Database Administration

File Locations

Client file components will be installed by default to C:\Program Files\Emergent Technologies\Manager. Even though these files can be installed to any location, it is advised to keep them at the default.

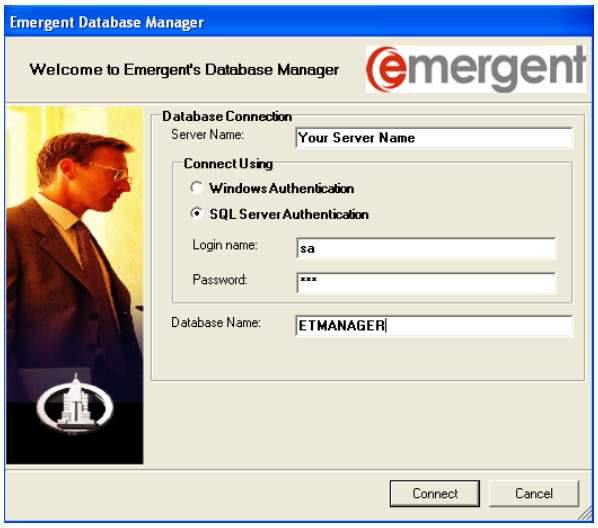
Registries setting are found in: HKEY_LOCAL_MACHINE > SOFTWARE > Emergent Technologies.

Audit Trail

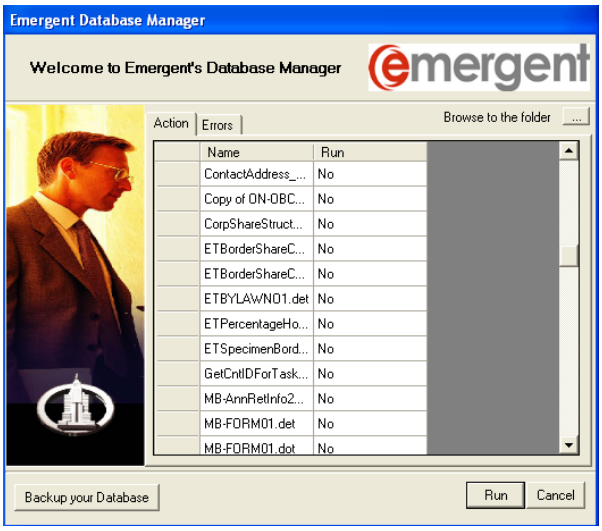
The Audit Trail on the Contact Card shows any changes made to the data, including date and User.

Emergent Database Manager

The Emergent Database Manager allow the administer an efficient way to apply database upgrades, Update Forms and Precedents, run custom scripts and backups directly to the database. Connect to the database with a secure log in window.



Then choose any of the options to maintain the database:



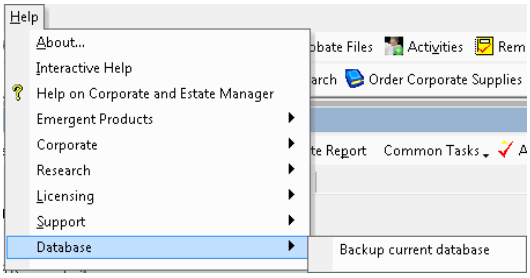
Back up your database before beginning any update process by selecting the Backup your Database button. Once done, an Operation Completed message will appear. You can then update your database.

Browse to the folder where the update files are located. You can place all of your update scripts and new templates in one folder and select it. Database Manager will update the database and transfer your scripts to your templates folder

Click the Run Button. Once complete, each task will be identified as having been completed.

Express Database Backup

The Corporate and Estates ET database can now be backed up by anyone at anytime from within the program. Select **Help > Database > Backup current database**. This will create a file called ETManager.BAK located in the default backup location of your SQL server or MSDE installation

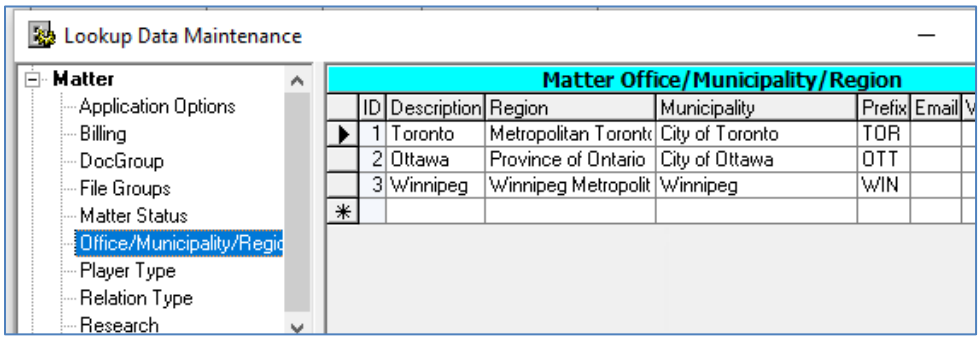


IMPORTANT! This backup process overwrites the previous backup and only the latest backup remains. The backed up file is not permanently saved. It is advised that the ETMANAGER.bak file be moved to a permanent backup media.

Support for Multiple Offices of the same firm:

If the database is being shared by multiple office locations of the same firm, individual files can be associated with a specific office.

To list multiple offices, go to **Tools > Options > Data Maintenance > Matter > Office/ Municipality/Region.**

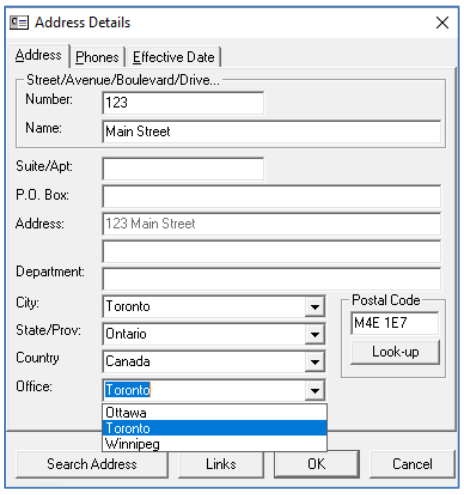


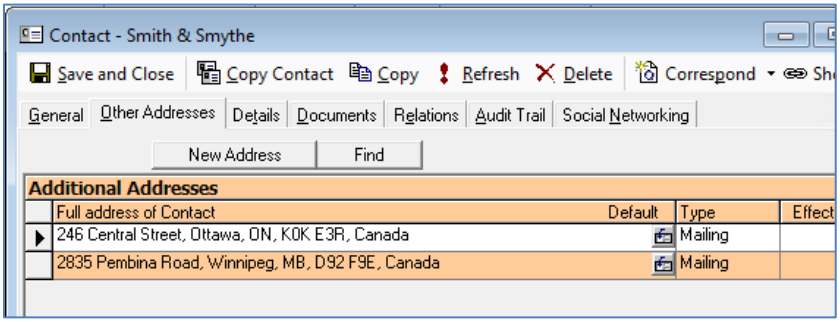
Enter the Following information:

- The Office City in the Description field.
- The Region and Municipality
- The Short Form Description of the office. This value will be used to identify which office a corporate record is stored within the firm. For example, TOR-159 means the minute book is in box # 159 in the Toronto Office.

Once the Offices are set up, the office address needs to be associated with the office.

Open the Our Firm Contact and enter the address on the main screen and additional addresses tab. At the bottom of the address page, there is a drop down called office. Select the office that this address belongs to. The Mailing Address on the General Tab will be the "local" address.





When creating a new file, the Office will be selected on the Administration Tabs of records, as well as the Registered Office for Corporate records.