

**2 TMS 7 MAIN MENU**

## 2.0 MAIN MENU

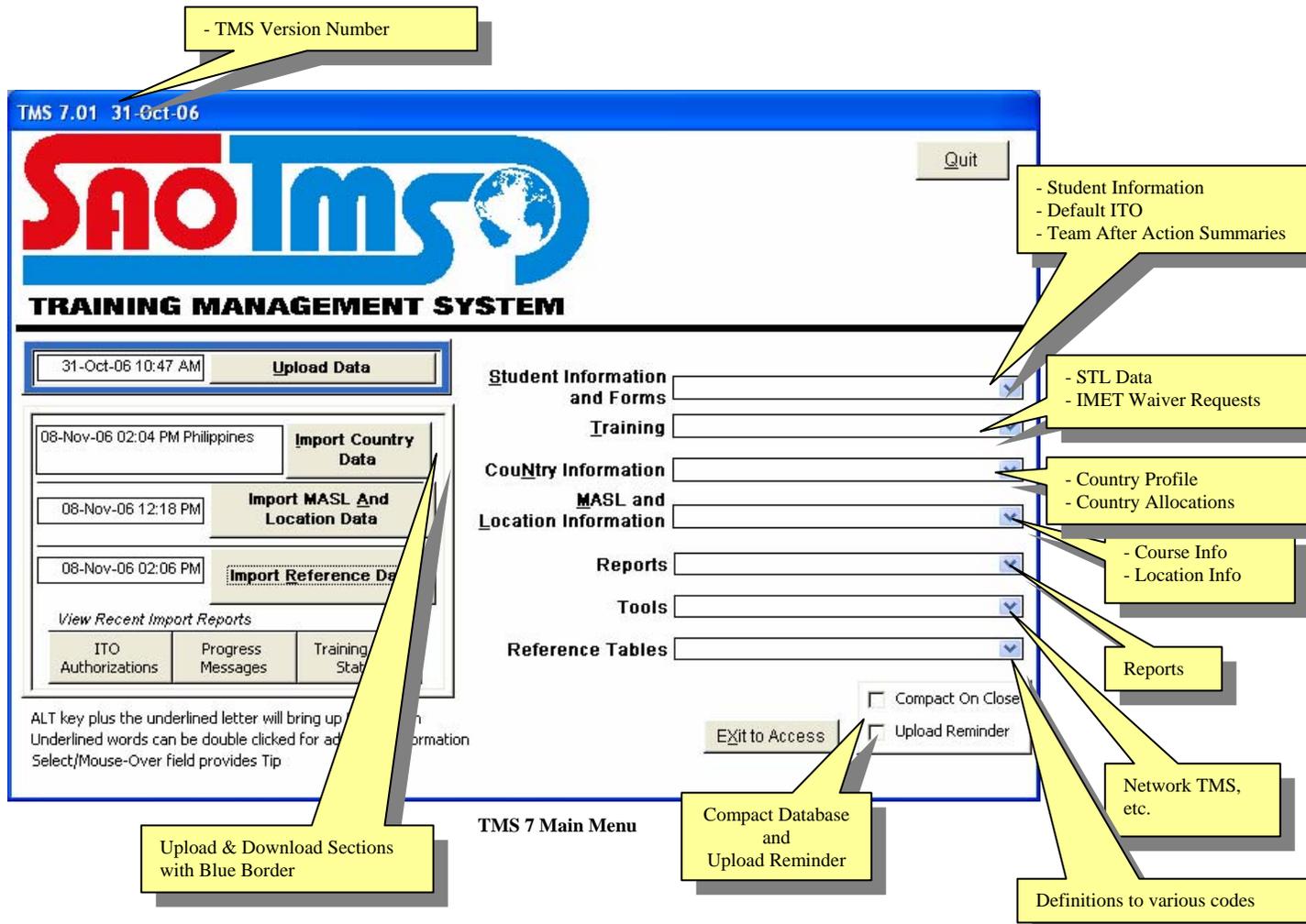
When you open TMS you will be brought to the TMS Main Menu. This is the screen that will lead you to all of other windows in TMS. Below is a description of what the Main Menu encompasses.

The TMS version number will be indicated in the Blue Bar at the top of the window. This is important to know in order to verify the most current version of TMS is being used.

Dropdown boxes allow the user to navigate to different windows in TMS.

The Main Menu also provides functions to Upload data to the SAN and Import new data from the SAN.

In addition, maintenance operations such as Repair and Compact TMS can be performed from the Main Menu.



