Earl Merrill

From: Earl Merrill [emerrill@acorndata.com]
Sent: Wednesday, January 10, 2007 6:27 PM
Subject: Suggested Start of Year Procedures for NPD

To NPD Users:

The following steps will keep your database trim and efficient. In addition, you will find
that NPD runs faster, backups take less time, and repair/compacts go faster.

A. In NPD Tools
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1. Make a backup and save it off-site in a safe place. Your bank's safety deposit box is a
good place. Save this backup for at least 3 years.

Actually, it's a good idea to do this every month or so. Just don't mix the monthly
backups with the annual backups.

B. In NPD
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1. Go to 'Inactive Candidates' on the Billing switchboard and prepare the report. This
report tells you how many reminder bills have been sent to non-subscribers. Based on
their balance and number of reminders, decide which ones should be made inactive. Then
pull them up in Daily Mail and make inactive via 'Edit Sbr' using 2006 as the Bad Pay
year. It's a good idea to do this more often than once a year.

2. Go to 'Purge Old Years' from the Subscribers switchboard. Purge all years except 2006,
2005, and 2004. If you have over 300 bad pays for a year, the purge may take a very long
time. If so, you may want to do a Repair/Compact after each year.

3. Go to 'Purge Old Data' from the System Maintenance switchboard. Click on each Data Type
and purge it. You can override the suggested weeks if you want.

4. Go to 'Reset Carrier YTD Pay' from the System Maintenance switchboard. This will zero
the year to date pay and reset to just 2007 pay.

5. After performing the above, go to NPD Tools and do the top (NPDBE01.MDB)
Repair/Compact. Note the reduction in the size of your database.

The above steps will keep your database trim and efficient. In addition, you may find that
NPD runs a bit faster.

Send me an email if you have any questions.

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