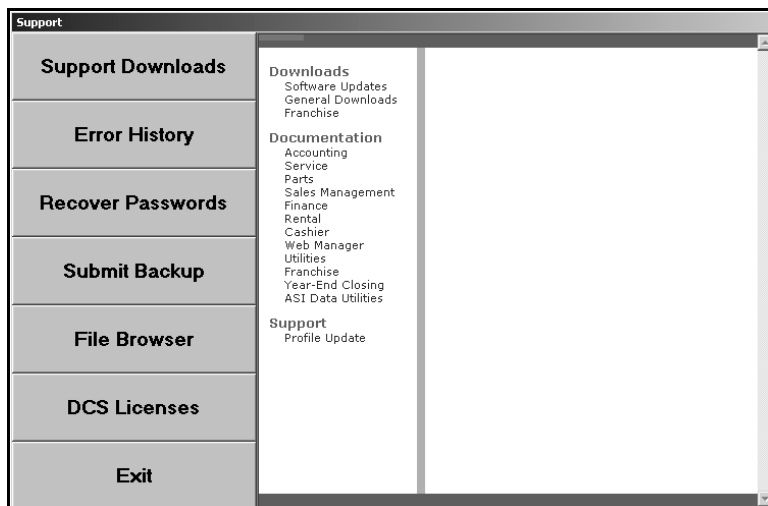
The **Support** button opens the Support menu. This menu contains options for various utilities. You can access software downloads and documentation, view the error history, send your system passwords to Autosoft, or submit a backup to Autosoft. There is also a utility you can use to browse for files on your computer.



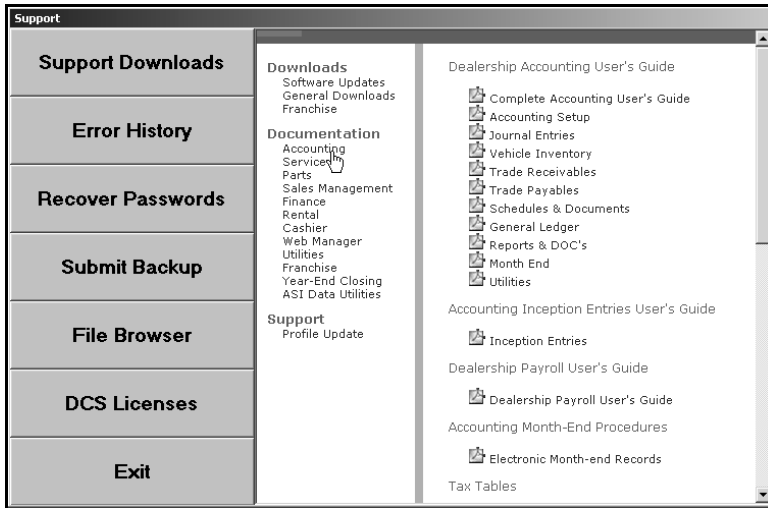
Support Downloads

This button connects you to a page where you can access software downloads and documentation from Autosoft. Before you select an update or other available downloads, verify you actually need to download the item. All documentation is in PDF format, so you will need a PDF viewer (such as Adobe® Acrobat® Reader®) to view the information.

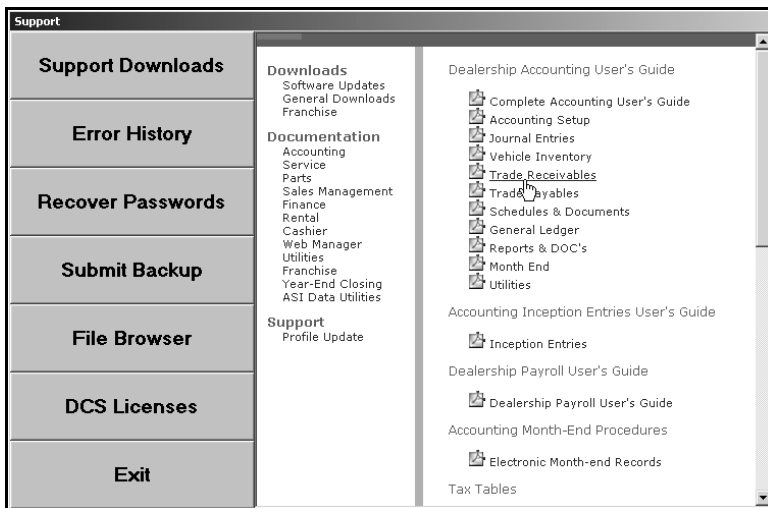
1. Click **Support Downloads**. The right side of the menu displays the Downloads and Documentation links.



