

Instructions for loading the Data Base.

It is not actually a programme, just Data that needs Access to run from.

It will only run from a folder in C drive called data. (C:\data\access\MAAA)

Insert disk in drive and open up on half of your screen.

It should show the contents as being a folder called data.

Open up My Computer and double click (C:) If it covers your screen then drag it back so that you can view both windows.

Click on Data Folder in E:\ drive (If that is where you put the CD.) and drag it across to a blank spot on C: make sure it does not end up in any other folder. This will take a few minutes.

Close down E: drive and remove the disk.

Double click on the data folder that is now sitting on C:\

Double click on Access.

Double click on MAAA.

Right click MAAASYS.MDB.

Click on create shortcut and drag to desktop.

Close all windows.

Congratulations you are done.

Now go to your desk top and double click the Icon to open the data base

On the opening screen click Main Menu.

To update a members status go to the Main Menu and click on Member Maintenance.

In number search start typing the members number until his name appears then click on it to bring up his details, or start typing his Surname in the name search box either way will get you there.

Check out their details for addresses etc and also that they are registered for the current year.

This data base has old members, some that have even passed away.

You will notice a drop down menu for Instructor rating and Wings.

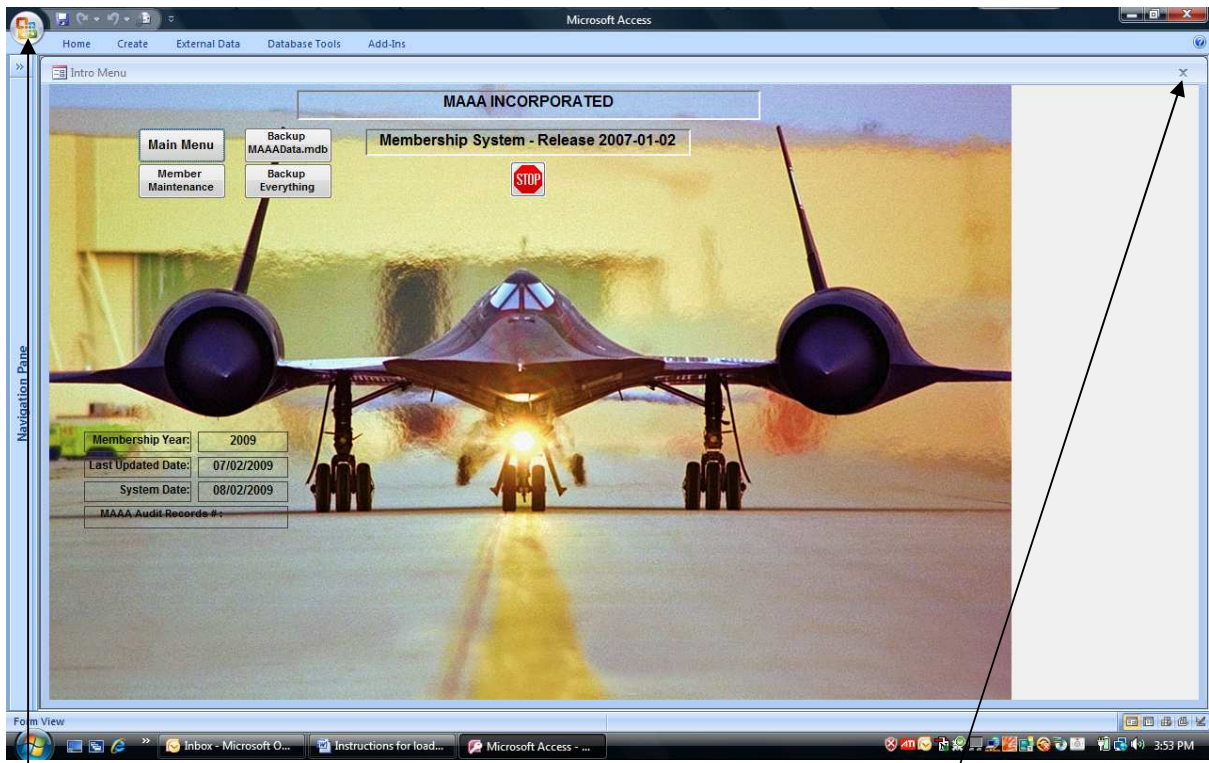
Whatever you change here gets reflected in the total pages in Menu 2

Contact the Registrar for help with other functions.

