


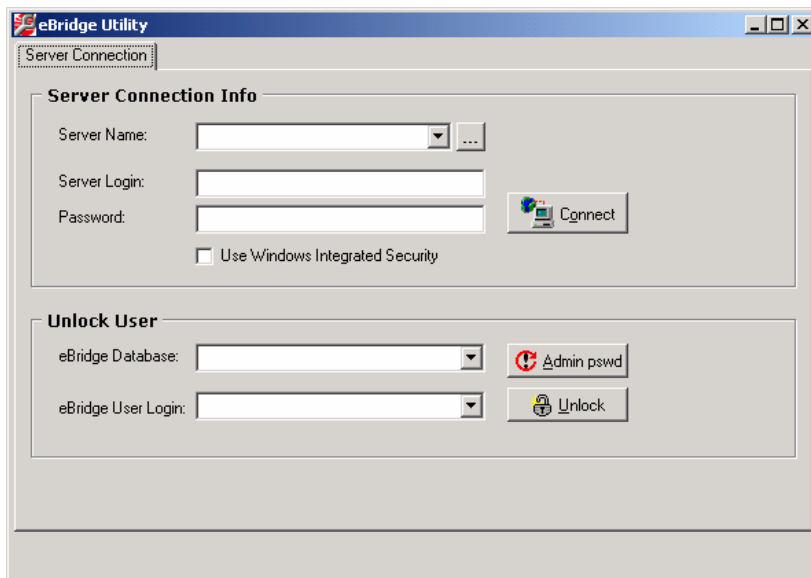
With database maintenance, the eBridge Application operates at optimal efficiency and speed. Database maintenance consists of cleaning (deleting) specified data from the database.

The eBridge Utility is used to maintain your eBridge database. The Utility works in conjunction with eBridge Application v4.1, 2004, and 2006. Frequency of database maintenance depends on the volume of documents you process. eBRIDGE typically recommend database maintenance at least once a year.

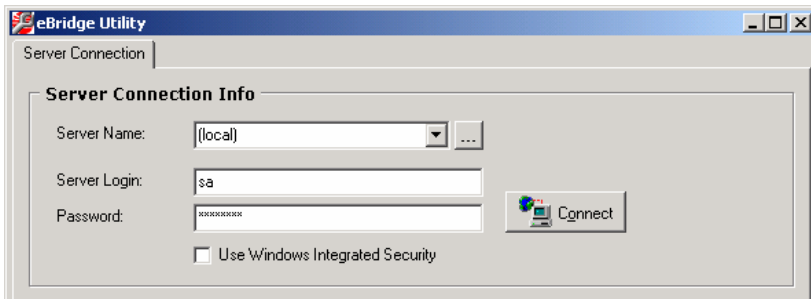
It is recommended that the **BridgeUtil.exe**  be stored in the eBridge installation directory, the default of which is C:\Program Files\eBridgeSoft\eBridge2006.

## Opening Utility and Connecting to Server

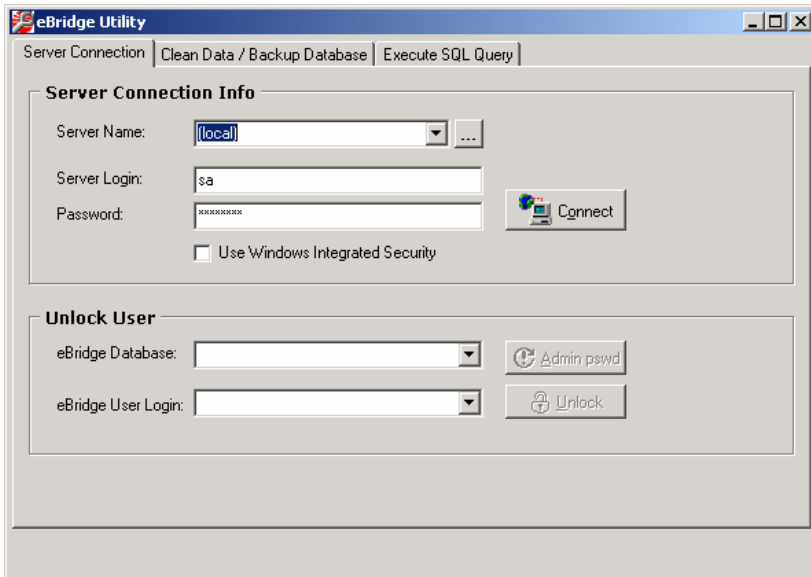
1. Open the eBridge Utility by double-clicking the **BridgeUtil.exe** file.



2. From the **Server Connection Info** group box, enter the **Server Name** of the eBridge database, along with **Server Login** and **Password** (*see screen shot next page*), or use **Window Integrated Security** if applicable. Note that the method to access the server is the same as when using the eBridge application.



