

Pupil database	Set up instructions
Version 4.0	Date: 2 June 2006

# PUPIL - YOUTH HEALTH SYSTEM

## System setup

**Requirements:** Microsoft Access 2000, XP or 03 installed on PC.

### System Components:

File name	Description
Pupil_data.mdb	<b>Access back-end data file</b>
Pupil_app.mde	<b>Access front-end application file</b>

### File Locations:

- A secure folder should be set up on the network, and read/write permissions granted to the approved users.
- Copy the two Pupil files to the folder (or the data file can be placed in a separate folder).
- Alternatively, they can be placed on a folder on the users PC, but measures should be taken to ensure regular back-ups are made.

### Setup on client PC:

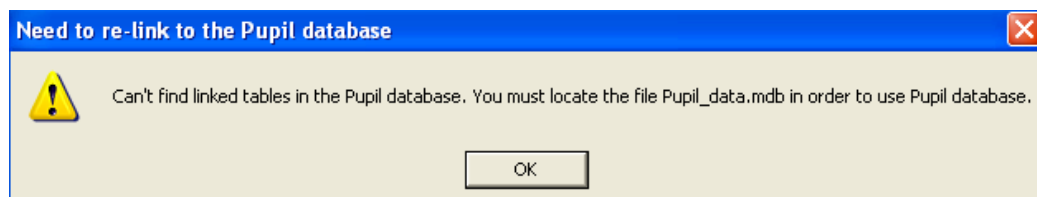
- Option 1. (one user). Create a desktop shortcut to the Pupil\_app.mde file on the server
- Option 2. (more than one concurrent user). Copy the pupil\_app.mde file to the users profile, or folder on the client PC. This ensures optimum performance.

### New Versions

- This will involve replacing the existing Pupil\_app.mde with a new Pupil\_app.mde.
- The Pupil\_data.mdb file is not affected

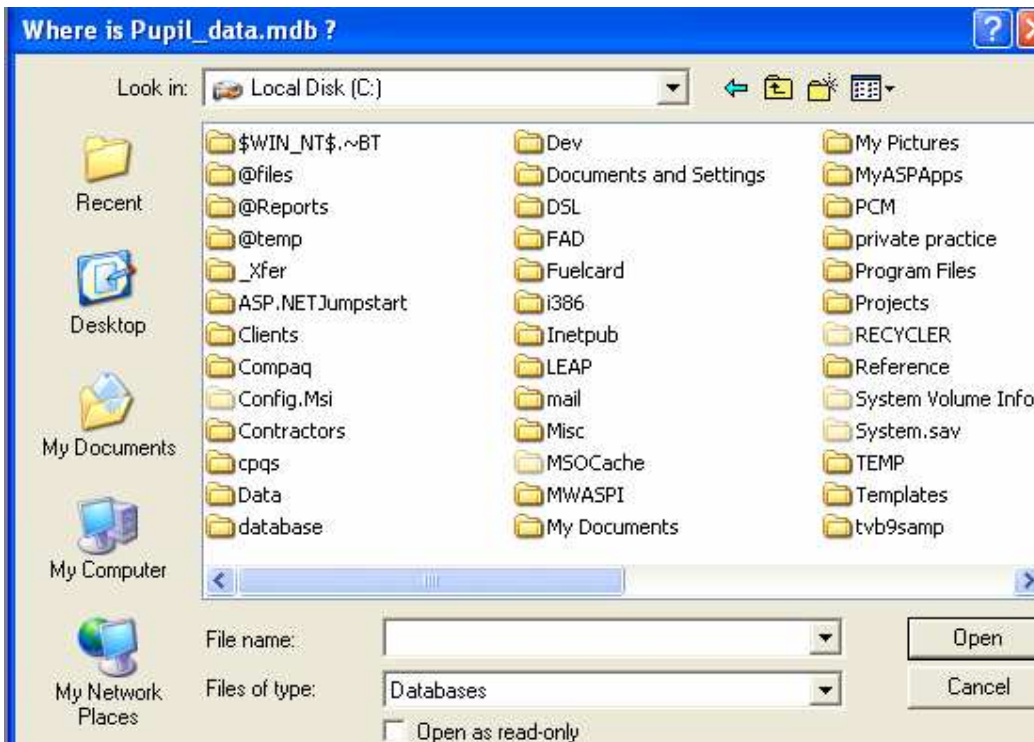
### Re-linking

On first use of the application, you will be prompted to locate the data file. This is a one-off process to re-link the application to your data file:



Click OK, and then navigate to the Pupil\_data.mdb file:

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Navigate and select Open. The application will re-link then open the login screen.



To ensure you are using the most current version (v 4.0), select Help, About. (once logged in)

Contact: [support@datasyn.co.nz](mailto:support@datasyn.co.nz)