

# **Acces for Windows – version 3.5 and 3.6**

## **Network Notes**

This document tells how to set up *Acces* on a network. It also helps you troubleshoot network operation and respond to error messages.

### **Part I. Overview**

*Acces* is easy to set up and run on a network. The program directory is totally self-contained, except for temporary files and user settings, which are saved in the “Start in” directory (usually on the local hard drive). No DLLs or other files go in the Windows System folder and no changes have to be made to the registry. In short, *Acces* is a very thin client: it requires no setup on individual workstations.

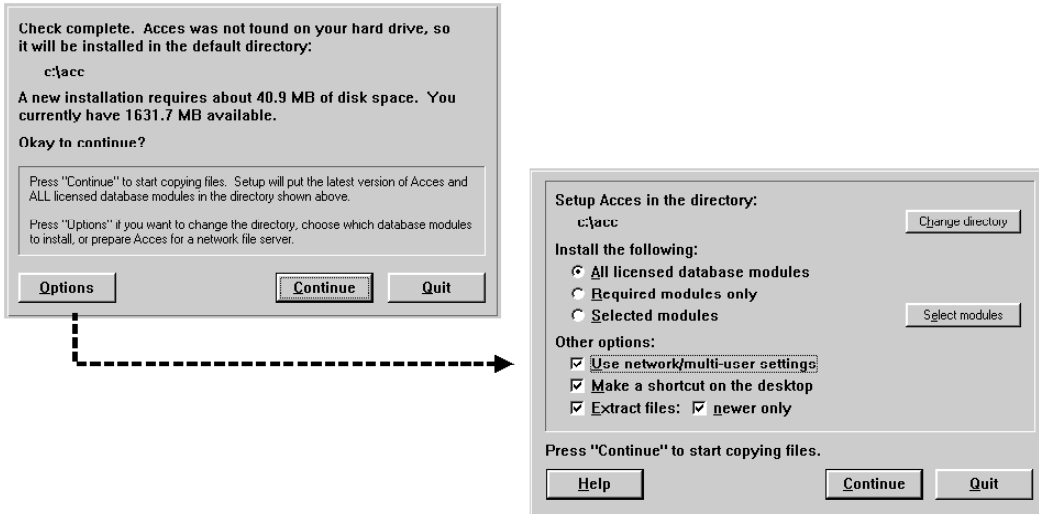
Below we provide a method for “pushing” *Acces* out to a server. There are two things to understand before you do that:

- Unlike most Windows programs, *Acces* does *not* care about its folder name or location; the program runs the same if you rename the folder or move it. This means, for example, you can install *Acces* on a workstation, then copy the entire directory structure to a server. In fact, we recommend this approach, because installation is much faster.
- All of *Acces*’ file operations are controlled by two things: “Network/multi-user settings” and the “Start in” directory. The first is an option you select when running the Setup program. The second is something you take care of when you create a shortcut to *Acces* or give users a way to launch the program.

### **Part II. Network setup**

Here are the steps to follow for installing *Acces* on a network (file server):

1. Go to a workstation with sufficient space on the local hard drive. You’ll need 20 MB or more, depending on how many database modules you have. (Each module requires about 6–10 MB.)
2. Run the Setup program on the *Acces* for Windows CD. When asked for a school name and key code, use the information that came with the CD. Usually this is on a sticker on the CD envelope. If not, look for a single page of installation notes called “*Acces* for Windows”.
3. When you get to the screen with the Options button, press it. In the Options dialog, check the box “Use network/multi-user settings” (see figure). Then press Continue to start copying files.



4. When the Setup program is done, you are ready to copy *Acces* to your file server. **Do not run the program at this time.** Doing so may result in incorrect user settings. Instead, go to a DOS prompt and change to the *Acces* directory, normally with the command:

```
CD \ACC
```

5. Copy the entire *Acces* directory, including subdirectories, to the server. Obviously you will need administrative rights. Give a command like this:

```
XCOPY /S C:\ACC F:\ACCES
```

Note: The above command assumes that the applications directory on the server is mapped to drive F. It does not matter what you call the new *Acces* directory; it does not have to match the source directory on Drive C.

