

## Installing the Microsoft Access MFT County, Township, Municipality and Township Bridge Databases (Microsoft Access 97)

### IF USING MICROSOFT ACCESS 2000 GO TO PAGE 3.

\* Township = Road District

Make New Folder:

1. From your Desktop, click *Start*.
2. Highlight *Programs*.
3. Click on Windows Explorer.
4. Click the drive to store the databases on. For these instructions, we will use C:
5. Click *File* at the top of Explorer.
6. Highlight *New*.
7. Click *Folder*.
8. Name the new folder MFT Access.
9. Press *Enter* or click outside the folder name.

View File Extensions with File Names:

1. In Windows Explorer, click *View*
2. Click *Options*
3. Click the *View* file tab
4. If *Hide file extensions for known file types* is checked, click to uncheck it.
5. Click *Apply*
6. Click *Ok*

Loading the Database:

**Note:** If downloading from the Internet, skip step 1.  
If downloading from the Internet, for step 2, in Windows Explorer, click on the folder or path where the downloaded file is stored.

1. Place the 3.5" disk labeled MFT County Database 1.0 in the drive
2. In Windows Explorer click on 3 1/2 Floppy (A:).
3. Double click County.exe
4. In the Winzip Self Extractor window, change the blue highlighted path to the drive and folder you created above, i.e. C:\MFT Access.
5. Click *Unzip* and wait
6. Click *Ok* to confirm 1 file being unzipped.
7. Click *Close* to exit the Winzip Self Extractor
8. Repeat Steps 1-7 for Township, Municipality, and Township Bridge
9. Exit Windows Explorer

Install Shortcut Icon for New Database:

1. From your Desktop, right click in a blank area
2. Highlight *New*
3. Click *Shortcut*
4. Click *Browse*
5. Click the down arrow of *Look In* and select the Drive where your new database resides
6. Select and *Open*, or double click the folder MFT Access
7. Click the down arrow of *Files of Type* and select *All Files*
8. Select and *Open*, or double click the database file, i.e. County.mdb
9. Click *Next*
10. Type in the name you want to appear under the icon, i.e. County MFT
11. Click *Finish*
12. Repeat Steps 1-11 for Township, Municipality., and Township Bridge

## Installing the Microsoft Access MFT County, Township, Municipality, and Township Bridge Databases (Microsoft Access 2000)

\* Township = Road District

### Make New Folder:

1. From your Desktop, click *Start*.
2. Highlight *Programs*.
3. Click on Windows Explorer.
4. Click the drive to store the databases on. For these instructions, we will use C:
5. Click *File* at the top of Explorer.
6. Highlight *New*.
7. Click *Folder*.
8. Name the new folder MFT Access.
9. Press *Enter* or click outside the folder name.

### View File Extensions with File Names:

1. In Windows Explorer, click *View*
2. Click *Options*
3. Click the *View* file tab
4. If *Hide file extensions for known file types* is checked, click to uncheck it.
5. Click *Apply*
6. Click *Ok*

### Loading the Database:

**Note:** If downloading from the Internet, skip step 1.  
If downloading from the Internet, for step 2, in Windows Explorer, click on the folder or path where the downloaded file is stored.

1. Place the 3.5" disk labeled MFT County Database 1.0 in the drive
2. In Windows Explorer click on 3 1/2 Floppy (A:).
3. Double click County.exe
4. In the Winzip Self Extractor window, change the blue highlighted path to the drive and folder you created above, i.e. C:\MFT Access.
5. Click *Unzip* and wait
6. Click *Ok* to confirm 1 file being unzipped.
7. Click *Close* to exit the Winzip Self Extractor
8. Repeat Steps 1-7 for Township, Municipality, and Township Bridge

### Converting the Databases to Microsoft Access 2000

1. While in Windows Explorer, click the folder MFT Access
2. Select and open, or double click, the file County.mdb
3. Access 2000 will load the database and ask if you want to convert. Proceed with the conversion.
4. Access 2000 will ask you to name the converted database. If converting the County database, name it County 2000. If converting the Township, Municipality, or Township Bridge databases, name them Township 2000, Municipality 2000, or Township Bridge 2000 respectively.

5. If not already, exit Access 2000 and repeat steps 1-4 for the Township, Municipality, and Township Bridge databases

Install Shortcut Icon for New Access 2000 Database:

1. From your Desktop, right click in a blank area
2. Highlight *New*
3. Click *Shortcut*
4. Click *Browse*
5. Click the down arrow of *Look In* and select the Drive where your new Access 2000 database resides
6. Select and *Open*, or double click the folder MFT Access
7. Click the down arrow of *Files of Type* and select *All Files*
8. Select and *Open*, or double click the database file, i.e. County 2000.mdb
9. Click *Next*
10. Type in the name you want to appear under the icon, i.e. County MFT
11. Click *Finish*
12. Repeat Steps 1-11 for Township, Municipality, and Township Bridge

## Creating a Delimited Text File in DataEase and Importing it into Microsoft Access

**Note:** To properly import your data from DataEase to Access, it is important that your DataEase data entry forms are unmodified. If they have been modified, you must insert place holders in the appropriate order as done for *Group No* below.

