Network Installation Notes

All versions of the Theatre/Equipment/Uniform Inventory Database (Costume / Props / Lighting / Sound / Pattern / Scripts / JROTC, Uniforms, etc.) are written in MSAccess and can be installed and shared on a Windows network. While many networks may differ in their setup here are a few items that are common to all.

To install the database on an external drive off a wireless network(NAS Drive) please see the *Resource Guide* (on the Support page) for Installation on NAS (Network Accessible Storage) Drives.

There are many steps to this type of installation. This handout is divided into 7 sections:

> 1) Introduction to the database and networks
> 2) Initial installation on Workstation #1
> 3) Set up Network Folder
> 4) Set up 1st Workstation
> 5) Set up Folders for Photos
> 6) Set up additional Workstations
> 7) Other Notes

Note: These instructions are written for the Theatre Inventory Database but will work for all the Inventory Databases from Costume & Uniform Inventory Resources. The name, 'Theatre' will have an '*' after it to remind you that for other databases (Equipment, Uniform, Music, etc) you just need to substitute the name of your database in for 'Theatre'.

## 1) Introduction to the Inventory Database and Networks:

The Inventory Databases are all written in MS Access. Each workstation needs to have MS Access (2016, 2019 or Office 365 or MS Access Runtime) installed. The database application is a **'split' database**. There are 2 files that are linked and work together.

> * There is a <u>front-end</u> - Theatre* Inventory Database 9999-0.accdb which has the forms and reports. (* The Equipment, Pattern, Uniform, etc. databases have similar names.)

> * The <u>back-end</u> - Theatre* Inventory Database **DATAONLY**.accdb file holds the data tables.

The two files are linked using the Linked Table Manager (in MS Access).

A Local Area Network (LAN) has a Server (or a central storage drive) that is linked by network cables or through a wireless connection to multiple workstations (computers). The data tables file (DATAONLY.accdb file) is stored on the <u>Server</u> while the front-end program (the forms and reports) is stored on each workstation. All the workstations can view, edit and print the data from the server.

Workstation #1

Workstation #2
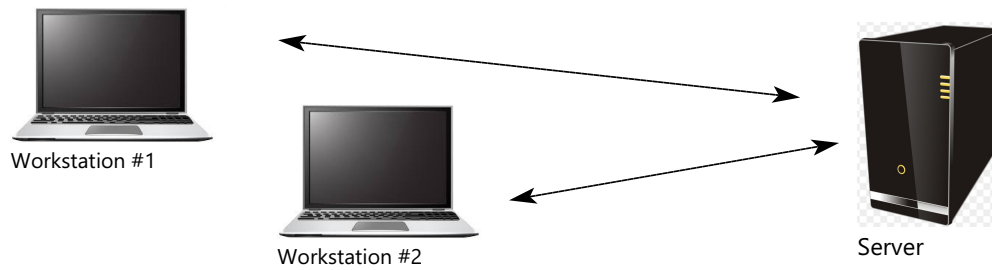
Server

Note: *These instructions are for a Local Area Network. If you are trying to use a Sharepoint or OneDrive folder - please contact us. There are a lot of issues with putting the database on a Sharepoint server or a OneDrive folder.*

2) Initial installation on Workstation #1

a. Install the full version of MS Access on this computer – you will need it to link the database front-end to the DATAONLY file (with the data). (The MS Access Runtime won't do the link.)

b. Download the Theatre* Inventory Database from the Costume Inventory Resources website to Workstation #1. The file that is downloaded has several files in it including:

> Theatre* Inventory Database.accdb
> Theatre* Inventory Database DATAONLY.accdb
> dbPix30-2017.exe
> File Rotator Folder with 2 files
> Theatreinventory.ico (desktop icon file)
> photo.ico (desktop icon file)
> FRE3OF9X.ttf (Barcode font file)

c. Click on the *.exe file to run / install the program.

The default directory for the installation is: C:\Costume Inventory Resources\Theatre* Inventory Database. (For the Uniform and Music Dept databases the default directory is : C:\Uniform Inventory Resources\Uniform Inventory Database). You will see a shortcut to the program on the desktop.