6. After files are copied, close the DOS Window. You should see a shortcut icon for *Acces* on the Windows desktop. Right-click it and choose Properties from the pop-up menu.

7. In the Properties dialog, press the Shortcut tab. Change the Target to the new location of *Acces* on the network, something like:

```
F:\ACCES\ACCCWIN.EXE
```

**The “Start in” directory must not be the same as the *Acces* program directory.** For performance reasons, we recommend that you use the local hard drive. On Windows 95/98/XP computers, you can make the “Start in” directory:

```
C:\WINDOWS\TEMP
```

On NT/2000 computers, make the “Start in” directory:

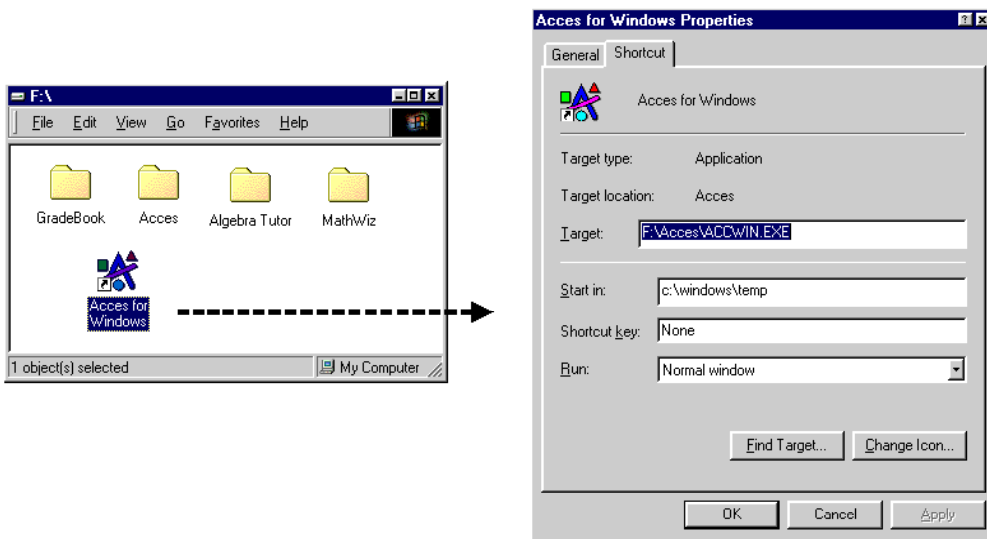
C:\WINNT\TEMP

Note: Users can save their documents wherever they like, on the local hard drive, on floppy disks, or in a public/private directory on the network, regardless of the “Start in” directory.

8. Press OK to close the Properties dialog. *Acces* should now be fully operational on the network. To run the program, simply double-click the shortcut icon.

9. To make the shortcut available to end-users, drag it from your desktop to the network file server. We recommend that you put the shortcut one level above the *Acces* program, or in some other public folder (see figure). You should *not* put it in the same folder as ACCWIN.EXE. That can be confusing to users, who might try to launch the program directly, instead of indirectly with the shortcut.

If the shortcut is on the network, users can double-click it to run *Acces* or drag it to their own desktops.



10. After you have verified that *Acces* is set up properly on the network, then you should write-protect the entire folder, or give users only read and scan rights. This will keep them from erasing files accidentally or storing their own settings or documents in the program directory. Any writing that *Acces* does will be the “Start in” directory, not on the server.

