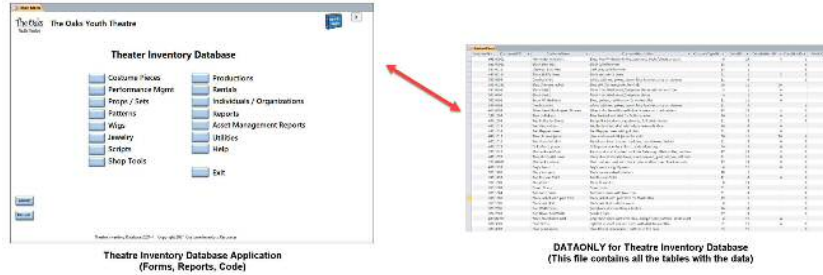
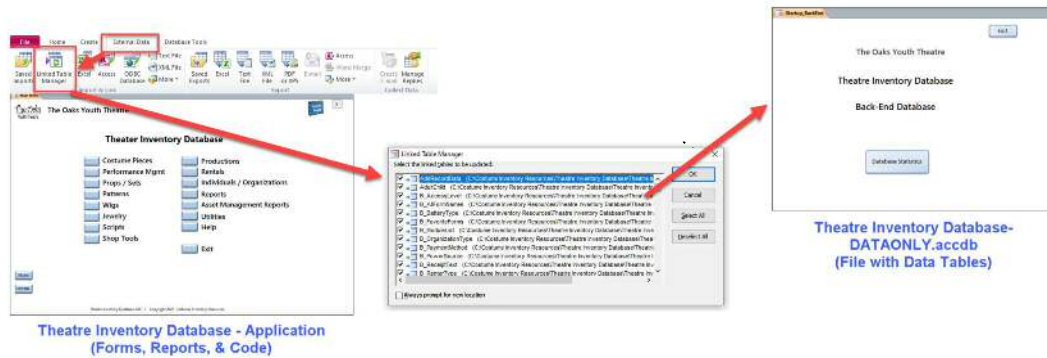


Database Installation Options

The Theatre Inventory Database* is made up of two files - the application (the forms and reports that users see) and the DATAONLY file with all the data.



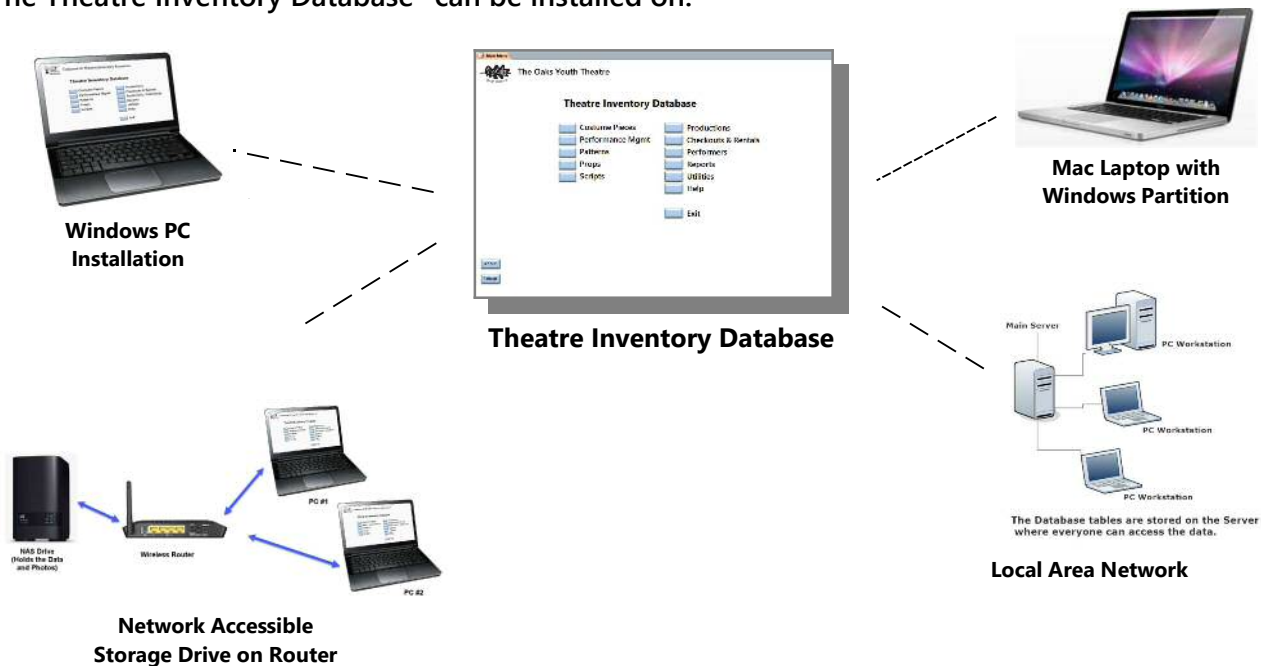
The Theatre* Inventory Database application is linked to the DATAONLY file through the "Linked Table Manager".



