

System Requirements / Installation / Security Information

MS-Windows (Local PC)*

The database applications are created in MS Access® 2010 as a Runtime version. This means that you do not need to own MS Access® 2010 or 2013/16 to open the program, enter/edit data, or print reports. (Sorry MS Access 2007 is no longer supported.) The Runtime application from Microsoft can be downloaded for free from the Microsoft site (see the link on the Resources Page or search for 'Microsoft Access 2010 Runtime'). Another Resource Guide is available to help you with that installation (see website - Resource Guides).

If you have MS Access® 2010 or 2013/2016 (32 bit version only) you may use that for the database and you do not need the Runtime software. Please see the notes below on modifying the Security Settings in MS Access® 2010 / 2013 / 2016.

System Requirements:

To run the application and the Runtime edition the computer needs

- Windows 7, 8 or 10 operating system (32 or 64 bit)
- 1-2 GB of hard disk space (more for photos)
- 2 GB memory (**4 GB** or more recommended).
- MS Access 2010/2013/2016 or the MS Access Runtime 2010 (free) 32 bit version
- (If you have Office 2010 or 2013 **64 bit** (*Office 64* not Windows 64) please contact *Costume Inventory Resources* for a *custom* version. Additional fees may apply.

Installation Notes: (for networks please see the Resource Guide for Network Installation)

The database applications are delivered in an installation package. The package has an *.exe extension - which means it will open and install the database quickly. The default folder for installing the database is:

C:\Costume Inventory Resources\ *application name*

for the Theatre Inventory Database the database will be installed in:

C:\Costume Inventory Resources\Theatre Inventory Database

You may change the destination folder at the time of the installation. If you change the installation folder you will be prompted for the location of the database tables which is a file called Theatre Inventory Database DATAONLY.accdb . Contact us for more information.

The database uses the dBPix-30™ technology to link photos (JPG, BMP, etc.) to the costume/prop records. The dBPix-30.exe file will also be installed in the same folder as the database. If you move the database files to another computer you will need to re-install dBPix on each computer that uses the database after MS Access or the Runtime is installed. If you get a message during the installation of the program about a file conflict, select "Ignore" from the options. This is a trivial issue with the dBPix installation package.

A barcode font will also be copied to the database folder. It can be installed in the Windows font directory from the "Install Barcode Font" desktop icon.

A desktop icon will be installed with a shortcut to the selected folder.



Set up folder for Photos:

You will need to set up at least one folder for photos. It is best to store your photos in one folder (with subfolders as needed). A possible setup could be:

C:\Costume Inventory Resources\Photos

On the “List of Installed Modules” screen (on the Utilities Menu) you can enter this path so the program will know where to start looking for photos when you are loading them into the data record.

**** For NETWORK Installations please see the Resource Guide on Networks. ****

Trust Center / Security Settings:

If you get a message that tells you “A potential security concern has been identified” then you need to check the Macro Security settings in the Options setup (see below). These settings need to be modified in the MS Access/Office® program. You need to change the setting on each computer the first time you open MS Access®. After it is setup once these changes should stay.

Note: For installations that have only the MS Access Runtime software installed (not MS Office) you will continue to get this security message. Sorry. I am working on a fix but at this time there does not seem to be a way to get this message to go away.

MS Access® 2010 / 2013 / 2016

To change the Macro Security setting:

Open MS Access® (just open the application – not the Costume Inventory Database)

Click on the “File” menu tab (usually in red at the top left corner)

Click on “Options” (usually near the bottom of the list)

Click on “Trust Center” – the last menu item

Click on “Trust Center Settings” (usually on the right side of the dialog box)

Click on “Macro Settings”

Click on the lowest setting “Enable all macros”. It will tell you that it is not recommended but it is required to run VBA code and macros that are in the Inventory Databases.

Click “OK” twice to close the menu dialog boxes.

Close MS Access® and reopen it.

The Macro Security setting should now be set to run all the Inventory Databases.

If you have the regular MS Office package (Word/Excel etc) - except for MS Access (you have the MS Access Runtime software) you can go into MS Excel options and update the Trust Center settings following the instructions above. In some installations that will take care of the message - and sometimes it will not.

**** For NETWORK Installations please see the Resource Guide on Networks. ****