- Click a link to view the available downloads or documentation for each area. The available downloads or documentation for the link you selected is displayed to the right.



- Click the link on the right that corresponds to the download or documentation you want to select.



- If you are downloading software or an update, follow the instructions on your screen. If you are viewing documentation, you can print the documentation or save it to your hard drive for future viewing.
- Selecting another option on the Support menu automatically clears the downloads and documentation lists from the right side of the menu.

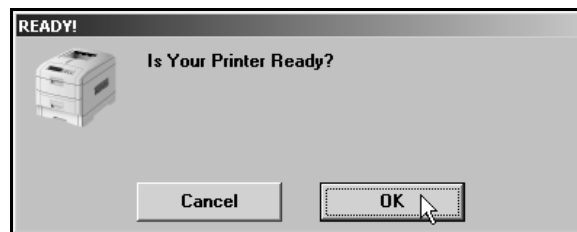
Error History

Click **Error History** to view a list of errors the system has recorded. For each error, the screen lists the date and time the error occurred, the error ID, a description of the error, the operator who received/caused the error, and the operator's operating system. This feature is useful in helping to identify reoccurring errors that you may be encountering.

Error History			
09/21/2005	07:37:23	ID 10,	Open/Make Error # 40-19 in FRMMAIN on DEV1304(WINXP)
09/20/2005	13:30:22	ID 10,	Open/Make Error # 40-19 in FRMMAIN on DEV1304(WINXP)
09/19/2005	10:29:35	ID 10,	Open/Make Error # 40-19 in FRMMAIN on DEV1304(WINXP)
09/13/2005	11:01:18	ID 90,	Read Error # 6-1 in AAPRM on SR1113(WINXP)
09/13/2005	10:44:11		Trade A/P Schedule Is Out Of Balance on SR1113(WINXP)
09/06/2005	16:37:22		Detail Forward Schedules Are Out Of Balance on SR1113(WINXP)
08/29/2005	09:43:41	ID 30,	Record Unlock Error # 7-0 in AKMENU on SR1107(WINXP)
08/23/2005	10:17:20	ID 60,	Open Error # 6-1 in APRP4 on ASST_MANAGER(W2K)
08/22/2005	14:51:57	ID 1,	Position Error # 20-3 in APMENU on SR1103(WINXP)
08/19/2005	11:32:38		Trade A/P Schedule Is Out Of Balance on SR1111(WINXP)
08/19/2005	08:51:14		Detail Forward Schedules Are Out Of Balance on SR1111(WINXP)
08/19/2005	08:51:58	ID 40,	Record Delete Error # 20-10 in ASUDU on SR1107(WINXP)
08/16/2005	11:55:40	ID 1,	Open Error # 40-19 in ASMENU on SR1107(WINXP)
08/01/2005	15:05:42	ID 1,	Open Error # 40-19 in ASMENU on SR1107(WINXP)
08/01/2005	13:48:27	ID 1,	Open Error # 40-19 in ASMENU on CP-LAPTOP(WINXP)
08/01/2005	13:48:00	ID 1,	Open Error # 40-19 in ASMENU on SR1107(WINXP)
08/01/2005	13:46:56	ID 1,	Open Error # 40-19 in ASMENU on CP-LAPTOP(WINXP)
08/01/2005	13:46:20	ID 1,	Open Error # 40-19 in ASMENU on SR1107(WINXP)
08/01/2005	13:41:58	ID 1,	Open Error # 40-19 in ASMENU on SR1107(WINXP)
07/28/2005	10:02:47	ID 1,	Open Error # 40-19 in ASMENU on CP-LAPTOP(WINXP)