Listed on the next page are instructions to configure Access 2007 and 2003.

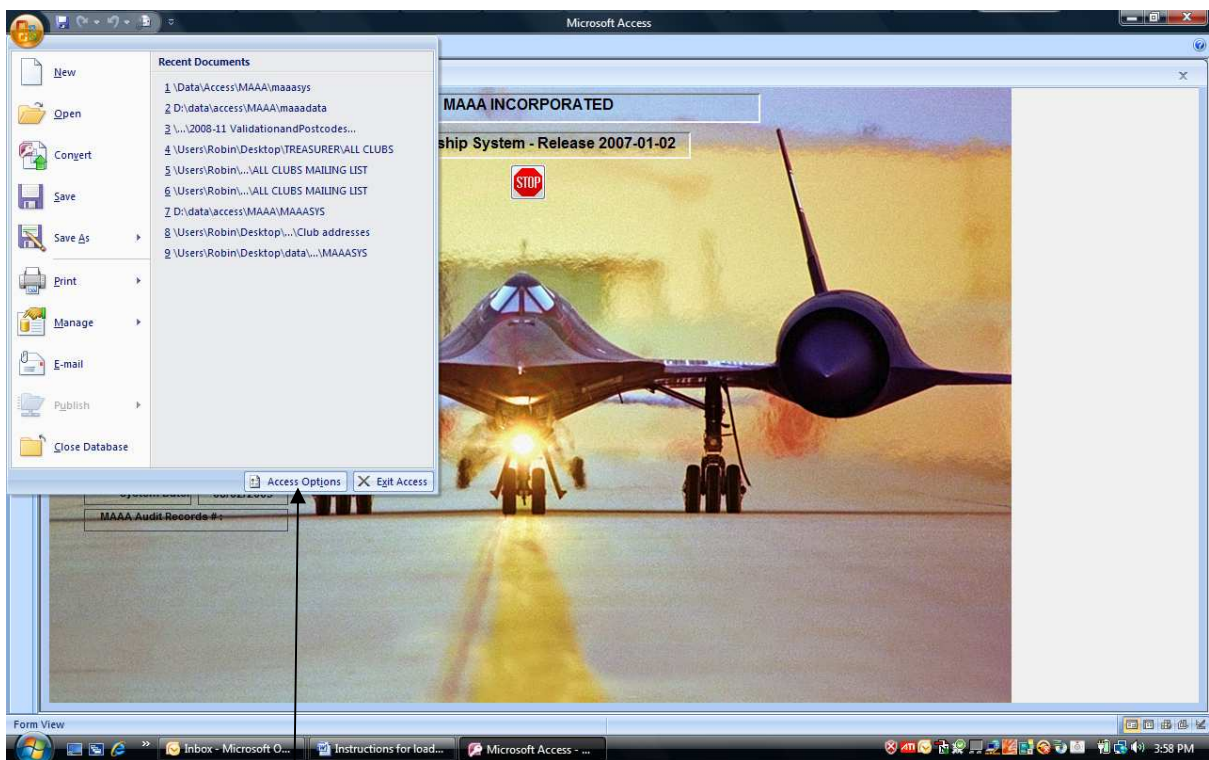
Please note: You will need to configure Outlook to enable emailing of the MR1 information.

Good luck and good data keeping.



Click on the office button.

For 2003 version close this window



Click on Access options.

2003 Click on Tools/Macro/Security/

Trust Centre/Trust Centre Settings/Add-Ins (Untick all 3)

Low/ok/ Close.

Macro settings (enable all Macros)

Tools/options/Edit find/ (un-tick

Message Bar (Never show information)

record changes, deletions, action

Advanced/confirm (un-tick action queries)

queries) Apply/ ok/Close.

After making these changes close the Data Base and reopen from Desktop.