

Yacht Club Billing and System of Record Database – Client Setup

Updated 3/6/2023
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Overview

The system has two components, a MySQL data store and MS Access based user interface. It is designed so that the data is stored in a shared MySQL database in the cloud. Either a dedicated cloud site like Azure or your web hosting server. A **Microsoft Access front end** is what the users work with and is distributed to the different roles of the yacht club like Secretary, Treasurer and Dock Master. Many people have MS Access via Office 365, or a free (no-form editing) version can be downloaded from Microsoft.

Some customization of the MS Access file is required – changing the name of the yacht club on reports, changing burgee on reports. Things like that.

The Billing and System of Record database has 4 tasks for setting up.

Note on Windows Bittiness – Windows comes in two different versions 32 and 64 bit. Most people have 64 bit. You can check by right clicking on the Start button and bringing up System. Look for System Type and it will say 64 (or 32)-bit operating system. The instructions below assume 64 bit. But if you have 32, you will need to download the 32 bit version of the ODBC driver and MS Access.

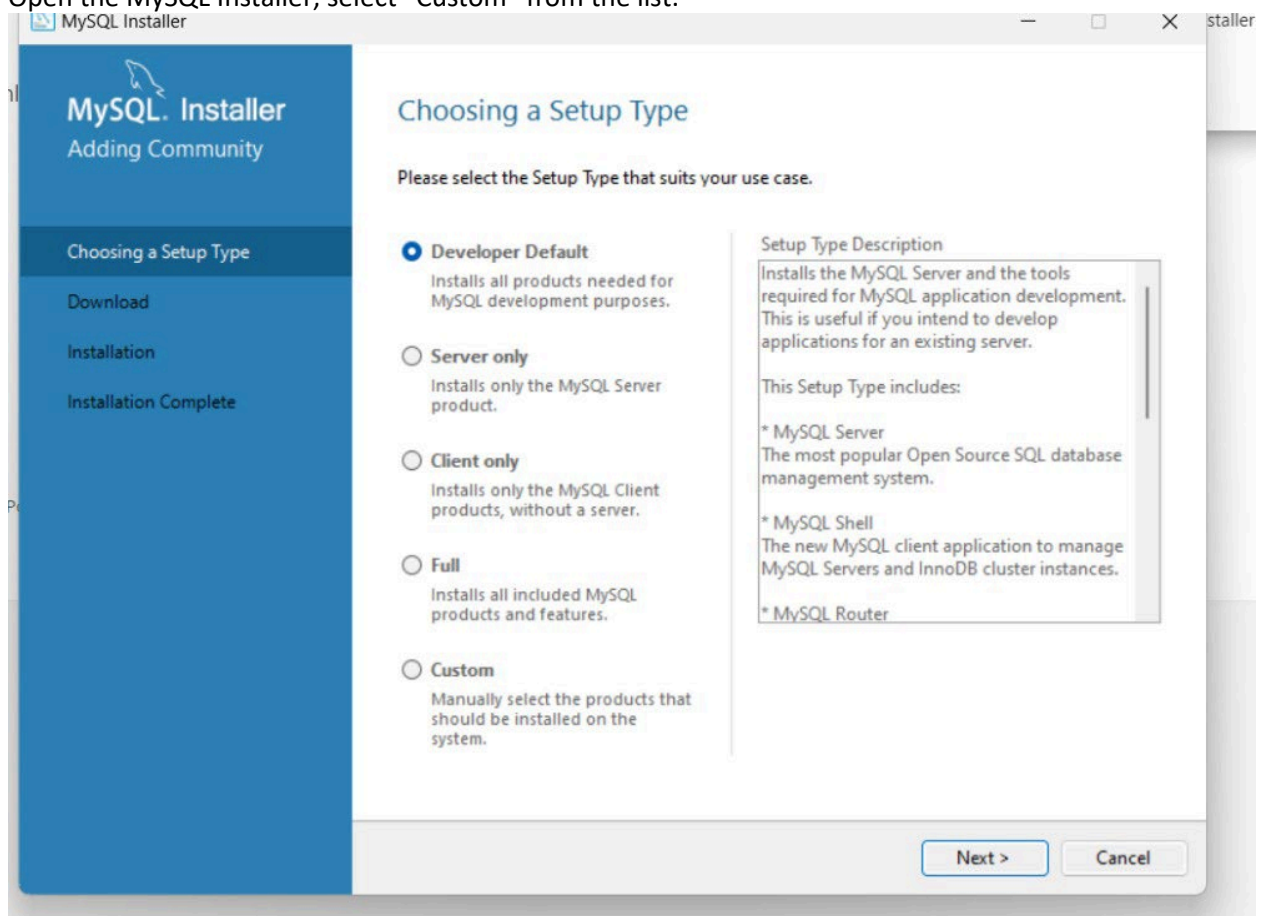
1. Get the Database from GitHub

- a. Go to <https://github.com/SailorScott/BillingDatabase>
- b. Find file “BillingSystem.accdb”
- c. Click on the link
- d. It will say it cannot display the file.
- e. Above the message on the right, is a button called *Download* – Click it and save file to your local machine.
 - i. Note, it will download the file to your download folder- please move to file to someplace you will remember, for example in another Folder or your Desktop.

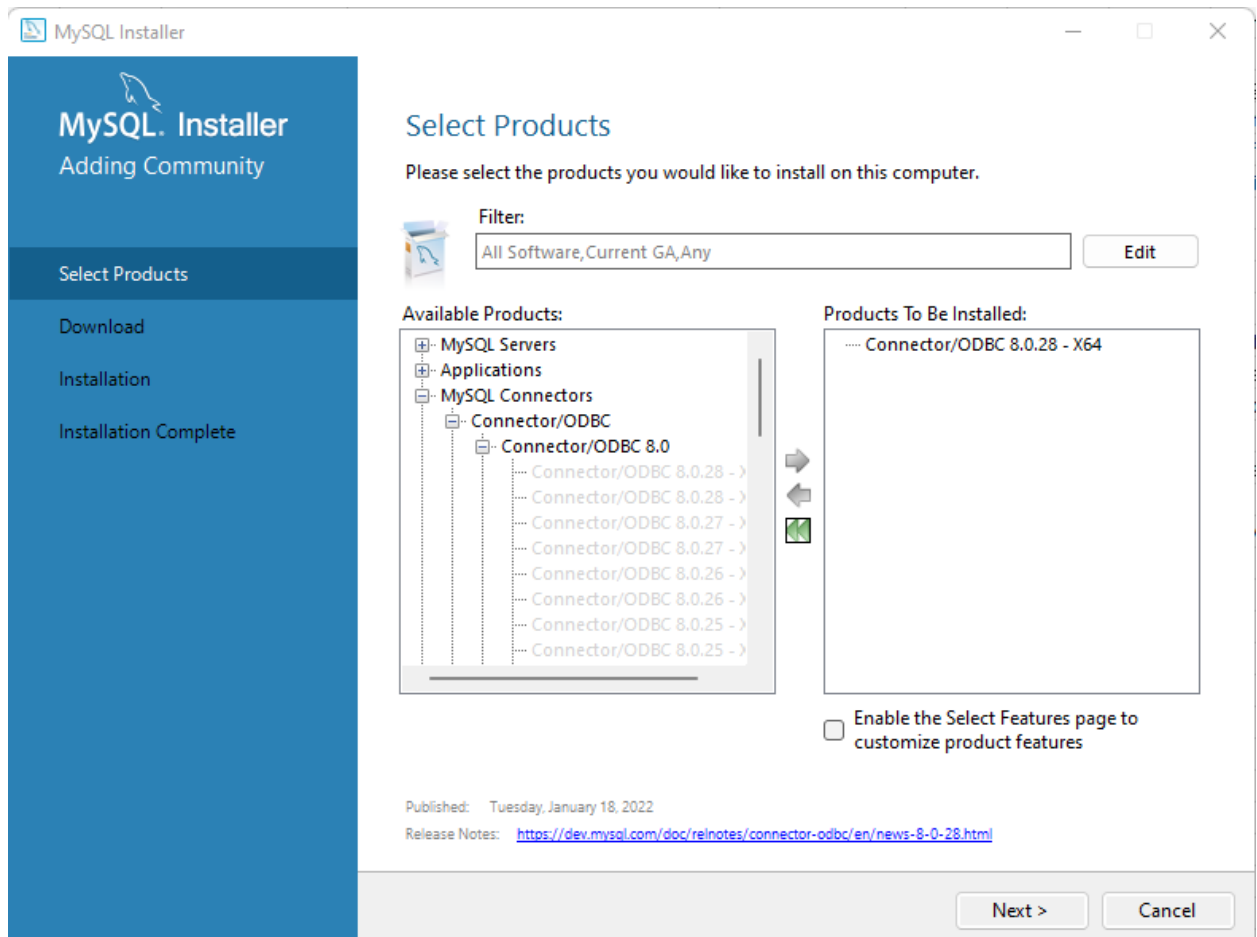
2. Get MySQL ODBC connector

- a. Getting(download) the free ODBC connector via this website:
- b. [MySQL :: Download MySQL Installer](https://dev.mysql.com/downloads/installer/) (<https://dev.mysql.com/downloads/installer/>)
- c. Select the latest version for your version of Windows, you typically want the MSI version.