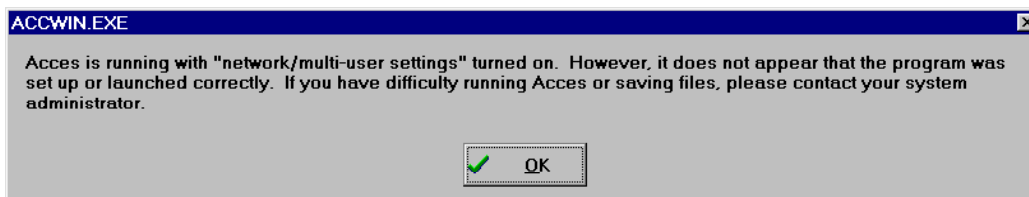
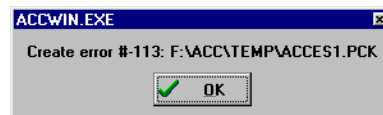
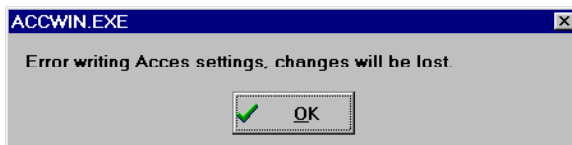
Notes:

- Depending on your version of Windows and your security settings, a shortcut may not get created on the desktop. In that case, you can create one by right-clicking on the desktop and choosing New > Shortcut from the pop-up menu.
- If you use Novell Application Launcher (NAL) to run programs, you can set up it just like a Windows shortcut. In other words, specify ACCWIN.EXE as the target application and make sure the “default” or “working” directory is on the local hard drive.
- If you are updating *Acces* on your network, the steps are exactly the same as for a first-time installation. With an update, however, it should not be necessary to create or modify the shortcut. If *Acces* was already running fine, then updating it is just a matter of copying newer files. To speed things up, you can include /D and /Y switches with the XCOPY command.
- You can delete the LOCAL copy of *Acces* by dragging the program folder (and all subfolders) to the trash. Or else, you can leave that copy alone for testing or future updates.

### Part III. Troubleshooting

Several things can indicate that *Acces* is not set up properly on the network:

- Bad performance. If previewing/printing documents is very slow, then *Acces* is probably not using the local hard drive for temporary files. By “slow”, we mean that previewing a document takes more than 5–10 seconds, even if it has only a few items.
- Interference. Usually this will happen during a training, when many teachers are running *Acces* at the same time. If the teachers see each others’ documents when previewing, then they are not launching *Acces* correctly or program settings have been “corrupted”.
- Error messages. There are several messages that indicate a setup problem:



Here are the steps to follow to correct the situation.

1. Make sure *Acces* is being launched from a shortcut icon. No one, including the system administrator, should launch the program directly by clicking ACCWIN.EXE on the server.
2. Make sure the shortcut icon has the correct “Start in” directory. The “Start in” directory should be local, something like C:\WINDOWS\TEMP.

Note: If users have a shortcut icon on their desktops, it will be necessary to check each one. Or else, you can create a new shortcut on the server and tell users to drag it to their desktops (replacing what they have).

3. In the *Acces* directory on the server, erase the file ACCES.SET. If the program was not set up properly, then this file may have the wrong paths hardwired into it. There is no harm in erasing it; *Acces* will create a clean copy when the program is launched.
4. Make sure that “network/multi-user settings” is turned on in *Acces*. If you didn’t do this when installing the program, or if you are not sure, go to a DOS prompt, change to the *Acces* directory on the server, and give the command DBUTIL /N+.
5. Write-protect the entire *Acces* directory structure, or else give users read/scan rights only. Nothing should ever be written to the *Acces* directory on the server when the program is installed correctly.
6. If the above steps have been taken and a user still gets an error message, then the user probably has a copy of ACCES.SET with the wrong paths hardwired into it. The solution is the same as on the file server: simply erase that file from the “Start in” directory. You can tell a user to follow these steps:

In Windows Explorer, open the folder c:\windows\temp, or whatever is the “Start in” directory for *Acces*. Look for a file called ACCES.SET. If the file is present, drag it to the trash. *Acces* will re-create the file and reset the directories, so trashing it does no harm.

Please let us know if you need any more assistance setting up or running *Acces* on your network. We are happy to help.

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