



UNIVERSITY OF SOUTHERN MAINE
Muskie School of Public Service

Installation Instructions for the Campus Database Application

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Introduction

The file you have installed is a "self-expanding" compressed file. This file creates a directory named **CAMPUSdb2.0** on your **C:** drive and saves multiple files necessary for running the software into the new directory. It also saves a copy of the license agreement and the database manual in the directory.

The software uses a split-database design, which means that the database is divided into two parts: a front-end and a back-end. Both of these files have been saved in the directory referenced above.

The front-end of the database contains the forms and reports that you will use to enter and view data. You will only be working with the front-end of the database, also called the "user interface." This file is called **campusdb2.0.mdb**.

The back-end of the database contains the actual tables that store the data. You will not need to work with this directly. This file is called **campusdb2.0_be.mdb**.

There are three reasons for utilizing the split database design:

- 1) Because the data is stored separately from the user interface, modifications can be made to the database without affecting the data entered. This makes it easier to upgrade the database if necessary to repair bugs or include new features.
- 2) A split-database design makes it possible for multiple users to enter and/or view the data simultaneously. To allow multiple users, you must follow the instructions for a Network Environment Installation, which begin below.
- 3) If the database is saved on a network, the split-database design optimizes performance and makes the database run faster by saving only the back-end database on the network, while the front-end is saved locally on your PC. This means that only the data you have entered has to be submitted over the network, not the actual design of the forms and reports in the database.

Installation Information

By default, the database has been saved locally on the C drive of your PC. This means that it can only be accessed by a single user on the current computer. If you want to keep this installation as is, you can skip to the section on **Creating a Shortcut to the Database**, which begins on page 4.

However, *if you want to install the database on your organization's network so that several users can access the database simultaneously from different computers*, please proceed with the following instructions.

Network Environment Installation

Note: Depending upon your computer's settings, you may not see the file extensions for the files mentioned in this section.

- 1) Navigate to the **C:\CAMPUSdb2.0** directory and locate the file named **campusdb2.0_be.mdb**.
- 2) Right-click on this file and select **Cut**.
- 3) Choose the location on your network where you want to save the back-end of the database. This location should be accessible to all users of the database software.
- 4) In this location on your network, create a new folder by selecting **File → New → Folder** from the Menu bar. Rename the folder **CAMPUSdb2.0**.
- 5) Open the new folder.
- 6) Right-click in the new folder and select **Paste**. The file named **campusdb2.0_be.mdb** should now appear.

Next, you need to create a relationship between the front-end database, which is saved on your **C:** drive and the back-end database, which you have just moved to the network location.

- 7) Navigate back to the **C:\CAMPUSdb2.0** directory.
- 8) Double click the file named **campusdb2.0.mdb**. This will open up the database.

Note: Access 2007 and 2010 users will see a security warning when opening the database. You can ignore this message now. Further instructions for dealing with the security warning are included in the database manual for entering data and generating reports, **CAMPUSManual.pdf**.

- 9) For Access 2000 or 2003 users:
 - a. On your menu bar, select **Tools → Database Utilities → Linked Table Manager**.

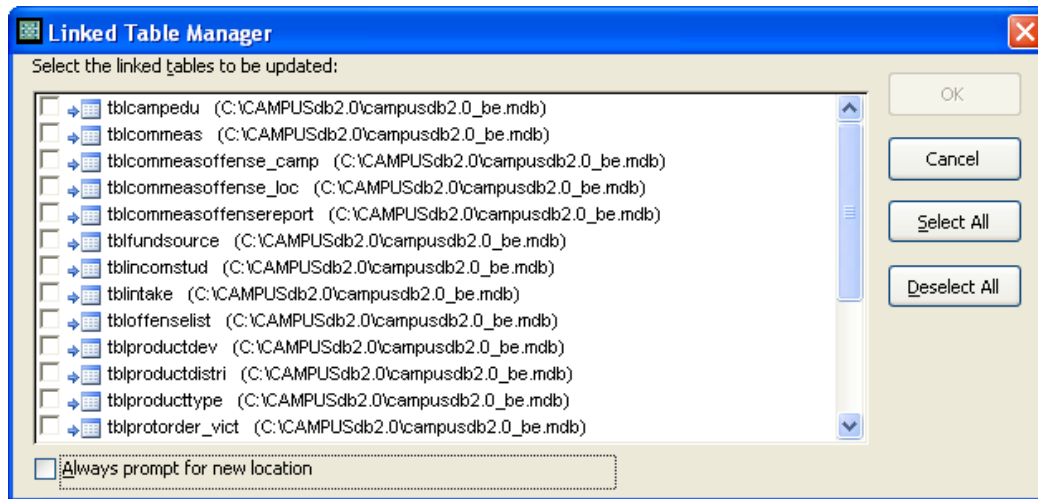
For Access 2007 users:

- b. Click on the **Database Tools** tab and then on the **Linked Table Manager**.

