Adminware[™] for Continuing Education — Installation

Introduction

AdminwareTM 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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Printer Driver

Installation	Stand-alone	Network
	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> .	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.
	 Create a folder on your hard drive (likely C:) and call it ac 	① create a folder on your network server (likely F:) and call it ac
	Copy the program files into this folder. The files will consist of:	Copy the program files into this folder. The files will consist of:
	 ac.mde ac_be.mdb ac.ico mbeduc.jpg 	 ac.mde ac_be.mdb ac.ico mbeduc.jpg
	 any logo/images to be used in the program 	 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 <i>each workstation:</i> ③ Create a folder on your hard drive (likely C:) and call it ac
	 Solution and compare the program as noted on pages 3 and 5. If you are using continuous form receipts on a dot matrix printer, create an AdminwareAC printer (see page xxxx) 	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.
		 If you are using continuous form receipts on a dot matrix printer, create an AdminwareAC printer (see page xxxx)

Configuring Access

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

View tab

- This section should be done only once on each computer.
- there is no need to have the Windows in Taskbar checked; instead use the <u>Window</u> pull-down menu to switch to different modules of the program.

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General tab

Edit/Find tab

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Keyboard tab

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	OK Cancel Apply

Advanced tab

- the Default open mode must be <u>S</u>hared.
- the Default record locking must be Edited record.
- the Open databases using record-level locking must be checked.
- change the <u>Refresh interval</u> (sec): to 10.

Options				? ×
View General Edit/Find Keyboard	Datasheet	Forms/Reports	Advanced Table	es/Queries
DDE operations Ignore DDE requests Image: Ignore DDE refresh Command-line arguments: OLE/DDE timeout (sec): Refresh interval (sec): Number of update retries: ODBC refresh interval (sec): Ugdate retry interval (msec):	30 10 2 1500 250	Default open mo Shared Exclusive Default record I O No locks All records Edited records	ocking 	vel locking
		OK	Cancel	Apply

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

<u>U</u>sers

Select the <u>U</u>sers 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!

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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*).

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С туре		Principal Robin Harris	
		Department of Education	
		Division # 1234 Default City Winnipeg	
		School # 1234 Default Prov MB -	
Form View			

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 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, Receipting, and Logo Images. Each are displayed below.

Division Beceipting Logo Images	Division Receipting Logo Images	Division Receipting Logo Images
Current Term 2002F Save	Receipt Type	Full path and image filename
Division River East School Division No. 9	8.5x3 - no Visa/MC/Credit Position of Payments from left edge	Program icon c:\ac\ac.ico
Address 770 Inkster Blvd	O 8.5x3 - with Visa/MC/AE/Credit 4.5	Switchboard logo c:\ac\resdlogo.jpg
City WINNIPEG Prov MB	O 8.5x11 - computer generated	Receipt/env logo c:\ac\lssd logo.gif
PCode R2W 0L5		Report header logo c:\ac\si.bmp
Phone 204 - 586-3226	Tax Year 2002	Dept Educ logo C:\ac\mbeduc.jpg
Website http://www.resd-conted.com/view/RESD/index.cfm?CFID=28783	Service fee required?	
Email Irharris@adminware.ca Browse web	Discount for cash payment Print Principal's name?	
Principal Robin Harris	Exact payment required?	
	GST# 1234567Test	
Department of Education	Are L/LL rees tax deductible?	
Division # 1234 Default City Winnipeg		
School # 1234 Default Prov MB		
Figure 10	Figure 11	- Figure 10

Figure 10 System defaults: Division

Figure 11 System defaults: Receipting

Figure 12 System defaults: Logo Images

Driver

Receipt Printer

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, stepby-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.

- Right-click on the existing driver and choose i) **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
- click the Add Printer icon b)

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

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
- find the **Custom** paper type (at the right end of the scroll list) c) 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

L pson EQ-1050 Flopentes
General Details Paper Graphics Fonts Device Options
Spson LQ-1050
Print to the following port:
LPT2: (Lava Parallel PCI) Add Port
Print using the following driver:
Epson LQ-1050 New Driver
Capture Printer Port End Capture
Timeout settings
Not selected: 15 seconds
Transmission retry: 45 seconds
Spool Settings Port Settings
OK Cancel Apply



AdminwareAC Properties
General Details Paper Graphics Fonts Device Options
Paper size: User-defined size
Erwelope Erwelope Erwelope Erwelope
Orientation
A C Pottrak
Paper gource: Tractor
Unprintable Area
About Restore Defaults
OK Cancel Apply

User-Defined Size					? ×
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That's it.