Back Print

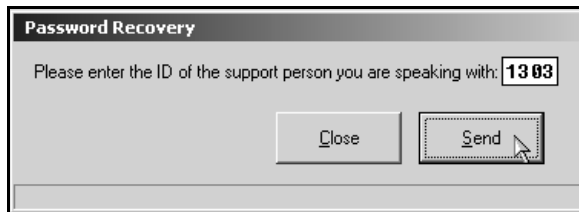
You can print the information by clicking **Print** on the bottom of the Error History screen. Click **OK** when prompted to verify your printer is ready.



Recover Passwords

This utility allows your system to send your system passwords to Autosoft. This is a useful utility when users forget their passwords. Only users authorized to have access to passwords should use this utility. The Autosoft Support Desk will not give out passwords to individuals who are not authorized to have them.

1. Click **Recover Passwords** on the Support menu.
2. Type the Autosoft support person's ID number, and click **Send**. This is the support person's telephone extension.

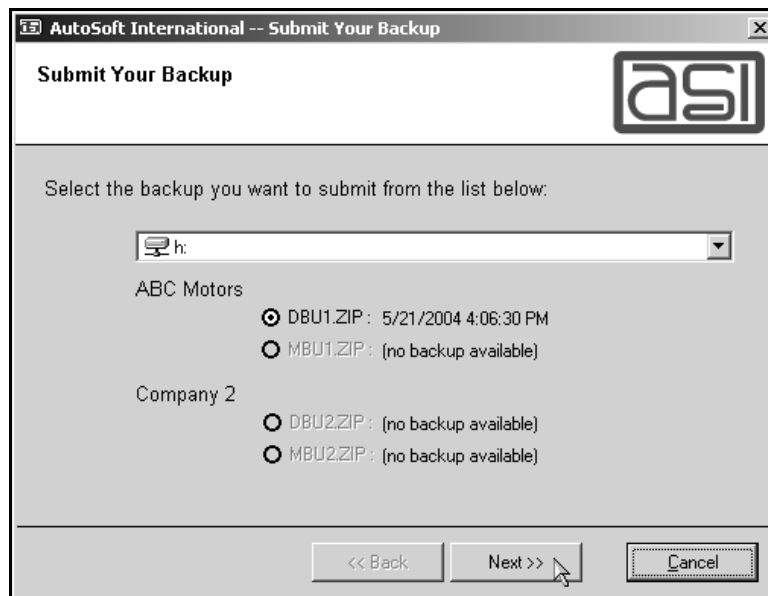


3. When you see a "Passwords successfully sent to Autosoft support" message, click **Close**.
4. Contact Autosoft to inform the support desk the passwords have been sent. A support representative will review the passwords.

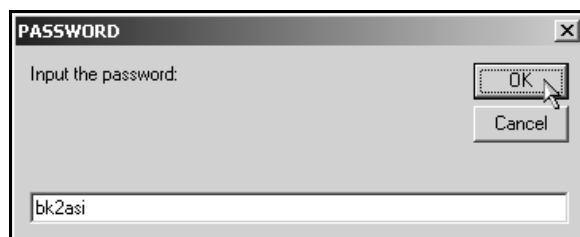
Submit Backup

When you call the Autosoft Support Desk for assistance, a support representative may tell you to submit a backup so the individual can research a problem you are experiencing. You use this utility to submit the backup. Do not submit a backup unless a support desk representative tells you to submit one. The support representative will tell you if you need to submit a daily or monthly backup.

1. Click **Submit Backup** on the Support menu.
2. Select the drive where the backup is located, and click to select the backup you need to send.
3. When you are finished, click **Next**.



