ACE SYSTEM VERSION 7.0
Applying Updates

REVISED 05/23/19

Obtaining the Download

Due to heightened security concerns downloads are no longer being made available through the www.sfbaz.com website.

If you require an updated ACE 7 System file you will need to email jaz@sfbaz.com or phone 520-544-8688 to obtain a link to download the updated file.

Security

You will be required to supply a password before copying the ACE 7.0 System File to your computer and during the setup. If you do not know the password, please call 1-866-217-8938 or email to jschaefer@sfbsoftware.com to obtain the current password and we will verify your maintenance agreement status.
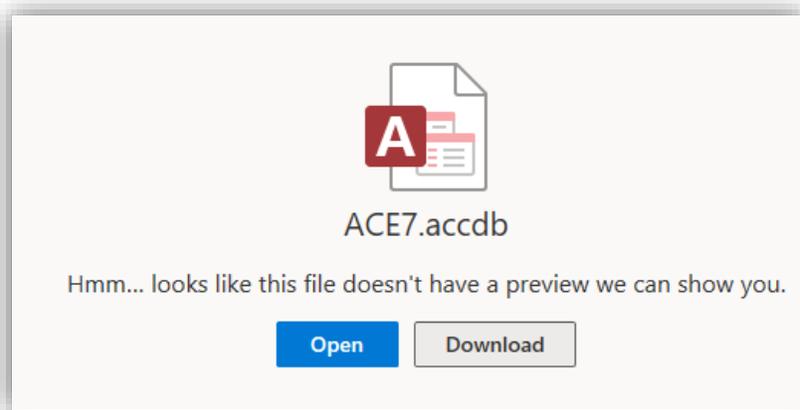
Download the File

This sounds a lot more complicated than it really is. We'll try to keep it simple. What you will be doing is copying the new ACE7.accdb database file over your old one. But first you need to find out how to GET the new database file.
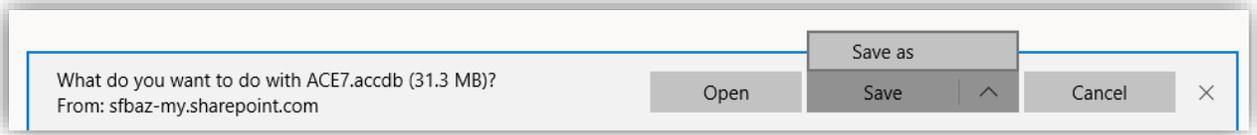
Here's how you get the new database file.

1. Email jaz@sfbaz.com to obtain a link or call (520)544-8688 to request the link.
2. Check your email and then click the link provided.
3. Follow the link.
4. Open the link that was emailed to you.

Microsoft Edge Browser
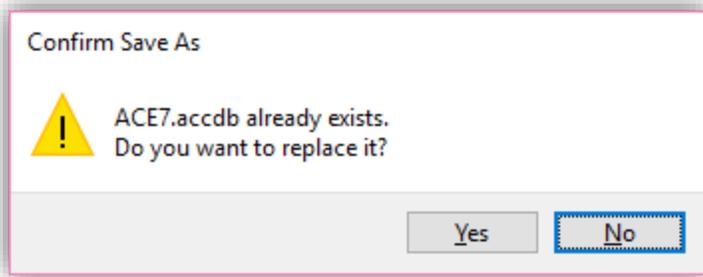

5. Click the "Download" button.

6. Now check your browser for the downloaded file. If you are using Microsoft Edge (or Explorer) you will see this:

What do you want to do with ACE7.accdb (31.3 MB)?
From: sfbaz-my.sharepoint.com
Save as | Open | Save | ∧ | Cancel | ✕

