Force Anthology to run a self-test

Visual Anthology has a built in "self-test" function that, when invoked will test all the data structures and repair any indexes. This action will repair most issues where the data files have become locked or otherwise damaged.

Setting Anthology to self-test is a simple process – please read through these steps, before you begin. This will allow you to become familiar with the process and execute the instruction with ease.
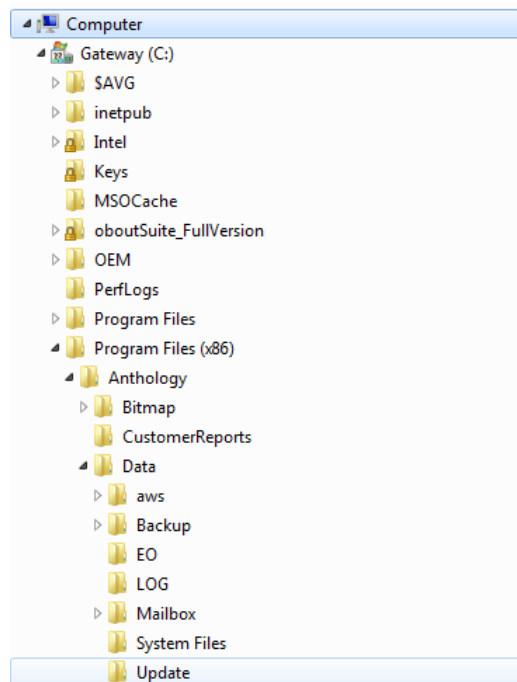
NOTE: It is beyond the scope of this document to discuss how the files may become locked or damaged.

Invoking the function

1. Close out of Anthology on all workstations and the server.
2. From the server computer
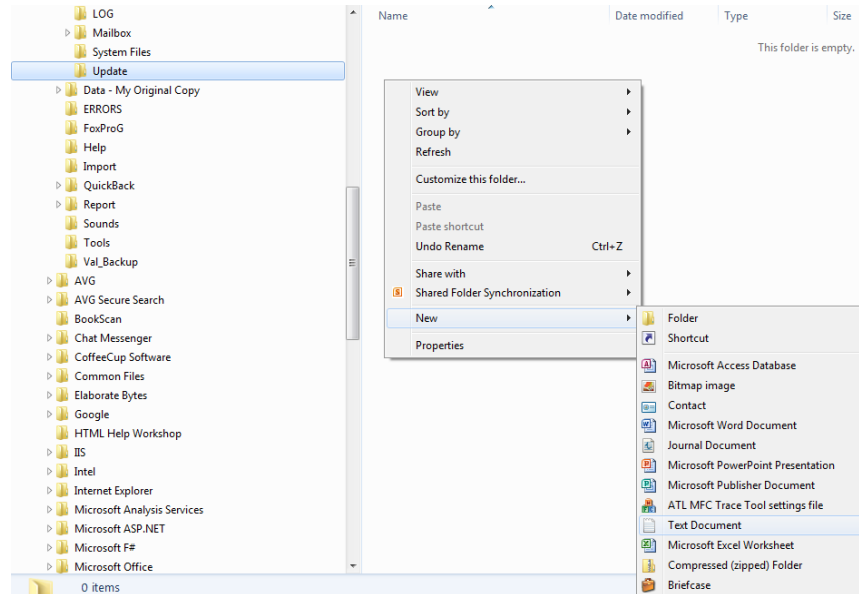   a. Click the Windows Start button and choose Computer

   b. When the screen opens you'll need to navigate to the **C:\Program Files\Anthology\Data\Update** directory (Program Files (x86) for 64bit computers)
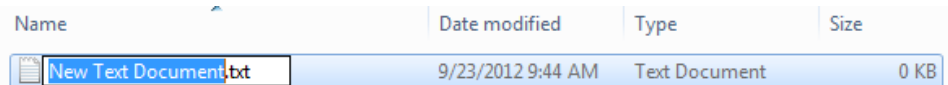

c. Highlight the Update directory by selecting it (clicking). You'll notice the right side of the screen may on contain the words "This folder is empty" – it should be. Now we're going to create a simple text file called force.txt – to do this:

    i. Move the mouse pointer to the right side of the screen and "right click" on the whitespace.

    ii. On the "popup menu" choose New | Text Document

    iii. The file will appear with its name highlighted, waiting for you to type. Just begin to type the new name – enter "FORCE" (no quotes) and then press enter.

    iv. If you accidently clicked and the name of the file is no longer highlighted – just select (click) the file and press the F2 key. This will allow you to rename the file.

    v. Please note that some Windows system will hide the ".txt" on the file – If yours doesn't show the .txt – just type the name, Windows will add it automatically in the background.

3. Now, with the file in place
4. Start Visual Anthology
    a. The system will check the file structures and index the files.
    b. If the system does not start this self-test, the file we just created is misspelled – you may delete the file and create a new one.