4. The system tries to match the backup to its source location. If it cannot do this, it prompts you to enter an account number. Type your Autosoft account number, and click **OK**. The account number must be six characters long.
5. When prompted for a password, type **bk2asi**.



6. The program tests the backup to ensure it is good and sends it to the ftp site. Click **Close** to exit the window.

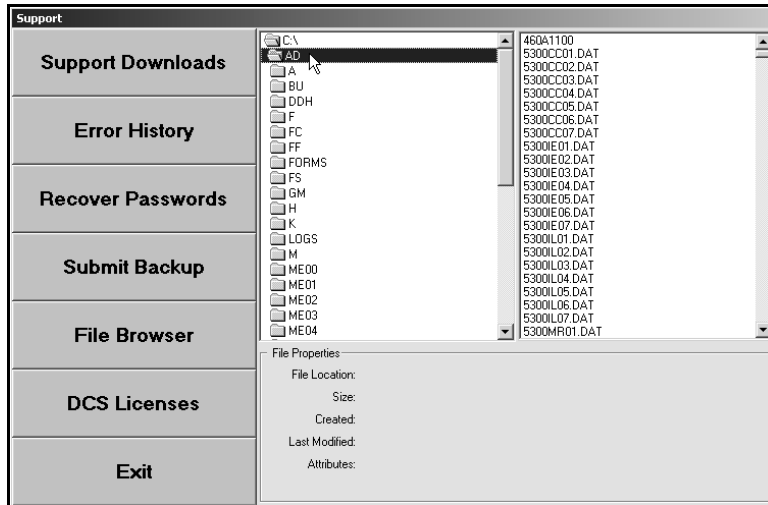


You should contact the Autosoft Support Desk Representative you are working with and inform him or her you successfully submitted the backup. The support representative will review the backup and contact you about what he or she discovers.

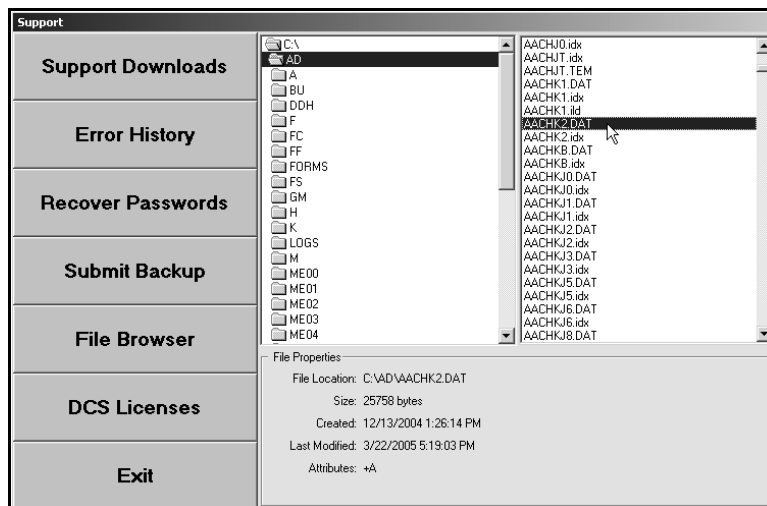
File Browser

You use the File Browser utility to locate files. You cannot use this utility to view the actual file; you can only use it to locate a file and identify the creation date and file size.

1. Click **File Browser** on the Support menu.
2. The right side of the menu displays a list of folders. Double-click a folder in the list. The far right window displays the folder's contents.



