

The Optimize tool is available for users that have their Servant Keeper database stored locally on a parish computer or network. **In version 8, it is recommended that you optimize the database about once a week depending on how much data you are entering.** This will check the database for problems and rebuild the database index. This will improve the performance of reports and searches and make sure that Servant Keeper works properly!

To optimize the Servant Keeper Database:

1. Log into the Administration Manager.
2. Click the **[Optimize]** button.
3. Once optimization is complete a message will appear saying: "Database optimization completed successfully." Click **[OK]**.

The Backup tool allows you to create a backup copy of your Servant Keeper database. A back up file created by Servant Keeper can be used with the Restore tool if there is ever a need to restore the database. The Help Desk staff at Servant PC Resources recommends that you backup your database on a regular basis (daily or weekly). If you are using the hosted version of Servant Keeper you will notice there is no back up button available in the Administration Manager because nightly backups of your data is done automatically and stored in the cloud.

To back up the Servant Keeper Database:

If the Backup feature is started when leaving the Membership or Contribution Manager follow steps 2-6.

1. Open the Administration Manager and click the **[Backup]** button.
2. Click the **[Browse]** button to select where you want to save your backup file: You can save your backup file to any drive available on your computer.
3. Once you have chosen the drive to which you want to back up, you will have a backup path with the backup file name in the "Backup Data to" field. You can edit this file name.
4. The include date stamp on file name is checked by default.

Click the **[Start Backup]** button to begin the backup process.

It is best to keep 5 days of back up files available as a disaster recovery measure.