7. Expand the "Save" option and select "Save as".
8. Navigate to the folder where your existing TrainingObjectives.accdb file is located.
9. Locate the folder where your ACE7.accdb file is stored. You may need some help with this. If you don't know where it is, then call Janet Schaefer at 1-520-217-8938 to ask for assistance or check with your IT professional.
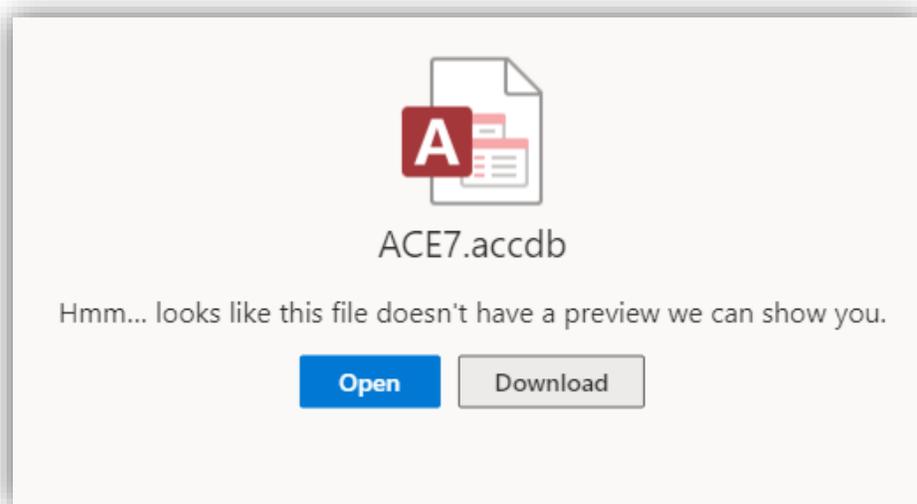10. Your folder will look something like this:
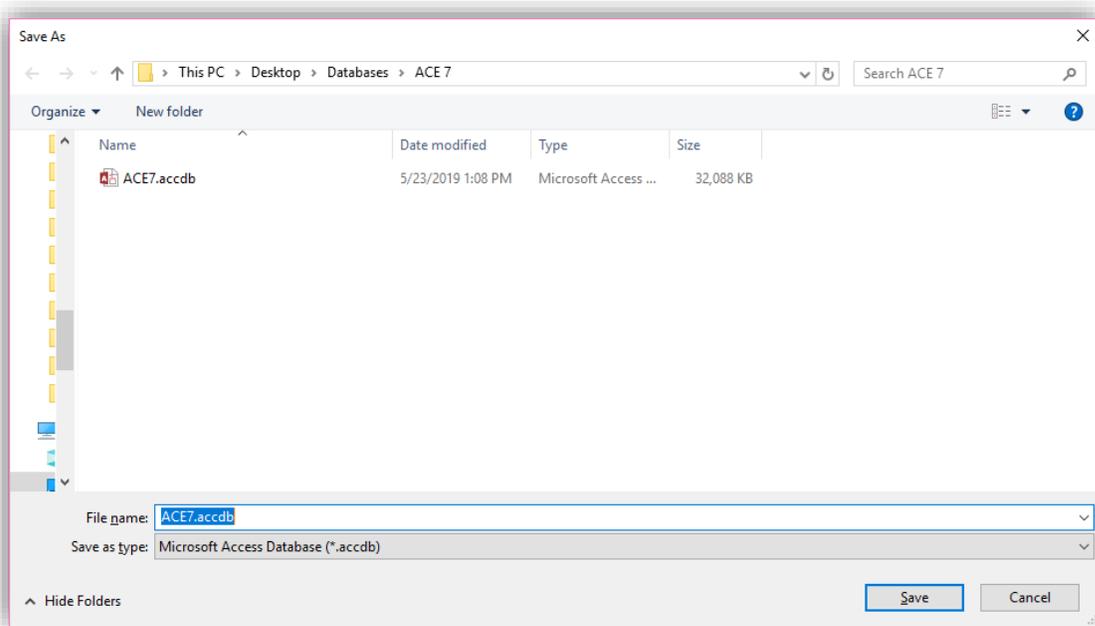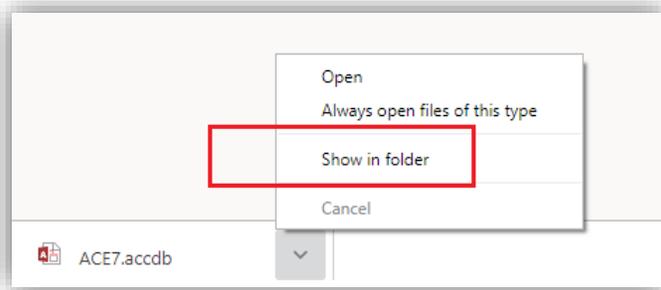

