

Sage WageEasy Employee locked by user

Summary:

If an employee file is locked by a user this could be due to the user not closing out of the employee's file correctly or leaving it open whilst working in another area within Sage WageEasy. To rectify this please follow the instructions below. Also note that if you are experiencing that your wages are not as fast as normal by doing the compact and repair this may speed the process up a bit.

1. Make sure all other people using the database that the lock is in have exited that particular database.

2. Click on File / Maintenance / Database / Maintenance.

3. It is imperative that you do a backup so click on Yes to do the backup and save it to your backup location.

4. Click Ok and this will bring up the Database maintenance wizard.

Database Maintenance Wizard		3 23		
Welcome to the Database Maintenance				
	The Database Maintenance Wizard will guide you through the involved in maintaining your Wage Easy Database.	steps		
	Enhance the integrity of your data by performing Database Maintenance on a regular basis.			
	< <u>B</u> ack <u>N</u> ext >	Cancel		

Sage WageEasy- Description of Factsheet **Prepared by:** Sage WageEasy Support Last updated: 19/01/16 Page 1 of 3

This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.



5. Click Next and Next as you will be selecting the default database as this is the one you are currently in and need to compact.

6. Tick the compact database and then click on next.

Database Maintenance Wizard	ନ୍ତ	23			
Compact Database					
Ensure that the correct database has been selected and confirm that you want to database before proceeding.	comp	act the			
Database to maintain:					
C://Users\Public\Documents\Wage Easy Payroll\Australia\Sample Compa					
To compact the database, check the box and click Next. Compacting will reduce the amount of bard disk storage required by the database. It can also repair a damaged database					
Compact Database					
< <u>B</u> ack <u>N</u> ext >	Can	icel			

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7. Once the database has finished compacting click on the finish button and then log in and you should be able to get into that employee's file.

Database Maintenance Wizard			23		
	Database Maintenance				
	WageEasy will now perform the tasks required to maintain the selected database.				
	Please wait while Wage Easy maintains your company database. This process could take an extended period of time, depending on the speed of your computer and the size of the database.				
	Database maintenance has been completed.				
	< <u>B</u> ack <u>N</u> ext >	<u>F</u> in	ish		

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