

Installing P2 and Compliance Assistance Metrics Database From a CD-ROM

- Save the two (2) files to your hard drive:
 - » Access XP (2002): P2_and_Compliance_Assistance_Metrics_Database_v2-5_2002_FrontE.mdb
 - » Access XP (2002): P2MetricsV2-5_2002DemoData.mdb
- Use My Computer or Windows Explorer to navigate to the folder in which the new files were saved
- Do the following procedure for each of the new files:
 - » Right-click on the file
 - » From the menu bar, select Properties
 - » Uncheck the “Read-only” checkbox
 - » Click the “OK” button

- Hold down the Shift key on the keyboard, and then open the P2 Metrics file that ends in “FrontE.mdb” (also known as the front-end of the database)
- From the menu bar, select Tools | Database Utilities | Linked Table Manager (*)
 - ⇒ Check the “Always prompt for new location” checkbox
 - ⇒ Click the “Select All” button
 - ⇒ Click the “OK” button
 - ⇒ Navigate to the directory in which the P2 Metrics files were saved
 - ⇒ Select the P2 Metrics file that ends in “Data.mdb” (also known as the data file or the back-end of the database)
 - ⇒ Click the “Open” button
 - ⇒ The front-end of the database will establish links to the data file tables
 - ⇒ When the message “All selected linked tables were successfully refreshed” is received, click the “OK” button
- Click the “Close” button
- Close Microsoft® Access
- Open the front-end of the database without holding down the Shift key on the keyboard
- The P2 Metrics database is now ready for use

(*) Note: If you get a message stating the Linked Table Manager is not installed, do the following:

- ⇒ Click the “Tables” tab
- ⇒ Delete every link to a table (a link to a table has a black arrow next to it) by highlighting the name, holding down the Shift key on the keyboard, and pressing the Delete key on the keyboard; **Do not delete actual tables, those without black arrows**
- ⇒ When deleting a few links, you will receive a message about deleting relationships; Click the “Yes” button when you receive those messages
- ⇒ When all of the old links have been deleted, click the “New” button
- ⇒ Select Link Table
- ⇒ Click the “OK” button
- ⇒ Navigate to the directory in which the P2 Metrics files were saved
- ⇒ Select the P2 Metrics file that ends in “Data.mdb” (also known as the data file or the back-end of the database)
- ⇒ Click the “Link” button
- ⇒ Click the “Select All” button
- ⇒ Click the “OK” button
- ⇒ The front-end of the database will establish links to the data file tables
- ⇒ Close Microsoft® Access
- ⇒ Open the front-end of the database without holding down the Shift key on the keyboard
- ⇒ The P2 Metrics database is now ready for use

Note: This process may be slightly different for different versions of Microsoft® Access.