

Things to know before a Data Clean-Up/Archive

- **Many need to archive and do not realize it.**
There is no reason to have 20 years of data, you can archive at least 15 years
- **When you archive there will be a conjoined data base.**
Meaning: You see live and archived information.
There is no way to look at just archived info for 7.51 only.
- **Required revision of their SQL server maintenance plan.**
There is no need to back up an archive and SQL would be backing up the archives.
- **You will need to move data to new server or drive, this could be an old server too.**
- **When you start the archive process, it must start on a non-working day** (Ex: the weekend).
- **You mainly need to archive if on 7.51.** You can archive data if not on 7.51, but it's not as beneficial: Versions 7.50 and before only did deletion of data. Version 7.51 will do a true archive where you see old and current data.
- **You can archive data more than once.** Archiving is not needed every week, but can be done every year or so to continually add old data and reduce the amount of live data.
- **You can archive data separately** – such as just purchasing orders or just sales orders. (If you are going to do this, you need to have an organized data set.)
- **Multiple business companies can archive data individually.** (One company with multiple entities can archive each.)

What can Archiving/ Data Clean Up do for you?

What happens when you don't do a Data Clean-Up/Archive

- Day-to-day tasks will become slow and more cumbersome
- Reporting will be slower
- The system will be slower
- Loss of money and time for employees using the system

Advantages of doing a Data Clean-Up/Archive

- Browsing will be faster
- Processing reports will be faster
- Day-to-day tasks will be faster and run more smoothly
- ROI will be noticed within days