

Installing Inventory Database on NAS Drive

A "Network Accessible Storage device" or NAS drive is a great way to store the Theatre (or other) Inventory Database application on a shared device without having to invest in a Network server.

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

Network Accessible Drives are inexpensive. You can get a 4 TB drive for under \$200. The database (even with over 50,000 records) will be less than 200 MB. That leaves over 3.5 GB of space for photos. The photos that are stored on the NAS drive can be viewed by everyone. One thing to note: The NAS drive goes to sleep if not used 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 to wake up. Once the drive wakes up it is very responsive. See this YouTube video for a good review and more info:
<https://www.youtube.com/watch?v=078xdmH1DiM>

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.

***** Note ***** The installation is not difficult but there are many steps. If you need help during the installation, please contact Costume Inventory Resources (info@costumeinventory.com) and we can connect to your computer remotely and help with the installation.

Setup:

1) One PC on the network will be called the **Main** (or master) PC. This Main PC should have the full version of MS Access (2010, 2013, or 2016) on it so that you can make changes to the setup.

Download the Theatre (or other) Inventory Database from the website (www.costumeinventory.com)

2) **Run** (double-click the file name) the "Theater Inventory Database 99-9 Setup.exe" file on your local PC - this is to unpack the files from the download and install dbPix30. DbPix is the image processing software for the database. This will install several files in the C:\Costume Inventory Resources\Theatre Inventory Database folder. Look for and **Run** Fre30f9.ttf file to install the Bar Code Font.

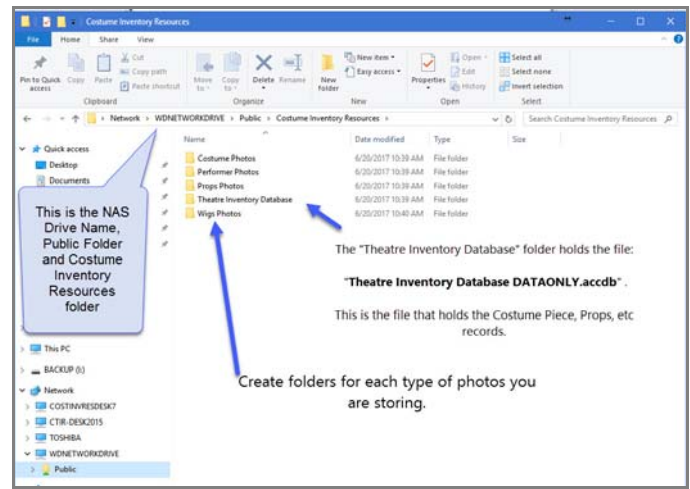
3) **Connect the NAS drive to a port on your router.** Once connected, any PC on the wireless network will be able to see it in the Windows/File Explorer. (See instructions that come with the NAS drive.)

4) The WD MyCloud drive will have a folder called "Public". Within that folder **create a folder** called "Costume Inventory Resources". See below.

In the Costume Inventory Resources folder **create a few more folders** called:

- Theatre Inventory Database - for the data file
- Costume Photos
- Props Photos
- Other photo folders that you might need - i.e. Patterns, Wigs, Performers, etc

5) **Copy** the "Theatre Inventory Database DATAONLY.accdb" file (from the Main PC) to the "Theatre Inventory Database" folder on the NAS Drive. This is the file that holds the Costume Piece, etc records.



6) The Database front end (Theatre Inventory Database 99-9.accdr) will be in the Main PC's C:\Costume Inventory Resources\Theatre Inventory Database folder. **Rename it** to: Theatre Inventory Database 99-9.accdb → **Change the last letter** of the extension to "b" from "r".

7) **Open** the Database file (Theatre Inventory Database 99-9.accdb). **Link** the database to the DATAONLY file on the shared NAS drive. (Go to www.costumeinventory.com Support-Resources guides - "Re-link Data Tables"). **Exit** the database. **Rename the file** again to *.accdr (change the last letter from b to r).

8) **Look for the Shortcut** to the database on your desktop. **Test the database link** by opening the database on the Main PC using the shortcut. If the database opens and you can add data, then proceed. If not, please review the steps to creating the links or contact Costume Inventory Resources for help. **Copy the Shortcut** to the C:\Costume Inventory Resources\Theatre Inventory Database folder.



9) **Make a folder** on the NAS Drive in the Theatre Inventory Database folder called "Backup Front End" → Public\Costume Inventory Resources\Theatre Inventory Database\Backup Front End.

10) On the Main PC in the C:\Costume Inventory Resources\Theatre Inventory Database folder look for:

- Theatre Inventory Database 99-9.accdb (database front end - forms, reports, programming)
- dbPix30 (there may be a year/version #).exe (image processing program)
- TheatreInventory.ico (the icon file)
- FRE30F9.ttf (a font file use for Rental Reports)
- Theatre Inventory Database 99-9 (Shortcut)

Copy these files to the NAS drive → \Public\Costume Inventory Database\Theatre Inventory Database\Backup Front End folder.

11) On the other workstations - **install** MS Access (full version) or the MS Access Runtime (See website - Support-Resource Guides for instructions on installing the Runtime) . **Copy all files** from the "Backup Front End" folder on the NAS drive to the C:\Costume Inventory Resources\Theatre Inventory Database folder on the workstation. Place a copy of the shortcut on the desktop. **Run** dbPix (to install on workstation). **Run** Fre30f9.ttf to install the Bar Code Font. **Test** the shortcut to the database.

12) **Copy your photos** to the appropriate photo folders. In the Inventory Database program, **go to Utilities**, View List of Installed Modules and **set up** the folder names for each group of photos.