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## CUSTOMER GUIDE: Data Archive Utility

### Overview

The FLEETMATE Data Archive Utility is a program that is included with FLEETMATE. The purpose of this program is to enable you to remove obsolete data that is no longer needed in your FLEETMATE database.

Data for the most recent three (3) calendar years will not be deleted by this program. Only data that is older than three (3) calendar years may be removed.

The Data Archive Utility will enable you to delete the following types of data records for a specified calendar year:

- Fuel Transactions – No prior fuel data will exist for the selected year after deletion. This includes prior cost, consumption, and mileage information.
- Payment/Fees Records– No prior payment/fees data will exist for the selected year after deletion. This includes prior cost information.
- Completed Work Orders – No prior work orders will exist for the year selected following deletion. This includes prior maintenance cost, labor, and replacement parts information. However, each work order that is deleted will be saved as a read-only PDF file for future reference.

### Security Restrictions

All other FLEETMATE users must close their FLEETMATE sessions in order to use this program. If your database is open by one or more network users, this program will not open your database.

FLEETMATE Security must be active in your database in order to use this program. If security has not been activated, this program will not open your database. This is done to protect against unauthorized deletions.

Only *named* users that have been granted **Administrator Equivalent** permission may use this program. The root "Admin" account may not be used.

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### Notify Your IT Staff

It is suggested that you notify your IT staff of your intention to remove data, prior to using this program. IT personnel may take extra steps to safeguard your data, and they may offer additional recommendations.

### Database Archival Backup (*JET Databases Only*)

Provided that FLEETMATE Security is active, and the user using this program has permission to do so, this program will automatically make an archival copy of your JET database before any other action may take place. It does this automatically on startup, or any time you open a different JET database. This is done because there is no undo function for data deletions. A data deletion is permanent.

In the event this program was used to unintentionally remove data records, the archival copy will provide a means to recover from the mistake. The archival copy of your database will be saved in the archival folder you have defined.

The file name of the archival copy will be formatted in the following way:

**FLEETMATE.fdb.ARCHIVE.20230701-203025**

Where:

**FLEETMATE.fdb** is your FLEETMATE database filename.

**ARCHIVE** is a *constant* to identify the file as an archival copy.

**20230701** the date (*yyyymmdd*) when the archival copy was made.

**203025** the 24 hour time (*hhmmss*) when the archival copy was made.

To recover from an unintentional deletion, locate the correct date-time stamped archival copy, remove the ".ARCHIVE.yyyymmdd-hhmmss" portion from the filename, then copy/paste the renamed file into the correct folder where your live database is stored.

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## Database Archival Backup (*SQL Server Databases*)

As mentioned previously, in the event this program was used to mistakenly remove data records, you must have a backup available to recover from the mistake.

Before using this program to remove data, contact the SQL Server Database Administrator (DBA) at your company to ensure that a fresh backup will be available if needed.

## Data Age Limits

Data for the most recent three (3) calendar years will not be deleted by this program. Only data that is older than three (3) calendar years may be removed.

This program will provide deletion access for 20 years after the most recent three (3) calendar years. In other words, if the current year is 2023, only data for years 2020, back to 2001, will be eligible for deletion.

