MS Access 2007 Instructions

Install JCMS

Open JCMS interface (default login user is Admin, because no password is assigned yet).

1. **Assign a password for user Admin:**

   - Select 'Users and Permissions'.
   - Select 'User and Group Accounts'.
   - Select User Name 'Admin'.
   - Select 'Change Logon Password' tab.
   - Old Password <blank>.
   - New Password 'admin' (or your choice).
   - Verify 'admin' (repeat your choice).
   - Select 'OK'

2. **Create a user with admin permission (mtsadmin):**

   - From toolbar, select 'Database Tools' tab.
   - Select 'Users and Permissions'.
   - Select 'User and Group Accounts'.
   - Select 'New'.
   - Put 'mtsadmin' in Name field.
   - Put random number in 'Personal ID' field.
   - Select 'OK'
   - Assign a password for user 'mtsadmin', if you wish (not necessary).
   - Select User Name 'mtsadmin from dropdown choices.
   - Highlight 'Admins' from 'Available Groups' box.
   - Select 'Add'
   - Select 'OK'

3. **Link JCMS interface with JCMS database tables:**

   - From toolbar, select 'External Data' tab.
   - Select 'Access' database.
   - 'Browse' to the JCMS database (jcms_db). Select 'Open'.

- Select 'Link to the data source by creating a linked table' button.
- Select 'OK'
- 'Link Tables' window opens.
- Select 'Select All'
- Select 'OK'

4. Close msAccess (JCMS closes). Launch JCMS (msAccess opens). When prompted, login as user 'mtsadmin' (leave password <blank>, or enter password, if created). JCMS interface will open. Select 'Start CMS'.

5. Use Trust Center to add the folder containing JCMS files as a 'trusted location'.

Add the folder location of JCMS as a 'trusted location', in Trust Center.
Open Trust Center Settings. Select Trusted Locations. Check Allow Trusted Locations.
Select Add New Location. Browse to folder containing JCMS files (c:\program files\The Jackson Lab..)
Check the box to trust subfolders. Save.

6. Use JCMS – Refer to our User Guide (.pdf) for instructions.

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