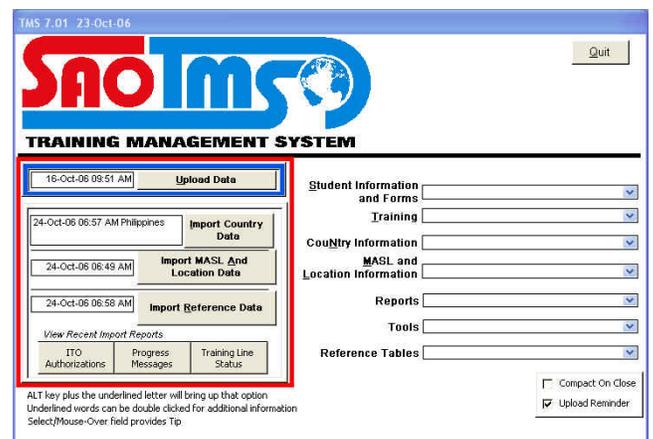
## 2.1 Upload / Download Section of the Main Menu

**\*\*Rule!/Hint: Very Important!!!** During the import of the STL, everything in TMS is overwritten with the data that is downloaded from the STL. Therefore, prior to importing new data into TMS, it is essential that changes made in TMS are uploaded to the SAN! (See Chapter 11 for Upload instructions.) This will prevent the loss of information that has been manually entered into TMS.

- TMS changes that must be uploaded to the SAN include any data that is entered by the SAO into TMS: (i.e. Student information, ITO data, After Action Summaries etc.)
- If the recent changes in TMS are not uploaded to the SAN, they will be overwritten during the import of a new STL.

- **Hint:** TMS Main Menu, Blue Border :

- The blue border around the “Upload or Import Data section” of the Main Menu indicates what action can be safely performed or should be performed. (i.e. Upload Data or Import Data)
- If the blue border is around the “Import Data section”, there are no changes to upload. It is OK to safely import new data.
- If the blue border is around the “Upload Data Section”, (as in the figure to the right) there are changes that should be uploaded to the SAN. Upload these changes **BEFORE** doing an import!



TMS Main Menu  
Blue Border: Import and Upload Section

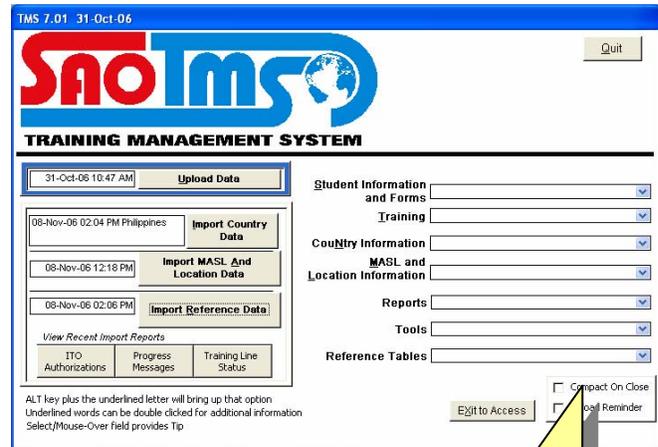
## 2.2 Compact and Repair TMS

When working with databases over long periods of time, they have a tendency to “grow” and may eventually become corrupt. As a maintenance precaution and to ensure optimal performance, you should compact and repair the TMS database on a regular basis.

**(Hint:** If TMS seems to be running slower than normal or not behaving as expected, try to Compact and Repair the database. This may solve the problem.)

To Compact and Repair TMS:

- ▶ On the TMS Main Menu:
  - Check the box, “Compact on Close”.
  - Close TMS
  - As TMS closes it will Compact and Repair itself.
    - Note: This may take a few minutes
  - Once the Compact and Repair is complete TMS and MS Access will close and you will be returned to your Desktop.



“Compact on Close” checkbox

Compact on Close

- **Hint:** If you do not wish to Compact and Repair TMS every time the program is closed, uncheck the “Compact on Close” box on the TMS Main Menu.

## 2.3 Upload Reminder

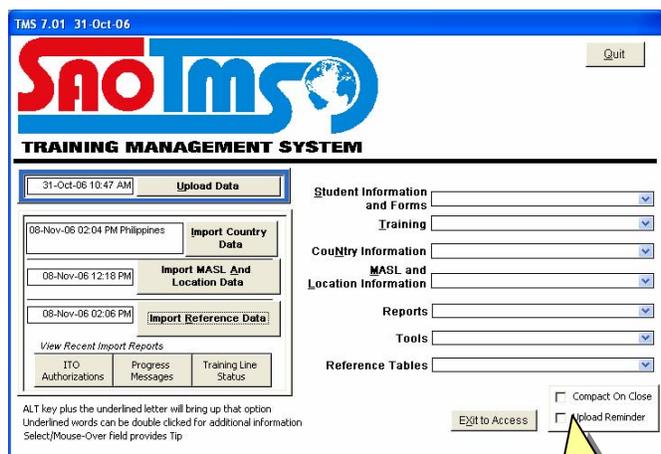
When exiting TMS, if there are changes that should be uploaded to the SAN a pop up message will appear asking, “Do you want to Upload TMS Data to the SAN?” This is just a reminder indicating there are changes that can be uploaded; the upload does not take place until the user manually uploads to the SAN (see Chapter 11). Uploads can be accomplished whether this is turned on or turned off.

Turn On Upload Reminder:

- ▶ On the TMS Main Menu:
  - Check the box, “Upload Reminder”.

Turn Off Upload Reminder:

- ▶ On the TMS Main Menu:
  - Uncheck the box, “Upload Reminder”.



“Upload Reminder” checkbox

Upload Reminder