

Adminware™ for Continuing Education — Installation

Introduction

Adminware™ for Continuing Education can be installed on a stand-alone computer or be used on a network.

Adminware consists of two parts:

- ▶ *front end*: the ‘program’ portion that contains the forms, reports, queries, program codes, etc. that makes the program work. The name of this file is *ac.mde*.
- ▶ *back end database*: the ‘data’ portion that contains the tables and the data that your office generates. This one file contains dozens of tables used to store your data. The tables within this database are *linked* to the front end. The name of this file is *ac_be.mdb*.

The program has been split into these two files so that program updates can be distributed without affecting any of your data.

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| Stand-alone | Network |
|--|---|
| <p>It is recommended that <i>both</i> the front end (ac.mde) and the back end (ac_be.mdb) be installed in the same folder, called simply <i>ac</i>.</p> <ol style="list-style-type: none"> ① Create a folder on your hard drive (likely C:) and call it <i>ac</i> ② Copy the program files into this folder. The files will consist of: <ul style="list-style-type: none"> ▶ ac.mde ▶ ac_be.mdb ▶ ac.ico ▶ mbeduc.jpg ▶ any logo/images to be used in the program ③ Create a shortcut on your desktop to run the program. Change the icon to be ac.ico. ④ Run and configure the program as noted on pages 3 and 5. ⑤ If you are using continuous form receipts on a dot matrix printer, create an AdminwareAC printer (see page xxxx) | <p>The back end (ac_be.mdb) will be installed on a network server; the front end (ac.mde) will be installed on <i>each</i> workstation.</p> <ol style="list-style-type: none"> ① create a folder on your network server (likely F:) and call it <i>ac</i> ② Copy the program files into this folder. The files will consist of: <ul style="list-style-type: none"> ▶ ac.mde ▶ ac_be.mdb ▶ ac.ico ▶ mbeduc.jpg ▶ any logo/images to be used in the program <p>On <i>each workstation</i>:</p> <ol style="list-style-type: none"> ③ Create a folder on your hard drive (likely C:) and call it <i>ac</i> ④ Copy the program file, icon, and any images from the network folder to the local folder. [Although you could point the program to find these files from the network, this will cause a slight delay in loading and running the program due to the required network access.] ⑤ Create a shortcut on your desktop to run the program. Change the icon to be ac.ico. ⑥ Run and configure the program as noted on pages 3 and 5. ⑦ If you are using continuous form receipts on a dot matrix printer, create an AdminwareAC printer (see page xxxx) |

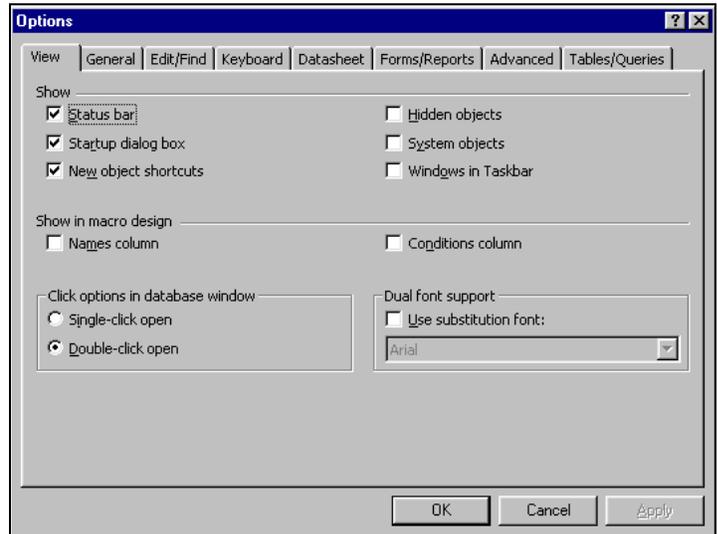
Configuring Access

This section should be done only once on each computer.

Using the Tools | Options feature, we can configure certain features of Access.

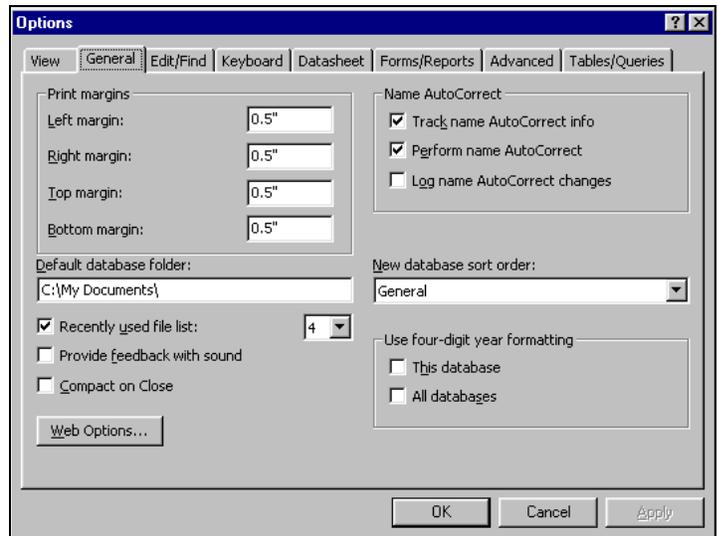
View tab

- ▶ there is no need to have the **Windows in Taskbar** checked; instead use the **Window** pull-down menu to switch to different modules of the program.