### Creating the Text File

1. Open the MS Access MFT County or Township database
2. At the top of the screen click on *Tools*
3. Highlight *Analyze*
4. Click *Documenter*
5. Click the *Tables* tab
6. Click the square next to *tbl MFT ACCOUNTING*
7. Click *OK*
8. Click the printer icon
9. Click *Close*
10. Minimize the Access database
11. Open the DataEase MFT County database
12. In the DataEase Main Menu select 4. *DQL Advanced Processing*
13. Select 2. *Start New Procedure*
14. Select 4. *Define Query*
15. Press the *F1* key to view all forms
16. Select 2. *County MFT (MFT Accounting for the Township database)*
17. Type a semi-semicolon (;)
18. Using the Access printout you created above, select the DataEase fields in the same order, followed by a semi-semicolon (;). It may be necessary to hit the spacebar to bring up the first few fields. *F1* allows you to view all available fields. Disregard the Access field *Group No*
19. After the DataEase field *Explanation*, type a period.
20. If not already there, select 5. *Define Format*
21. Select or type the following to fill the blue boxes:
  7. *Export*
  6. *Variable Length*| (post)  
Press the *Return* key  
*No*  
You should now have a format line of blue boxes separated by posts (|).
22. With your cursor on *.items*, press the down arrow key once and press the *End* key.
23. Press and hold the *Ctrl* key and press the left arrow key
24. To create a place holder for the Access field *Group No*, press the *Insert* key and type a post (|)
25. Press the *F2* key to save the format
26. Select 6. *Define Print Style*
27. Select the following to fill the blue boxes:
  3. *Disk**No*  
*C:\County.txt (C:\RD.txt for the Township database)*
28. Press the *F2* key to save the print style
29. Select 7. *Save Procedure* and name it *County Xport (RD Xport for the Township database. Assuming the database resides on C:)*
30. Select 1. *Run Procedure* to create the text file

### 31. Exit DataEase

#### Importing the Delimited Text File into the Access Database

1. Maximize the Access MFT County or Township database
2. At the top left of the screen select *File*
3. Highlight *Get External Data*
4. Select *Import*
5. From *Look In*, click the down arrow
6. Select the drive your delimited text file resides on
7. Select and Import, or double click, the text file County.txt (RD.txt for the Township database)
8. Select *Delimited* and click *Next*
9. Select *Other*, type a post (|) in the box and click *Next*
10. From *In an Existing Table* click the down arrow
11. Select the table *tbl MFT ACCOUNTING* and click *Next*
12. Click *Finish*
13. Click *OK* to complete the import
14. Check your Entry form to see if the data was imported properly

## Backing up and Restoring the Access Databases using Winzip

(If no available tape or zip drive, or network backup method)

\* Township = Road District

Compact the Database (it is recommended to do this every two months)

1. From the County, Township, Municipality or Township Bridge databases, select Tools from the menu at the top of the page.
2. Highlight Database Utilities
3. Select Compact Database
4. Exit the database

Zip:

1. Place a clean 3.5" disk in the drive
2. Open Winzip
3. Click *Winzip Classic*, if it is not already open
4. Click *New*
5. Click the down arrow of *Create In* and select 3 1/2 Floppy (A:)
6. In *File Name*, type a file name, i.e. County092900 (09 = mo., 29 = day, 00 = yr.)
7. Click *Ok*
8. Click the down arrow of *Add From* and select the drive where the database resides
9. Double click the folder
10. Select the file County.mdb
11. Click *Add* and wait
12. If prompted, insert another disk (don't forget to label the disks by name and number)
13. Repeat Steps 4-12 for Township
14. Exit Winzip

**Note:** You cannot re-use these disks for backup, using the same zip file names. Delete the old files prior to back up.

Unzip (if you do not unzip to the same folder, your shortcut may not work):

1. Place the #1 3.5" disk of the database you want to restore in the drive
2. Open Winzip
3. Click *Winzip Classic*, if it is not already open
4. Click *Open*
5. Click the down arrow of *Look In* and select 3 1/2 Floppy (A:)
6. Select and *Open*, or double click the file, i.e. County092900.zip
7. Select County.mdb
8. Click *Extract*
9. Click the right arrow of *Extract To* and double click the drive you want to restore to
10. Select the folder you want to restore to
11. Click *Extract* and wait
12. If you are restoring to the original folder, answer Yes to overwrite the original .mdb file
13. Exit Winzip