



## **Installation Instructions for the Database Application.**

The file (SASP\_FORMULAdb1.0.exe) you have downloaded is a “self-expanding” compressed file. This simply means that the file will save multiple files on your computer.

This self-extracting ZIP file will create a directory named “SASP\_FORMULAdb1.0” on your ‘C:\’ drive and put the files necessary for running the Software into this directory.

The software uses a “split-database” design. The database is divided into two parts, a “front-end” and a “back-end”. The “back-end” database contains the actual tables, and thus the actual data on training, victim/survivors, etc. The “front-end” database contains only the forms, reports, and queries that allow you to view the data. The “front-end” will need to be linked to the “back-end”.

There are three reasons for utilizing the split-database design.

1. The forms are stored locally on your PC. When you change forms only the information that needs to be displayed has to be sent across the network. The form itself does not need to be retrieved across the network. This will make the application “faster”. In a database that is not split, when you change forms the actual form information (size, color, text boxes, buttons, etc.) must be transmitted across the network.
2. Modifications can be made to the software, while preserving information already entered. This makes upgrading the application to include new features, to repair “bugs”, etc. easier than in a database that is not split.
3. A split database allows multiple users to enter and/or view the data simultaneously. To allow multiple users, you will need a network and will need to follow the Network Environment instructions.

There are two ways of installing the software. The software can be installed to run locally on a single machine, accessed by a single user; or it can be installed to run on a network, with several users accessing the software simultaneously. You will need to decide which installation best suits your Agency.

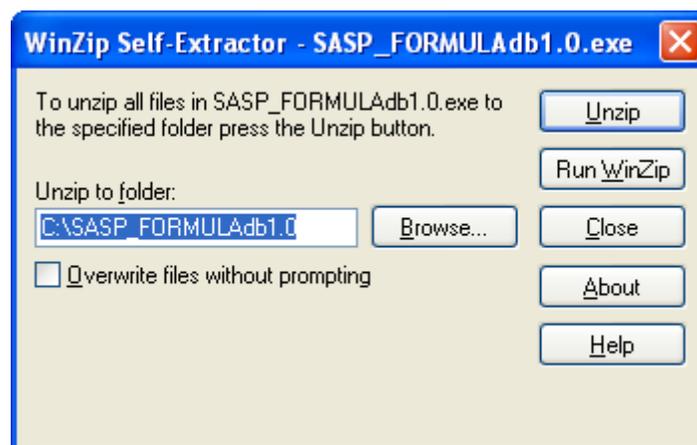
***NOTE: YOU MAY NEED TO PRINT THIS DOCUMENT BEFORE STARTING THE INSTALLATION.***

### **Single User Environment**

The single user installation is very easy.

- 1.1 Using either Windows Explorer or My Computer, locate the file named "SASP\_FORMULAdb1.0.exe" you downloaded from the website.
- 1.2 Double click on this file. You will first see the box (window) "WinZip Self-Extractor" as shown in Figure 1. **Please do not click on Browse or make any changes to the path in the text-box for "Unzip to folder".**
- 1.3 Click "Unzip". This will automatically save the required files into the "C:\SASP\_FORMULAdb1.0" directory of your hard drive.
- 1.4 A Message box will display that four files have been unzipped. Click "OK".
- 1.5 Click "Close" in the other box i.e. "WinZip Self-Extractor" window. The software is now installed.

Please note that, if you don't save the file in the default location "C:\SASP\_FORMULAdb1.0" as mentioned above i.e. if you choose to use the Browse or make any changes to the path in the text-box for "Unzip to folder" (refer figure 1), you will need to link the front-end file with the back-end using the "Linked Table manager". (Refer to the steps 2.14 to 2.17 to use "Linked Table Manager".)



**Figure 1**

## 2. Network Environment

The network installation is slightly more complicated than the Single User installation.

- 2.1 Choose a machine to act as the server. The server should be accessible over the network to all users of the SASP\_FORMULA software. The location of this server will, obviously, vary from agency to agency. It will work in a LAN environment and in a "peer-to-peer" network. The "back-end" of the database will reside on the server.
- 2.2 Using either Windows Explorer or My Computer, locate the file named "SASP\_FORMULAdb1.0.exe" you downloaded from the website.
- 2.3 Double click on this file. You will first see the box (window) "WinZip Self-Extractor" as shown in Figure 1 above. **Please do not click on Browse or make any changes to the path in the text-box.**
- 2.4 Click "Unzip". This will automatically save the required files into the "C:\SASP\_FORMULAdb1.0" directory of your hard drive.
- 2.5 A Message box will display that four files have been unzipped. Click "OK".
- 2.6 Click "Close" in the other box i.e. "WinZip Self-Extractor" window. The software is now installed on your C: drive.
- 2.7 Now, again using either Windows Explorer or My Computer, navigate to the "C:\SASP\_FORMULAdb1.0" directory and locate the file named "sasp\_formuladb1.0\_be.mdb".
- 2.8 Right click on this file and select "Cut".
- 2.9 Then, using Windows Explorer or My Computer, navigate to the machine that will be used as the server.
- 2.10 Create a folder to hold the database. This is accomplished by navigating to the location where you want the folder. Then select "File", "New", and "Folder" from the Menu bar. A new folder will appear. You should rename this folder "SASP\_FORMULAdb1.0".
- 2.11 Open this folder up. Right click and select paste. The file named "sasp\_formuladb1.0\_be.mdb" should now appear. You have now finished installing the "back-end" of the database.
- 2.12 Now use Windows Explorer or My Computer and navigate back to the "C:\SASP\_FORMULAdb1.0" directory.