For Access 2010 users:

- a. Click on the **External Data** tab and then on the **Linked Table Manager**.

10) The following dialog box should be displayed:



Note: If this is not displayed, then the Linked Table Manager was not installed with your version of Access. You will need to reinstall Access following Microsoft's instructions for a custom installation rather than the default installation. As part of the custom installation, you should choose to install the Linked Table Manager as a feature. You may need to contact the person who initially installed Access for help at this point.

11) Click the **Select All** button. Then check the box that says **Always prompt for new location**.

12) Click the **OK** button.

13) You should see a **File Chooser** dialog box. Navigate to the location on your network where you recently saved the back-end of the database. Select the **campusdb2.0_be.mdb** file and click **Open**. This will establish a relationship between the two different components of the database. It may take a moment for Access to complete this process. You will then see a message box that says **All linked tables have been successfully refreshed**.

14) Close the database.

Finally, you'll want to save a copy of the front-end of the database you have just modified onto the network location. This will enable you to easily install the database on the computers of other users on your network.

15) Navigate back to **C:\CAMPUSdb2.0** folder.

16) Right click on the **campusdb2.0.mdb** file and select **Copy**.

17) Navigate to the folder on the network where you saved the back-end of the database.

18) Right click in the folder and select **Paste**.

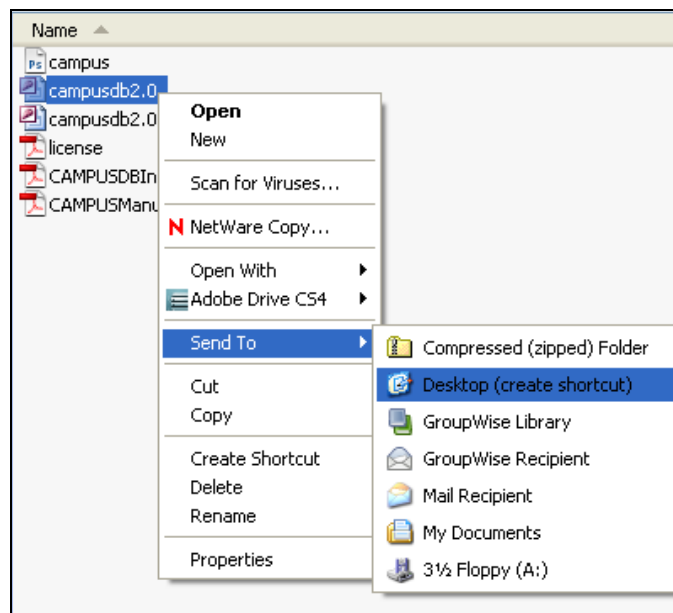
To install the database on other computers on your network:

- 19) On each computer that you want to be able to access the database, create a new folder in the **C:** drive named **CAMPUSdb2.0**.
- 20) Navigate to the network location where you saved the database.
- 21) Copy the **campusdb2.0.mdb** file from the network folder into the **C:\CAMPUSdb2.0** folder on the computer.
- 22) The database is now installed. You will not need to reestablish the links to the back-end of the database using the Linked Table Manager.

Creating a Shortcut to the Database

Regardless of the type of installation you chose, you should create a shortcut to the Campus database on each computer that will be using the database. This will make it easier to locate the correct file to open the database.

- 1) Navigate to the **C:\CAMPUSdb2.0** folder.
- 2) Right click on the **campusdb2.0.mdb** file.
- 3) Select **Send To → Desktop**, as shown in the following figure.



- 4) This will create a new icon on your desktop. Double-click on this icon to open the database. Refer to the **CAMPUSManual.pdf** file saved in your **C:\CAMPUSdb2.0** folder for instructions on entering data and generating reports.