The dbPix program is a MS Access Add-On program to manage the photos in the program. It is run automatically during the installation on the first workstation but for other workstations it needs to be run during that workstation set up. The File Rotator files are to rotate photos within the data entry forms. They are stored in their own folder and are managed by the Inventory Database.

d. Open/run the FRE3OF9X.ttf font file. It is a barcode font that is needed for several reports.

3. Set up Network Folder

To install the database on a **network** - the two database files are separated. The DATAONLY file (with the data tables) will go in the shared folder on the Server (see below). The **photos will also need to be moved** to the shared drive. **Note: You will need to have Administrator Access** to the server and workstation to install the programs (Setup, DBPix, etc).

The Theatre* Inventory Database 9999-00.accdb will stay on the workstation in the C:\Costume Inventory Resources\Theatre* Inventory Database folder.

1) Set up a drive/folder on the network that is "Shared". Be sure that all the people who need access to it can have **Read/Write/Delete** access. It is a *very important* to give it a specific drive letter so each workstation/user will be able to connect to the same drive letter (i.e. "T:\", or "M:\" etc) . All users will need to access the shared folder by the same drive letter. See the notes at the end of this guide for more information.

2) Within that shared folder –

A. Create a folder for **Theatre* Inventory Database**
(to hold the DATAONLY.accdb) file
B. Create folders for the photos – It is a good idea to create one called "**Photos**" and then add subfolders for Costumes, Props, etc. – One for each type of photos you need to link to the database
C. Create a folder called "**Workstation Install Files**" for the database Front-End file. This is a copy of the database front-end (with the forms and reports, etc.) that you can copy to each workstation once the settings are finished. There will also be other files that are needed on each workstation.
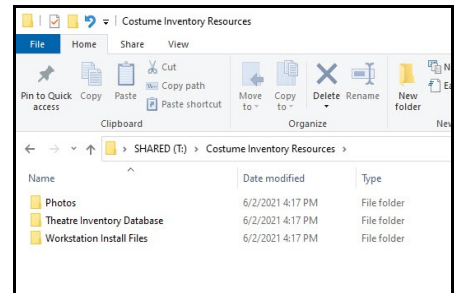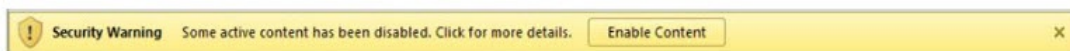
3) **Move** the **DATAONLY** file from the Workstation to the 'shared' folder. You don't want to leave a copy of the DATAONLY.accdb file on the Workstation.

4. Set up 1st Workstation:

1) Open the Theatre* Inventory Database program. You may get several messages:

a. Security Warning - click on the "Enable Content" button.

b. Macro error - you will need to update the Trust Center Settings. (Go to File / Options / Trust Center / Trust Center Settings / Macro settings. Set option to"Enable All Macros".   See the Resource Guides for more information.)

c. A message saying that the DATAONLY file can't be found. The database front-end has to be re-linked to the DATAONLY file on the server. See next step.

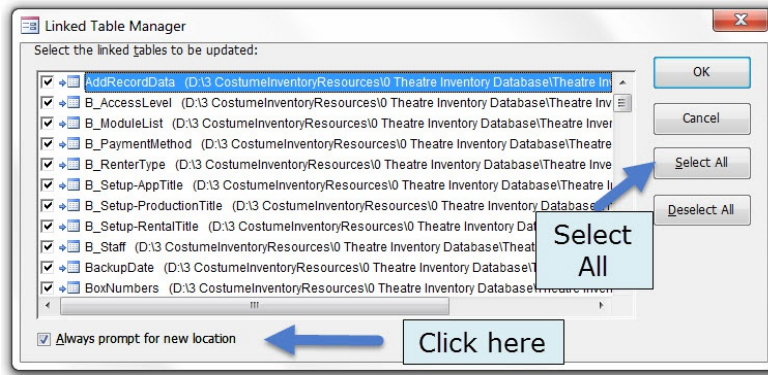2) Link the database front-end to the DATAONLY file:

*** You will need the **full version of MS Access** on *one PC* to re-link the tables. ***
To re-link the files go to the:

Access Menu (at the top of the screen)   External Data
Select "Linked Table Manager"
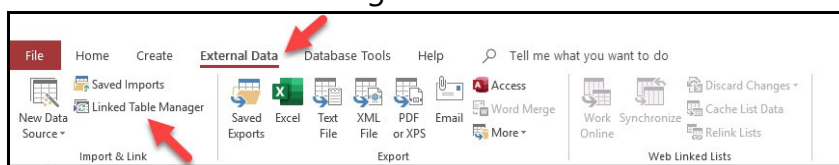
For Access 2010 / 2013 - you will see this window:

Select All

Click here

On the Linked Table Manager screen - click on the "Select All" tables and click the check box "Always prompt for new location". Click "OK".

You will see a Browse window. Go to the Shared Drive on the network and find the Theatre* Inventory Database DATAONLY.accdb file and select it. You will get a message once all the tables are re-linked.

For later versions of MS Access you will see this screen:
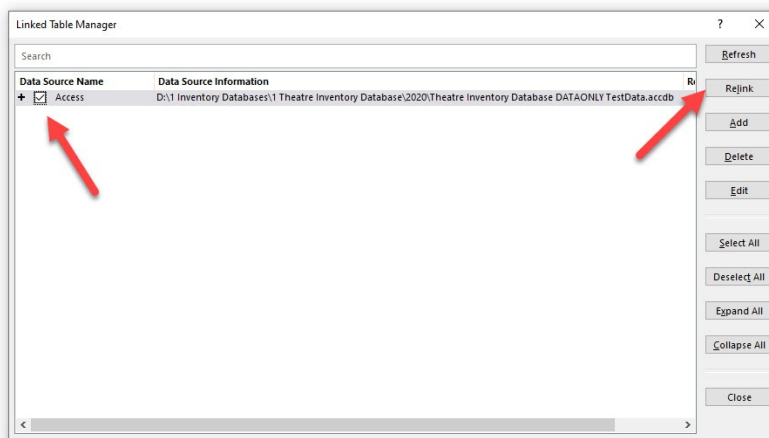
Click the box on the left to select the tables then click on Relink.

Next you will be asked if you want to have the option to use different table names. Click on "No"
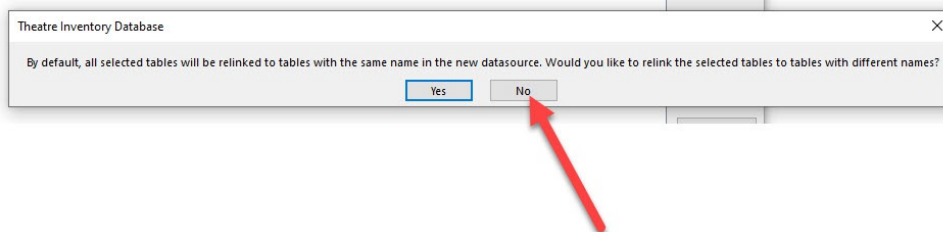
After re-linking the DATAONLY file - Exit the database and Re-Open it.

5. **Set up folders for Photos:**

a. Go to the Utilities Menu (from the Main Menu) and select the "View List of Installed Modules" and enter the folder names on the Server where the photos will be kept. This makes it easier for the user to link photos to the individual records. In this example the Server folder name is "T" but it should be the name you assigned to the shared folder/drive.

List of Installed Modules - Photo Folders | Install New Module | Refresh | Close

Update Photo Path for People Photos | Update Photo Path for Media Files

	Module Name:	Installation Date:	Display Order:	Path to find Photos:	
Uninstall	Costume Pieces	8/17/2020	10	T:\Costume Inventory Resources\Photos\Costume Photos	Edit Path
Uninstall	Performance Mgmt	8/17/2020	20	T:\	Edit Path
Uninstall	Props / Sets	8/26/2020	40	T:\Costume Inventory Resources\Photos\Props Photos	Edit Path
Uninstall	Patterns	5/13/2020	60	T:\	Edit Path
Uninstall	Wigs	5/13/2020	90	T:\	Edit Path
Uninstall	Jewelry	5/13/2020	95	T:\	Edit Path

b. Create a shortcut on desktop that points to the Server folder "Photos" .
 Add the photo.ico as the shortcut photo.

c. Close the database (Main Menu / Exit).