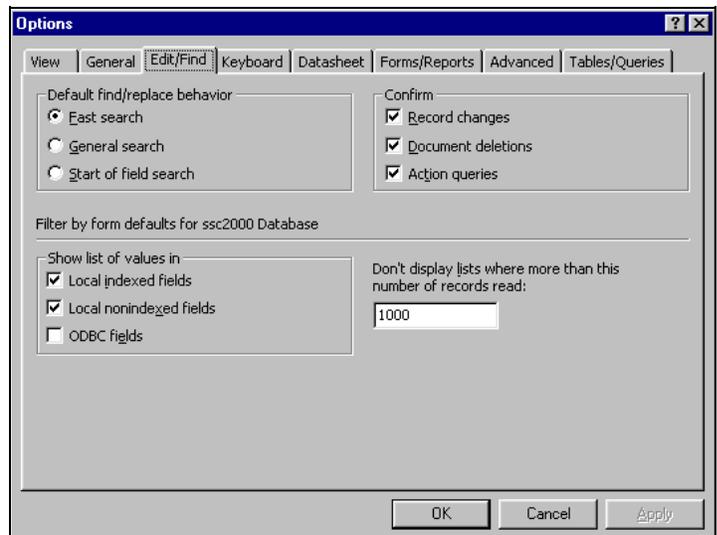


General tab

- ▶ change the print margins to 0.5" for all four sides.

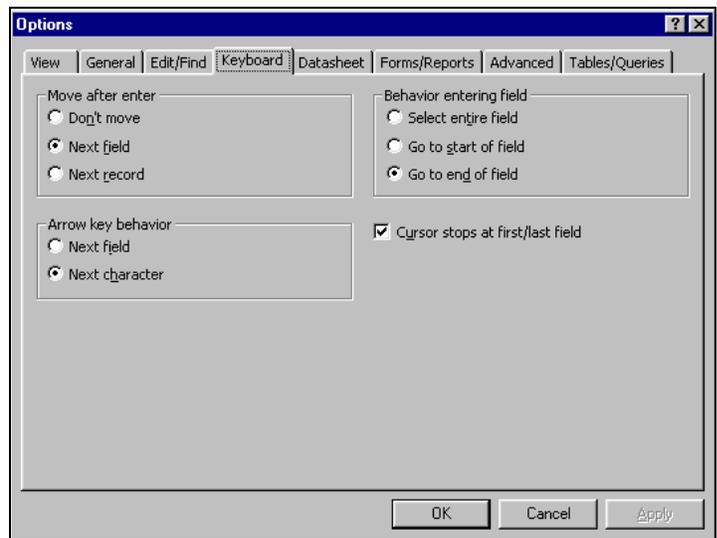


Edit/Find tab



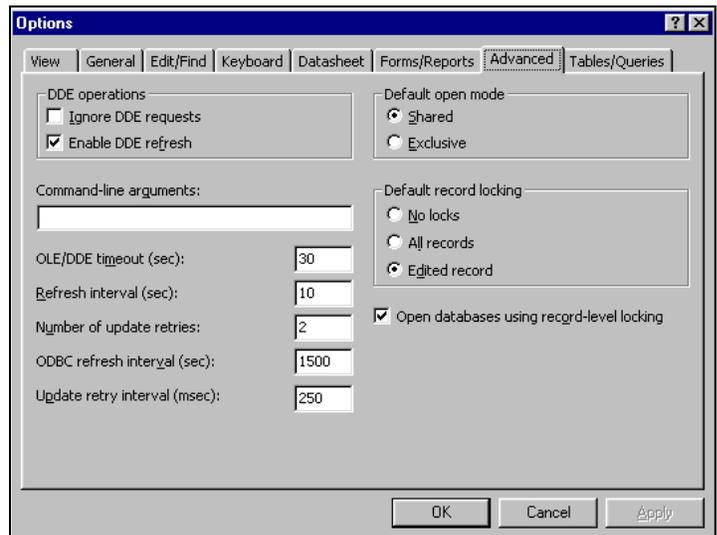
Keyboard tab

- ▶ change the Behavior entering field selection to Go to end of field.



Advanced tab

- ▶ the Default open mode must be Shared.
- ▶ the Default record locking must be Edit record.
- ▶ the Open databases using record-level locking must be checked.
- ▶ change the Refresh interval (sec): to 10.



Configuring Adminware

This section should be done only once on each computer.

Configuring Adminware includes setting the following options:

- ▶ create user(s) and set security levels
- ▶ system-wide defaults
- ▶ configure holidays

The *first* time you run the program, use a user id of ZZ. This will allow you access to the Users module where you can create and define users.

