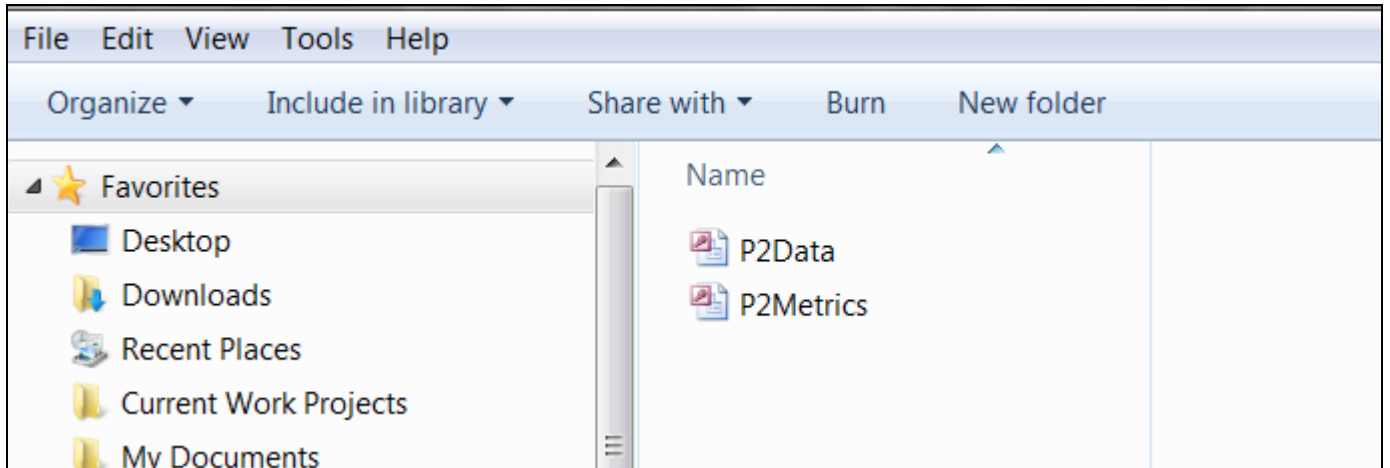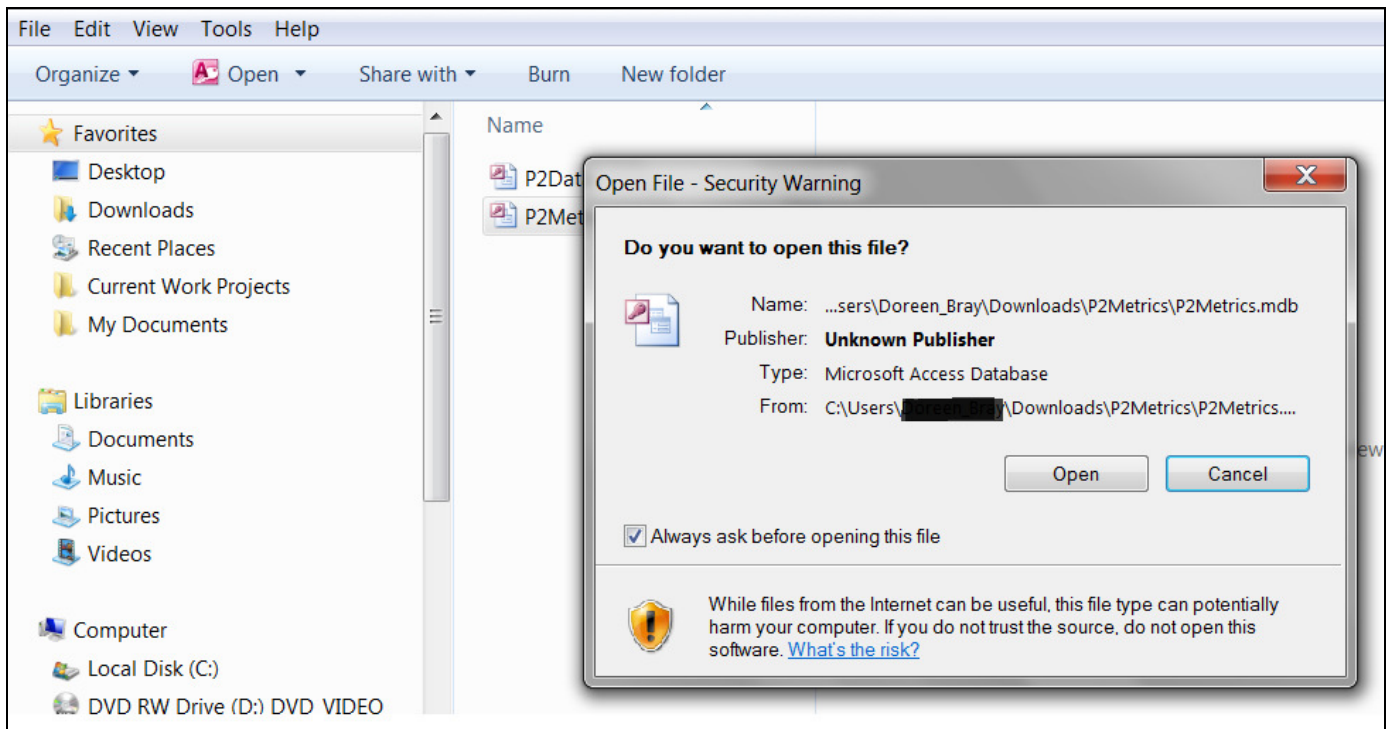# Installing the P2 and Assistance Tracker Software

