

## Dynasoft – How To Report Software Issues

In order for issues to be fixed, Dynasoft needs as comprehensive a report as possible. Please follow the steps given below when issues to do with our software products are encountered.

### **--We cannot insist enough on the importance of doing regular off-server backups of all your data even if you are using a Virtual Private Server (VPS) provided by us--**

1. If your programme is on a VPS and you are accessing it via Remote Desktop and cannot get your programme to start, log out of Windows and log back in. Try starting the programme. Reboot the server. Kill the programme in Task Manager and try again if the problem persists.
2. Make sure you have all the latest Windows and Dynasoft software updates for your system
3. Read the troubleshooting section of your programme's manual
4. Clean up your database
  - a. Delete all entries from ProgrammeEvents and ProgrammeLogs tables from your product's database
  - b. Allow enough space for, shrink, optimize, compact, repair and/or restore a good copy of the product's database
5. Clean up the installation of the programme:
  - a. Check to make sure no other installation of our programme exists on your computer. This includes any demo you installed and forgot to uninstall. If there are other installations, back up your data, uninstall all instances of our programme or demo.
6. Review the basic settings of your programme such as target folders where files are supposed to be located, prices and price lists in your configuration, etc...
7. Perform a boot time scan with an anti-spyware and anti-virus programme on the machine using tools such as CCleaner, Avast,...
8. Reboot your machine
9. Run a full boot time CHKDSK on your machine
10. Reboot your machine
11. Back up your current set up
  - a. Back up your product's database and all files under your product's Assets folder both in Program Files and ProgramData
12. Reinstall the programme if you uninstalled the programme as per step #6.a above.
13. Check to see if your underlining data has not changed, such as CDR formats, FTP server details, etc.
14. Rerun the scenario that lead to the error in the first place but try and limit the size of the data set used to a minimum. Limit the data set used to, for example:
  - a. One or two contacts in your data like customers
  - b. One or two data files only like CDR files
  - c. As small a number of lines in a data file (CDR...) as possibleThis should speed up the process of fault finding substantially for all concerned.
15. Ask Dynasoft to provide you with a temporary key and install our software product on another machine, run the scenario in step #14 above and see if the problem persists
16. If the problem persists, please forward to us the details of your current set up, as follows:
  - a. Dynasoft product name and version number
  - b. Database system and version number used
  - c. Windows version
  - d. Regional settings of the machine
  - e. Step-by-step breakdown that details what you were doing: which data set (e.g., customers, suppliers...) was selected, the data (e.g., customer number, CDR file...) at fault, what buttons were clicked, in what order, what settings were entered, time of day, dates selected, etc...
  - f. Take screenshots of screens involved and error messages thrown
  - g. Entries in any error logs under your product's System folder
  - h. Copy of the database back-up from step #11 above. Please reduce the size of each database table to a few thousands of records so as to help us make the process of importing and testing your data quicker.
  - i. The exact piece of data that is giving problems (e.g., the exact CDR records, customer number and DDIs...) from step #14 above
  - j. Exact outcome that was expecting but that was thwarted because of the issue(s)

All files should be zipped and bug report sent to us at [support@dynasoft.net](mailto:support@dynasoft.net).

We might have to ask to let us have access to your machine via a Remote Desktop-type application and gain access to the application's database so we can see what the problem is and check additional data and settings.

Please note that no sensitive information like customer credit cards should be sent to us by email or through download links.

Dynasoft provides customers with unlimited support for its products and services. This support extends to the customer's hosting systems, which are essentially outside our control. Please note though that this support does not cover issues not linked to our products. Therefore, depending on whether the customer has a valid support agreement or not and whether the cause of the problems experienced can be traced back to our products or not, we might have to invoice the customer for some or all of the time spent on fault finding. More on this can be found in our [software support SLA](#).

Dynasoft Ltd.