OPENGATE DATABASE MANAGER FOR MICROSOFT® ACCESS™

Application Guide

Version 2
2.12.2014

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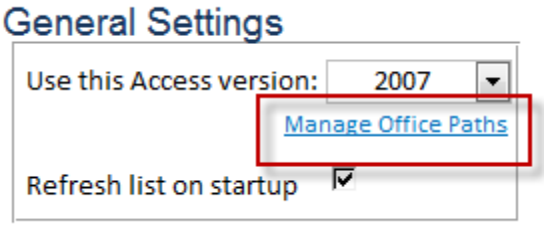
1 Product Installation

OpenGate Database Manager is installed using the downloaded installation file. The Database Manager is technically another MS Access database that will be placed in the installation directory you choose (we recommend keeping the default).

2 Getting Started

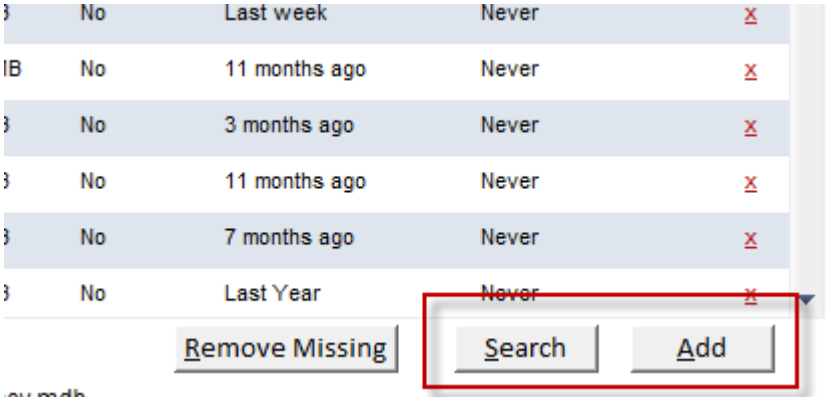
2.1 CONFIGURING MICROSOFT ACCESS INSTALL LOCATIONS

When Database Manager starts, it will attempt to detect any Access versions installed on your PC. If you have installed Access on another drive or non-default folder, you will need to provide the location of the path(s) to the Access version(s) installed on your PC. Do so by selecting the "Manage Office Paths" link at the bottom of the screen.



2.2 SEARCHING FOR ACCESS DATABASE FILES

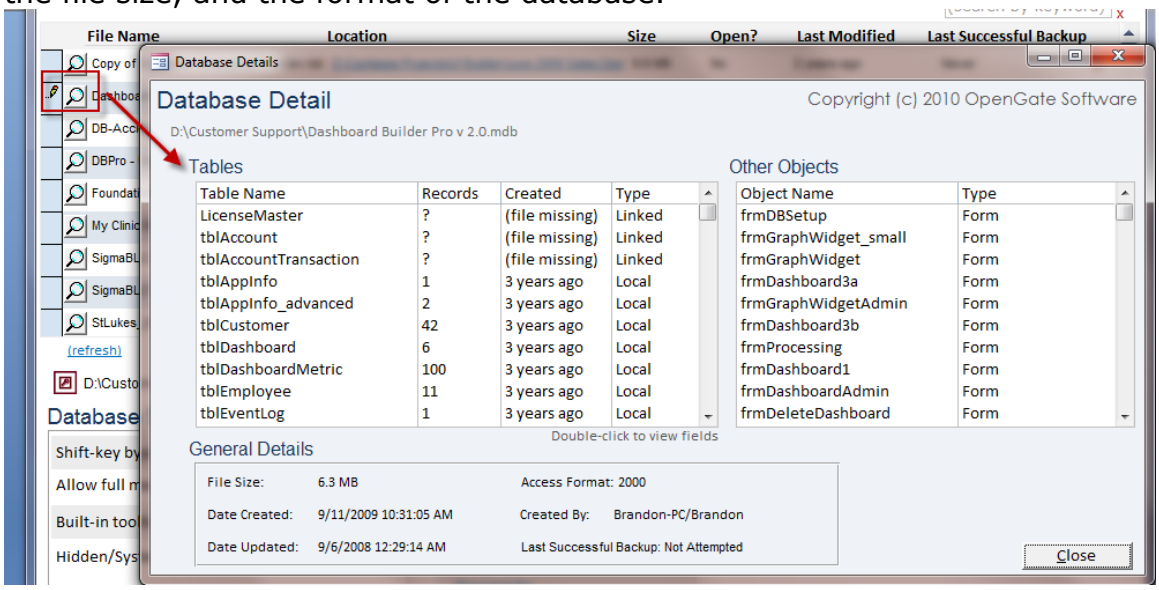
You can add individual databases to the library by selecting the "Add" button as shown below. Alternatively, you can search a drive or folder by selecting "Search." The Search feature will automatically add any Access databases to the library.



