

# WorkExpo 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 across a network.

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### Introduction

WorkExpo is a file based Microsoft Access database application. WorkExpo has a single data file - *data.mdb*. This file is the back-end data file and contains all data for WorkExpo. There are two front-end files:

1. WORKEXPO.MDE (Main program file)
2. EMPLOYERS.MDB (Optional employer lookup utility – this file is installed but there is no shortcut by default)

### System Requirements

- 512 MB RAM minimum
- 65 MB disk space (120 MB while installing)
- Windows 2000, XP, VISTA or Windows 7 (32 or 64 bit)
- Microsoft Office (32 bit only) including Microsoft Access, Microsoft Word and Microsoft Excel (Minimum Office version 2000)
- Screen resolution minimum 1024 x 768

### File Structure

WorkExpo has a single back-end data file and a single front front-end file. The front-end file is *workexpo.mde*. The back-end file is named *data.mdb*. These files could both be renamed but it is recommended they are not.

These two files comprise the central core components of WorkExpo. A desktop icon is created when installing the program. The default install path is: *c:\program files\workexpo\*

Note, there is an additional, optional front-end file *employers.mdb* (this file does NOT contain any employer information) which is front end user-interface for student use. You may create a shortcut to this file if students require access to employer information. You can also create this additional icon by clicking a button within WorkExpo itself: *Options/ Misc / Create a desktop shortcut for Employers*

Employers.mdb is found in the default install path is: *c:\program files\workexpo\employers.mdb*

### Locked Down Machine?

The Microsoft Windows operating systems provide security-enhanced working environment for multiple users.

This enhanced security is achieved by allowing permission-restricted access to registry branches and hard disk folders on NTFS-formatted disks connected to the same computer running these operating systems. When this restrictive access is enabled on a computer, the computer configuration is known as locked down.

With a locked-down configuration, only someone with administrative permissions to the registry and system-related folders on the hard disk where the operating system resides can make changes to the configuration of the computer. Locking down a system helps to prevent users from installing new software, removing existing software, changing currently configured application settings, updating system files to different levels, and viewing other users' files.

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

You have two options when installing WorkExpo. Install WorkExpo using *setup.exe* 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 2000, 2002, 2003, 2007 and 2010 are supported.

1. Start Windows
2. Insert WorkExpo CD ROM in drive
3. Choose RUN from the START menu
4. Type <DRIVE>:*Setup* and press ENTER  
Recommended install 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 8, 9 or 10 of WorkExpo.

To install an upgrade to an existing WorkExpo installation:

1. Choose RUN from the START menu
2. Type <DRIVE>:*Setup* and press ENTER
3. WorkExpo will detect the install path of the previous version and install an upgrade in the same path, by default: *c:\program files\workexpo*
4. WorkExpo will **not** overwrite a user data file if found.

## 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

Follow these steps to configure WorkExpo for shared use by two or more teachers across a network if the licence permits.

1. Install WorkExpo normally on the first user machine using setup.exe
2. Once installed. Start WorkExpo and ensure that all is running normally.
3. By default the data file path will be: *c:\program files\workexpo\data.mdb*
4. Close WorkExpo
5. Using Windows Explorer move or copy the single file *c:\program files\workexpo\data.mdb* to a shared network server location.
6. All teachers needing access to this data file will require read/write/create permissions on the shared network location.
7. Start WorkExpo again.
8. If you moved the data file WorkExpo will prompt for the *data.mdb* file path. If you copied the data file WorkExpo will open normally and connect with the default data file *c:\program files\workexpo\data.mdb*.
9. If you copied the data file, go to the Main Menu, then FILE / OPEN from the WorkExpo menu-bar. Navigate to the shared network server location of *data.mdb* Select the data file and click OK or OPEN. WorkExpo re-connects to this network data file and stores its location for future use connecting to it each session.

## Display the Data File Network Path in the WorkExpo Title Bar

WorkExpo displays the current data file path in the title bar. This option may be toggled on or off. To do so:

1. Open WorkExpo at the Main Menu
2. Click the Options button
3. In the Options dialog click the DATA FILE tab
4. Click checkbox to enable Show data file path in the title bar
5. WorkExpo displays the current data file path in the title bar
6. Navigating to a WorkExpo Data file
7. Follow these steps to navigate between different WorkExpo data files.
8. Start WorkExpo
9. From the FILE menu choose OPEN
10. Navigate to a WorkExpo data file e.g. *//myserver/teacher/careers/workexpo/data.mdb*
11. WorkExpo will persist links for subsequent sessions

## Sharing Files between Different Users of WorkExpo

Users of WorkExpo can also share their data file - *data.mdb* across a LAN so that updates and deletes flow to all users. WorkExpo will handle any read/write conflicts internally.

## Conclusion

WorkExpo deployed across a LAN may run slower than if deployed on the user's hard drive.

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