- 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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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.
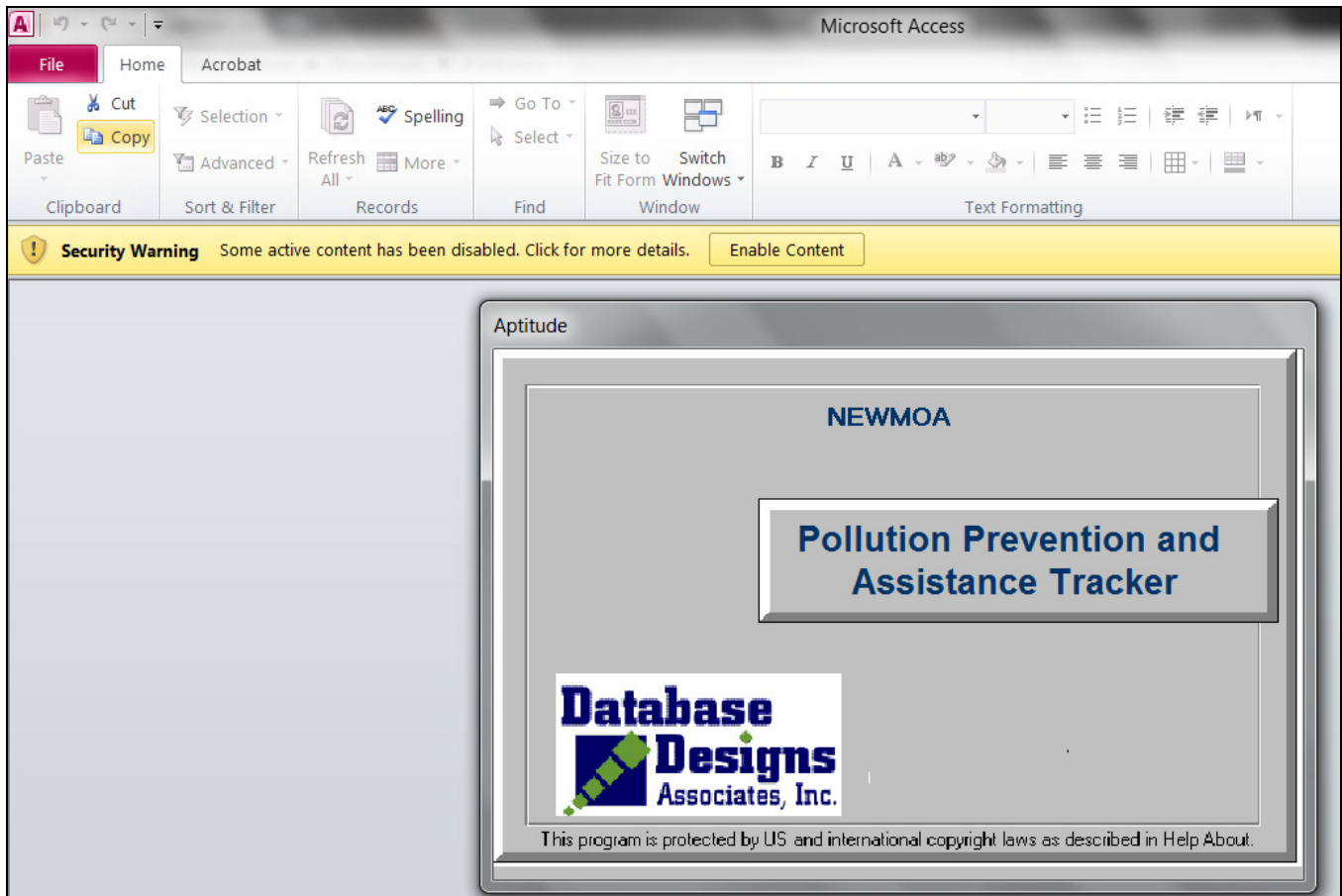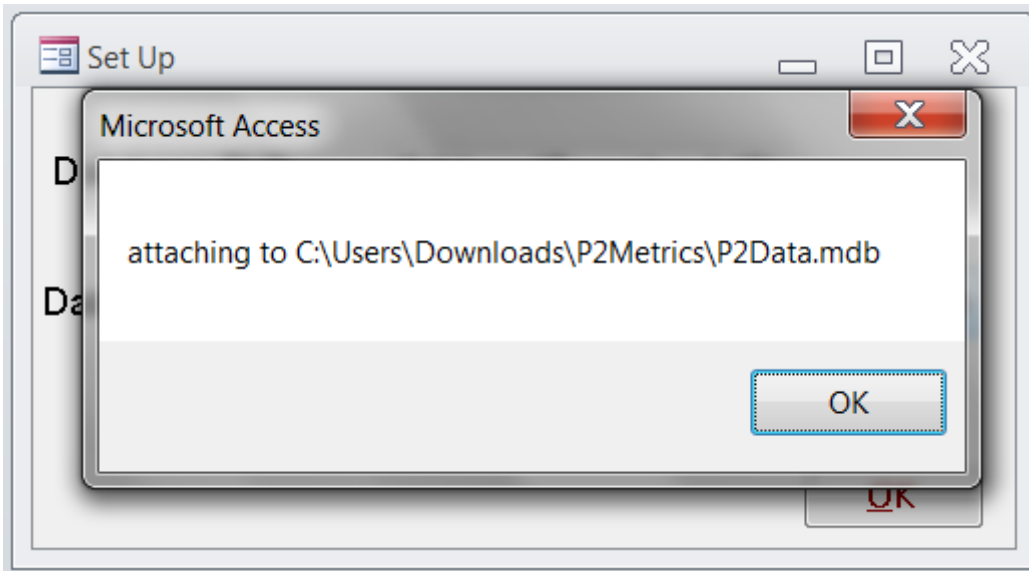