Users



Select the Users button from the Main Switchboard. This button is only visible if your security level for this feature is a level of 5. The pre-configured user of ZZ has this security level.

If you delete user ZZ or only have users whose security level for this feature is not a 5, you will not be able to gain access to this module!

The screenshot shows the Adminware - [Users] window. The top half contains configuration fields for a user, including User Id (ZZ), User name (Robin Harris), Password (masked), Term (2002F), Email/Outlook version (2000), Printer available? (Both), Receipt printing? (checked), Envelope printing? (None), and Envelopes (Preview first). The middle section has Modules (S - student, C - course, T - teacher, M - mail list, H - schools, L - look up tables) and Security levels (Student, Teacher, LookUp, Fees, Payroll, Report, Course, MailList, Security) all set to 5. A Save button is present. The bottom section shows a User list table with one record for user ZZ.

| UserId | UserName | Pswd | Term | OpenMod | OutlookVer | Ptr | Receipt | Env | PrintDirect | Std | Fee | Crs | Tch |
|--------|--------------|-------|-------|---------|------------|-----|-------------------------------------|-----|-------------|-----|-----|-----|-----|
| ZZ | Robin Harris | ***** | 2002F | | 2000 | B | <input checked="" type="checkbox"/> | N | V | 5 | 5 | 5 | 5 |

Figure 7 Users

The top half of the screen is used to add new users and edit existing users.

The datasheet listing in the bottom portion of the form provides a quick list of which users exist for this program — the information in this part of the form cannot be modified.

System-wide defaults

There are various system-wide defaults that need to be configured. Although most of these will be set only once, others will be changed periodically.

Look-up Tables

From the Main Switchboard, choose the **Look-up Tables** button. This is the part of the program where the various values displayed in drop-down lists are maintained (that is, *look-up tables*).

Figure 9 Look-up Table form

You can browse the various look-up tables by clicking on the appropriate radio button from the Table list on the left side of the form. All of these tables will have some amount of default values. In *most cases* you will *not* need to modify these.

With that said, the **System** defaults are what you will want to configure at this time. This option presents a *three*-tabbed control: Division, Receiving, and Logo Images. Each are displayed below.

Figure 10
System defaults: Division

Figure 11
System defaults: Receiving

Figure 12
System defaults: Logo Images

Receipt Printer Driver

These instructions only apply if you are printing receipts to a dot matrix printer onto custom-made, continuous form, 2-part receipts that are 7.25" wide by 3.5" tall.

These instructions are based on Windows 95 or 98.

I believe Windows 2000 and Windows XP work a bit differently. I do not yet have the exact, step-by-step instructions confirmed for these. The concepts seen here should certainly apply to these versions of Windows, however.

You will likely want to print all of your reports to your default printer, whether it be a laser (recommended), ink jet, or dot matrix. All of the reports take advantage of the Windows fonts and graphics capabilities. Printing to a dot matrix printer will result in *very slow* printing because Windows prints the reports *graphically*.

With that said, if you are using continuous form, 2-part receipts (rather than laser generated ones), you will need to add a printer driver to specifically handle the form length/form feeding requirements.

① Install a 'duplicate' printer driver

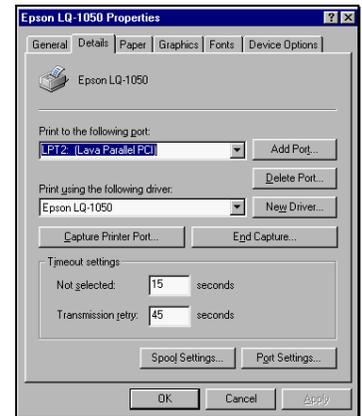
You will already have a dot matrix printer driver installed in Windows that is working just fine (at least we would hope so!). In order to make *Adminware* as generic as possible, we need to create a new printer driver, based on exactly the same driver you are currently using, but call the new printer "AdminwareAC".

- a) open the Printers folder: Start | Settings | Printers

If necessary, first check your existing dot matrix printer to determine the printer driver that is currently installed.

- i) Right-click on the existing driver and choose **Properties** from the menu.
- ii) click the **Details** tab and note the values for the following two options:

- ▶ Print to the following Port
- ▶ Print using the following driver values



- b) click the **Add Printer** icon

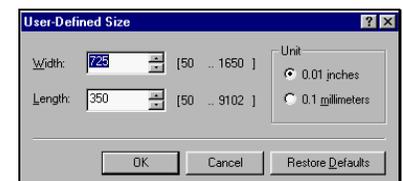
During the Wizard process, you will want to "Keep existing driver" and choose the *same* Port as used by the existing dot matrix printer. The new printer name *must* read AdminwareAC



② Modify the newly created AdminwareAC printer properties

- a) right-click on the AdminwareAC icon and choose Properties from the menu
- b) click the **Paper** tab
- c) find the Custom paper type (at the right end of the scroll list) and click on it
- d) from the User-Defined Size dialog box, change the values, set with the Unit of 0.01 inches, as follows:

- ▶ Width = 725
- ▶ Length = 350



That's it.