

# Procedures - Monthly

*Contextual Information for Enhanced Customer Service*



## Procedures - Monthly

### ***Introduction***

There are certain functions of the system that should be taken care of on a monthly basis..

### ***Problem Statement***

I need to know what I should be doing in Summit Traffic on a monthly basis.

### ***Parameters***

Use the following procedures as a basis for monthly functions to be performed.

### ***Solution Overview***

**Run Billing**

**Run Remove Expired Data**

**Extend Schedules**

**Reset the Workstation Log**

### ***Implementation: Step-by-step process to Procedures - Monthly***

1. **Run Billing**
  - a. Be sure to run the billing for each Billing Cycle
  - b. Please see the white paper for Billing the necessary billing cycles
2. **Run Remove Expired Data**
  - a. Be sure to run Remove Expired Data each month if you have a large database. Otherwise, you could wait and do it with the Year End Maintenance
  - b. Please see the white paper for Remove Expired data
3. **Extend Schedules**
  - a. Be sure to run Extend Schedules if you don't run it in a daily or weekly basis. This is so that the schedule stay extended out into the future, which is necessary for certain reports
  - b. Please see the white paper for Extend Schedules
4. **Reset the Workstation log**
  - a. Be sure to reset the workstation log each month as it holds a lot of information and may get very large.
  - b. Please see the white paper for Reset Workstation Log.