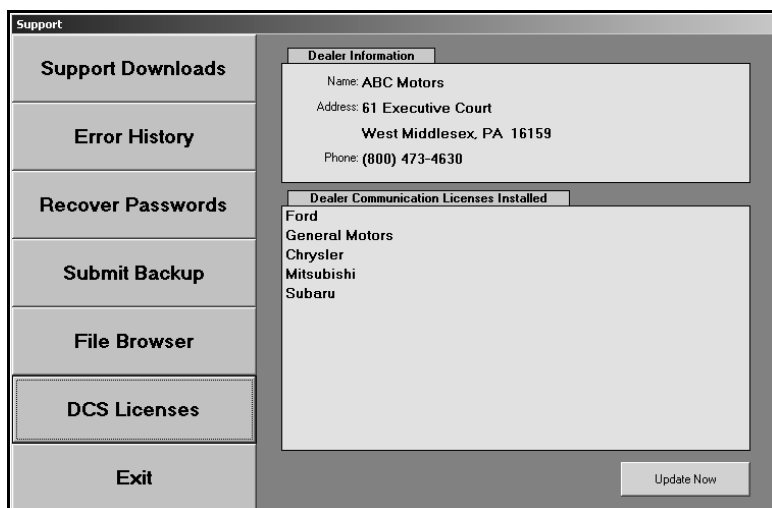
3. Click a file in the far right window, and the bottom of the screen displays the file's information. In addition to the file's location and size, the screen displays the file's creation date and time and the date and time the file was last modified.



DCS Licenses

This DCS Licenses option allows you to view the DCS licenses that are installed on your system. Licenses are required for all manufacturer interfaces *except financial statements*. You can contact Autosoft and make arrangements to obtain the licenses you need, and then you use the DCS License feature to refresh the list.

1. Click **DCS Licenses**. The top part of the screen displays your dealership's information, and the bottom part of the screen displays the DCS licenses installed on your system.



2. If you have made arrangements with Autosoft for an additional license, update the list by clicking **Update Now**.
3. The system will connect to Autosoft and download the new license. The new license will appear in the list.

Web Software Update

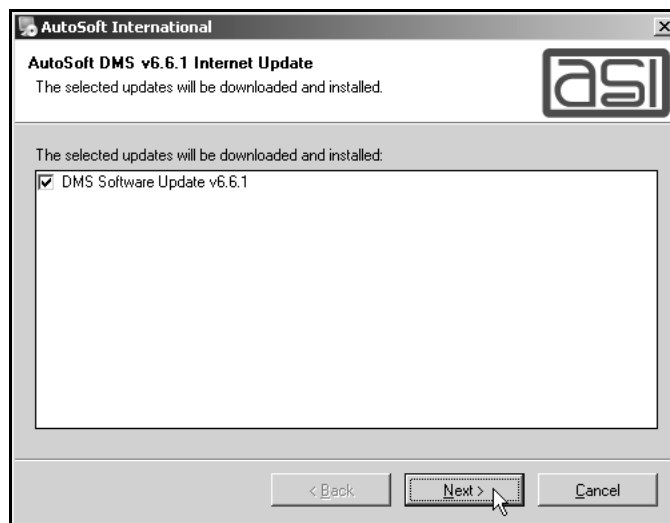
The Web Software Update installs the latest version of the Autosoft DMS software of your server. Once the web update is complete, the latest version of the software is installed on the server. When a user opens the Autosoft DMS software on a workstation, the client update automatically runs on that workstation and updates that workstation with the latest version of the software.

Important: Please note that a Web Software Update and a Client Update are not the same. The Web Update installs the latest version of the Autosoft DMS software on your server. The Client Update pulls the latest version of the software from your server and installs it on the workstation you run the Client Update on. You can force a client update by clicking **Start**, pointing to **Programs**, pointing to **Autosoft Applications**, and clicking **Client Update**.