11. Click Save.
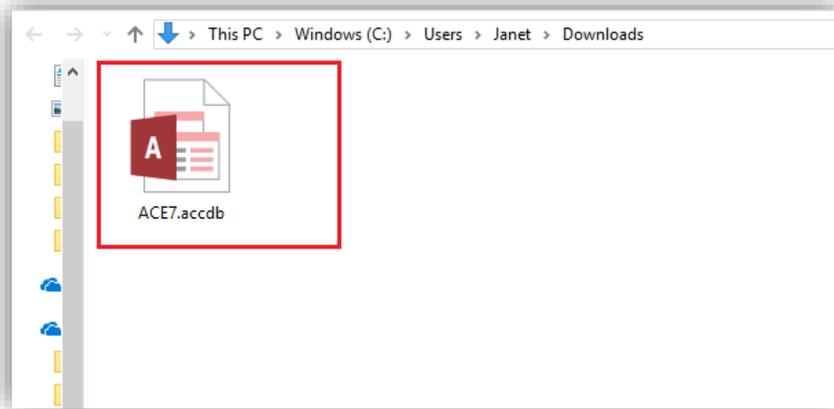12. You will be prompted:

Chrome Browser

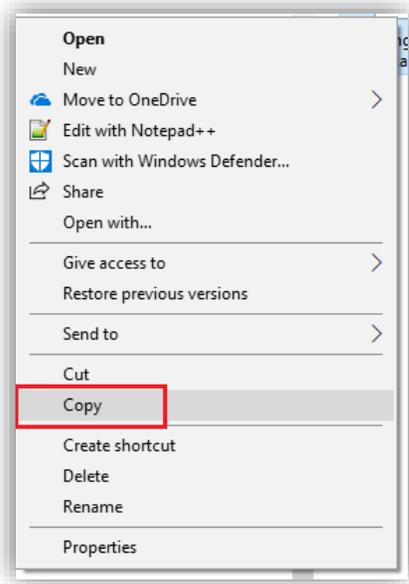1. If you are using Chrome, you will see this:

2. Click the "Download" button.
3. Now check your browser for the downloaded ACE7.accdb file and expand the download. Select "Show in folder"

You will have lots of files in your downloads folder. The one you want is this:


