

Yacht Club Billing and System of Record Database – Update Client

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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.

The Billing and System of Record database has 3 tasks for upgrading.

1. Delete the version on your PC

- a. Find the “BillingSystem.accdb” MS Access database application and delete.
- b. The data is stored on the server so no need to worry.

2. 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.

3. 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

9/4/2024 SDN – First version