



# System Settings

System Settings is the platform maintenance hub for administrators. From here you can apply database updates and run one-time system migrations — all without any technical know-how required.

## Key Features

- **Update Database:** Applies any pending platform updates in one click. If updates are available, a results panel pops up listing each item colour-coded green (success), yellow (skipped), or red (error). If everything is already current, a brief confirmation banner appears instead.
- **Optimize Tables:** Reclaims unused space and tidies database tables to keep things running smoothly.
- **Repair Tables:** Checks and fixes any corrupted table data.
- **Clear System Cache:** Wipes the platform's internal cache so fresh data is loaded on the next request.
- **Clear Template Cache:** Clears any cached page templates, useful after layout or branding changes.
- **Email System Migration:** A one-time utility to migrate legacy email template files to the

current email management system. A confirmation prompt appears before anything runs.

## How to Use

### Running a database update

1. Go to **System Settings** from the admin sidebar.
2. Under **System Maintenance → Database**, click **Update Database**.
3. The button shows a spinning indicator while the update runs.
4. When complete, one of two things happens:
  - If updates were applied, an **Operation Results** popup lists each item with its status — green for success, yellow for already up to date (skipped), red for error.
  - If the system was already current, a brief green banner appears at the top of the page and auto-dismisses after a few seconds.
5. Click **Close** to dismiss the results popup.

### Running the email migration (one-time)

1. Under **Email System Migration**, click **Rename Email Templates → Email Management**.
2. A confirmation prompt asks you to verify before proceeding — click **Confirm**.
3. A results popup shows which files were renamed, skipped, or encountered an error.

## Tips

- Run **Update Database** first whenever you notice new features aren't behaving as expected — a pending update is often the cause.
- Already-applied updates show as "skipped" in the results, so re-running is safe and won't undo anything.
- The email migration only needs to run once. If all items show "skipped", the migration is already complete.
- Success and error banners dismiss automatically after a few seconds — no need to manually close them.