- d. After downloading, run the installer and it will install the **MySQL Installer**
- e. Open the MySQL Installer, select “Custom” from the list.



- f. Then expand the tree under MySQL Connectors



- g. Select the latest version of the ODBC connector. 8.0
h. Select connector and add to the right side. Then Click Next on the bottom.
i. It will first Download and then you will want to Execute the installation.
j. It will install some pre-requisites as part of installing the ODBC connector.

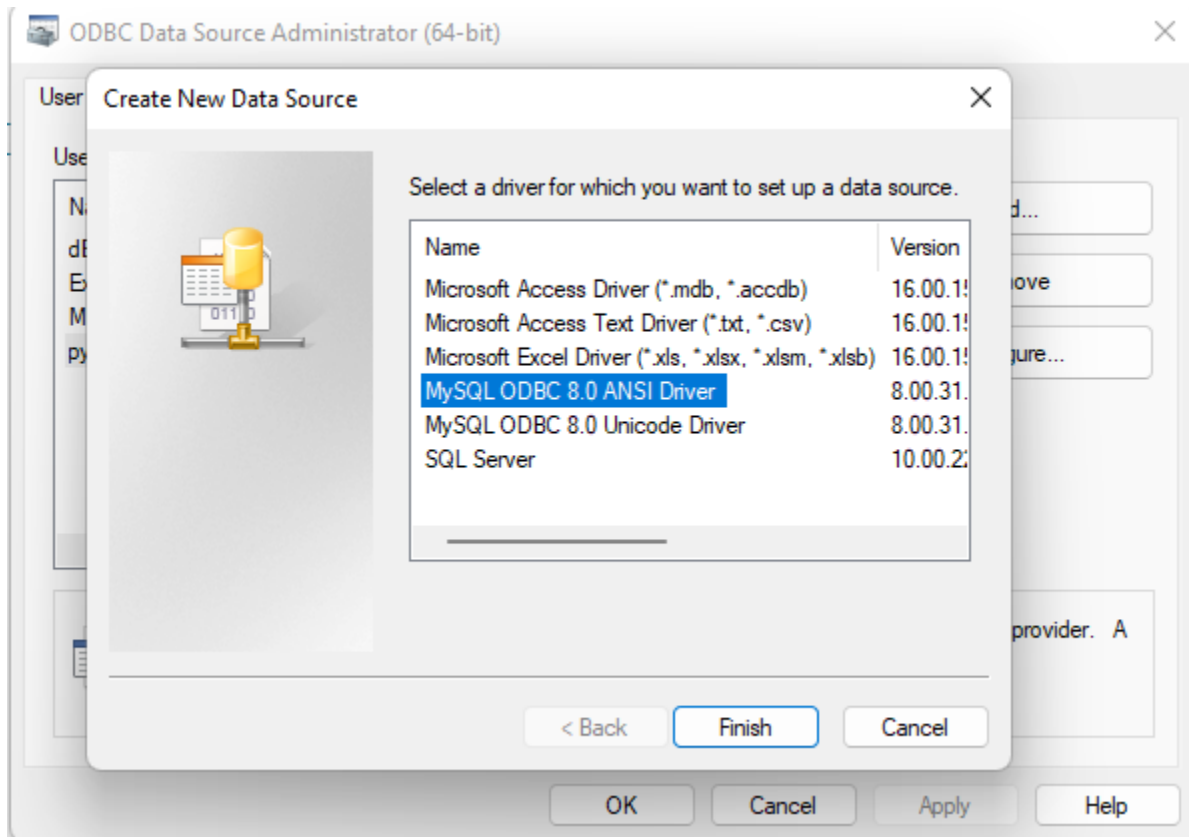
Optional - Get MS Access (non-editing version)

If you do not have MS Access from Office 365, you can get a free viewer version. The viewer version does not allow you to edit the forms and reports, but it does allow you to view and change the data.

