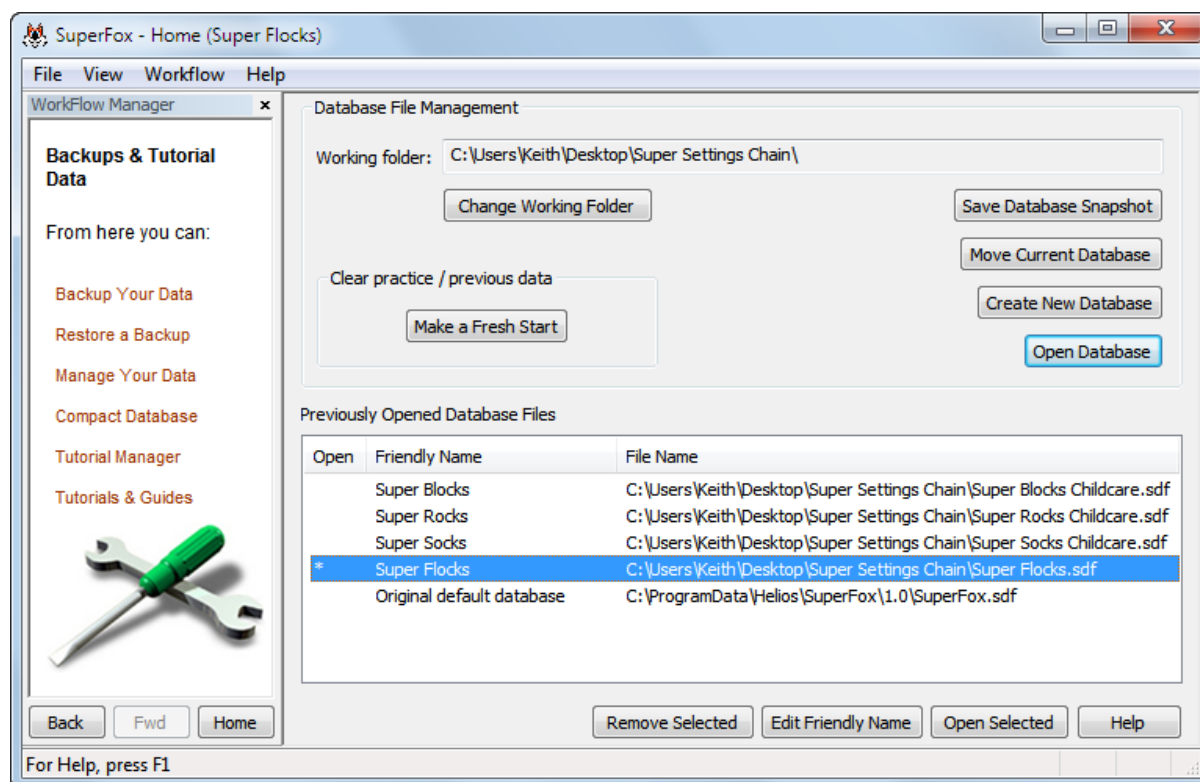# MULTIPLE DATABASES

SuperFox now has several useful functions to help you manage multiple database files which you can find on the top of window File menu, or in:

Go > Home > Backups & Tutorial Data > Manage Your Data >

These are useful to all users and especially useful to users with more than one setting.

- **Change Working Folder**   Work with database files from another folder on your PC

- **Make Fresh Start**   Practice running in parallel with your old system, just keep the family details, staff and services when you go live.

- **Save Database Snapshot**   Make a quick copy of your live database.

