

Connecting to the data file of your Access Database

If your database is in two files then it is a 'split database'. There are a number of reasons for 'splitting a database', our database designer will be happy to explain the reason for this.

The main file will be the one you open – in it you will see all the forms, reports and so on. This part of the database – the 'front end' will not change unless you ask Compass Computing Ltd to make amendments to you system. If you have a networked system then this file will be either locally on each PC or in each user's home files, depending on the network configuration. So you can see there may be many copies of this file.

The second file – the 'back end' contains all of the data. This needs to be backed up regularly. If you have one computer then this probably will be in the same folder as the front end. For a networked system it will be on the server. There will only ever be one copy of this file in use.

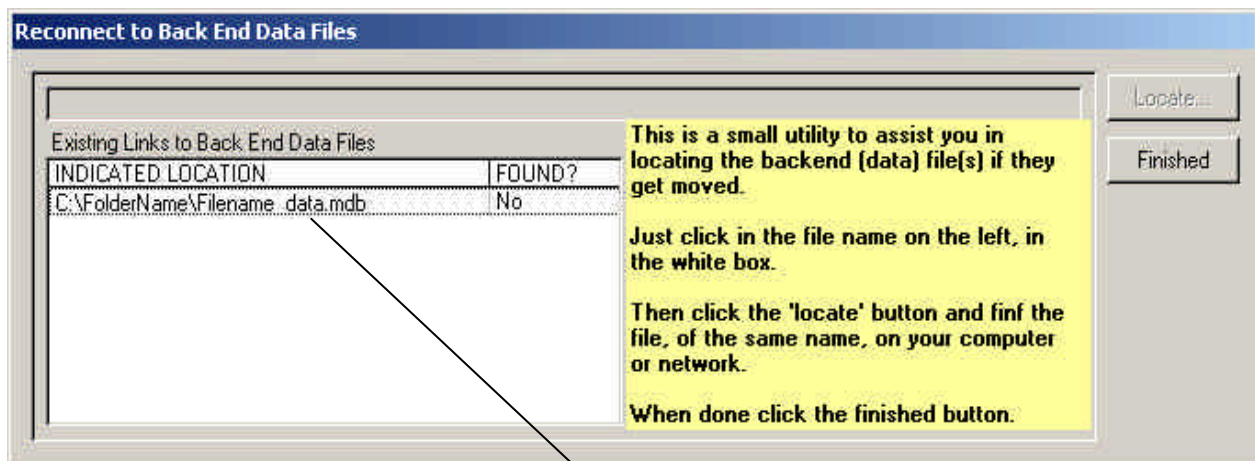
When your database is written the 'front end' will know where the 'back end' is – on Compass Computing's computer!

So when you first install it, or when the front end is upgraded the database will have *lost* the back end.

Microsoft Access includes a routine found under [Menu Item] *Tools... Database Utilities... Linked Table Manager* to re-link these files.

However, if you have a restricted database or runtime version of Access this will not work, so in ALL cases you can use a utility installed by our database consultant to make life easier for you.

When you open the database the following screen will appear automatically:



Normally there will be just one file listed under "Existing Links to Back End Data Files" with "FOUND?" shown as 'No'.

Click on this file with the mouse and its name and the folder it WAS in will be shown in the grey box above.

Next click on the button labelled "Locate..." and use the standard Windows functions to find the file – you will be able to check the filename to look for in the grey box, in the example above it would be "Filename_data.mdb"

When you have successfully located the back end file the NO will change to YES under 'FOUND?' and you can click the 'Finished' button and carry on using your database.

If ever you see this form in other circumstances there are a number of reasons :

<u>Cause</u>	<u>Solution</u>
The back end is on a network that has failed or you are not connected to it.	Ask you systems administrator to resolve the problem.
-	-
The back end file has been renamed.	Rename it back to the filename shown.
-	-
The backend has been moved.	Find out if this was 'supposed to happen'
-	Yes - Relocate it using the utility. No - Move it back!
-	-
The backend file has become corrupted – this is where the file gets 'electronically a bit confused'. It will be where you and the front end expect it to be but the front end still fails to connect to it, even when you locate it.	Use Microsoft Access's repair facility under [Menu Item] <i>Tools... Database Utilities... Compact and repair database.</i>

If none of this helps please contact Compass Computing Ltd and we will do our best to resolve the problem for you.