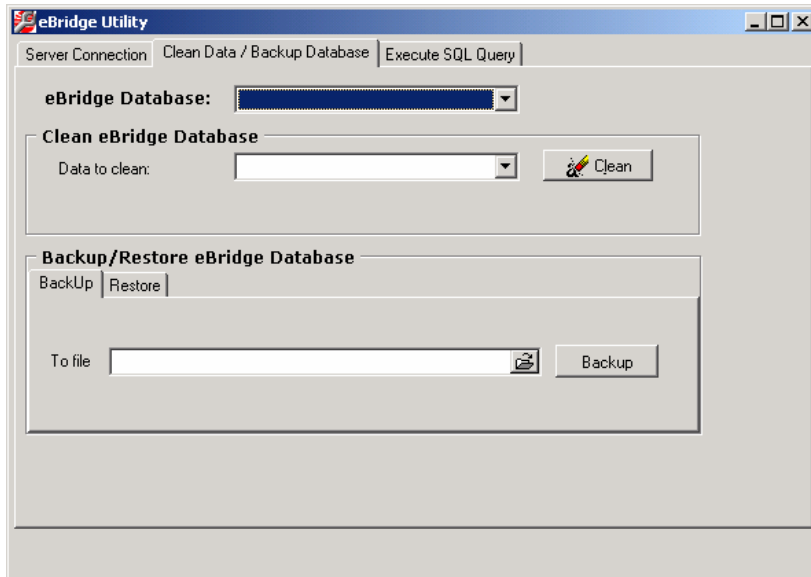
3. Click **Connect** when the information has been entered. The **Clean Data/Backup Database** and **Execute SQL Query** tabs are made available.



## Database Backup

Prior to cleaning the eBridge database, it is recommended that it first be backed up. To backup the eBridge database, complete the following steps:

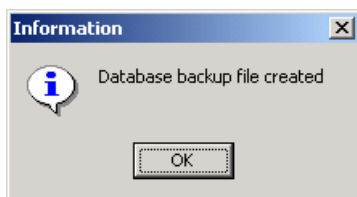
1. Click on the **Clean Data / Backup Database** tab.



2. From the **eBridge Database** drop-down box, select the eBridge database to be backed up.
3. In the **Backup/Restore eBridge Database** group box, ensure the **BackUp** tab is selected. From the **To file** box, browse to the location on the server where the database is to be backed up, enter a name for the backup database, and then click **Open**.

**Note:** The database must be backed up to the server where the database resides. If running the eBridge Utility from an eBridge client machine and you attempt to back up the database locally or onto another machine that is not the server, an error message is displayed.

4. Click **Backup**. When the database is successfully backed up, the following message appears.



5. Click **OK**. Database backup is complete. Proceed to *“Cleaning Data”* on the next page.

## Cleaning Data

Cleaning data in the eBridge database is done by deleting specified data. Note that prior to cleaning data, a backup of the database should first be performed ([see previous page](#)).

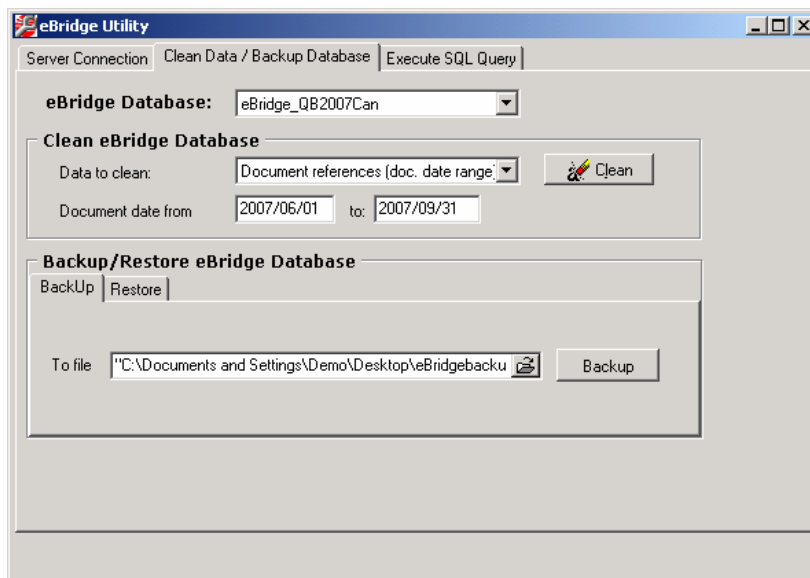
Typically, the following data should be cleaned to maintain the eBridge database:

- **Process logs by date range** - deletes all Inbound and Outbound process logs based on the date range selected. eBRIDGE recommends keeping no more than three (3) months of data.
- **Document references by date range** – clears out the export flag on documents from the database based on the date range selected.
- **ASN document by date range** – clears out ASN's based on the date range selected.

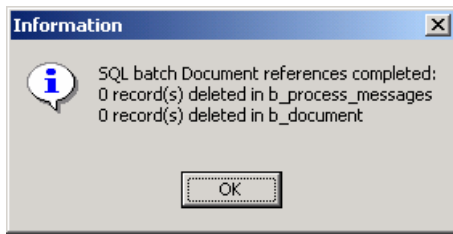
Note that the data date range selected is dependent on you.

To clean data from the eBridge database, complete the following steps:

1. Click on the **Clean Data / Backup Database** tab.
2. From the **eBridge Database** drop-down box select the eBridge database to be cleaned.
3. Under the **Clean eBridge Database** group box, select the type of data to clean from the **Data to Clean** drop-down box. Enter in the date range if applicable (year/month/date).



4. Click the **Clean** button, and then click **Yes** to the confirm message that appears.
5. When cleaning is complete, a dialog appears summarizing what was cleaned.



6. Click **OK**. Cleaning is complete for the specified data. Repeat steps 3 to 6 to clean other data.