

# Clear Group Memberships

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## Installation and Usage

Clear Group Memberships provides a CommandLine-Executable to clear ALL group memberships, in preparation for running Group Membership Rules in ACT! 5.02 or higher.

ACT! 5.02 and higher provide Group Membership Rules, that assign contact membership in one or more groups, based on the content of the fields on the contact record.

However, Group Membership Rules only ADD contacts to groups – they will NOT remove a contact from a group when that contact no longer meets the condition(s) of the rule.

For accurate group membership, all group memberships must be CLEARED before running the Group Membership Rules in ACT!

Various techniques and facilities are available for running the Group Membership Rules, both interactively in the currently open ACT! database, and as a “batch” process, either on a scheduled basis or directly from the Start > Run command.

Clear Group Memberships provides a similar means to perform this “preparation” step as a “batch” process, on a scheduled basis or directly from the Start > Run command.

## Installation

1. Shut down all running programs.
2. Run **Install\_ClearGroupMemberships.exe**.
3. Follow the instructions on the screen. Restart your computer if prompted to do so.

This will install **c:\program files\tnhg\ClearGroupMemberships.exe** on your hard-drive, and add the ClearGroupMemberships.exe program to the Programs menu on your Start button. You may add an icon for the program to your desktop, if you wish.

# Usage

Clear Group Memberships uses a “command line” set of parameters to control its execution. The “command line” follows the program name, separated from the program name by a single space. The parameters in the command line are separated by FORWARD slashes – “ / “.

The command line consists of 4 parameters, the first of which is required. These parameters are:

- 1) Database Name – the complete path and name of the database whose group memberships are to be cleared. For example, if the database name is “mydb” and it is stored in the “d:\my name\databases” folder, then the first parameter would be d:\my name\database\mydb.dbf and the entire command would be

```
c:\program files\tnhg\ClearGroupMemberships d:\my
name\database\mydb.dbf
```

all on one line (notice that since no other parameters are provided, there is no “slash” ( / ) required or present)

- 2) Username – if the database specified in the first parameter, then a username is required to open the database. For example, if the database named above is a multi-user database and the database administrator opens the database using the name “dbadmin”, then the command would be

```
c:\program files\tnhg\ClearGroupMemberships d:\my
name\database\mydb.dbf/dbadmin
```

all on one line (notice the single “slash” ( / ) that separates the name of the database from the username)

- 3) Password – if the username specified above requires a password, then the third parameter provides that password. For example, if the database administrator whose username is “dbadmin” uses “myswd” as the password, then the command would be

```
c:\program files\tnhg\ClearGroupMemberships d:\my
name\database\mydb.dbf/dbadmin/myswd
```

- 4) Create a Backup Switch – it is **HIGHLY recommended** that you create a backup of the database before clearing all the group memberships, since **this clearing cannot be undone!** So, the default is to create a “zip archive” of the database, stored in the same folder with the database, and named the same as the database, followed by the date and time of the backup (yyyymmdd-hhmm). However, if you do NOT want to create a backup, then the final switch should be an “N”, without the quotes. For example, if you do not want to create a backup and you have a single user

database that does not require a username or password, your command line might be

```
c:\program files\tnhg\ClearGroupMemberships d:\my  
name\database\mydb.dbf//N
```

Another example would be if your database requires a username but no password, then your command line to clear the group memberships without making a backup might be

```
c:\program files\tnhg\ClearGroupMemberships d:\my  
name\database\mydb.dbf/dbadmin//N
```

**Note that if the Create Backup Switch is provided that all 3 “slashes” appear in the line, regardless of whether or not a username is provided, with or without a password.**

**Use this option with care! You CANNOT unclear the group memberships! The ONLY way to recover the group memberships is to restore from a backup, so PLEASE make a backup before each “clearing” process.**