- 2.13 Double click the file named "sasp\_formuladb1.0.mdb". This will open up the software.
- 2.14 At the Front Screen (refer figure 2 below) select "Tools" from the menu. Then select "Database Utilities" and then "Linked Table Manager". The dialog box shown in Figure 3 should be displayed.

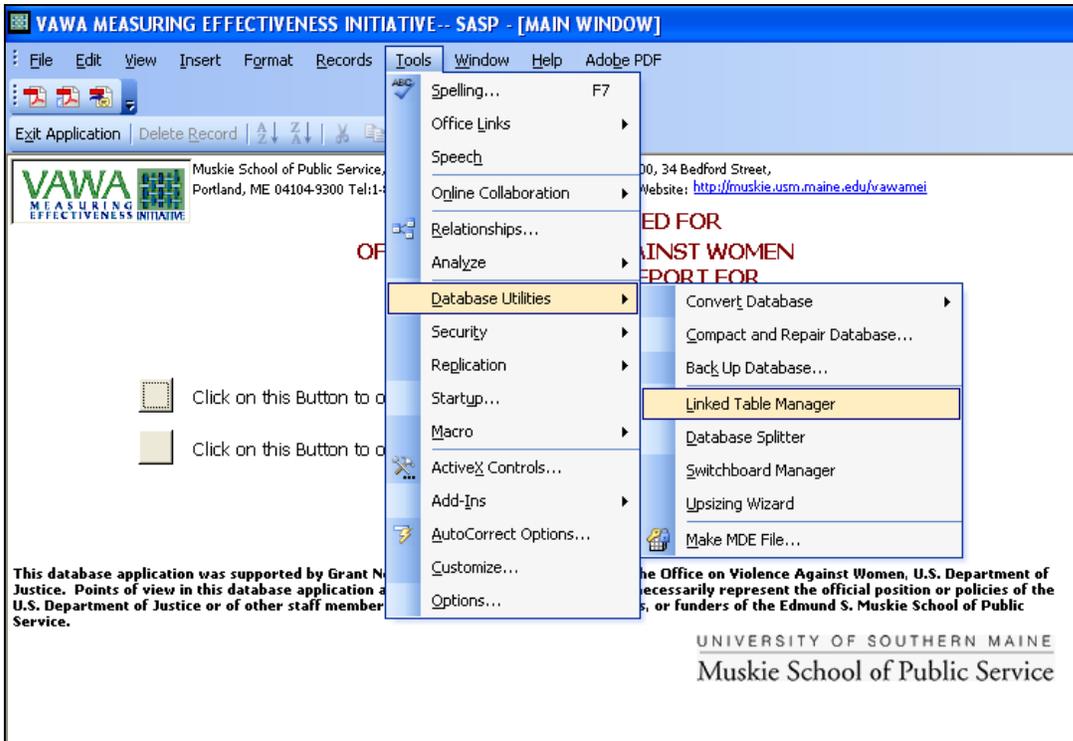


Figure 2

**Note:** If this dialog box as shown in Figure 3 is not displayed, then Access will have to be reinstalled. In the original installation, the "Linked Table Manager" was not installed. When reinstalling you will need to select the "Custom" installation rather than the "Default". You will then have to choose to install the "Linked Table Manager" as a feature. You may need to call your technical person for assistance at this point.

