How to run the built-in PULSE Archive report

Is Macola® slowing down over time?

Macola® is a high-performance system, but as more and more data accumulates, it naturally takes longer and longer to sort through the data in day-to-day use. The result is a database that will take longer and longer to perform everyday tasks. To maintain optimum Macola® performance, there are two options:
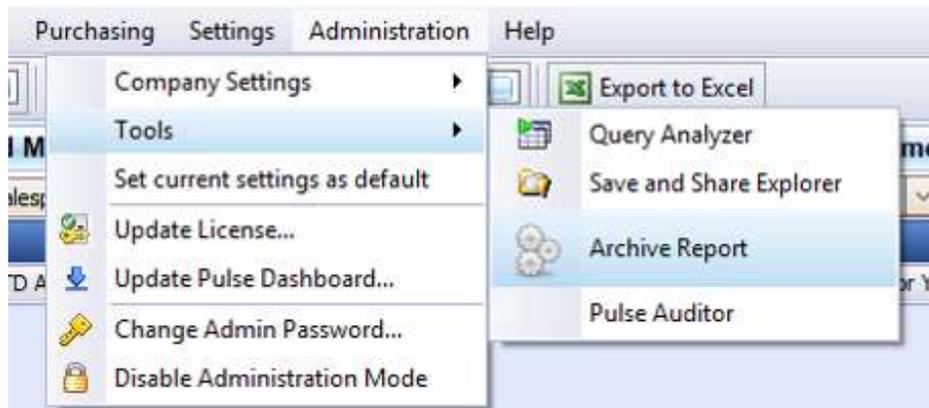- Purging unused/seldom used data in the database will permanently remove the old data and a "hard copy" will be created of what is purged
- If purging unneeded data is a concern because it will not be readily available or will no longer be accessible, archiving may be the answer.

The PULSE Archive Software removes unneeded data from your Macola® database and archives (moves) it to another Macola® database in the event you need it into the future. The result is the "live" Macola® database will be smaller and will run faster AND there will always be access to the "old" data into the future when needed. An additional feature of PULSE Archive is the ability to further optimize performance in Macola® by allowing the User to rebuild the indexes on all files in the database.

Running the PULSE Archive Report in PULSE Dashboard is the first step in your journey of having Macola® run at its optimal speed. The report lists the number of records by file by year in the Macola® database. After running the report, export it to Excel and e-mail it to us for a no-cost analysis. Based on our experiences with other Macola® users we can provide recommendations for either purging or archiving of un-needed data.
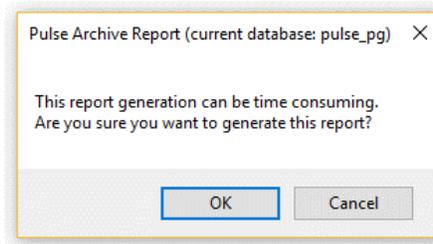
How to run the report

1. From the main screen, click on the Administration menu at the top of the screen

2. Go to > Tools > Archive Report

3. Read the report notes at the top left of your screen

4. Click on the **Refresh Report** button at the top right of your screen.

5. Click on the **OK** button when the pop-up box appears

Pulse Archive Report (current database: pulse_pg) ✕

This report generation can be time consuming.
Are you sure you want to generate this report?

OK   Cancel

6. The report may take a few minutes to run but may take longer on larger databases

7. Select the **Export to Excel** button at the top right of your screen and save the report to Excel. E-mail this to Support@PulseDashboard.com for a no-cost analysis.

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Please call our PULSE support desk us with questions and comments at
(513) 723-8095 or Support@PULSEDashboard.com

We encourage phone calls with suggestions for making our software function better for your organization. We also offer custom modifications, and if your suggestion is applicable to other users, it may be made at no charge.

Visit www.PULSEDashboard.com

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