- **Move Current Database**   Move the current database to a different folder on your PC

- **Create New Database**   Create a brand new blank database file

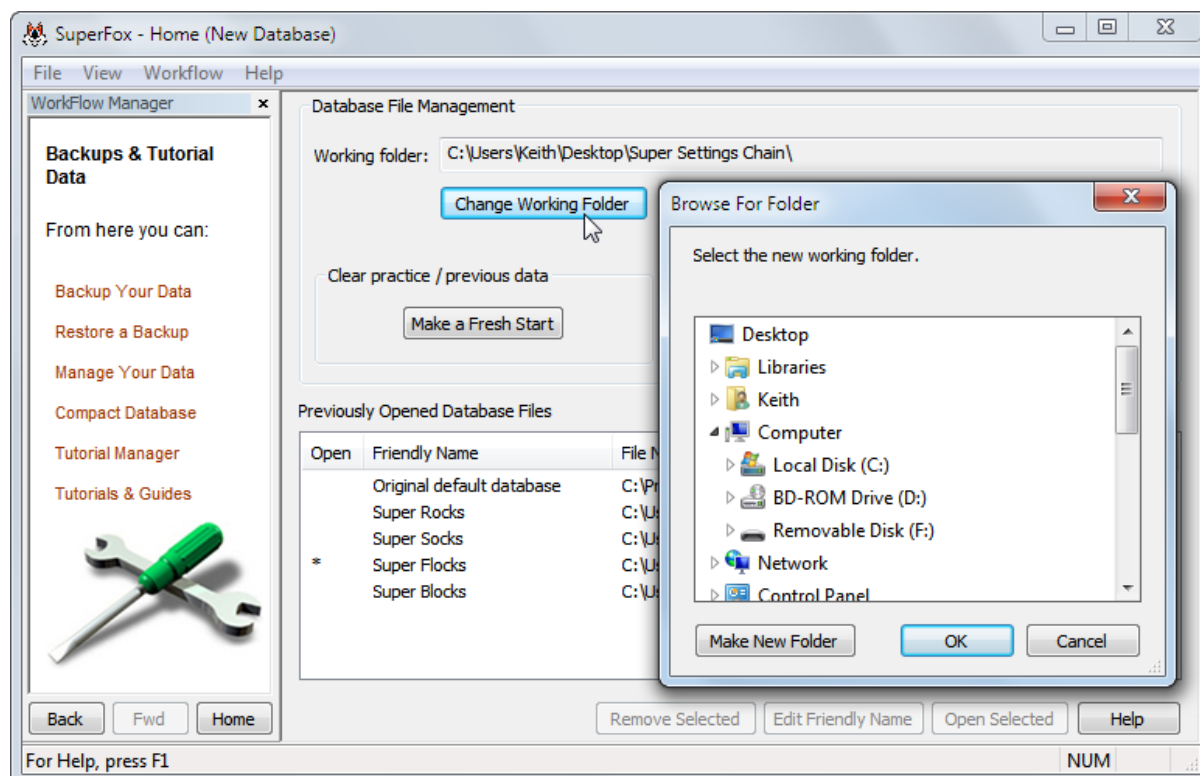- **Open Database**   Open a different database

These options are described in detail below.

Change Working Folder

If you have databases for more than one setting you might find it useful to organise them into separate folders on your computer.

If you intend to work with the other functions in this section they will send their output to the current working folder unless you choose somewhere else each time you use them.

To change your working folder click the button and browse to the folder that you would like to use. You can also make a new working folder by using the 'Make New Folder' button as shown below.

Make a Fresh Start

Many users sensibly get to know SuperFox by shadowing their existing system for a while, typically putting in some family and staff details and bookings and making some invoices.

