

Database Administration

Core Database Utilities Overview

The **Core Database** utilities are maintenance functions you should run regularly to keep your case databases in good working order. If the **Core Database** is added to or modified on a regular basis (this includes loading DII files, coding, and performing global replaces) you should run maintenance *everyday*. Also, if the **Core Database** begins to act unusually (for example, producing incorrect search results, running slowly, or returning error messages) you should run maintenance at that time.

NOTE: *No other users can be in a case when these utilities are performed.*

This section provides the steps to:

- Backup the Core Database
- Check the Core Database
- Pack the Core Database
- Blaze the Core Database
- Restore the Core Database
- Copy the Core Database

Regular **Core Database** maintenance should be performed in the following order.

1. Backup the **Core Database**
2. Check the **Core Database** for errors
3. Pack the **Core Database**
4. Blaze (or index) the **Core Database**

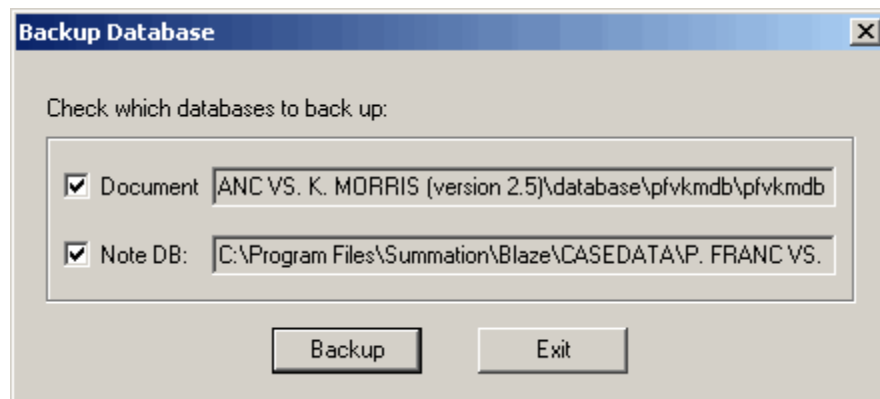
Backing Up the Core Database

Both the **Core Database** and the **Note Database** should be backed up regularly to protect against loss of data in the event of database corruption. If you are working on a network, you may wish to create an independent backup of these two key components. After backing up the **Note Database** and the **Core Database**, you should consider running additional utilities to keep the case databases "tuned up."

To back up the **Core** and/or **Note Database**:

1. Click once on the case name in the **Case Explorer** window so that it is selected.
2. Access the **Backup** utility using one of the following methods:
 - From the **Case** menu, select **Tools** and then **Backup Database**.
 - Right-click **Core Database** in the **Case Explorer** and select '**Core Database Utilities** and then **Backup 'Core Database.'**

The **Backup Database** dialog box is displayed.



Backup Database Dialog Box

3. Leave both options checked and click **Backup**. A message displays when the databases have been successfully backed up. Click **OK**.

Checking the Core Database

Database maintenance is crucial to protect against data loss. Checking a database is the second in a series of maintenance procedures.

Warning! If the database check detects errors, do not continue to use the database. Instead, restore the most recent error-free backup. If the database is error-free, then proceed to the third step - Packing the Core database.

To check a database for errors:

1. Backup the database before you proceed with the following steps.
2. From the **Options** menu, select **Utilities**.
3. To check the **Core Database**, click **Check Database for Errors**. To check the **Note Database**, click **Check Note File for Errors**.
 - You may see a message that the check process has detected errors. If so, you may be invited to allow CT Summation iBlaze to attempt to fix the errors.
 - If you do allow CT Summation iBlaze to fix the errors, there is no way to determine which records in the database were affected by the repair. You may prefer to restore a recent backup in lieu of repairing the errors.
 - Depending upon the security settings applied by your system administrator, you may have rights to run the **Check** utility, but not rights to fix the errors.
4. When checking is complete, the error status is displayed. Press any key to return to CT Summation iBlaze.
5. If there are no errors, pack the Core Database. If there are errors, do not pack the database; restore a recent backup of the Core Database instead.

Packing the Core Database

Database maintenance is crucial to protect against data loss. Packing is the second in a series of maintenance procedures.

To pack a database:

1. Backup and check the database for errors.
2. From the **Options** menu, select **Utilities**.
3. Click **Pack Database**. You will be advised to backup the database before proceeding. If you have already backed up the **Core Database** and/or **Note Database** and experienced no problems during the checking stage, you do not need to make another backup. However, make certain that you have a recent backup.

Warning! Once packing begins, do not interrupt this process!

4. If you have backed up and checked the **Note Database** without receiving errors, you can also pack the note file. Select **Pack Note File**.

After packing the database you can proceed to the fourth maintenance step- Blazing the Core Database.

