

Help Center

Just a click away!



Database Utilities

e-book

ChildPlus
Desktop



800.888.6674
childplus.com

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The Help Center and Agency Customization

The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

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Database Utilities

You can use **Manage Archive and Training Databases** to:

- Archive an exact copy of your data in a separate database
- Maintain records of previous **Program Terms**
- View historical data without impacting your live data
- Create a separate database for training purposes without compromising your live data
- Allow new ChildPlus users to add, change and delete data as they are learning to use ChildPlus

Create an Archive

Create an archive of your data before a major database change or before or after submitting your PIR. This will preserve your data and questions related to the submitted year's PIR form. Without an archived copy of your data, you may not be able to review a complete history of the data you reported.

To create an archive of your database in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Database Utilities >> Manage Archive and Training Databases**.
2. Click **Create Archive/Training Database**.
3. Select **Archive**.
4. Enter a name for the archive database. Archive names can only contain numbers, letters and underscores. The first character of the archive name must begin with a letter. ChildPlus appends the current date to the end of the archive database name.
5. Complete the remaining fields as needed.
6. Click **OK**.



We recommend that you create regular archives of your database. Each time you create an archive, a copy of your database is created. You are limited to creating a maximum of 20 archive/training databases. Contact us to purchase additional space.

Connect to Archive

To connect to an archive database in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Database Utilities >> Connect to Archive**.
2. Select the **Archive Database Name** you want to connect to.
3. Click **Connect**. ChildPlus Desktop will restart.
4. Sign in. ChildPlus displays the word **Archive** above the menu.



Database Utilities options are not available while you are connected to an archive database.

To exit the archive database, exit ChildPlus Desktop. The next time you sign in to ChildPlus Desktop, you will be connected to your live database.

Create a Training Database

To create a training database in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Database Utilities >> Manage Archive and Training Databases**.
2. Click **Create Archive/Training Database**.
3. Select **Training**.
4. Enter a name for the training database. Training database names can only contain numbers, letters and underscores. The first character of the training database name must begin with a letter. ChildPlus appends the current date to the end of the training database name.
5. Complete the remaining fields as needed.
6. Click **OK**.



Each time you create a training database, a copy of your database is created. You are limited to creating a maximum of 20 archive/training databases. Contact us to purchase additional space.

Connect to Training

To connect to a training database in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Database Utilities >> Connect to Training**.
2. Select the **Training Database Name** you want to connect to.
3. Click **Connect**. ChildPlus Desktop will restart.
4. Sign in. ChildPlus displays the words **Training Mode** above the menu.



Database Utilities options are not available while you are connected to a training database.

To exit the training database, exit ChildPlus Desktop. The next time you sign in to ChildPlus Desktop, you will be connected to your live database.

Delete an Archive or Training Database

To delete an archive or training database in ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Database Utilities >> Manage Archive and Training Databases.**
2. Select the database you want to delete.
3. Click **Delete.**
4. Enter **DELETE** to confirm that you want to delete the database.
5. Click **Delete.**



When you delete a database, all the information in the database is permanently deleted and cannot be recovered.