When you have finished shadowing your live system the 'Make Fresh Start' button will allow you to remove all of the practice bookings and invoices from your database **keeping only**:
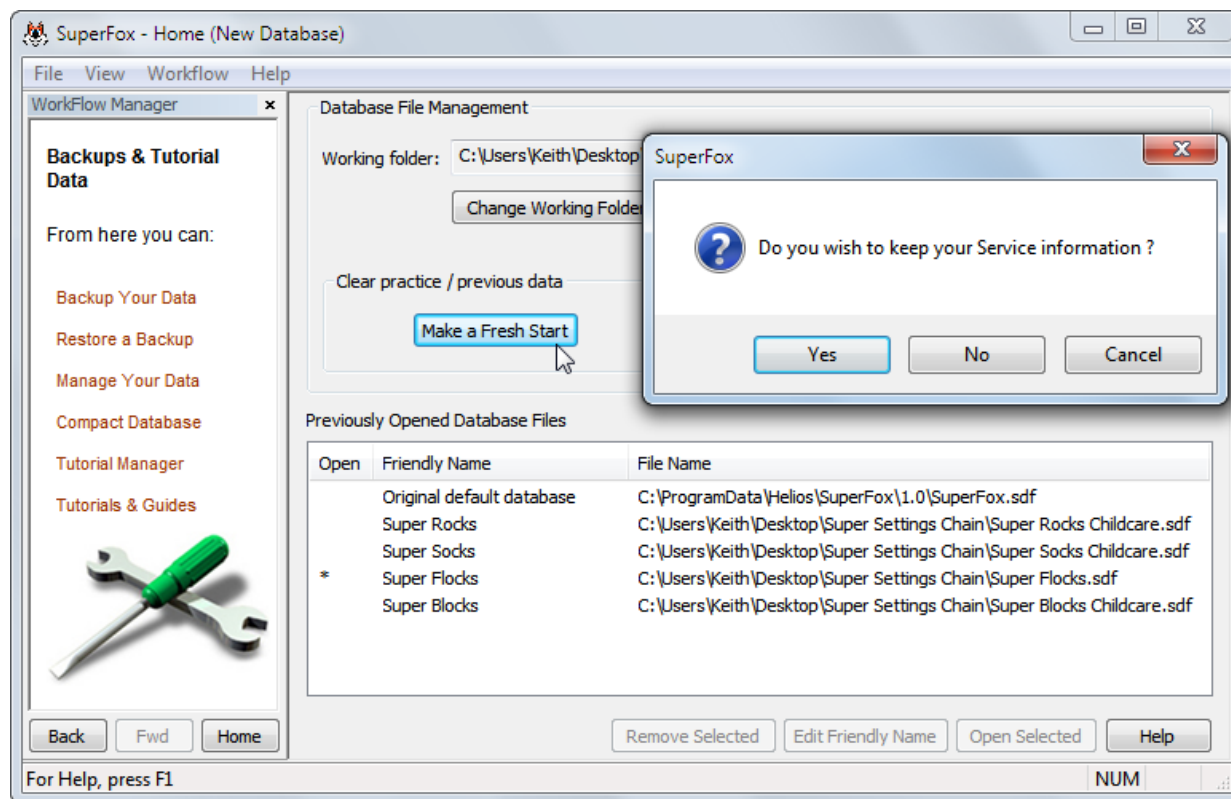
- Family Details (Children, Adults, relationships)

- Staff Details

- Any Services and Service Templates that you set up (optionally).

This is a great feature that allows you to practice with real data (after completing the tutorials of course) without risking errors in any live family account information.
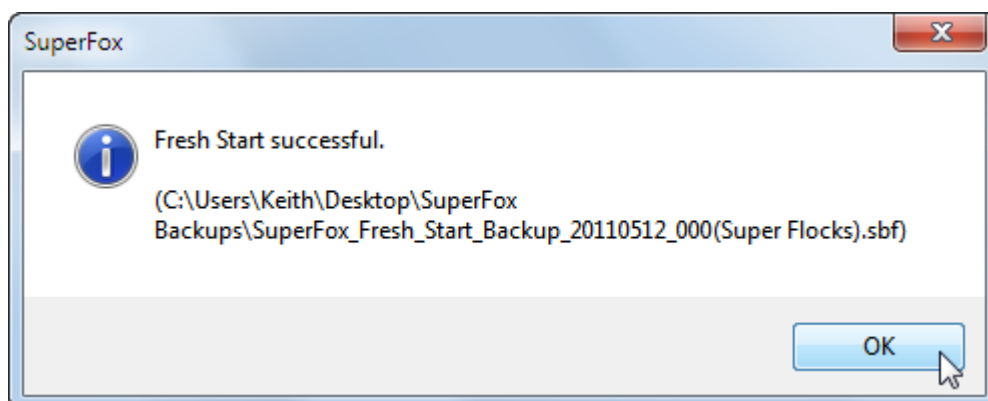
When you are ready to remove the practice information from your database simply press the 'Make a Fresh Start' button.

