Copying and Deleting Companies in v6.x

To Copy or Delete a Company

Note: All users should be logged out of Gold prior to copying.

1. Log on to Gold in the normal way.
2. From the Housekeeping menu (part of System Management in Classic Gold), select the "**File Utilities**" menu. Alternatively use the shortcut of FI.
3. Select "**Company Copy/Delete**".
4. Warning message displayed "NOT to be run whilst users are logged on". Ensure all users are logged off and select 'Yes' to continue.
5. The **Report User Status** screen is displayed to check that no users remain in the company to be copied/deleted. Use the quit key (F9 or Esc) to continue.
6. The following screen allows companies to be copied or deleted.

Important. Each copied company uses disk space and is added on the daily backup tape. Once relevant information has been extracted, it is advisable to delete the copy company.

Note: if the New Company already exists a prompt will be displayed for the user to decide whether to overwrite.

Company **99** should be kept as a training company, so the use of different Companies for month end copies is an option. (e.g. Co 101 for January, 102 for February, etc.)

Key Entry Fields (# indicates default option)

Option	Copy# Delete	Select to Copy a company. Select to Delete a company.
Company		Enter the company number to be copied or deleted.
New Company		If copying, enter the new company number, i.e. the number for the copy. If this company already exists a warning will be displayed.
New Type	Live Test Archive #	Copies as a live company. Copies as a test company intended for testing and training purposes. Copies as an archive company intended for year end copies. Only super users are allow to post transactions in an Archive company.
Name		If copying, enter the new company name, the default will be **COPY** Cmp xxx and today's date.
Copy Parts Audit Copy Stock Checks Copy Invoice History Copy Invoice Text Copies	No Yes Clear	Each of these options requires a large amount of disk space and may not be needed in the copy company. Select 'Yes' if required in the copy company or clear to create a blank file.

7. Select OK to continue.
8. When complete, the display returns to the File Utilities menu.

> **Do not delete live companies (e.g. 001).**
> **Restoration from backup can be chargeable**

Copying and Deleting Companies in v5.6

To copy a company

This procedure checks the size of the data files to be copied, and the amount of free space available on the hard drive, and reports this before attempting the copy.

Note: All users should be logged out of Gold prior to copying.

1. Log on to Gold in the normal way.
2. At any menu type **un.** This exits Gold to the gold prompt.
3. Type **copy_com   n   xx** and press <enter> - where **nnn** is the Company to copy, and **xx** the new company number to be created. Example; **copy_com 1 10**
   This would copy company 1 data into company 10.
4. The script checks for both Companies, and if the new one does NOT exist, reports on the disk space required for the copy, available disk space, and prompts to proceed.
5. If the Company being copied to exists, a warning is displayed, and prompts whether it is to be overwritten by the copy. A NO response aborts the exercise, whilst a YES identifies whether this will take more disk space, and the actual space available.
6. It then prompts whether Company **n** files are to be copied to Company **xx**. The original copy is deleted BEFORE the new is created.
7. Entering YES displays the company being deleted, and the directories (DV0, etc) as copied.
8. When copying is complete, it returns to the gold prompt.
9. To return to Gold type **gold** and press <enter> or <return>.

Important. Each copied company uses disk space and is added on the daily backup tape. Once relevant information has been extracted, it is advisable to delete the copy company.

Company **99** should be kept as a training company, so the use of different Companies for month end copies is an option. (e.g. Co 101 for January, 102 for February, etc.)

To delete a company

1. Log on to Gold in the normal way.
2. **Ensure no one is logged into the Company to be deleted.** At any menu type **un.** This exits Gold to the gold prompt.
3. Type **del_com xxx** and press <enter>/<return> - where **xxx** is the company for deletion.
4. The script prompts for the Company in use, when exiting from Gold. If this is the same as the Company to be deleted, the process is aborted.
5. It prompts if the Company **xxx** is to be deleted. Entering YES displays files being deleted.
6. When deletion is complete, return to Gold by entering **gold** and press <enter> or <return>.

7. If the original Company was deleted, error messages are displayed, and the Terminal will not access Gold. To continue, access Gold from another Terminal, and access System Management, Security, and Terminal Manager, entering the Terminal Number of the one that cannot access Gold.
8. The Company Number displayed will be that of the deleted Company, reset it to a valid Company and Accept (F2) the entry.
9. Use F9 to exit the Terminal Manager screen. The system returns to the original Menu.

Do not to delete live Companies (001 etc). Backup restoration is a chargeable service.

If you are unsure or require further assistance, please contact the Gold Support Desk.

Listing Companies

A facility to list all companies on your system, this can be used to verify companies already created and their respective size.

1. Log into Gold in the normal way.
2. At any menu type **un**. This exits Gold to the gold prompt.
3. Type **list_com** and press **<Enter>**
4. When listing is complete, return to Gold by entering **gold** and press **<Enter>**.

Company Size

A facility to verify the size of a specific company.

1. Log into Gold in the normal way.
2. At any menu type **un**. This exits Gold to the gold prompt.
3. Type **size_com nnn** and press **<Enter>** - where **nnn** is the company to check size.
4. When check is complete the total number of files and company size will be displayed.
5. Return to Gold by entering **gold** and press **<Enter>**.