

# Culling Out Your Clients and Vehicle List

## Local Clients - Online Clients go directly to Step 4.

For those clients that have their database residing on the online Microbase cloud server please make sure you run the culling process first thing in the morning this will allow the ability to restore your data if the outcome is not as expected.

Local client prior to cleaning out your clients and their vehicles you **MUST** do a manual backup this way if for any reason the outcome is not what you expect or want you can then restore your backup and reevaluate your process.

### Step 1:

Bring the Automation Server software up to screen by double clicking on the icon on the taskbar, icon looks like two blue computer screens.

**Automation Server on MICROBASE (192.168.0.225)**

**Microbase Asia Pacific**

**MySQL**

Service	Running	Start
Connection	Connected	Stop
Version	5.6.14	

**Program**

Registration	Registered	Register
License	3 user	
Support	Active	Update
Version	3.4.2	

**Databases**

Database	Last backup
AA Automotives	
Coolum Motors	27/08/19 19:03
Doreen Interlock	27/08/19 19:08
Lardner Automotive	
Preston Interlock Services	27/08/19 19:13
Vincent Management	27/08/19 19:18

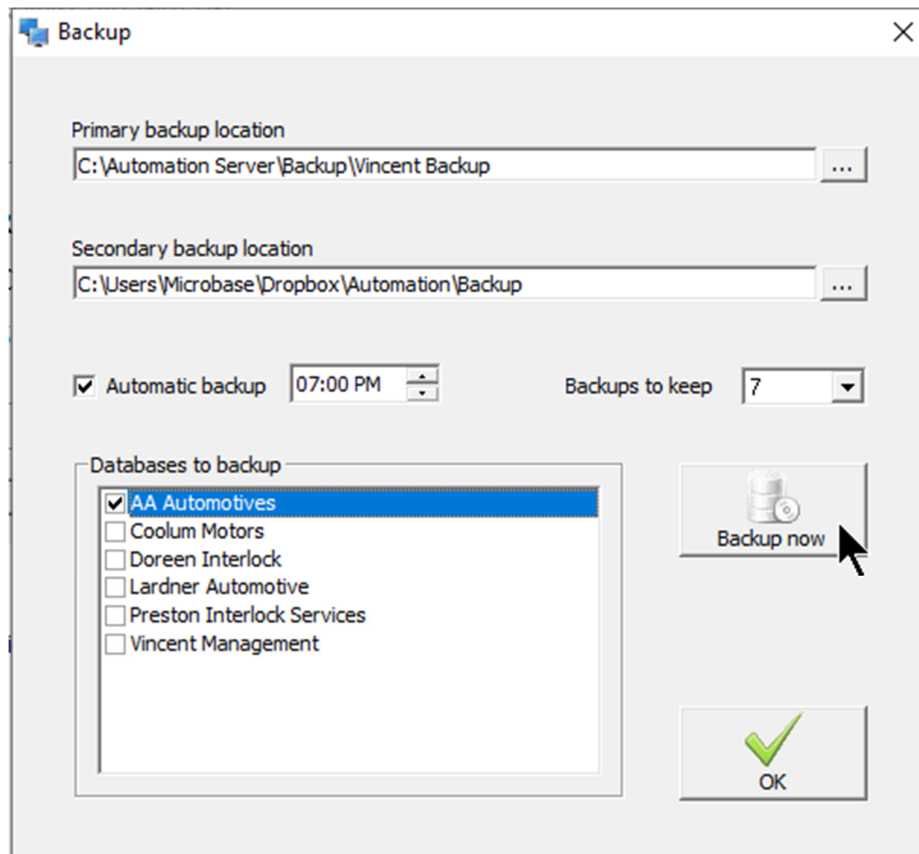
**Connections**

AutoServer@localhost:49768

### Step 2:

## Culling Out Your Clients and Vehicle List

Click on the backup button this will open up the backup screen.



### Step 3:

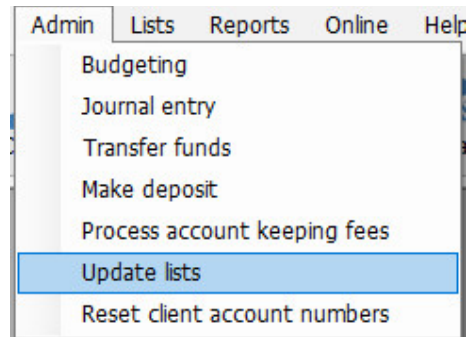
Click on the Backup now button and wait for the server software to back up your database.

Once the backup has completed re-minimise the Automation Server back down to the taskbar.

## Culling Out Your Clients and Vehicle List

### Step 4:

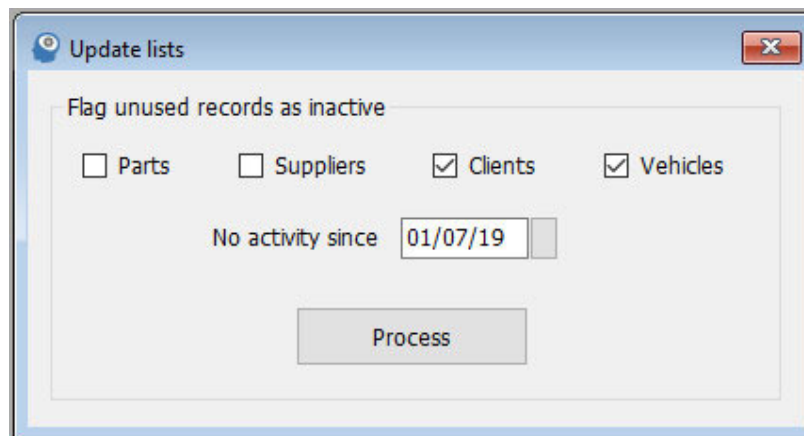
Within Automation Client, click on **Admin**, text menu above the big buttons at the top of the screen and click on **Update Lists**.



### Step 5:

At the update lists screen place a tick against **Clients** and **Vehicles** then choose your date.

Your date is the date where your clients have had no transactions, so the sample below means that all your Clients and their Vehicles that have not had any work done since the date chosen in this case 1/7/2019, all these clients and vehicles will be made inactive.



### Step 6:

Click Process when completed Check your client listing to see how many clients are left.

This completes the culling out of your client and vehicle listing.

**Note:** If for any reason the outcome is not what you expect or want, please call Microbase Support straight away so I can assist in restoring your database and reviewing the culling process.