- Next, you will be prompted to connect the "front-end" to the "back-end" database through a Set-up window. Click "Reattach" and "OK".
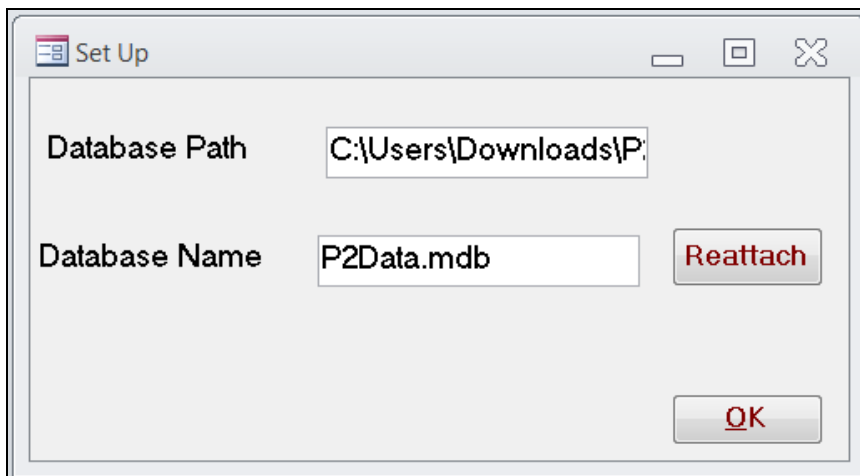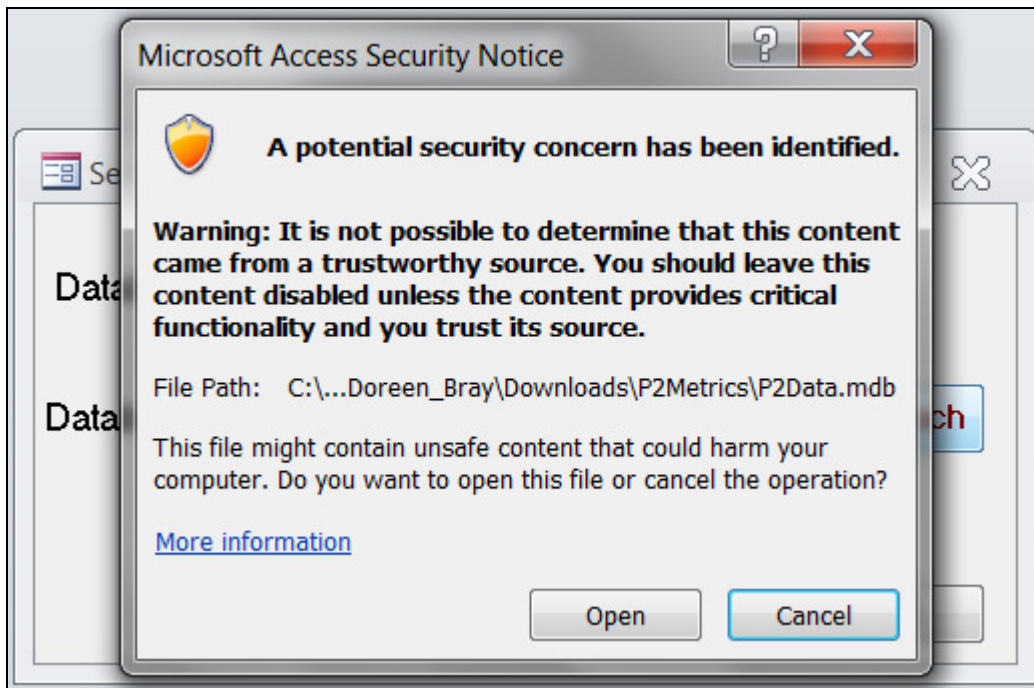