4. Right click the file shown above.

5. Choose "Copy".
6. Locate the folder where your ACE files are stored. You may need some help with this. If you don't know where it is, then call Janet Schaefer at 1-520-217-8938 to ask for assistance or check with your IT professional.
7. Your folder will look something like this:
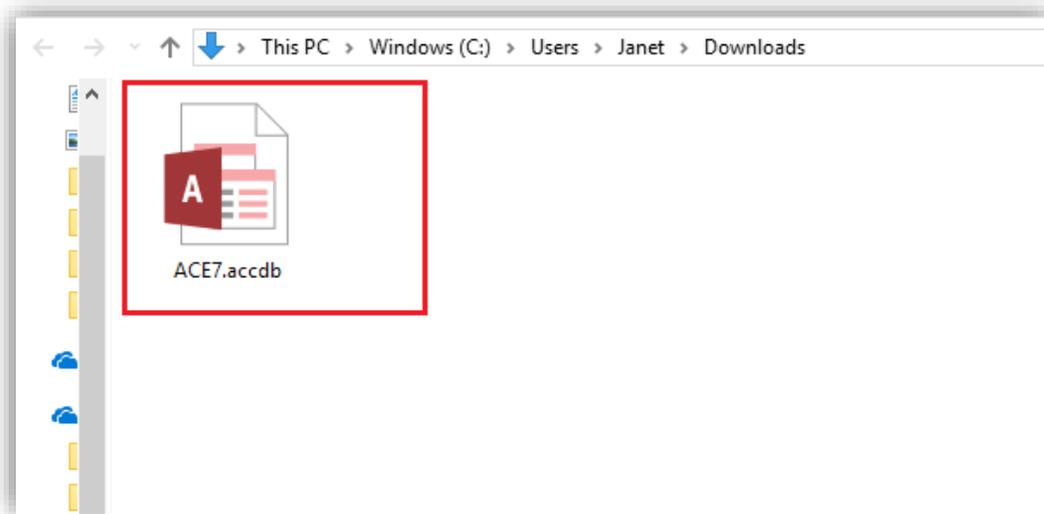
8. Right click anywhere in the folder and select "Paste".
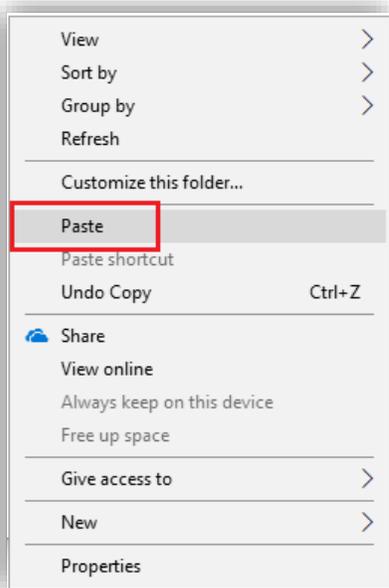
9. You will be prompted to:
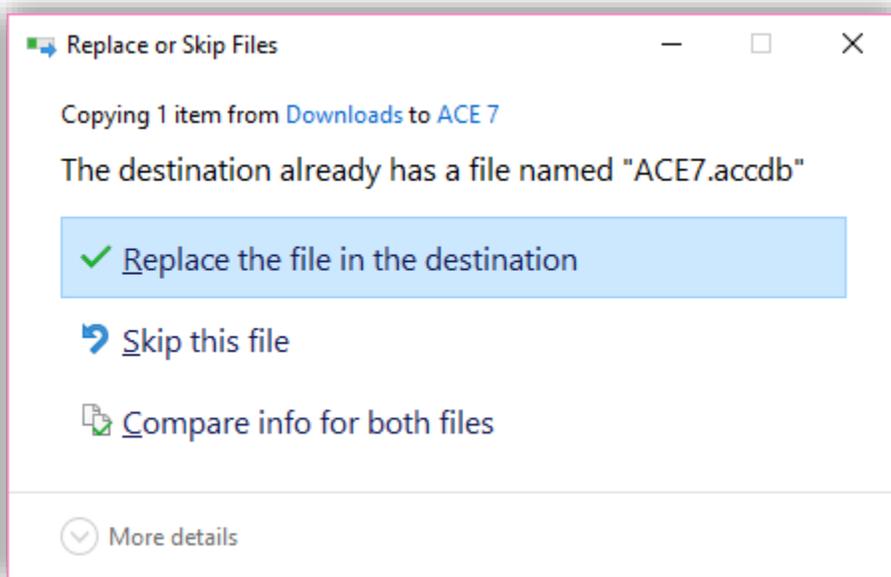
10. Press Enter to replace the file.
11. It's really just a simple copy and paste but we thought it might be nice to give you every step.

Open the New ACE7.accdb application file

The ACE 7 file is encrypted and you will need to supply the password to copy the file to your new location. Registered users who are have a current annual maintenance and support agreement may obtain the password by calling 1-520-544-8688.

