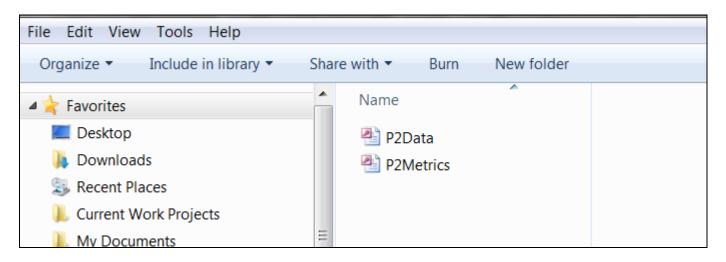
## **Installing the P2 and Assistance Tracker Software**

- Use My Computer or Windows Explorer to navigate to the folder in which the zip file was saved
- Extract the two (2) files to the folder you would like to store them in.



• Open the P2Metrics.mdb file (also known as the "front-end" of the software). You may encounter a security warning. If so, click "Open".

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		While files from the Internet can b	e useful, this file type can potentially	
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Note: This process may be slightly different for different versions of Microsoft® Access.

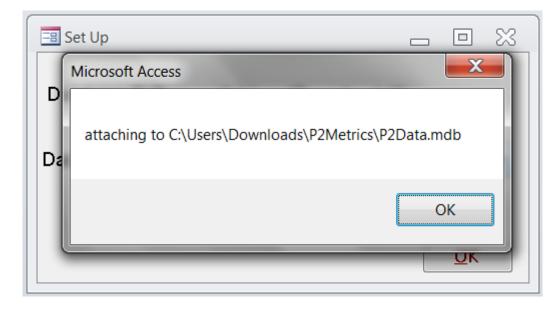
• When you first open the file you may encounter a prompt to "Enable Content" or a "macro security errors". Click on the enable content button or lower your security settings within Access while using P2@, when applicable.

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• Next, you will be prompted to connect the "front-end" to the "back-end" database through a Set-up window. Click "Reattach" and "OK".

🔳 Set Up	
Database Path	C:\Users\Downloads\P;
Database Name	P2Data.mdb
	<u></u> K

• You will receive one additional prompt. Click "OK" again.



• If you have not lowered your security settings at this point, you will receive the prompt below. Click "Open". You will receive this same warning numerous times as Access attempts to connect each table in the database. Please click "Open" each time. Note: you will only have to go through this process during set-up and will not need to repeat it.

ſ	Microsoft Access Security Notice	
E Se	A potential security concern has been identified.	X
Data	Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.	
Data	File Path: C:\Doreen_Bray\Downloads\P2Metrics\P2Data.mdb This file might contain unsafe content that could harm your computer. Do you want to open this file or cancel the operation?	ch
	More information Open Cancel	

• Once the reattachment process is complete, exit Access from the "File" or Windows menu.

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- Open the P2Metrics.mdb file again, this time 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:

- $\Rightarrow$  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**
- $\Rightarrow$  When deleting a few links, you will receive a message about deleting relationships; Click the "Yes" button when you receive those messages
- $\Rightarrow$  When all of the old links have been deleted, click the "<u>N</u>ew" button
- $\Rightarrow$  Select Link Table
- $\Rightarrow$  Click the "OK" button
- $\Rightarrow$  Navigate to the directory in which the P2 Metrics files were saved
- $\Rightarrow$  Select the P2 Metrics file that ends in "Data.mdb" (also known as the data file or the back-end of the database)

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

- $\Rightarrow$  Click the "Lin<u>k</u>" button
- $\Rightarrow$  Click the "Select All" button
- $\Rightarrow$  Click the "OK" button
- $\Rightarrow$  The front-end of the database will establish links to the data file tables
- $\Rightarrow$  Close Microsoft® Access
- $\Rightarrow$  Open the front-end of the database without holding down the Shift key on the keyboard
- $\Rightarrow$  The P2 Metrics database is now ready for use