Note: This process may be slightly different for different versions of Microsoft® Access.

- 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.

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

- Once the reattachment process is complete, exit Access from the "File" or Windows menu.
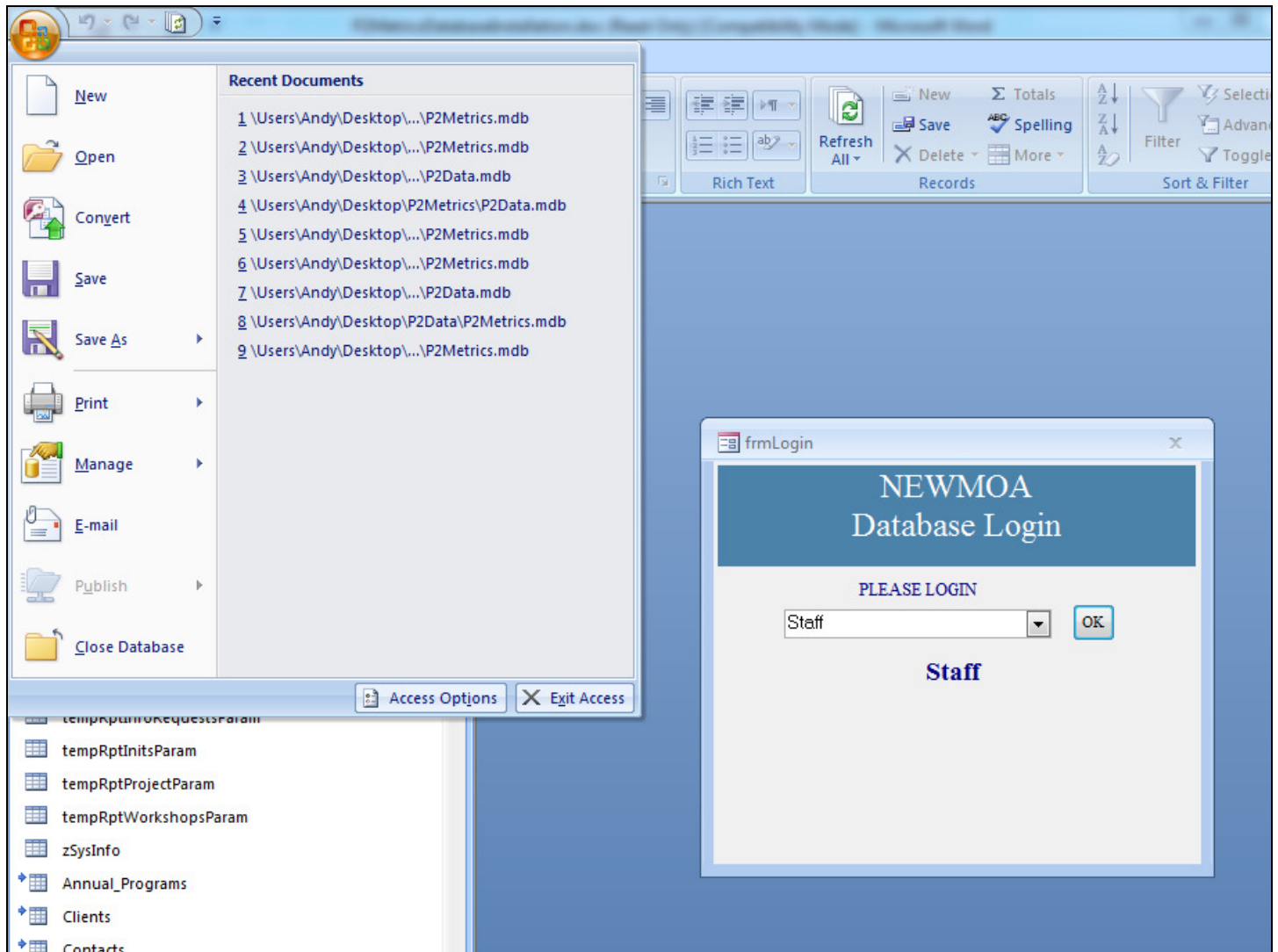
- Open the P2Metrics.mdb file again, this time without holding down the Shift key on the keyboard.
- The P2 Metrics database is now ready for use!

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

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

$\Rightarrow$ Click the "Lin<u>k</u>" button
$\Rightarrow$ Click the "<u>S</u>elect 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

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