Adminware™ for ISP — Miscellaneous

Introduction

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'Generic' Access

You *may* me using *Adminware™* via the Microsoft Access program (version 2000, 2002, or 2003). If so, this page may be of interest.

Access 2007 has a much different interface and is *not* discussed here.

Access is an extremely powerful program. To take advantage of its capabilities, we have developed custom input forms, many of which are based on queries. The custom designed reports are based on selection criteria input forms and queries.

However, there will rare occasions when we will need to work with the raw data. This will involve working with the various underlying Access *objects* — tables, queries, reports, and forms.
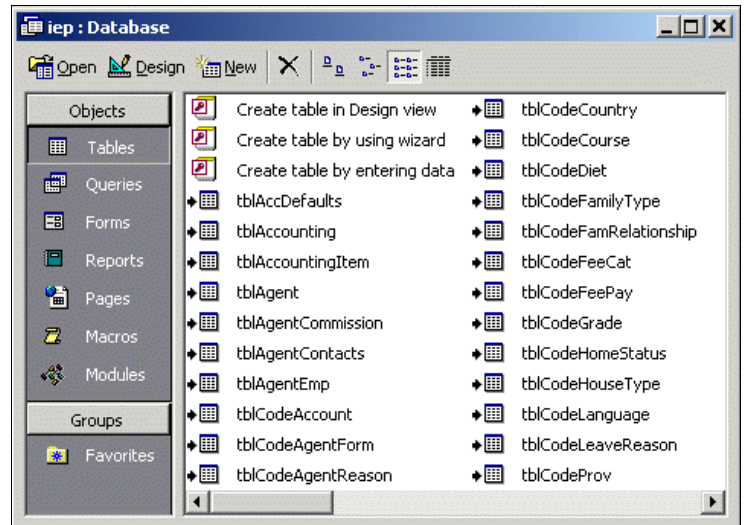
Use the **Window** pull-down menu to gain access to this raw data. The first menu option, **iep : Database**, gets us to the Access objects screen.
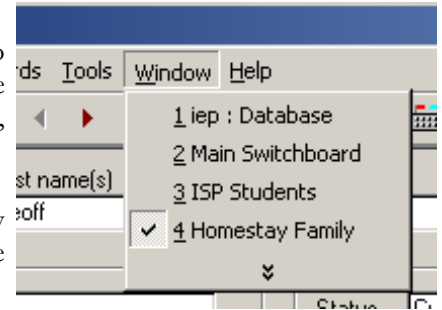
The Access **Objects** are grouped into common categories:

- ▸ Tables
- ▸ Queries
- ▸ Forms
- ▸ Reports
- ▸ etc.

Clicking on the object name at the left will display those respective objects.

Caution:

Do *not* design and change any of the existing tables, forms, queries, reports, etc. as they are essential to the proper working of the program.

Adminware takes no responsibility for any changes you make that renders the program non-functional!

Backup

By far the most important function which needs to be managed with *any* computer system is the backup of data.

All of the information that you have entered into *Adminware*™ is stored in **ONE** database file: **iep_be.mdb**

Stand-alone

On a typical stand-alone system this file will be in the **c:\iep** folder.

Network

If you are running on a network then this file may be in a **f:\iep** folder (or some other drive or folder designation — where ever it was placed as part of the installation of the program by yourself or a network administrator).

[The above c:\iep and f:\iep are the most typical location for the iep_be.mdb file. There is a possibility that the program and/or data was placed into different folders at the time the program was installed.]

File Size

The **iep_be.mdb** will be *too large* to fit onto a single floppy disk. You will need to either use a Zip disk (such the Iomega line of products), a large capacity Memory (or flash) stick/key, or a writable CD or 'better' (such as a re-writable CD or DVD).

Hazards   Some of the hazards to be aware of, which could cause information to be lost or destroyed, include:

- ‣ static electricity
- ‣ power surge
- ‣ magnetic interference
- ‣ faulty hardware (computer or hard disk)
- ‣ faulty network cards, cabling, or routers
- ‣ cigarette smoke
- ‣ coffee or food spills
- ‣ theft
- ‣ vandalism
- ‣ fire
- ‣ out-of-date version of Microsoft Access
- ‣ tampering with data

A few of these problems can 'creep up' on your system such as a faulty disk drive. Others are beyond the control of a church, such as fire.

Daily Backup

Having a regular system in place for backing up your daily, preferably on a *daily* basis, is essential.

We strongly recommend that you have a *different* backup disk (either Memory stick, Zip or CD) for *each* day of the week, plus a weekly set.

Each backup media would be labelled as following:

- ‣ Monday
- ‣ Tuesday
- ‣ Wednesday
- ‣ Thursday
- ‣ Friday
- ‣ Weekly

It is possible that your division's tech department already has a daily routine in place for backups and you will not need to "worry" about this at all.

Of course, if you are entering or modifying lots of data on Saturdays, then an additional disk should be available.

In this scenario you would only use the Monday disk on a Monday – never on any other day of the week.

If you already have a backup routine in place for backing up your other important files (such as word processing documents, spreadsheets, or accounting information), then you will want to add the **iep_be.mdb** file to this routine.

Using other stand-alone computer(s)

If you are using two (or more) computers as stand-along systems (not networked) to work with *Adminware*™ data, you will need to transfer information from the 'master' computer to the 'other' computers.

The general procedure is as follows:

① only add and update data on one computer (the 'master' computer).

② backup the **iep_be.mdb** file from the master computer.

③ walk (or run or drive!) to the other computer. This 'other' computer could be at another school or at your home.

④ restore the backup (**iep_be.mdb**) to the other computer.

> [It goes without saying that the 'other' computer will need to have *Adminware*™ program installed on it.]

⑤ the other computer now contains updated data ... until information is added or changed on the 'master' computer.

Be aware that you will be providing the other computer with **ALL** of your offices's data that is stored in *Adminware*™, including names, address, phone numbers, accounting, etc., etc.

Almost **NEVER** transfer a backup from an 'other' computer to the 'master' computer.

When you receive a program update, don't forget to update *all* of the 'other' computers that are running *Adminware*™.