Blazing the Core Database

Blaze is the term for CT Summation iBlaze's technology for faster searching and sorting. **Blaze** can increase search speeds by orders of magnitude over traditional searches. When you **Blaze** the **Core Database**, **eDocs**, transcripts, pleadings, and the **ocrBase**, you index these components and generate a complete vocabulary list. This vocabulary list can be accessed when you click **Vocab** on the CT Summation iBlaze toolbar.

Blazing a database form processes all the words contained in the associated database table. You must change forms and **re-Blaze** to process words in other tables. (If multiple forms are attached to the same table, you do not have to **Blaze** all of the forms. Select one of the forms attached to the table and **Blaze** it).

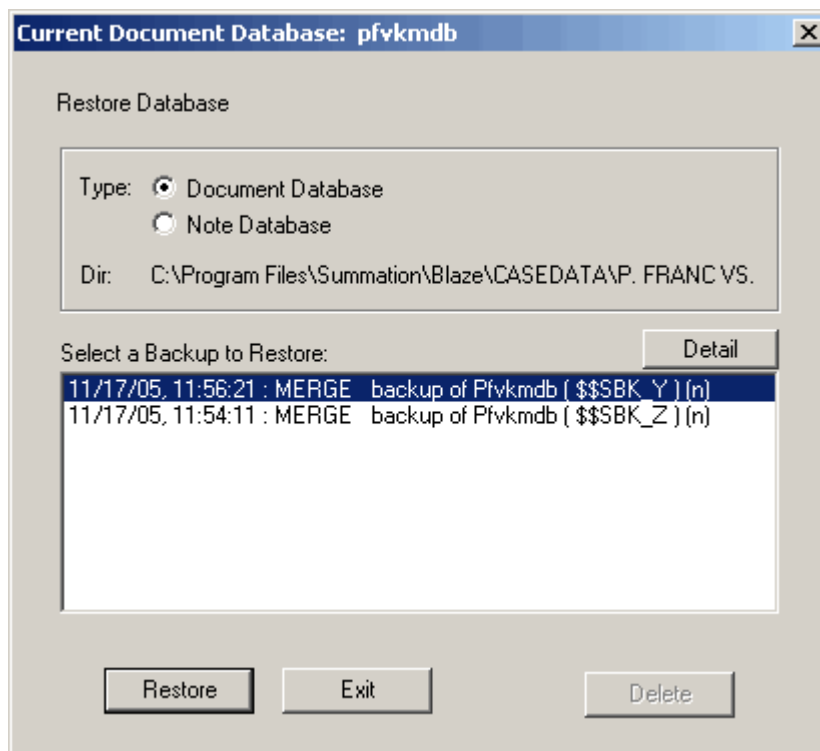
To **Blaze** the current database form:

1. From the **Options** menu, select **Utilities**.
2. Click **Blaze Current Form**.
3. To **Blaze** another database form, select a different form and repeat the above steps.

Restoring the Core Database

To restore a database:

1. Click once on the case name in the **Case Explorer** so that it is selected.
2. To access the **Restore** utility:
 - Open the **Case** menu and select **Restore Database** from the **Tools** menu.
 - OR
 - Right-click **Core Database** in the **Case Explorer** and select **Restore 'Core Database'** from the '**Core Database' Utilities** menu.



The **Current Document Database** dialog box is displayed.

3. If you wish to restore the **Core Database**, select **Document Database**. If you wish to restore the **Note Database**, select **Note Database**. A history of the backups made of the selected database is displayed, sorted in reverse chronological order, with the most recent backup at the top of the list.
4. Click on the database you want to restore to highlight it.

