

**Prepare a TechnoKids Database to run on a Windows Based File Server** (Give these instructions to the System Administrator)

\*\*For Access 2003 or earlier

Split the *TechnoBlank* Database

You will need to split this database into a front-end/back-end application. The back-end database contains the tables. The front-end database links to the back-end tables. Students are given access to the front-end database. This step allows users to view, search, and enter data into the same database.

From the File Server Create a Network Share

1. With **Administrative** rights, log on to the file server.
2. The Administrator must create a folder on the Windows Server to hold the database. Share this folder and assign access rights allowing all desired users Read/Write privileges. (\\server\share)
3. Create a new folder within the share and call it *database*.
4. Give users *Modify Privileges* to the *database* folder.
5. From the Project Resource CD, select the correct database depending on the version of Microsoft Access\*\* you are using.
6. Copy and paste the TechnoKids database into the *database* folder just created on the server. (\\server\share\database)

From a Workstation Create the Back-end Database

1. Log on to a workstation. This user must have **Administrative** rights to the server. This workstation must have Microsoft Access\*\* installed.
2. Create a mapped network drive connection (i.e. Z:) to the \\server\share.
3. Open Microsoft Access and create a new blank database.
4. When prompted, save this new blank database to the Z:\ database folder on the server and name the file "databasename\_be". Click *Create*. \\server\share\database\databasename\_be
5. Click the *File* menu, point to *Get External Data*, and then click *Import*.
6. Locate and select the database to be split (Z:\database\TechnoBlank.mdb). Click *Import*.
7. On the *Tables* tab, click *Select All*, and then click *OK*.
8. Close this database.

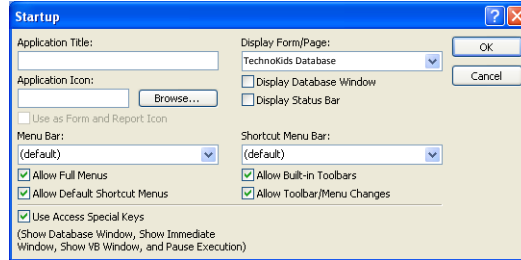
From the Workstation Create the Front-end Database

1. Create a second new, blank Access database.
2. When prompted, save this database to the Z:\ database folder on the server and name the file "databasename\_fe". \\server\share\database\databasename\_fe
3. On the *File* menu, point to *Get External Data*, and then click *Link Tables*.
4. Locate and select the back-end database (*databasename\_be*).
5. On the *Tables* tab, click *Select All* and then click *OK*.
6. On the *File* menu, point to *Get External Data*, and then click *Import*.
7. Locate and select the original database (Z:\ database\TechnoBlank) and click *Import*.
8. On the *Forms* tab, click *Select All*. Repeat this step on all tabs except the Tables tab.
9. Click *OK*.

## 10. DO NOT CLOSE THE DATABASE.

### Control the Startup Display

1. Click the *Tools* menu and select *Startup*.
2. In the Display Form/Page: area, select *TechnoBlank Database*.
3. Clear the check boxes for the following:
  - a. Display Database Window.
  - b. Display Status Bar.



4. Click OK.
5. Exit Microsoft Access.

You have successfully split the database. This will improve performance across a network. Now when a user opens a form, the form opens locally on their computer, with data in the linked tables being the only data sent across the network.

### Give Network Users Access to the Database

1. Right click on the front\_end database created in the last step (databasename\_fe).
2. Select *Copy*.
3. Go to the destination folder that users access after login. \\server\share
4. Right click and select *Paste Shortcut*.
5. Rename the shortcut to read TechnoBlank.
6. Right click on the database folder and click *Properties*. Apply the Hidden attribute to hide this folder from users. Click *OK*.

### Give Windows 2000 or Windows XP Users Access to the Database

1. Right click on the desktop and create a new folder. Label this folder [project name].
2. Open the folder. From the File menu, select *New – Shortcut* from the menu list.
3. Type the UNC path of the TechnoBlank database \\server\share\database\databasename\_fe into the *Create Shortcut* dialog box. Click *Next*.
4. Name the shortcut TechnoBlank. Click *Finish*.
5. Cut this folder and paste it into the C:\Documents and Settings\All Users\Desktop folder on each workstation.