

ACE SYSTEM VERSION 2020

SETUP/INSTALLATION GUIDE

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INSTALLATION

ACE may be placed on a stand-alone workstation or a network folder. If you choose to install on a network folder, the data and applications can be shared with one or more workstations running Microsoft Access 2010 or higher.

FOLDER SET UP

Create a folder on the server or computer for the database files.

You may call the folder anything you like, **but you must be sure to map all users to the same drive letter and folder!!!**

Also very important, all users must have read/write/create/delete privileges to the folder. This is true of both network and stand-alone installation.

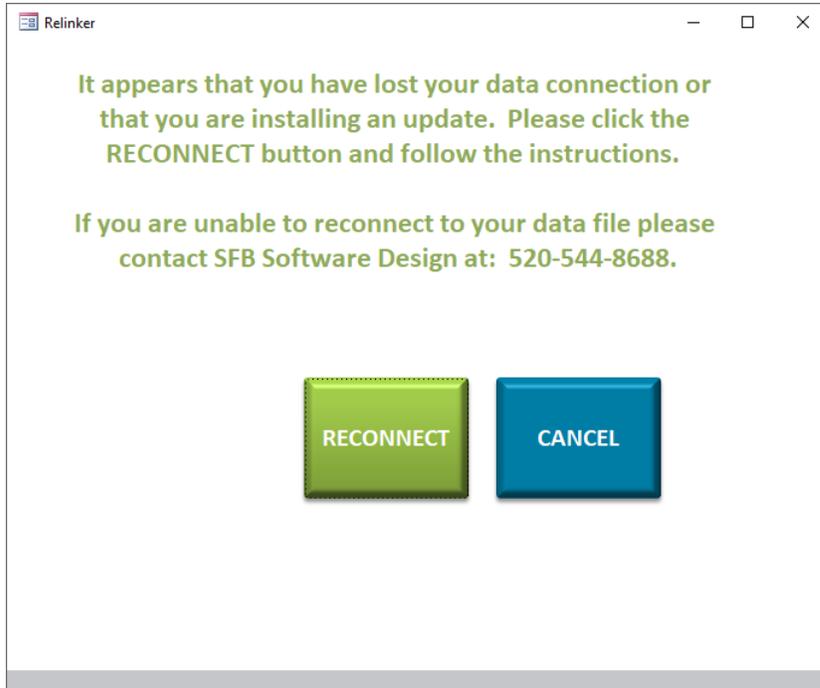
When you receive your ACE System, you will receive four database files. They are:

- ⊕ **ACE2020.accdb** This file is the “application” database and contains all the forms and reports used by the system. When you receive updates to the system, this is the file you will most often be updating. The fewer copies of this you keep around, the easier your maintenance task will be. You can use multiple copies, but having only one or two keeps things simpler.
- ⊕ **ACEDATA.ACcdb** This file is the “data” database. It is where your actual data is stored. That is, your classes, rosters, personnel records, training histories, etc. are stored in this database. This is one of the databases that you are going to be sharing with other users.
- ⊕ **TQ.ACcdb** This file is the data database that contains test questions. You will also share this database with other users.
- ⊕ **TRAININGOBJECTIVES.ACcdb** This file is the complete set of Training Objectives as mandated by the State.

1. Copy these files from the zip file(s) you may have received.
2. Once the files are copied to your folder, double click the ACE2020.accdb file (in the new folder) to open the system.

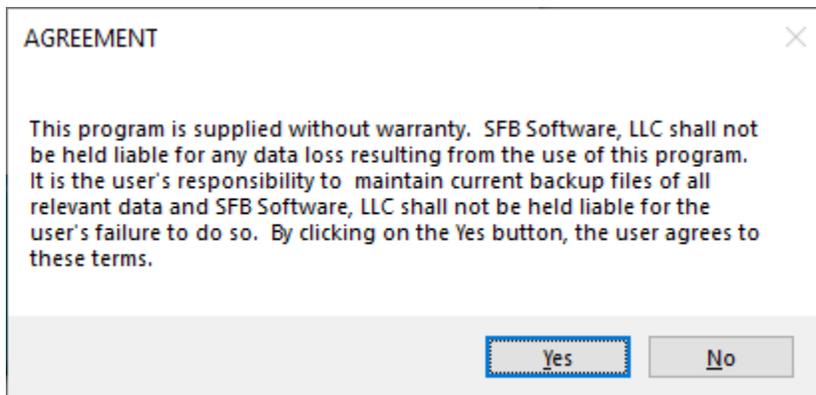
Re-Linking the tables.

The first time you open the ACE System you will be asked for the location of your ACEData.accdb file.