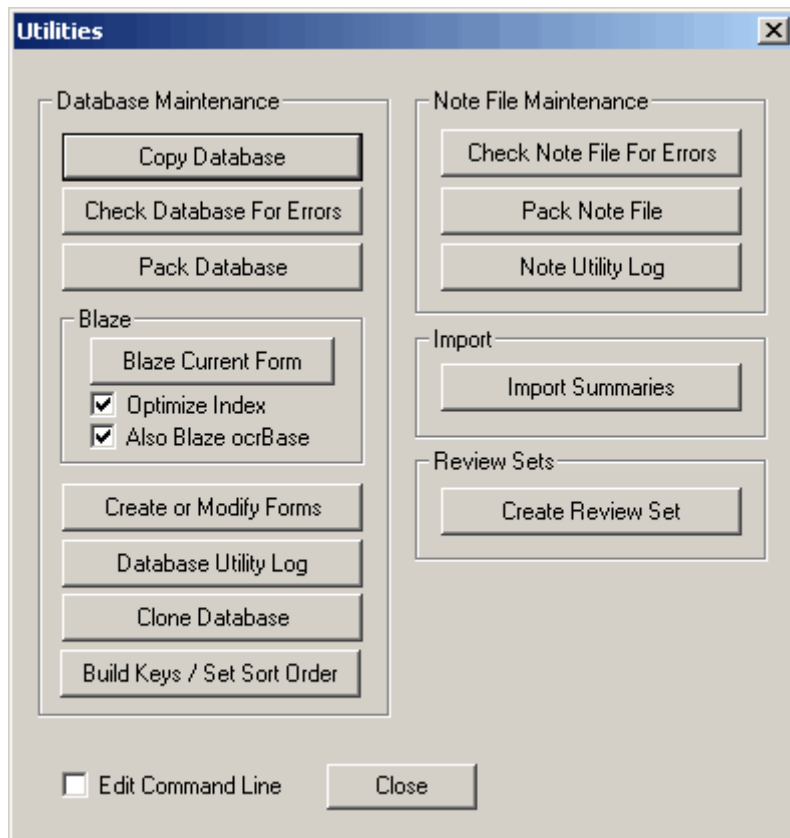
Current Document Database Dialog Box

5. To verify the number of records in the selected database, click **Detail**. The number of database records or notes in the backed up set is displayed.
6. Click **Restore**. The selected database is restored from backup and loaded as your current database or note file. The database it replaced is now listed in the **Current Document Database** dialog box as a RESTORE backup.
7. Click **Exit** to close the **Current Document Database** dialog.

Copying the Core Database

You can copy both the **Core Database** and the **Note Database** following the procedures below. First, here are some key points about *copying* a database versus *backing up* a database and *cloning* a database.

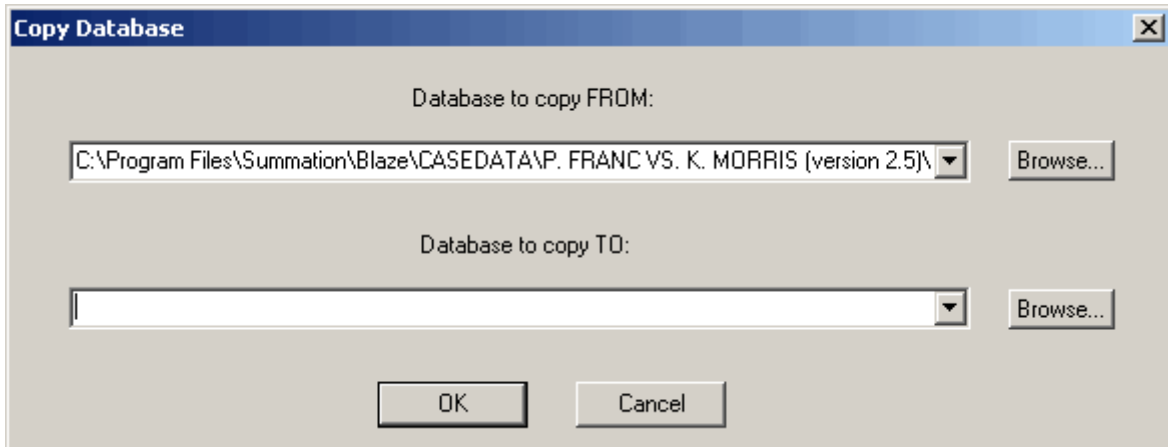
- To move a database from one location to another, use the **Copy Database** feature on the **Utilities** dialog box. To back up your data in CT Summation iBlaze, use the **Backup Database** feature.
- Backing up a database with the **Backup Database** feature does not allow you to select where the backup copy will be stored. Database backups are automatically stored in a case's **CaseData** folder. Copying a database with the **Copy Database** feature gives you the option to designate a location for the copied database.
- Copying a database with **Copy Database** makes an exact duplicate of the source database, including all data associated with it. Cloning a database with **Clone Database** only copies the database structure and not the data.
- When you use **Copy Database**, you must have enough room in the location to which you are copying for the entire database. Otherwise, you will receive an error message and the process will abort. It is recommended that you check the database for structural errors prior to copying it.



Utilities Dialog Box

To copy a database:

1. Select **Utilities** from the **Options** menu. The **Utilities** dialog box is displayed.
2. Click **Copy Database**. The **Copy Database** dialog box is displayed, showing the name of the currently loaded database in the **Database to copy FROM** field.
3. To copy a different **Core Database** or a **Note Database**, type its directory path and name in the text box, or click **Browse** to locate the file. The **Note Database** ends with **NT** by default. For example, FVMNT is the name of the **Note Database** for the Farley v Merken case.



Copy Database Dialog Box

4. Enter a directory path and name to copy to in the **Database to copy TO** field, or click **Browse** to overwrite an existing **Core Database** or **Note Database**.

***Note:** If you enter only a database name without a path, the new database is created in the same directory as the source database.*

Click **OK** to copy the database.
The database is copied.