SuperFox will now ask you of you wish to keep your service information, as shown below.

- If you choose 'Yes' the services will be kept

- If you choose 'No' the services will be removed.

Before removing the practice data from your database SuperFox will automatically take a backup of your complete database. This will be sent to your current backup folder.
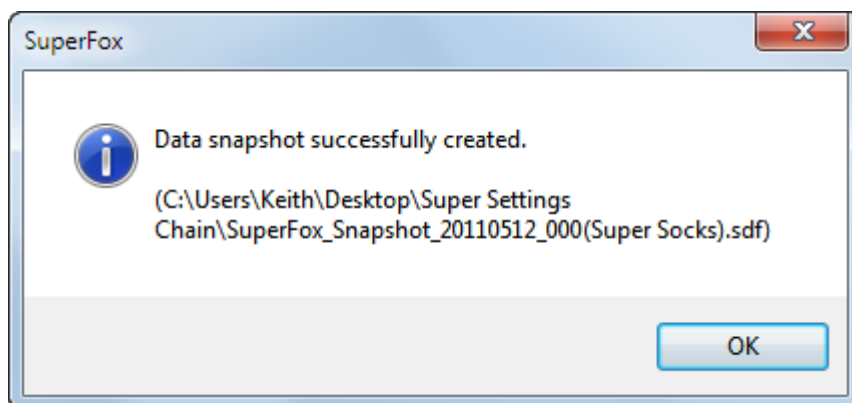

When the Fresh Start is complete SuperFox will show you the backup location as show here:

Save Database Snapshot

You may sometimes want to pass a copy of your database to somebody else, for example to a committee member to help them prepare financial report or to a local authority for support reasons.

You can easily take a snapshot of your current database by using the 'Save Database Snapshot' button.

This will send a copy of your current database file to your working folder, and the file will be named:

SuperFox_Snapshot_*date_number(name)*.sdf

Date

This is the date that the snapshot was made. The date is written 'backwards' with the year followed by the month followed by the day.

The date as: yyyymmdd   e.g.   20110621 is 21st June 2011

This ensures that more recent snapshots will appear at the top of folder lists if you have many snapshot files with similar sounding names.

Number

It is important to be able to see which snapshots came first or last if you make several snapshots in the same folder on the same day. SuperFox uses a number from 000 to 999 to show the order in which the snapshot files were created.

e.g.	SuperFox_Snapshot_*date*_000(*name*).sbf	first
	SuperFox_Snapshot_*date*_001(*name*).sbf	second
	SuperFox_Snapshot_*date*_002(*name*).sbf	third

