

## System Requirements / Installation / Security Information

### MS-Windows (Local PC)\*

You must have MS Access® 2013/2016/2019 or Office 365 or the MS Access Runtime to use the database. Your MS Office/Access may be a 32bit or 64 bit installation. Either one is fine with the 2022 versions of the databases. Please see the notes below on modifying the Security/Trust Center Settings in MS Access® 2013 / 2016 / 2019 / Office365.

#### System Requirements:

To run the application and the Runtime edition the computer specifications are:

- Windows 10 operating system (Windows 8 is OK)
- 2-4 GB of hard disk space (more for photos) - your computer will probably have 500 GB
- 8 GB memory or more is recommended
- MS Access 2013/2016, Office 365 or MS Access Runtime 2019

**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. \*\* Please check to see that your anti-virus software has not blocked the download. \*\* 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**

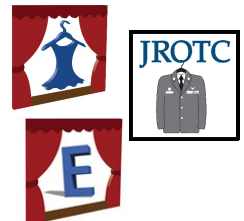
You may change the destination folder at the time of the installation. If you change the installation folder you will be prompted for the location of the database tables which is a file called Theatre (Uniform) Inventory Database DATAONLY.accdb . Contact us for more information.

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.

A program called JPEGRotator.exe is installed - to rotate photos in the data entry forms.



#### Set up folder for Photos:

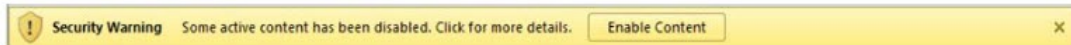
You will need to set up at least one folder for photos. The current version will set up one for you but you can change it. It is best to store your photos in one folder (with subfolders as needed). A possible setup could be:

**C:\Costume Inventory Resources\Photos** - or - **C:\Uniform 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.

### **Trust Center / Security Settings:**

The first time you open MS Access you may see a message to the top of the screen :



Click on the "Enable Content" button. For installations of the full version of MS Access you may a message that tells you "A potential security concern has been identified". 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.

### **MS Access® 2013 / 2016**

To change the Trust Center /Macro Security setting view this video:

**<https://www.support.costumeinventory.com/t-checktrustcentersettings>**

– OR follow these steps:

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

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

Click on "Options" (usually near the very 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.

Note: You may use the **MS Access Runtime** software instead of the full version but there are a few limitations with using it. We highly recommend using the full version of MS Access. For installations that have only the MS Access Runtime software installed (not MS Office) you will always get a security message.

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