3 Managing Databases

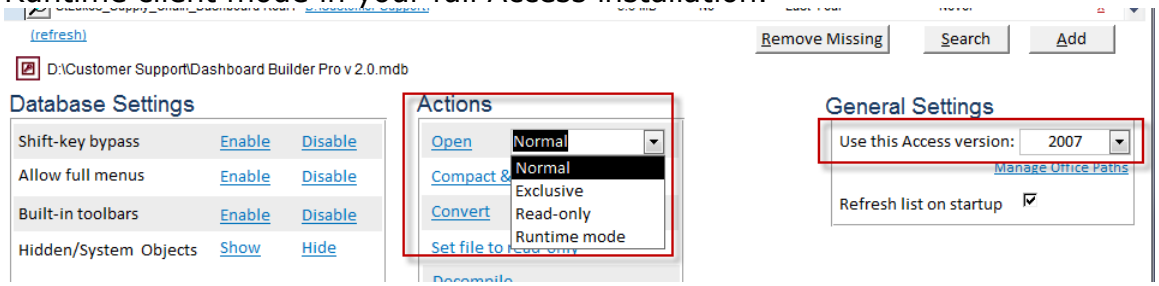
3.1 DATABASE DETAIL VIEW

Selecting the eyeglass icon next to any database will open the detail view, where you can inspect the tables and objects contained in the database, see the file size, and the format of the database.



3.2 OPENING A DATABASE

You can open any database in several modes. The "Normal" mode will open the database just as would occur if you double-click the file in Windows Explorer. You can also open the database in Exclusive mode, which will lock the database from all other users. Opening the database in Read-Only will prevent you from being able to modify the database. Finally, you can open the database in Runtime mode, which will simulate the Microsoft Access Runtime client mode in your full Access installation.



Select the "Use this Access version" dropdown to choose which version of Access to open your database with. This will only work if you have several versions of Access installed.

3.3 DATABASE SETTINGS

The Database Settings section enables you to remotely set several Access properties for the selected database.

Shift-key ByPass	Prevents users from bypassing startup options by holding down the Shift key. This is helpful to prevent users from gaining access to areas of your application you do not wish them to see. You must take other precautions, such as hiding the database window/navigation pane.
Allow Full Menus	Reduces the Office Ribbon to the Home tab. Other tabs are hidden, such as Create, External Data, and Database Tools. This option is useful when you do not wish the user to have access to design and advanced functions in Access.
Built-in Toolbars	Allows or prevents a user from seeing built-in toolbars such as right-click menus in Access and default menus for reports and forms.
Hidden/System Objects	Show or hide objects in Access that are designated as Hidden or System objects.

3.4 MAINTENANCE ACTIVITIES

3.4.1 COMPACTING AND REPAIRING

Microsoft Access databases grow in size over time. Repeated modifications to the database file can result in minor (repairable) corruption. Running the Compact and Repair feature for a database can reduce the database size by anywhere from 5-80%, and also repair odd errors you may receive during design.

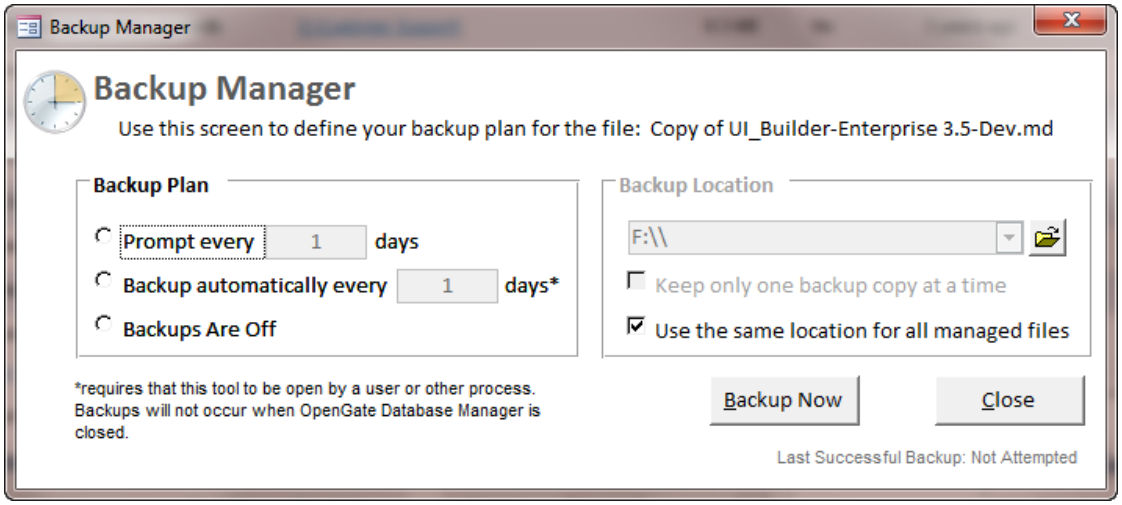
3.4.2 DECOMPILING

Decompiling Access databases can help resolve errors with Visual Basic that seem to have no apparent cause. For example, if you receive strange errors like "Out of Memory" or "Error 41" and see no resolution after Compacting and Repairing your database. Access maintains databases in a pseudo-compiled state where the compiled state may not be reset even after attempting to use the "Compile" function in the VB Editor.

3.4.3 CREATING BACKUP PLANS

Database Manager allows you to create backup plans for your databases. As long as Database Manager is open and running on your PC, it will execute the backups on a scheduled basis.

You can choose to back up your database on a specified number of days (with or without prompting you).



If you leave the "Keep only one backup copy..." option unchecked, Database Manager will create a new backup copy every time, adding a timestamp to the end of each copy.