**WorkExpo Notes for IT Staff  -  Network Installation and configuration.**

WorkExpo is a Microsoft Access runtime database. It is a split database system with a front-end file **workexpo.mde** and a backend file **data.mdb**.

WorkExpo can be shared between multiple, concurrent users on a network server with the back-end database **data.mdb** hosted on a network share with the front-end database, **workexpo.mde**  (and other supporting files), residing on each user's local machine in *c:\program files\workexpo* or *c:\workexpo.*

> 📝  A multi-user licence is required to configure WorkExpo for shared network use.

**Configuration overview**
The WorkExpo MS Access database requires a fast and stable network connection when opening over a local area network.

Databases are heavy users of networks and are sensitive to network problems. Other applications like Word or Excel will try again to get the data if they run into a problem e.g. if MS Word tries to fetch a document and something goes wrong it will try to fetch the document again without bothering the user with an error message. Access databases are fussier and will raise an error if anything goes wrong with the network connection.

Common causes when using mapped drives which may result in network interruptions are:

1.     A group policy that maintains the mapped drive is using Replace instead of Update. This results in the mapped drive being disconnected and reconnected during each group policy refresh interval.

2.     The mapped drive detects an idle period resulting in the hard drive performing an auto disconnect.

It is recommended a Windows SMB server is used to host the backend database. Some servers, e.g. Samba, are not recommended for use with Access databases and network problems have been reported when using non-Windows servers.

It is also recommended that only the WorkExpo data file *data.mdb* is shared. Thus, only a single file (*data.mdb*) needs to reside on the network share. All other WorkExpo supporting files should reside on the user's C: drive in *c:\program files\workexpo* OR *c:\workexpo.* This approach results in much less network traffic and better database performance.

**Network Installation, setup, and configuration.**
Follow these steps to configure WorkExpo for shared use by two or more teachers across a network:

1.  Download the setup files from the Info Plan Software website:
    https://www.infoplan.com.au/workexpo/download.html
2.  Unzip and install on the user's machine using *setup.exe* accepting all defaults during installation.
3.  Once installed, start WorkExpo and ensure it is running normally, you should see sample data at this point.
    e.g. "Sample College"
4.  By default, the data file will be: *c:\program files\workexpo\data.mdb*  (sample data)
5.  Close WorkExpo
6.  If the backend data file does not exist on the shared server, then, use Windows Explorer to move or copy the single file *c:\program files\workexpo\data.mdb* to the shared network server location. All users requiring access to this data file must have *read/write/delete/create* permissions on the shared network folder.
7.  Restart WorkExpo
8.  At the WorkExpo Main Menu, choose **FILE / OPEN** from the WorkExpo menu-bar at top left of screen.
9.  Navigate to the share location of *data.mdb.*
10. Select the data file *data.mdb* and click OPEN (It may take a minute or two to relink and check connections)
11. The location is remembered for future use.

**Pointing to a WorkExpo data file**

Follow these steps to point (and connect) to a WorkExpo data file. Start WorkExpo (*workexpo.mde*)

1. From the **FILE** menu choose **OPEN**

2. Navigate to a WorkExpo data file e.g. *//myserver/teacher/careers/workexpo/data.mdb*

WorkExpo will remember the path for subsequent sessions.

**FURTHER NETWORK NOTES:**

- Cloud services such as One Drive, Google Drive, Dropbox are not recommended as they do not handle shared databases correctly, which can lead to lost records.

- It is recommended that you use a UNC (Universal Naming Convention) connection rather than a mapped drive connection to the data file.

- If the Network server is down, WorkExpo will not function and may prompt the user for the location  of the data file or display a network error message.

- You can use **FILE /OPEN** in WorkExpo to navigate to a different network data file.

## System Requirements

- Windows 10 (32 or 64 bit), Windows 11 (32 or 64 bit), Windows XP.  Not compatible with MAC OS.
- Any version of Microsoft Office (32 bit or 64 bit) since Office 2010. Microsoft Access. Microsoft Word, Microsoft Excel, and Microsoft desktop Outlook should be installed as WorkExpo communicates with these apps.

## Running updates in WorkExpo

1. From the WorkExpo main menu click ***Run Latest Update***
   OR
2. You can update WorkExpo manually after downloading the update .exe file from the website:
   https://www.infoplan.com.au/workexpo/download.html
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 yet it's always a good idea to back-up before updating.

## Manual Installation

If necessary, WorkExpo can be installed manually by copying files to folders. To install 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 or *c:\workexpo.*
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 copy 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

No unlock code nor serial number is required. Simply ensure that the school or college name is correct.
Click **View Subscription Details** on the Main Menu to confirm your school's subscription.