Re-Linking Tables

The default folder whenever you receive an update to the ACE System will not be set and you will need to tell the ACE System where your data files are stored. This is called "re-linking the tables". The system will guide you through this procedure.
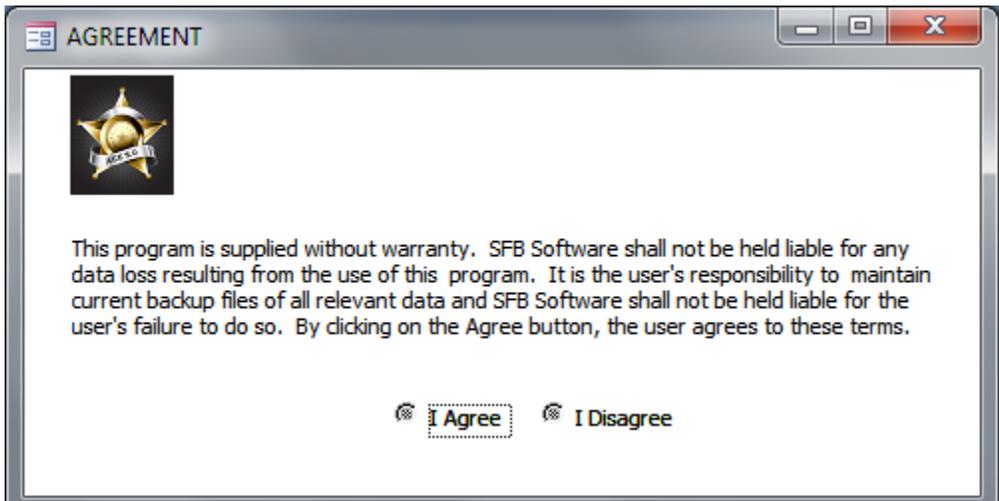
Open the ACE System file in your destination folder by double clicking it.
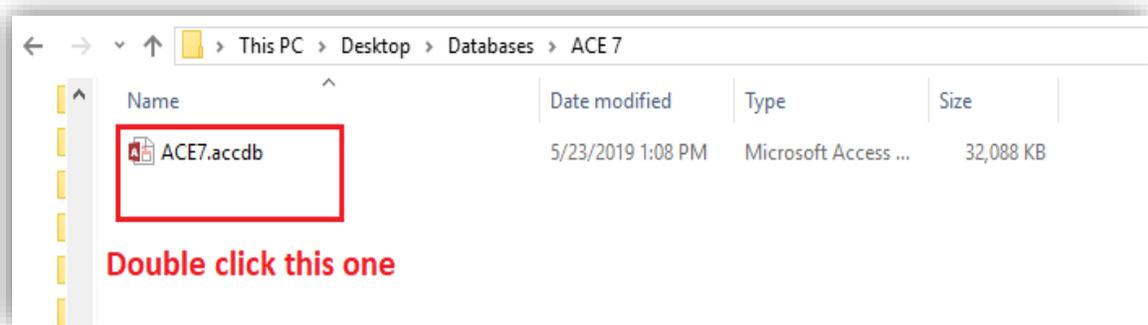
You will need your password. You will only need the password ONCE when installing a new version of ACE. After you have re-linked the tables (next step) you will no longer be required to enter it.
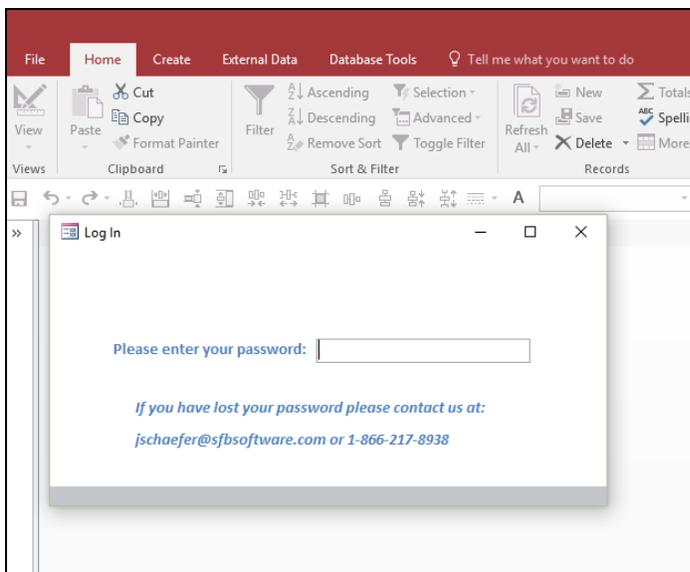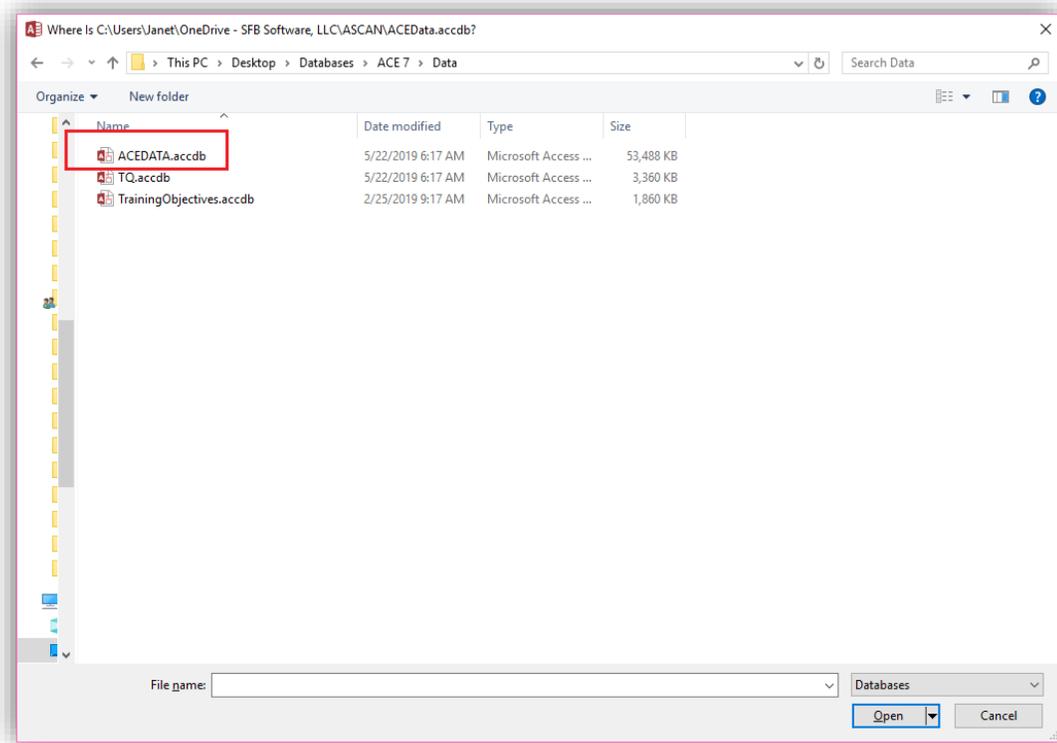
After you enter your password you will see the agreement.

