How to make database updates, linking tables and readonly status to protect data integrity

FRP group databases are stored in the G:\ drive at the following location

G:\Pathobiology\_G\Databases

These databases (FRP\_Database\_ReadOnly.accdb and Primer\_Database\_ReadOnly.accdb) are used for linking tables to other shell databases with queries etc. and the properties are set to “read-only” so that linked databases cannot alter underlying data. To set to “read-only”, right-click on the database file, choose “properties” from the list and under the “general” tab attributes click the checkbox next to “read-only” and click OK.

To make updates to data within the tables of these databases, use the versions of these databases that are not “read-only” and located at the following location

G:\Pathobiology\_G\Databases\Databases\_forUpdates

These databases (FRP\_Database\_DATE\_forUpdates.accdb and Primer\_Database\_DATE\_for Updates.accdb) are not locked and the date of the most recent update is listed as part of the filename. In theory, this date should match the “date modified” of the read-only version of the database. Use these versions to make updates and then follow the directions below to maintain proper links of shell databases to the read-only versions.

To update read-only databases:

* Rename the read-only database to include the world “OLD”
* Make updates to non-locked databases and update the date in the file name
* Make a copy of the non-locked database and move it to the G:\Pathobiology\_G\Databases folder with the “read-only” databases
* Rename the updated non-locked database to FRP\_Database\_ReadOnly.accdb or Primer\_Database\_ReadOnly.accdb as appropriate (the name must match exactly for links to work properly)
* **Open the properties of the updated database and change attributes to “read-only” as described above**
* If desired save “OLD” read-only copy in another folder

Linking tables in a shell database to the main database

* Choose the “External Data” tab and under “Import & Link” click “Access”
* Browse to find the location of the source data (the database you are linking to)
* Choose “Link to the data source by creating a linked table” and click OK
* Select tables you would like to link to, note that if the database you are linking to is NOT read-only, changes you make in linked databases WILL be reflected in the primary database

Updating the location of a linked database source (if you move a source database or change the name)

* Open the shell database with linked tables
* Choose the “External Data” tab and under “Import & Link” click “Linked Table Manager”
* Checkmark the tables that you want to update the location
* Checkmark “Always prompt for new location” and click OK
* Browse to fine the new location of the source database and click open
* Wait for notification that links were successful