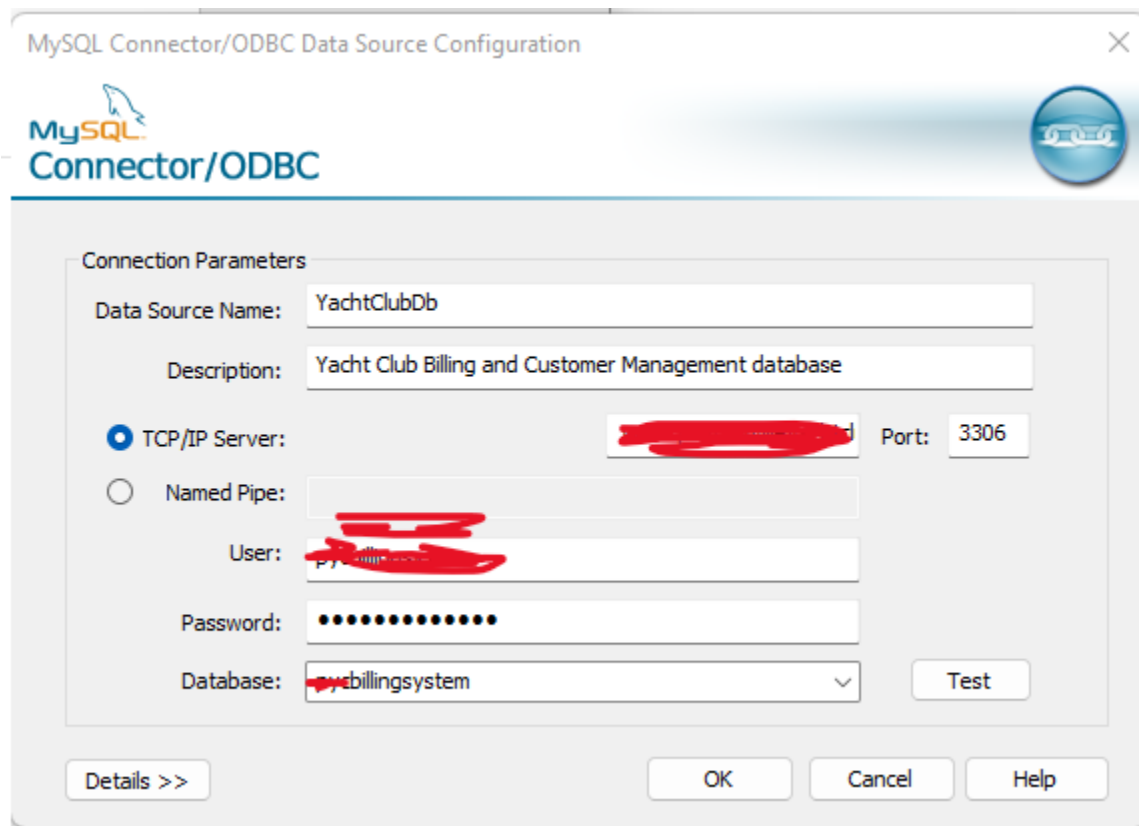
Download from: [Download and install Microsoft 365 Access Runtime - Microsoft Support](https://support.microsoft.com/en-us/office/download-and-install-microsoft-365-access-runtime-185c5a32-8ba9-491e-ac76-91cbe3ea09c9)
<https://support.microsoft.com/en-us/office/download-and-install-microsoft-365-access-runtime-185c5a32-8ba9-491e-ac76-91cbe3ea09c9>

3. Make ODBC Connection

- a. See your Web Master for access information specifically:
- b. In windows search bar, type in ODBC, if you have a 64 bit version of Windows (most people do) select the 64 bit version.



- c. Call the Data Source Name "YachtClubDb"
- d. You will need from your site administrator the following information:
 1. Server hosting the MySQL database (TCP/IP Server)
 2. Username
 3. Password
 4. Database name



- e. Note when testing I did get an error saying “string truncated” I was able to ignore without a problem.
- f. Click OK and you are all set.

4. Start Up

- a. Go to the MS Access file “BillingSystem” that you downloaded earlier in the “Get the Database from GitHub” section.
- b. BEFORE opening the MS Access File “BillingSystem”, RIGHT click on it, look for PROPERTIES.
- c. PROPERTIES window pops open, on the bottom click the **UNBLOCK** and apply, close the popup window. This allows the file to be trusted now.
- d. Now you can double-click on the BillingSystem to open up the Database.
- e. NOTE: Once you’ve done this unblocking, you can open up the file any time. However, if you download another version from GitHub for whatever reason, you will have to follow step b & c to unblock again. You are essentially making the file trusted so you can open it.

Revisions

2/27/2023 SDN – Update MS Access to O365, better screen shots.

3/6/2023 SDN – Add screen shot/clarification for MySQL Installer