## Technical Notes

**Notes for IT Staff**
**Info Plan Software's**
**WorkExpo - Work Experience Database**

Summary: This article provides background notes for IT administrators in schools and colleges and describes the issues that IT managers should consider when installing and configuring the WorkExpo database. Note that a multi-user licence is required to configure WorkExpo for multi-use.

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### Introduction

WorkExpo is a file based Microsoft Access database application. There are two front-end files and one back-end database.

1. *workexpo.mde* (Program file / Front-end. This is the file that the desktop shortcut icon links to.)
2. *data.mdb* The back-end database containing **all** data for WorkExpo, including student, employer and placement records.
3. *employers.mdb* - **Optional.** A read-only front-end interface to browse employer records – this file is copied to the WorkExpo folder but there is no shortcut by default. Users can turn on this feature from within the program.

### System Requirements

- 1 GB RAM minimum
- 85 MB disk space (150 MB while installing)
- Windows XP, VISTA, Windows 7 (32 or 64 bit), Windows 8 (32 or 64 bit)
- Microsoft Office (32 bit or 64 bit) including Microsoft Access, Microsoft Word and Microsoft Excel (Minimum Office version 2003)
- Screen resolution minimum 1024 x 768

### File Structure

1. WorkExpo has a single back-end data file and a single front-end file. The front-end is *workexpo.mde* The back-end file is *data.mdb*
   These files could both be renamed but it is recommended they are not.
2. These two files comprise the central core components of WorkExpo. A desktop icon is created when installing the program which points to *workexpo.mde*.
   The default installation path is: *c:\program files\workexpo\*
3. There is an additional, optional front-end file *employers.mdb* (which does not contain any 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 **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*

### Installation Options (Installing a fresh copy of WorkExpo)

You have two options when installing WorkExpo. Install WorkExpo using *setup* or install WorkExpo manually. *Setup* will detect the **last run** version of Microsoft Access on the machine. If the machine does **not** have a copy of Microsoft Access installed then setup will show a message then close. Office versions 2003, 2007, 2010 and 2013 are supported.

1. Start Windows
2. Insert WorkExpo CD
3. Run Setup
4. It is recommended that you install to the default path *c:\program files\workexpo*

## Installation Options (Installing an upgrade to an existing installation of WorkExpo)

When installing an upgrade to an existing installation you do **not** need to uninstall the previous installation. The same disk used for installing a fresh copy of WorkExpo will also upgrade an existing installation. This will work if the previous version is 9, 10 or 11 of WorkExpo. Versions of WorkExpo earlier than 9 cannot be upgraded.

To install an upgrade to an existing WorkExpo installation:

2. Start Windows
3. Insert WorkExpo CD
4. Run setup
5. WorkExpo will detect the install path of the previous version and install an upgrade in the same path, by default: *c:\program files\workexpo*
6. Upgrading WorkExpo will **not** overwrite existing data but it's always a good idea to back-up before you begin.

## Manual Installation

WorkExpo can be installed or upgraded manually by copying files from the CD to the workstation. To set up WorkExpo manually follow these steps:
IMPORTANT : Do *NOT* overwrite the data file – *data.mdb* if found. All other files can be overwritten whether installing a fresh copy or upgrading an existing installation.

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 this CD into destination folder.
3. Select the Access version which matches the user's installed version of Office by using the matching folder on the WorkExpo CD  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". Use *workexpo.ico* as the shortcut icon
5. If necessary, create a shortcut on the desktop pointing to employers.mdb (use the employers.ico) This is an optional user interface for students to browse employer records. Use this option only if students have access to user's machine.

## Network Installation (Multiple user setup)

1. In the first instance it is recommended to install WorkExpoa single user machine as a stand alone installation and test.
2. Move the master WorkExpo data file *data.mdb* from the single user machine to a shared folder on the network.
(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 (if you have moved the data file) it will prompt for the location of the data file. Click browse and point to the new location of the data file on the network.
4. It is not recommended to leave a copy of the data file in the old location, although this is possible.
5. Alternatively from within WorkExpo you can choose FILE / OPEN to point to the shared network data file.

Further detail:

1. You can download the latest ISO image from the Downloads page of <u>Info Plan website</u>.  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 or unlock key is required.
3. WorkExpo 12 supports upgrading older WorkExpo versions 9, 10 or 11.  Earlier versions are not supported.
4. It is recommended to accept all defaults during setup for best results.
5. Open and close WorkExpo a few times (at least 3 times) to make sure all is working properly and to properly set background system parameters in the Windows registry.
6. You should see 'Sample College' with 15 sample student records. It is important that WorkExpo is opened and closed at least three times.
7. Finally, you should use Microsoft Access Trusted Locations feature to trust the following path: c:\program files\workexpo (and all sub-folders) and also trust the path to the network folder.

## WorkExpo on a Mac computer

WorkExpo is a Microsoft Access database and will not run natively on a Mac.  There are ways around this and there are a few schools successfully running WorkExpo on a Mac. Please be aware though 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')
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 reasonably powerful computer is required.  IT support is also required to set this up and maintain it.
5. Currently, there are no plans to re-write WorkExpo for Mac computers.

## WorkExpo ISO Image

1. You can download the WorkExpo ISO image from the Info Plan website.
2. Either burn the ISO image to CD or install WorkExpo directly from the ISO image.
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 3 times) to make sure all is working properly and to set background system parameters.
7. You should see 'Demonstration College' with 15 sample student records. It is important that WorkExpo is opened and closed at least three times.
8. Then close WorkExpo and copy the old WorkExpo data file (data.mdb) from the old machine to the new machine in *c:\program files\workexpo* if necessary
9. Please note that users must have full **read/write/create/delete permissions** on the WorkExpo folder *c:\program files\workexpo*
10. Finally, you should use Microsoft Access Trusted Locations feature to trust the following path: *c:\program files\workexpo* (and all sub-folders) and the path to the data file.

## Setting WorkExpo up on a new machine for an existing user

To set WorkExpo up on a new machine please follow these steps:

1. Install WorkExpo on the new machine and open and close it a few times, then copy (or point WorkExpo to) your old WorkExpo data file – *data.mdb*
2. Download the latest WorkExpo ISO image.
3. Either burn ISO image to CD or install WorkExpo directly from the ISO image.
4. During setup on the new machine accept all defaults for a worry free installation.
5. Open and close the new WorkExpo on the new machine a few times (at least 3 times) to make sure all is working and to set background system parameters. You should see 'Demonstration College' with 15 sample

student records.

6. It is important that WorkExpo is opened and closed at least three times.

7. Close WorkExpo and either a) copy the old WorkExpo data file (data.mdb) from the old machine to the new machine in c:\program files\workexpo or b) If on a network then from WorkExpo's FILE / OPEN menu option, point WorkExpo to the old data file data.mdb on the network. Please note that the user must have **full read/write/create/delete** permissions on the network folder.