# **Chapter 14: System maintenance**

In this chapter we'll be looking at a few of the maintenance functions of CMO and how best to use them.

### **Backup and restore**

It is always important to have backups of critical data. The problem we all face is how to collect all that critical data, and how to be sure we've found it all.

CMO stored most of its data in a database file, which you create when you first start the system. But there are other components that are not stored in that database file, which can still be considered critical. Things like Bible files, images, and system settings.

To automate the process of collecting all this data, CMO comes with a backup and restore function. You can find these functions under the "File  $\rightarrow$  Data" menu.

#### Backup

To backup CMO into a ZIP file, go to the "File  $\rightarrow$  Data  $\rightarrow$  Backup..." menu.

Backup Church Music Organiser	×	
This function will backup all user-created data components of Church Music Organiser.		
Include		
Select the items to include in this backup		
<ul> <li>✓ Current DB (cmo.db)</li> <li>✓ Settings</li> <li>④ Bible data files</li> <li>④ ✓ Images</li> </ul>		
<u>O</u> K <u>C</u> ancel		

From this dialog you can specific what components of CMO you want to include in the backup. For instance, you might not want to include all the images, or you might want to leave out the Bible files. By default all options are turned on, and we will assume this is what we want to do now. Click "OK" to continue.

<b>••</b>	Create Back	p File			×
🔄 🦻 🝷 🕇 📕	→ This PC → Windows8_OS (C:) → TEMP → CMO	v d	Search CMO		٩
Organize 🔻 Ne	w folder				0
Desktop     Documents     Downloads     Music     Pictures     Videos     Windows8_OS		Date modified items match your search.	Туре	Size	
File <u>n</u> ame: Save as <u>t</u> ype:	my backup Backup Files (*.bak)				~
Alide Folders			<u>S</u> ave	Cancel	

You will be asked for a backup file name. Select the folder where you want to put the backup file, enter a file name, and click "Save".

	Backup Church Mu	sic Organiser	×
This functi Music Orga	ion will backup all user-create aniser.	d data components of (	Church
Include			
Processi	ng		
Adding Adding Adding Adding Adding Adding Adding Adding Adding Adding Adding Adding	<pre>image CN-olwp3.jpg image CN-olwp4.jpg image CN-olwp5.jpg image CN-olwp6.jpg image Desert.jpg image Dock.jpg image s-wp6.jpg image Forest.jpg image Ceean Leaf.jpg image Ocean Leaf.jpg image Thumbs.db backup file te</pre>		<
		<u>o</u> k <u>c</u>	ancel

CMO will then create a ZIP file and put all the selected items into it. When it's finished you will receive this message.



#### Restore

To restore your data from a backup, go to the "File  $\rightarrow$  Data  $\rightarrow$  Restore..." menu.

Select Backup File         ×			×
🔄 🏵 🔹 🕇 🌗 > This	PC → Windows8_OS (C:) → TEMP → CMO	✓ C Search CMO	م
Organize 🔻 New folder			!≕ ▼ 🔲 🞯
🐌 VS2010ImageLibr ^	Name	Date modified Type	Size
🛤 This PC	mybackup.bak	4/12/2014 9:46 AM BAK File	61,652 KB
Desktop Documents Downloads Music Pictures Videos			
File <u>n</u> ar	ne: mybackup.bak	✓ Backup Files	s (*.bak) 🛛 🗸 🗸
		<u>O</u> pen	Cancel

Select the backup file you want to restore from, and click "Open".

Restore Church Music Organiser ×		
This function will restore all user-created data components of Church Music Organiser.		
Include		
Select the items to include from this backup		
Main DB (cmo.db) Settings Bible data files 		
QK Cancel		

You can then choose what components from the backup you would like to restore. In this example, I've chosen to just restore the main database file.

Click "OK" to begin the process.



Because I'm overwriting the current DB file CMO asks if this is really what I want to do. In this case it is correct, so I can click on "Yes", and the database is restored.

Success		
Files restored successfully.		
ОК		

## **Database cleanup**

CMO provides a number of tools to help clean up your database and keep it functioning well.

### Compacting

Over time, as records are added and deleted, space is taken up in the database, making it much larger than it needs to be. So it's good practice to periodically (say, once a month) run the compaction process.

You can access this function by going to the "Admin  $\rightarrow$  Maintenance Functions  $\rightarrow$  Compact database..." menu.



If you're sure you want to do this, click on "Yes".

When it's finished, you will receive a message similar to the following:



This gives you an idea on how much space was recovered in the database.

#### **Clearing data**

There are times when you just need to clear out some old data. For instance, you might have some songs in your song list that you don't ever play anymore.

CMO provides a facility to clear records from each of the data areas from the "Admin → Maintenance Functions" menu. For our purposes we'll look at the "Clear songs" option.

Clear songs ×		
Options  Clear all songs  Clear current listing only  Clear bookmarked items only  Clear items in group		
	<u>O</u> K <u>C</u> ancel	

When the menu item is selected, a dialog similar to this is shown. Here we can choose the records we want to clear.

- **Clear all songs:** This will clear all the songs from the database.
- **Clear current listing only:** This will only clear the songs that are currently being displayed as the result of a search.
- Clear bookmarked items only: This will only clear songs that have been bookmarked.
- **Clear items in group:** This option will only clear items that are in a particular group. You will need to select the group from a list.

Whenever a song is cleared, the performance history of the song is cleared as well, along with any file attachments.

Each section has the same options available.

# **Summary**

In this chapter we've looked at the backup and restore functions of CMO, as well as the process of compacting the database and clearing data.