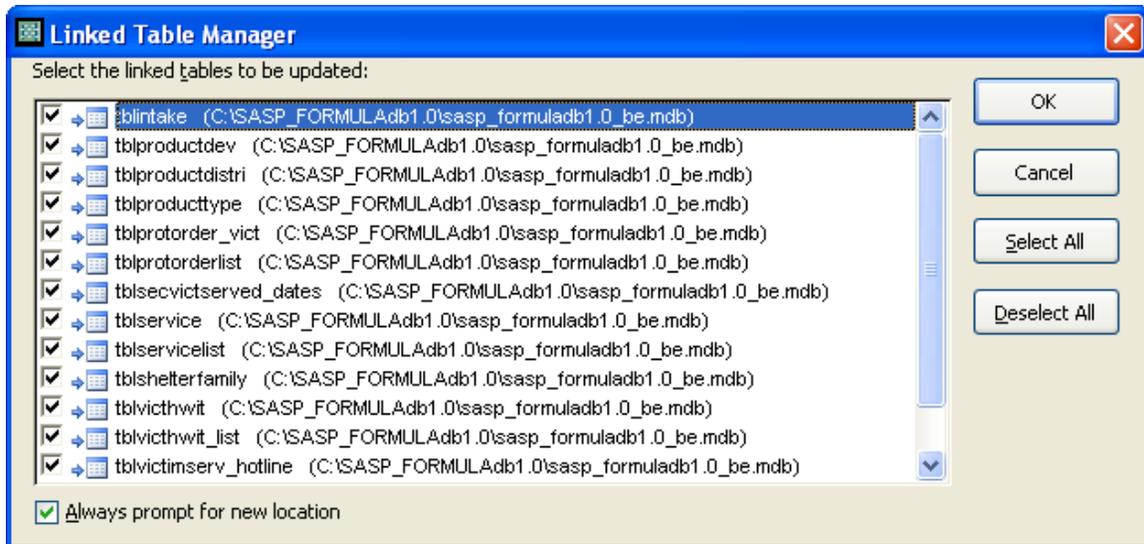


Figure 3

- 2.15 At this point you should click the "Select All" button and the "Always prompt for new location" check box should be checked.
- 2.16 Then click the "OK" button.
- 2.17 You will see a "File Chooser" dialog box. Use this dialog box to navigate to the location of the "back-end" database. You should select the "sasp\_formuladb1.0\_be.mdb" file and click "Open". The "Linked Table manager" will then link this client to the "back-end". This will take a little bit of time and then you should see a message box telling you that "All linked tables have been successfully refreshed"
- 2.18 You should then close the software.
- 2.19 Using Windows Explorer or My Computer, navigate to the "C:\SASP\_FORMULAdb1.0" folder.
- 2.20 Right click the file named "sasp\_formuladb1.0.mdb" and select "Copy".
- 2.21 Navigate to the folder on the server that contains the database.
- 2.22 Right click in the right-hand pane and select "Paste".
- 2.23 You now need to go to each machine that will be using the software and create a "C:\SASP\_FORMULAdb1.0" folder.
- 2.24 Using Windows Explorer or My Computer copy the "sasp\_formuladb1.0.mdb" file from the server to the "C:\SASP\_FORMULAdb1.0" on the client machine.

## Running the SASP\_FORMULA Software

To run the software, use either Windows Explorer or My Computer to navigate to the "SASP\_FORMULAdb1.0" directory on your "C:\\" drive of either the single user machine or the client machine (network environment). Find the file named "sasp\_formuladb1.0.mdb" in the right-hand pane. Double-click on this file. The software will then start up. Use the SASP\_FORMULA Instruction Manual for further instructions.

## Creating a Shortcut to the Software

You should create a shortcut to the SASP\_FORMULA Software on each machine that will be using the software. You should do this regardless of whether or not you installed the software on a network. It will make it easier to find the correct file for running the software.

To create a shortcut, use Windows Explorer or My Computer to navigate to the "SASP\_FORMULAdb1.0" directory on the "C:\\" drive of either the single user machine or the client machine (network environment). Find the file named "sasp\_formuladb1.0.mdb". Use the RIGHT button of your mouse and click on that file once. Select "Send To -> Desktop (Create Shortcut)" from the short-cut menu list that appears (refer figure 4). There will now be a new icon on your desktop. Next time you want to open the application, just double-click on this icon.

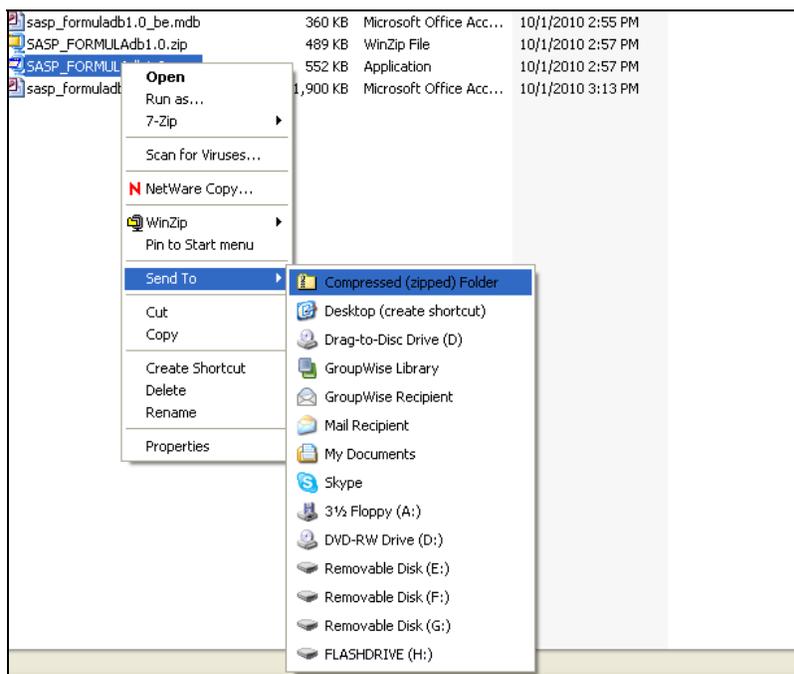


Figure 4