Click **I Agree** and you will be prompted to locate your main data file, ACEData.accdb as shown above. Click **OK**. A window will open so that you can locate the ACEData.accdb file. Navigate to the folder where your data files are stored.
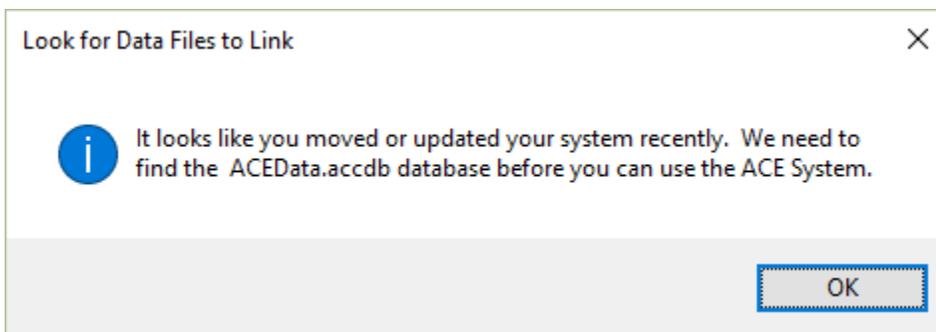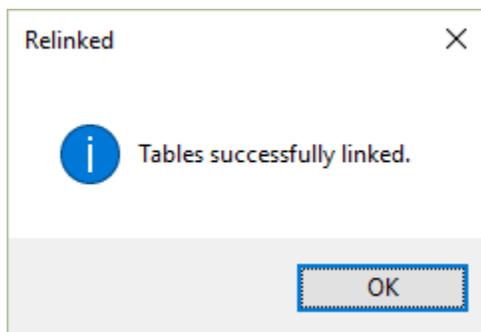

Browse to your destination folder and locate the working ACData.accdb file.

When you have located the file, double click ACEData.accdb. Or highlight the file ACEData.accdb and click the **Open** button.

This will refresh the links to the tables in your data files.

If you did this correctly, you will see the following message:

Click **OK** to continue to the ACE System interface.

NOTE:

If your database (ACEData.accdb) is quite large and/or your network is slow, please allow enough time for the re-linking process to complete. This file can take several minutes to re-

link. Should you interrupt the process, you will need to extract a fresh copy of the ACE7.accdb to the folder and start over.

Suggestion:

You may wish to place a COPY of the newly linked ACE7.accdb file on your users' desktops instead of a shortcut to it. This can often resolve problems with corruption to the ACE7.accdb file by reducing problems with network connectivity and will limit any damage to one user, thereby enabling the other users to continue working.