Name

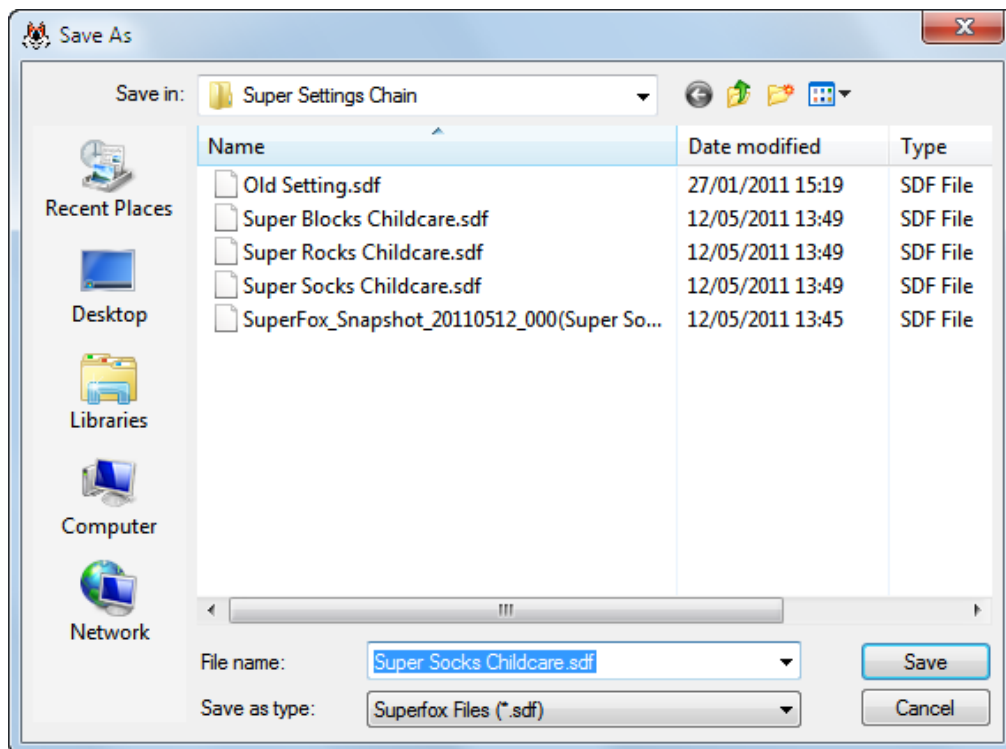This is a database friendly name as set up in

Go > Home > Setting Details < Setting Details >

* IMPORTANT *   We highly recommend setting up setting friendly names to use with the setting's files. They are useful to everyone, but especially useful for users with multiple settings.

Move Current Database

This function enables you to move and rename your current database file. This is especially useful if you want to organize database files from different settings into different folders.

When you press the 'Move Current Database' button the program will ask you to browse for a destination folder and will allow you to rename the database file if you like.

