

Technical Notes

Notes for IT Staff

WorkExpo - Work Experience Database by Info Plan Software

Summary - Background notes for IT staff installing and configuring WorkExpo for use.

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Introduction

WorkExpo is an Microsoft Access database. The front-end and back-end database files are separate.

1. *workexpo.mde* (Front-end) This is the file that the desktop shortcut icon links to.
2. *data.mdb* (Back-end) This file contains all data for WorkExpo, including student, employer, placement and archived records.

Please Note: employers.mdb - This file does **not** store employer data. It is a read-only, front-end user-interface file for students to browse employer records.

System Requirements

- 4 GB RAM minimum
- 185 MB disk space (250 MB while installing)
- Windows XP, Windows 7 (32 or 64 bit), Windows 8 (32 or 64 bit), Windows 10 (32 or 64 bit)
- Microsoft Office (32 bit or 64 bit) including Microsoft Access. Microsoft Word, Microsoft Excel and Microsoft Outlook should also be installed.
- Screen resolution minimum 1024 x 768

Database File Structure

1. WorkExpo has a single back-end database file and a single front-end file.
The front-end is ***workexpo.mde*** The back-end file is ***data.mdb***
Both or either file can be renamed but it is recommended they are not.
2. These two files comprise the central components of WorkExpo.
The default installation path is: *c:\program files\workexpo* (*Recommended path*)
When installing the program via the installer, a desktop icon is created which points to *workexpo.mde* on C: drive.
3. There is an additional, optional front-end file *employers.mdb* (which does not store any user data). This is a read-only user-interface for searching employer records. You may create a shortcut to this file if staff require access to read-only employer information. This shortcut can also be created from within WorkExpo clicking a button in WorkExpo *Options / Misc*.
A desktop shortcut for browsing read-only employer records is created.
4. The file *employers.mdb* is found in the default install path: *c:\program files\workexpo\employers.mdb*

Installing a fresh copy of WorkExpo

WorkExpo is available on-line for download. There are no CD's. If you have old WorkExpo CD's, please dispose of them.

You have two options when installing WorkExpo. Install WorkExpo using *setup.exe* (recommended) or install WorkExpo manually.

1. Download the WorkExpo installation ISO media here: <https://www.infoplan.com.au/workexpo/download.html>
2. Run *setup.exe*
3. It is recommended that you install to the default path: *c:\program files\workexpo*

Installing an update to WorkExpo

WorkExpo does not need to be uninstalled. Updates will install a fresh copy of the WorkExpo front-end only over the existing copy without disturbing user data.

To install an upgrade to an existing WorkExpo installation:

1. From the WorkExpo main menu click *Run Latest Update*
OR
2. Install or update WorkExpo after downloading installation media from website.
3. Run *setup.exe*
4. WorkExpo will detect the install path of the previous version and install the update in the same path e.g *c:\program files\workexpo*
5. Updating WorkExpo will not overwrite existing data. It's always a good idea to back-up before updating.

Manual Installation

WorkExpo can be installed or updated manually by copying files to the workstation. To set up WorkExpo manually follow these steps:

IMPORTANT : Never overwrite the data file – *data.mdb*. All other files can be overwritten but not *data.mdb*. This is a critical file.

1. Create a folder *c:\program files\workexpo* - (workexpo destination folder), if it does not exist.
2. Copy all files in the COMMON folder on the installation media to the destination folder.
3. Select the Access version which matches the user's installed version of Office on the installation media and copying these files into the destination folder.
4. Create a shortcut on the desktop pointing to *workexpo.mde* and change the desktop icon shortcut to "WorkExpo" using *workexpo.ico* as the shortcut icon.

How to Register WorkExpo

All installations of WorkExpo are initially installed in demo mode with sample records and *Sample College* showing. You can use the database for up to 60 days without subscribing.

Subscribe to WorkExpo and enter your School name. WorkExpo will detect the registration information based on the name of the school.

1. Run Setup
2. It is recommended that you install to the default path *c:\program files\workexpo*

Network Installation (Multiple user setup)

1. Install WorkExpo as a stand alone installation in the first instance accepting all defaults.
2. Move the master WorkExpo data file *data.mdb* from the single user machine to a shared folder on the network.
Important note: All WorkExpo users must have full **read/write/create/delete permissions** on the shared network folder.
3. Start WorkExpo on the user's machine and point to the new location on the network from **File / Open**.
4. Once connected to a network database, it is recommended to delete or rename the sample data file on C: drive.

Further notes:

1. You can download the latest ISO image from <https://www.infoplan.com.au/workexpo/download.html>. Use the ISO image to install a fresh copy of WorkExpo or upgrade an existing copy of WorkExpo.
2. There is no need to un-install older versions of WorkExpo. No serial number nor unlock key is required.

3. WorkExpo supports upgrading older WorkExpo versions.
4. It is recommended to accept all defaults during setup for best results.
5. Open and close WorkExpo a few times (at least twice) to make sure all is working properly and to properly set background system parameters in the Windows registry.
6. On new installations you should see 'Sample College' with 15 sample student records.

WorkExpo on a Mac computer

WorkExpo is a Microsoft Access database and will not run natively on a iMac. There are ways around this and there are one or two schools successfully running WorkExpo on a Mac. Please be aware that there are some disadvantages to running WorkExpo on a Mac.

1. Firstly, Mac machines require Windows software in parallel with a Mac OS. This involves installing additional software on your machine. (e.g. Parallels and Windows)
2. You will also need to install Microsoft Office (including Microsoft Access) before WorkExpo can be installed.
3. You may need to switch back and forth between the Mac interface and the Windows interface to run different programs.
4. A powerful computer is required. IT support is also required to set this up and to maintain it.
5. There are no plans to re-write WorkExpo for Mac computers.
6. It is recommended NOT to run WorkExpo on a Mac machine.

WorkExpo ISO Image

1. You can download the WorkExpo ISO image from <https://www.infoplan.com.au/workexpo/download.html>.
2. Either burn the ISO image to CD or mount WorkExpo directly from the ISO image (recommended).
3. You can use the ISO image to install a fresh copy of WorkExpo or upgrade an existing copy of WorkExpo.
4. There is no need to un-install older versions of WorkExpo.
5. During setup accept all defaults for best results.
6. Open and close WorkExpo a few times (at least twice) to make sure all is working properly and to set background system parameters.
7. You should see 'Demonstration College' or 'Sample College' with 15 sample student records.
8. If necessary, close WorkExpo and copy the old WorkExpo data file *data.mdb* from the old machine to the new machine in the path shown on the WorkExpo main menu.
9. Please note that users must have full **read/write/create/delete permissions** on the folder where WorkExpo is installed. There can be no restrictions on user access.

Setting WorkExpo up on a new machine for an existing user

To set WorkExpo up on a new machine for an existing user, please follow these steps:

1. Install WorkExpo on the new machine (using the ISO image) and open and close it a few times, then copy (or point WorkExpo to) the old WorkExpo data file – *data.mdb* using File / Open
2. During setup on the new machine accept all defaults (recommended).
3. Open and close the WorkExpo on the new machine a few times (at least twice) to make sure all is working and to set background system parameters.
You should see 'Demonstration College' with 15 sample student records.
4. Close WorkExpo and either:
 - a) copy the old WorkExpo data file *data.mdb* from the old machine to the new machine
 - b) point WorkExpo to the old data file *data.mdb* on the network, using File / Open on the WorkExpo menu.

Please note that users must have **full read/write/create/delete** permissions on the network folder.