

RPM Tips & Tricks:

Deletions: Items, Images, Buyers, Auctions, etc.

Background

By personal decision, an auctioneer may wish to permanently delete AuctionRPM data, be it an item, image, payment type, buyer, or an entire auction. Many pieces of data may be permanently deleted from AuctionRPM, as long as the following condition is met:

- The data to be deleted cannot be associated with any other piece of data.

In other words, if you wish to remove a buyer record from the Buyer Master table, the buyer must never have purchased an item, and must never have been registered for an auction. If the buyer has registered for one and only one auction, and did not purchase any lots, you would first 'unregister' the buyer from the auction. Then, since he/she is no longer associated with any auction, the deletion may take place.

Note: As they are normally associated with many other records in the system, Buyer Premium records, Consignment Fee codes, etc., will probably not be candidates for deletion.

If you need a buyer premium or consignment fee code that does not currently exist, please create a new code rather than editing an existing code. Editing an existing record affects both past as well as future entries in AuctionRPM.

Worried about data taking up too much space in the database?

The AuctionRPM database can never grow larger than 2GB (two gigabytes). This is a limit imposed on the database by Microsoft Corporation.

Since images take up the bulk of database size, the user may remove unwanted images (if the database becomes too large), 'compact' the remaining database, and then continue using AuctionRPM.

If the user wishes to store greater than 2GB worth of images, then he/she must switch to Windows 2003 Server software, and implement SQL Server Database software. Once this has been accomplished, images may take up to the size of the disc's capacity. This method of image storage is fully supported in AuctionRPM.

This tutorial is presented in four sections:

- **Part 1: Deletion of Master Table Entries**
- **Part 2: Deletion of Images from Selected Inventory Item Records**
- **Part 3: Deletion of Images from an Auction**
- **Part 4: Deletion of Entire Auctions**

Part 1: Deletion of Master Table Entries

Path: Tools – General tab – Master Data

With the exception of Inventory Master Records (inventory items) and Entire Auctions, all other data may be deleted from 'Tools – General tab – Master Data'. As an example, let's remove a Buyer Master record.

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In 'Tools – General tab – Master Data', click on 'Buyers' (left-hand side of screen). The Buyer Master template is seen on the right. To show deletions in action, click on the 'New' button, and add a new Buyer (neither name, address, nor phone number is overly important, so be creative in naming him/her!). Simply remember the Buyer name so you can find him/her again. Click 'Done – Yes' to save the record and exit from 'add mode'.

Now, as a comparison, highlight any Buyer at the bottom of the screen. Click on him/her only once to highlight the record. If you double-click, RPM enters 'edit mode' and turquoise appears in the entry boxes. When you wish to delete a record, assure that you are not in 'edit mode'. If the data entry boxes are turquoise, click on 'save' or 'done' to exit 'edit mode'.

Note: Whoever is first selected, please assure that he/she has been registered in one or more auctions. Although not anticipated, there is a slight chance that the person has never been registered in any auctions. In that case, the deletion will complete, and the person will be removed.

With the data record highlighted, click on 'File' – 'Delete' – 'Buyer Master Record' ('File' may be found in the upper left-hand corner of the screen). RPM will tell you that other records rely on the presence of this buyer record and, therefore, the record cannot be deleted.

Next, select the buyer that you entered earlier in this example. Attempt to delete him/her. Click 'Yes' to delete. That's all there is to it.

Note: Inventory Item Master Records are accessible from 'Auctions – Preparation tab – Inventory Master'.

Part 2: Deletion of Images from Selected Inventory Item Records

Method 1 – for items that have not been lotted into an auction:

In 'Auctions – Preparation tab - Inventory Master', select the item of interest. Click the 'Edit' button, or simply double-click the record at the bottom of the screen. The turquoise moves from the 'search box' (lower left side of screen) to the item itself. Click on 'Imaging'. Select the individual image to be removed. Click on 'Remove Image'. The unwanted image is gone.

Note: Alternate path = 'Auctions – Preparation tab – Add/Edit Lots – (select auction number) – (select lot number) – (double-click on lot, or click the 'edit' button).

Method 2 – for items that have been lotted into an auction:

Using 'Tools – General tab – Mass Image Assignment', select the affected auction. On the left side of the screen, click to highlight the lot in question. If you wish to delete only one image, or one image at a time, look on the right-hand side of the screen. Be sure 'Images already assigned' is checked. Locate the image you wish to delete. Click 'Remove Current Image From Selected Lot'. Continue until all unwanted images have been deleted.

To remove all images from the lot in question, click on 'Remove All Images From Selected Lot', located on the lower left-hand side of the screen, just underneath the 'lot list'.