The photos are kept separate in another folder and each photo is linked to the selected Costume/Props record.

* This handout shows the Theatre Inventory Database but is applicable to all the Inventory Databases - Equipment, Uniform, Music, etc.

The Theatre Inventory Database* can be installed on:



Notes: The database is licensed to the organization so there is no limit to the number of people who will be using it. The issue is how the database is installed to maintain the data integrity.

For a database to be a valuable asset there has to be one copy of the data and photos. This data can be shared by multiple people using multiple workstations but there has to be just one data file. If the database were copied to multiple (non-connected/networked) PC's then the data on one computer would not match the data on another one. It only takes a few users adding / updating data their copy of the database on each PC to cause trouble. The records could not be trusted to show accurate information about your collection as each PC would have different data in the Costumes / Props records.

If you have a Local Area Network – then the data (the actual DATAONLY.accdb file) could be stored on a shared folder/drive on the network. Multiple PC's could have the application (the database forms and reports) installed and they would link to the DATAONLY file.

If you want people to be able to connect to the database from home or a remote location then you would need to have a Local Area Network with a dedicated workstation always set up and turned on so that staff could use a remote login software to connect to the workstation/database. This is more complicated but it works. Let us know if you want more information on this.

If you do not have a local area network you can purchase a NAS drive – which is a Network Accessible Storage drive which is connected to your wireless router at the theatre. (Instructions for the installation are also on my website.) With a NAS drive you can put the DATAONLY file and the photos in a Public folder where any PC on the wireless network can link to it.

1) Windows PC:

System Requirements: Windows 10 or 11, 8 GB RAM (more is better), 1 GB Hard Disk space (depending on how many photos are stored). MS Access 2010, 2013 or 2016 or Office 365 - either the full application or the MS Access Runtime (2016). DBPix (an image processing software which is included in the installation package) will need to be installed on each workstation.

2) Mac Computer:

System Requirements: VM Fusions or Parallels to create a Windows partition on the Mac. You will also need to install Windows 10 or 11. At least 8 GB of RAM is recommended plus 1 GB of hard disk space. MS Access 2010, 2016 or Office 365 - either the full application or the MS Access Runtime. See the Resource Guide on Installing Windows on a Mac.

3) Local Area Network:

Your IT Staff will need to assist you to set up:

A Shared Drive/Folder to store the Theatre Inventory Database files and the photos.
User Accounts for everyone who needs access to the shared drive with Read/Write/Delete privileges
Each PC should have the same system setup as above for the Windows PC.
The Application (on each workstation) will need to be linked to the DATAONLY file on the shared drive/folder.

4) Network Accessible Storage Drive on Router

A Network Accessible Storage (NAS) Drive is an external drive like a WD MyCloud (Western Digital) that is connected to the router for your wireless network. The database can be installed in a folder on the drive and shared by everyone on the network. Each user's PC will need to have MS Access or the MS Access Runtime (See above).

Pros: Network Accessible Drives are inexpensive. You can get a 4 TB drive for under \$200.
The Theatre Inventory Database can be installed easily.
The photos can be stored and viewed by everyone
Everyone on the network can have access to the database

Cons: The NAS drive goes to sleep if not used for a few minutes and the first person to open the database or return to the database once the drive has gone to sleep again will notice that it takes a few seconds (or more) to wake up. Once the drive wakes up it is very responsive. Modifying the installation can help with this a lot - see the Resource Guide: "Installing Inventory Database on NAS Drive".

If you are using a wireless network the distance from the router can affect speed a lot. If you are a long way from the router you may want to consider getting a wireless signal booster to help the database run / load screens faster.

For more information on the NAS drives, please check our website: www.costumeinventory.com/support