

**Prepare a TechnoKids Database (Access 2013/2016) to run on a Windows Based File Server** *(Give these instructions to the System Administrator)*

To share one database with multiple users you must SPLIT the database. Please note splitting the database is **optional**. A system administrator who is familiar with the network and server should follow these instructions. If you do not have a system administrator, you may find it easier to copy the database onto the local computer\* or place the database in EACH student's folder on the server.

\*Clear the *Read-Only* property from the database.

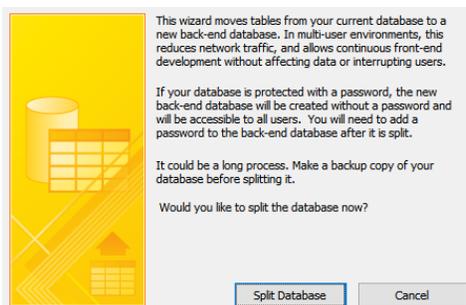
You will need to split this database into a front-end/back-end application. The back-end database contains the tables. The front-end database links to the back-end tables. Students have access to the front-end database. This allows multiple users to view, search, and enter data into the **same** database.

**From the FILE SERVER Create a Network Share**

1. With **Administrative** rights, log on to the SERVER.
2. The **Administrator** must create a folder on the Server to hold the database.
3. Share this folder and assign access rights allowing all desired users Read/Write privileges.  
\\<servername>\<sharename>\
4. Create a new folder within the share and call it **database**  
\\<servername>\<sharename>\<directory>.
5. Give users **Modify Privileges** to the **database** folder.
6. Go to the location of the project files. Open the *TechnoBlank Resource* folder.
7. Open the *Blank* folder. Select the database file (*blank.accdb*).
8. Right click on this file and choose Copy. Right click and paste the database into the **database** folder just created on the server. \\<servername>\<sharename>\<directory>.
9. Right click on the database and select *Properties*.
10. Clear the Read-Only check box.

### From a WORKSTATION Split the Database

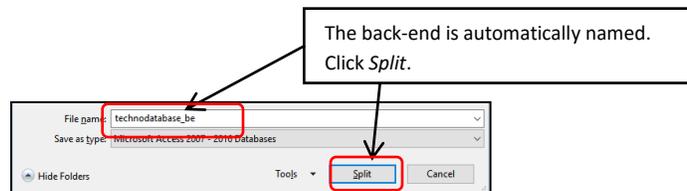
1. Log on to a WORKSTATION. This user must have **Administrative** rights.
2. Open Microsoft Access.
3. Click the File tab and select *Open*.
4. Navigate to the Shared location \\<servername>\<sharename>\<directory> and open the database.
5. If prompted, click *Enable Content* in the security bar and make the file trusted content.
6. Click the *Database Tools* tab.
7. In the *Move Data* group, click *Access Database*.
8. Click **Split Database**.



9. The *Create Back-End Database* dialog box opens. Browse to the location of the shared folder. You can do this by typing the UNC path \\<servername>\<sharename>\<directory> directly into the address box of the window. The back-end database **MUST** be saved into the same location as the front-end.

10. The database filename will now include "\_be". **DO NOT RENAME THIS FILE!**

11. Click *Split*.



12. When complete, click OK when prompted that the database has been successfully split.



13. Close Microsoft Access.

### Give Users Access to the Database

1. Go to the shared location. \\<servername>\<sharename>\<directory>. This can be done by opening a folder and typing the UNC path into the address box.
2. Right click on the **ORIGINAL** database – the **original file** that you copied into this folder **NOT** the one labeled "\_be". After splitting the database, the original file becomes the *front-end* database. This will be the file that is shared and opened by students.
3. Select *Copy* from the shortcut menu.
4. Go to the location where students will gain access to the file.
  - a. Shared location
  - b. Local workstation
  - c. Student working folder
5. Right click and choose **Paste** from the menu.  
Each user will get a copy of the front end database.

### Optional – Enable Security Content

This can be done on individual machines or you can instruct students to click the button each time they open the database.

1. Open the database on a workstation as a user with **Administrative** rights.
2. In the Security bar, you may see a security warning.



3. Click *Enable Content*.
4. Close the database.