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Part 3: Deletion of Images from an Auction

Path: Auctions – Preparation tab – Schedule an Auction

Note: Important!!! To minimize risk of damage to your database, please perform this task on the Main computer (the computer that holds the database). It may also be of value to first make a copy of the RPM database file prior to this deletion routine.

Click the 'Show Only Future Auctions' button so the checkmark is absent. All RPM auctions will be displayed. Click once on the auction to highlight it. If the auction is clicked too many times, you will be in 'edit mode' and the boxes in the top portion of the screen will become turquoise in color. If this occurs, click either 'Save' or 'Done' to return to 'Preview' mode.

Now that the auction has been selected, click (upper left-hand side of screen) 'File', 'Delete', 'Auction Master Record'. A new screen will display.

Check the 'Perform Selective Deletion' radio button. Click 'Delete Pictures from Invoiced Inventory'. Leave all other options blank. This process will leave uninvoiced items alone so that if they are used in another auction, the pictures remain intact and do not have to be re-entered.

Click the 'Proceed' button. As these changes are permanent, RPM will ask several times if you are really sure that this is the proper course of action. Boldly, continue clicking 'yes'. Continue with other previous auctions where there may be unnecessary numbers of pictures.

Note: There is an alternative to the above procedure that will allow deletion of all images from all invoiced items. Call Symmetric Software Customer Support for more information on this process.

Even though the images have been deleted, the database remains at its pre-deletion size. RPM does not 'compact' the database automatically. The user must perform this task manually.

'Compacting' the Database:

Option 1 – Microsoft Windows:

Click 'Start, 'Control Panel', 'Administrative Tools', 'Data Sources (ODBC)'. 'AuctionRPM' is already highlighted. Click on 'Configure' (right side of screen). Click 'Compact'. For 'Database to Compact From', click 'OK'. For 'Database to Compact Into', click 'Version 4.x', then 'OK'.

Note: If 'Version 4.x' is not clicked, the process will not continue.

When the process is completed, the screen will say 'Database Successfully Compacted...'. Click 'OK' as many times as necessary to leave 'Data Sources (ODBC)' and the Control Panel.

Option 2 – Microsoft Access:

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Note: Use this procedure only if you are comfortable with Microsoft Access. Otherwise, use 'Option 1'.

From Windows Explorer (right-click 'Start', left-click 'Explore'), find the database file (on left side of screen, find and double-click the 'RPM_Data' folder. On the right side of the screen, double-click on AuctionRPM.mdb'. Microsoft Access will start automatically.

To 'Do You Want To Block Unsafe Expressions', answer 'NO'. Then, click to 'OPEN' the file. Click on 'Tools – Database Utilities – Compact and Repair Database'. Database is automatically compacted, and returns to the 'Do You Want To Block Unsafe Expressions' prompt. The job has been completed.

Part 4: Deletion of Entire Auctions

Path: Auctions – Preparation tab – Schedule an Auction

Note: Important!!! To minimize risk of damage to your database, please perform this task on the Main computer (the computer that holds the database). It may also be of value to first make a copy of the RPM database file prior to this deletion routine.

Note: Remember, auction information (winning bids, bidder and consignor data, etc.) takes up very little space in the database. Also, it is recommended that you keep a 'sample' auction to play with.

If the goal is to reduce the numbers of auction records, it would be advisable to make a 'final' backup of the RPM database. Be sure to rename the backup uniquely so that it will be easily recognized, if needed.

Copy the backup file to several different computers and CDs/DVDs or removable drives.

To be prepared for the possibility of fire, theft, or other disaster, take one or more of the copies home or to some other 'offsite storage' area. That way, the data can be recovered in short order.

After making the backup(s), delete auctions one at a time, leaving the current year or fiscal period (or whatever your pleasure) in the 'live' data.

Click the 'Show Only Future Auctions' button so the checkmark is absent. All RPM auctions will be displayed. Click once on the auction to highlight it. If the auction is clicked too many times, you will be in 'edit mode' and the boxes in the top portion of the screen will become turquoise in color. If this occurs, click either 'Save' or 'Done' to return to 'Preview' mode.

Now that the auction has been selected, click (upper left-hand side of screen) 'File', 'Delete', 'Auction Master Record'. A new screen will display.

Check the 'Delete All Auction Data' radio button. If you wish to remove associated inventory records, then click 'Delete All Inventory Items Related to This Auction'.

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Click the 'Proceed' button. As these changes are permanent, RPM will ask several times if you are really sure that this is the proper course of action. Boldly, continue clicking 'yes'. Continue with other previous auctions where there may be unnecessary numbers of pictures.