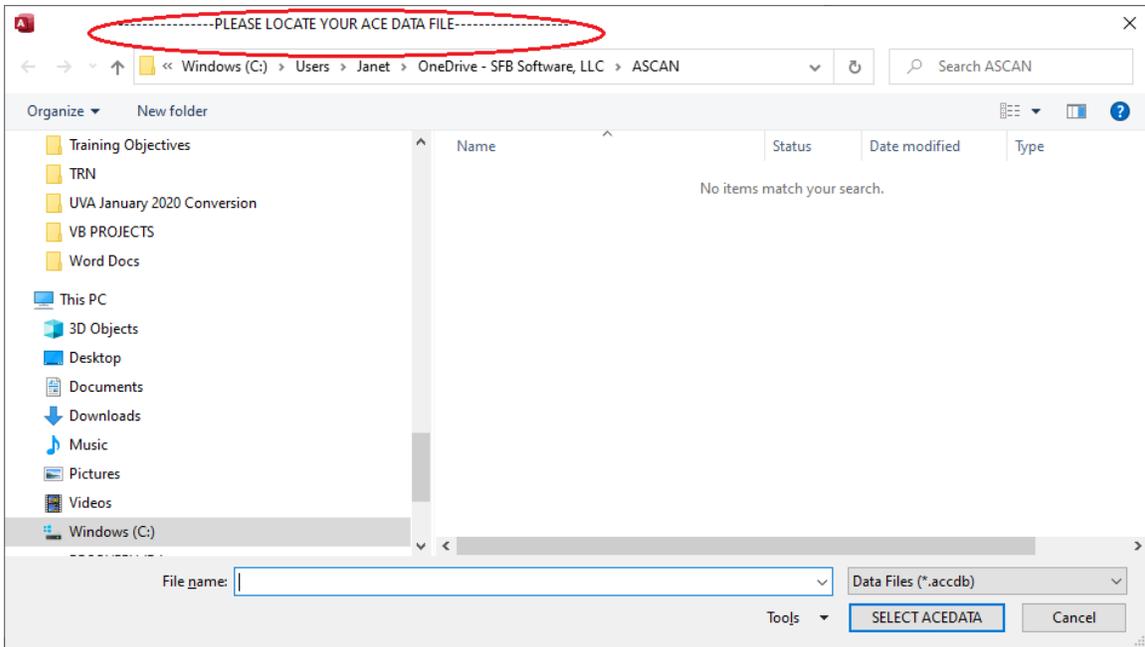
Click the green RECONNECT button.

You will be asked to accept the conditions. If you do, then click the Yes button.

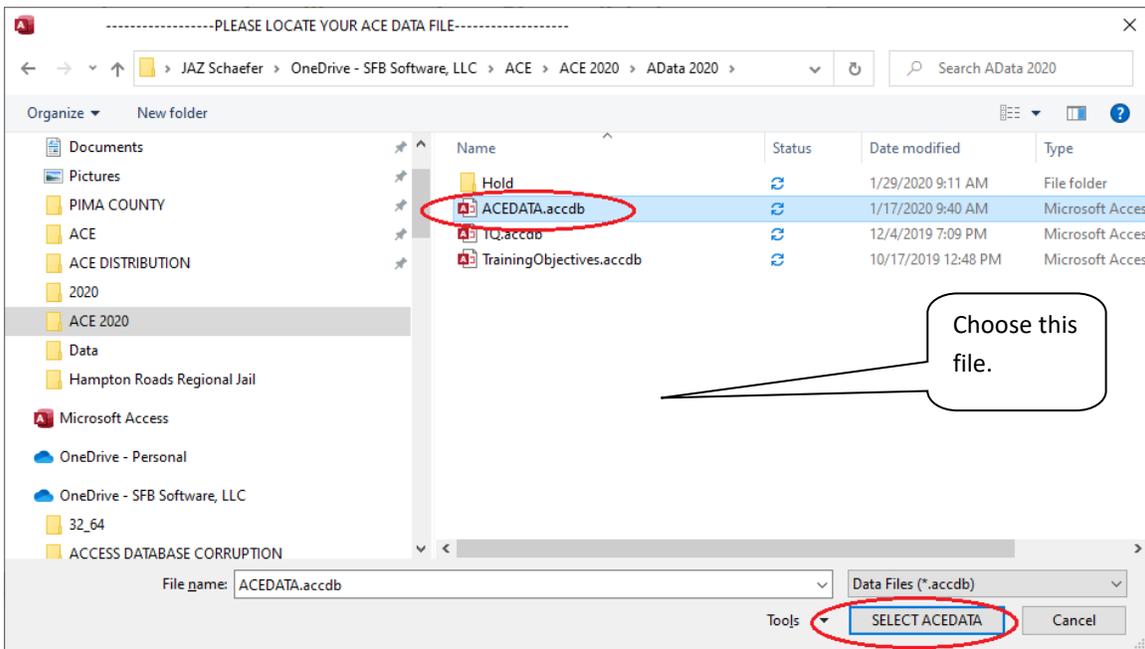


Next you will be prompted to locate your main data file, **ACEDATA.accdb**.

A window similar to the one shown below will open. Note the title at the top circled in red in the example.

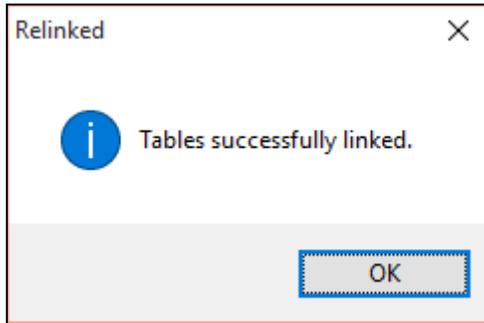


Click OK. A file dialog box will open so that you can locate the ACEDATA.accdb (data) file.



Locate your network drive and folder (or local folder that you have created on your computer) then navigate to the file ACEDATA.accdb. Highlight the file and click the **SELECT ACEDATA** button. This will refresh the links to the tables in the ACEDATA.accdb database file.

If the relinking is successful you will see the message below:



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 ACE2020.accdb to the folder and start over.

Distribute the ACE2020 System

1. Place a COPY of the ACE2020.accdb file on each user's computer (desktop). Using a shortcut to the ACE2020.accdb file is NOT recommended.