Create New Database

If you want to create a new empty database simply click the 'Create New Database' button. This will ask you to choose a destination folder and a file name for the new database exactly as shown above. SuperFox will then open the new database which will also be added to the list of previously opened database files:
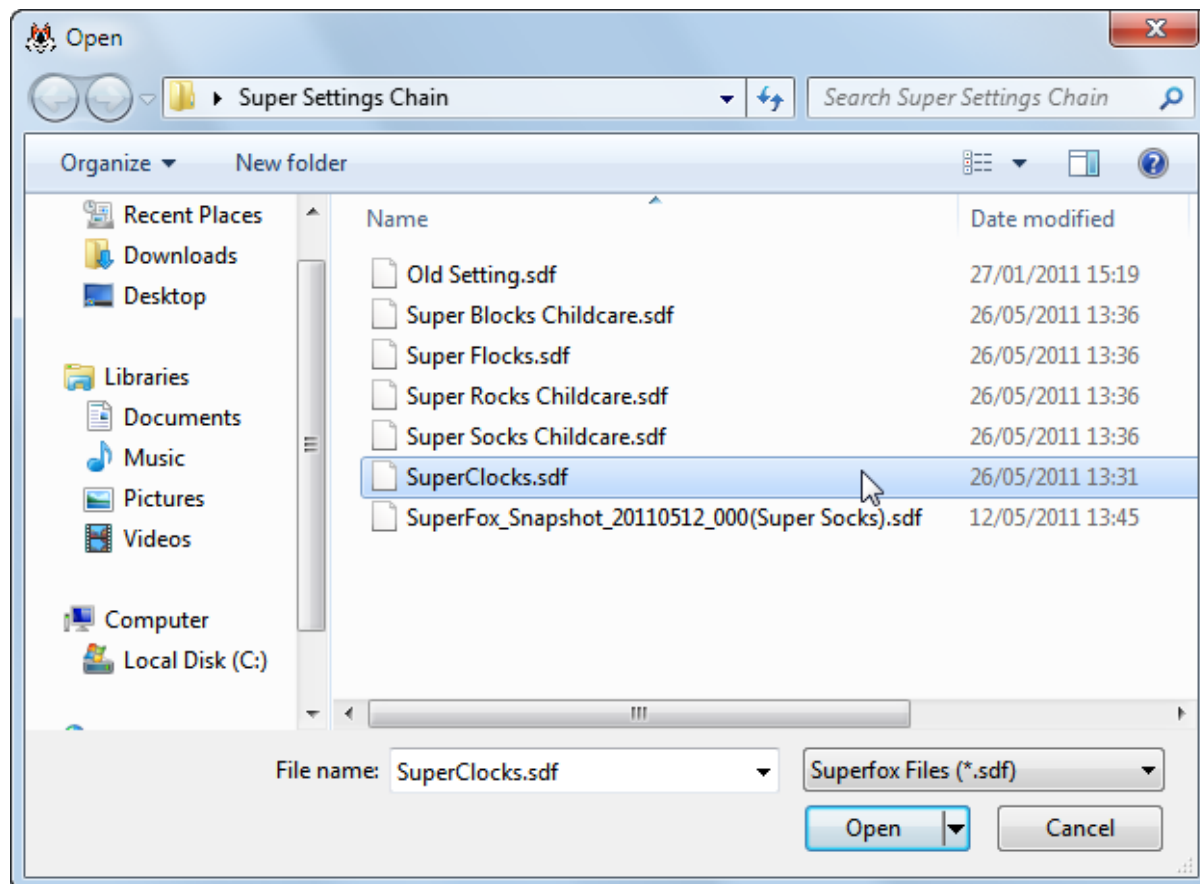

When the new database is created it will use the default passwords:

- Full Access: **superfox**
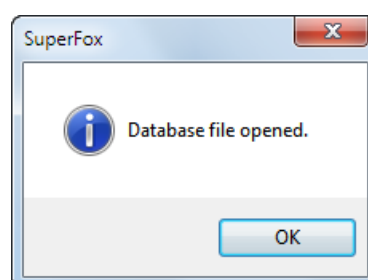- Assistant Access: **quickfox**

Open Database

Use this function to open a database file that does not appear in the list of previously opened database files.

When you press the 'Open Database' button the program will ask you to browse for the database file to open. SuperFox database files all have a *.sdf type of name.

SuperFox will tell you when the database has been opened and it will add the database to the list of previously opened database files.