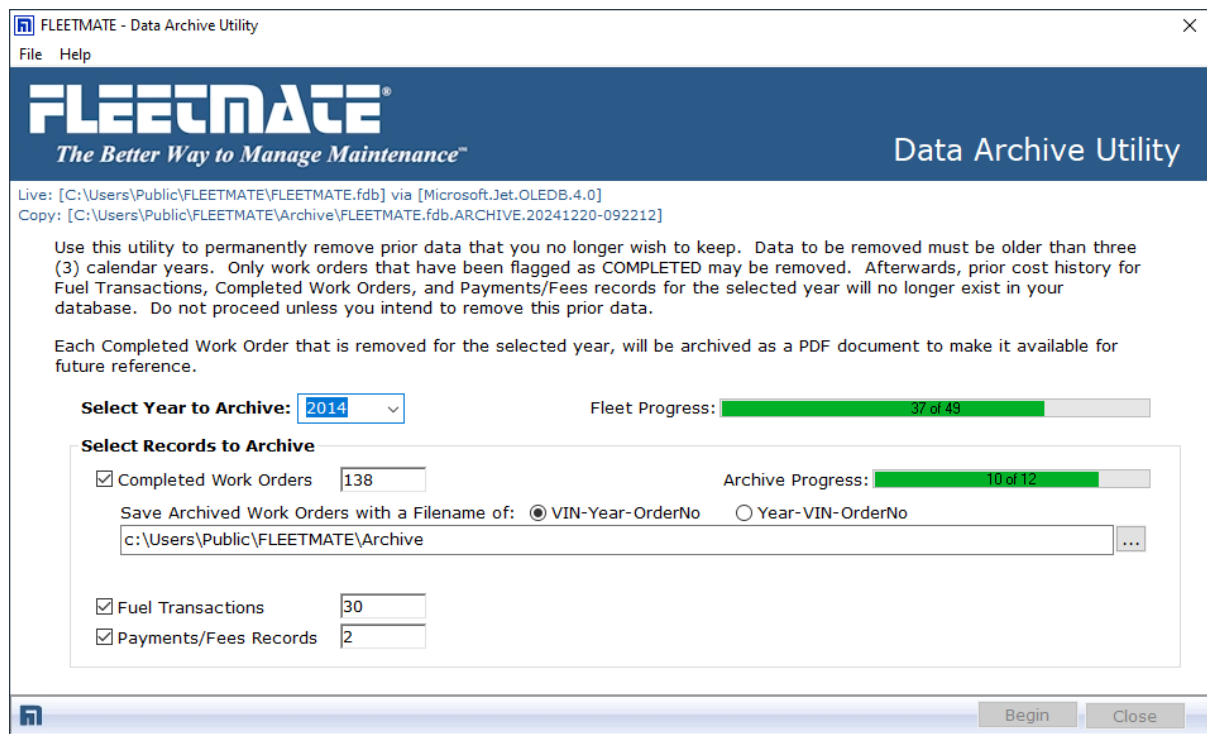
The dates on your data records that will be evaluated are as follows:

- Fuel Transactions – The date entered on the fuel log record.
- Payments/Fees Records – The date entered on the payments/fees record.
- Work Orders – The *completion* date entered on the work order.
  - Only *Completed Work Orders*, that have been flagged as completed, will be eligible for deletion.

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### Main Window

Once you select the year to remove, select the records to be deleted, and then choose the file naming convention that you need. When ready, click Begin. Your screen will appear similar to the picture below



Data Archive Utility – Main Window

In the picture above, we're deleting fuel, payment, and work order records for 2014. The Fleet Progress bar is indicating that asset 37 of a total of 49 assets is currently being processed. The Work Order Archival Progress bar is showing that the system is archiving work order 10 of 12 for the current asset.

PDF files will be stored in the **C:\Users\Public\FLEETMATE\Archive** folder. Make sure to specify the intended folder for your archived work orders.

Each PDF will have a filename of the VIN, a hyphen, the Year, a hyphen, followed by the work order number. The alternative PDF file naming will be the Year, a hyphen, the VIN, a hyphen, followed by the work order number. Choose the filename format you need *prior* to clicking Begin.

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### Current Live Database

The main window pictured on page 4 will show you the *Live* database that is currently open. This is the database where the deletions will occur. If you use more than one (1) FLEETMATE database, make certain that the correct database has been opened.

### Process Completion

This program looks at data for each asset in your FLEETMATE database. Once all records have been processed, the program will post a message indicating that the process has been completed. At this point, you may begin deletions for a different year, or click Close to close this program

### Estimated Runtime

Removing Fuel Transactions and payments/fees records will take place quickly.

Creating a PDF file for each work order being deleted takes additional time, and occupies significant processing resources. Depending upon the speed of your computer, as well as available network bandwidth (*if applicable*), you can expect anywhere from one-half (.5) to two (2) seconds per work order.

Average times during testing have shown to be approximately 15 minutes to archive 1000 work orders. Plan ahead to be sure you'll adequate time for this process to run.

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## PDF File Naming Convention

On the main window picture on page 4, we specified the **VIN-Year-Order No** file naming format. Using that file naming format, below is an example of one of the work orders that was archived as a PDF file.

**1FDUF9UU6BEA69135-2014-FM-1009277.PDF**

The PDF filename includes the **VIN**, the **Year** the work order was completed, and the **Work Order Number**.

## Network or Power Outage Scenario

Work order records are only deleted once the archival PDF document has been successfully created.

If a network or power outage occurs while this program is running, simply restart this program, and choose the same year that was previously being processed. You will see the records remaining for the selected year. Click Begin once again to finish the archive for that previously selected year.