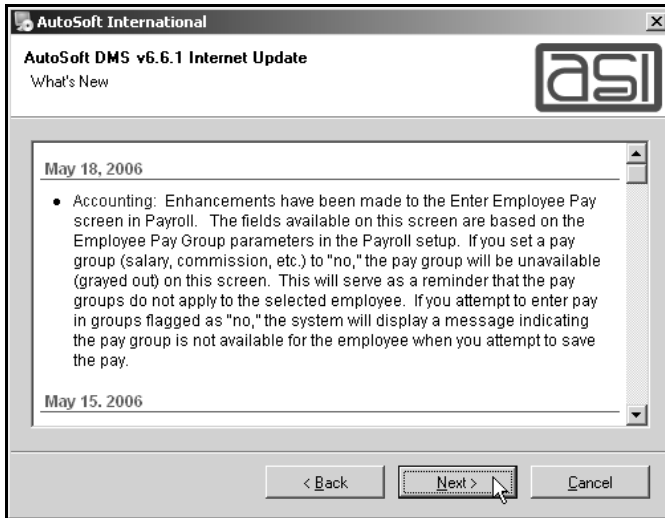
1. Click **Web Software Update** on the File Utilities & Settings menu.
2. The system will indicate the update that needs to be run.

If your system contains the latest updates, the screen will indicate there are no updates available. Click **Cancel** to cancel the update. When prompted to verify you want to abort the update, click **Yes**. This will cancel the update and close the system.

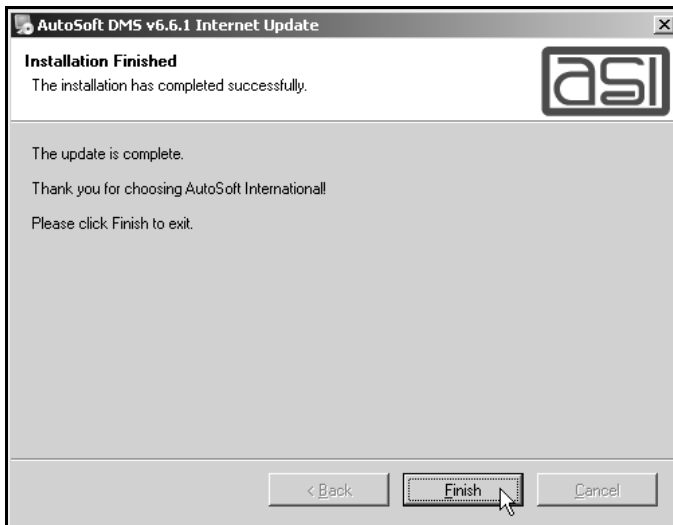
3. Click **Next** to begin.



4. A “What’s New” screen appears. This lists the changes that have been added to the ASI DMS software recently. Read the changes, and click **Next** to continue with the update.



5. The updates are installed on your system.
6. The system will display a message indicating the update is complete. Click **Finish**.



7. Double-click on the **ASI DMS** icon to reopen the program.
8. The client update begins installing the files on the workstation. When the update is complete, the Autosoft DMS main menu opens.

Dates on the File Utilities Menu

The File Utilities & Settings menu displays the software build date and the date of the last client update. These two dates should always be within a short time of each other. You should perform a software update from the web if there is a discrepancy between the two dates.



Software Build Date: This is the date and time that Autosoft released the software update to the web.

Last Client Update: This is the date and time of the last client update. This date indicates the last time you received any updates from the web.

Error Messages after the Software Build Date

If the following error messages appear after the Software Build Date, you must perform another web update to ensure the system has been updated and that everything is installed correctly.

Error during download: The last attempt to perform a web update failed during the download.

Error during update: The last attempt to perform a web update failed during the updating of the AD folder. This means that the system did not update completely.

Error Messages after the Last Client Update

If the following error messages appear after the Last Client Update date, you must perform another web update to ensure the system has been updated and that everything is installed correctly. You should never see Last Client Update errors unless you have more than one company. The client update will run every time you load Autosoft DMS until it has updated successfully.

Error during application update: An error occurred during the updating of the software applications on this computer.

Error during help update: An error occurred during the updating of the help files.

Conclusion

This completes the instructions for using the Autosoft DMS File Utilities & Settings module. You should reference the manual as you work until you are comfortable with the procedures. When you do have questions, press F1 to display the help page so you can read detailed information about each screen. If you cannot find the information you are looking for, call the Autosoft Support Desk at (800) 473-4630 for assistance.