Inventory Photos

6) Set up additional Workstations

Now that this database front-end on the workstation is set up - you can copy it and the associated files to the server.

a. Copy the following files from the Workstation #1 to the folder "Workstation Install Files" on the server:

Theatre* Inventory Database 99-0.accdb,
Theatreinventory.ico (icon file for shortcut)
DbPix30-2017.exe (Active X Add-on to manage the photos)
JPEGRotator folder (to rotate photos)
FRE3OF9X.ttf   (Barcode font)
Photo.ico (icon for shortcut to Photos folders)
Sample.jpg

b. Other Workstation Installation

1.   Install MS Access or the MS Access Runtime on each workstation. **** NOTE – all workstations must have the same version of MS Access or the Runtime installed. If you have Office 365 one PC but not any of the others, then install the MSAccess 2019 Runtime.
2.   Check the Trust Center Settings (for full versions - not needed for Runtime). Set the Macro Settings to "Enable All Macros".
3.   Set up a folder on the C:\ drive – C:\Costume Inventory Resources\Theatre Inventory Database
4.   Copy the database front-end file (and all the other files) from the server "Workstation Files" folder to this workstation folder. Copy the icon as well.

5.	Run dbPix - to install it into MS Access.
6.	Install the font file - FRE3OF9X.ttf - it is a barcode font used in several reports.
7.	Create a shortcut for the database using the theatreinventory.ico icon.
8.	Create a shortcut to the Photos folder on the server using the photo.ico icon.
9.	Test the shortcut and be sure that the database front-end is connected to the server.
10.	Repeat these steps for each workstation.

7. Other Notes:

A) **Backups**: Backups are very important! Please be sure the DATAONLY file is backed up by the network software or manually. The Theatre* Inventory Database has a Backup utility that can be run by the users from the Utilities menu. It will back up the DATAONLY file (the data tables). A copy of the database front-end (forms and reports) is in the Workstation Files folder on the network. It is highly recommended that a <u>daily</u> backup of the DATAONLY database be run. A <u>monthly</u> backup of the front-end database is all that is needed. The photos are not backed up by the Theatre* Inventory Database. These will need to be backed up by the server software or manually.

B) Everyone / every workstation should be using the same DATAONLY file. The only copy of the Inventory Database DATAONLY file should be in the **"shared" drive/folder** .   Backup copies of the database can be stored on the network or on a USB stick.

C)   Each *workstation* has to have **MS Access**® 2019 or 2016 or Office 365 installed or the free MS Access® Runtime 2019 available from the Microsoft website. The current version of the Theatre Inventory database will run in both the 32 and 64 bit versions of MS Access.

D) MS Access Runtime has some limitations to it. It is better to use the Full version of MS Access.

E) Each workstation should have **8 GB of memory**. It is possible to run it with less but users may have issues with speed and displaying large numbers of photos or working with large databases.

F) The image processing software, **dbPix-30.exe** needs to be installed on each workstation <u>after</u> MS Access is installed. The dbPix-30.exe file can be found in the folder where you originally installed the database (C:\CostumeInventoryResources\.... To install the software copy it to each workstation and double click on the filename - dbPix30.exe - and follow the prompts. (Do not worry about it saying "Evaluation" during the dbPix setup. The license Info is embedded in the application.)

G) If you **move the database** to the network after you have been using it and if the costume/prop *records* already have links to a photos folder on the local PC then the links will have to be updated to point to the new network location. Contact us for help in updating the records. We can do it with a TeamViewer session in just a few minutes.

I) It has been found that when shared databases are stored on **drives that are referenced by \\....** the Visual Basic code that is in the database can become corrupt or deleted. It is essential that the name of the mapped drive (i.e. "T:\" or "U:\") be the same for all users and that the network mapping happens before the database is opened. If the database will not open correctly and you get a message stating that the VBA code is missing or corrupt, replace the database front-end file with a backup copy. That should fix the problem. The data is not affected by this problem. A copy of the database front-end is made in a "Workstation Install Files" folder is on the network.

Please contact us at 855-468-8247 or info@costumeinventory.com for help.