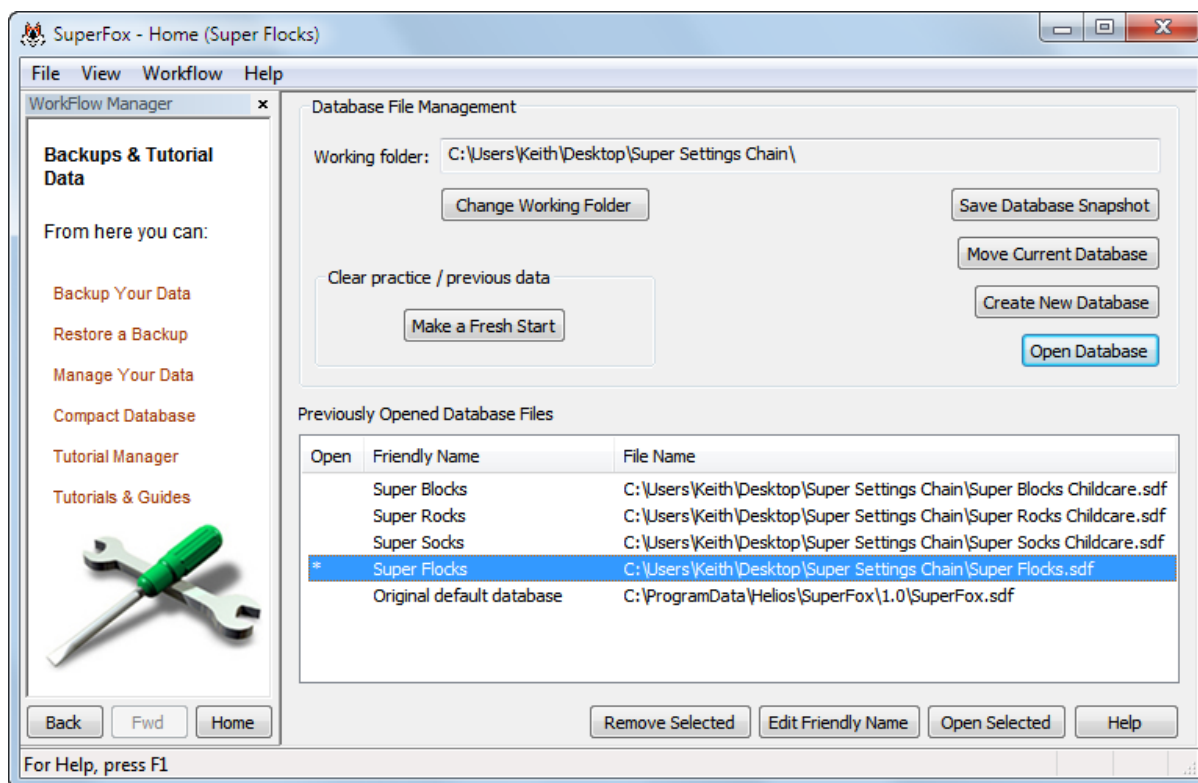The currently opened database file is marked with an asterisk '*'.

You will need to supply the passwords that are stored in the database to open it. If you have forgotten the passwords follow the forgotten passwords procedure.

Remember – if your software is activated and the database you are opening contains an Ofsted number that does not match your license you will need to choose an Ofsted number from your license list, or get in touch with your software provider to update your licence.

Previously Opened Database Files

SuperFox keeps a list of the database files that it has used previously. This is shown in the lower part of the screen:

You can change the list using the three buttons right at the bottom of the screen.

- **Remove Selected**   Removes the selected database from the on-screen list.
  (The database is not deleted, just the list entry.)

- **Edit Friendly Name**   Give the database a friendly name to use on your computer.

- **Open Selected**   Open the database file selected in the list.

These functions make it easier to work with multiple database files if you have more than one setting.

We highly recommend that you set Friendly Names your database files, it makes it much easier to work with multiple files.

If you have multiple settings it would be a very good idea if everyone who works with the files uses the same friendly names for the database files. This helps a lot if you ever need to send data back and forth between several users.

You will need to supply the passwords that are stored in the database to open it. If you have forgotten the passwords follow the forgotten passwords procedure.

Remember – if your software is activated and the database that you are opening contains an Ofsted number that does not match your license you will need to choose an Ofsted number from your license list, or get in touch with your software provider to update your licence.

Where Is The Original Default SuperFox File?

The original default database file is the file that is created automatically when you first install SuperFox. For most installations you can find the file in the following locations:

Windows Windows XP:

C:\Documents and Settings\All Users\Application Data\Helios\SuperFox\1.0\SuperFox.sdf

Windows Vista and Windows 7:

C:\Program Data\Helios\SuperFox\1.0\SuperFox.sdf

Your account on the PC will need Administrator privileges to use these folders and you will need to make hidden files and system folders visible in Windows Explorer. It is placed here so that all users on the PC can access the file. If you have moved your Documents and Settings or Program data areas to a different location then you will need to look for these folders in that location.

End