

POMA Technique Installation Considerations

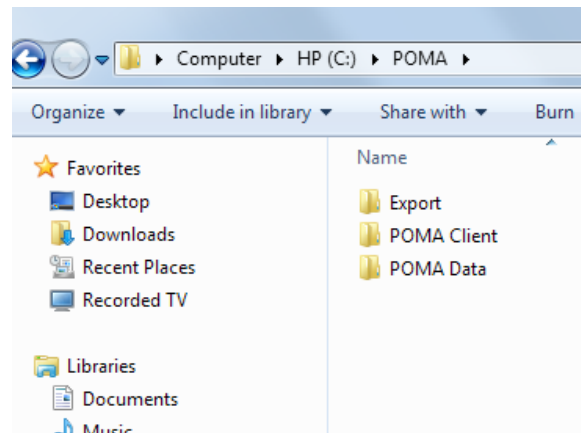
Introduction

The purpose of this POMA Technique is to describe installation considerations; particularly when the database is to be located on a server. When POMA is initially installed, it is done on a local PC and then at a later time, the database itself may be moved to a server. POMA is designed with a client/server architecture which means that a number of users (clients) can have the POMA program located on their individual PC and that they share a common database located on a server.

Note that the examples shown are built with Office 2007, but equivalent screens exist in Office 2003.

Initial Folder Definitions

When POMA is initially installed, a folder name POMA must be defined in the root directory of the C: drive and within the POMA folder there are three other folders named "Export", "POMA Client" and "POMA Data" as depicted below:



When shipped the POMA Client folder contains the following files:

- **POMA Application** - user program
- **Project** - help text used by POMA
- **POMA Help Text Ver...** - the help text in Microsoft Word format

The POMA Data folder contains:

- **POMA Application** - the POMA database and the most important of all of the POMA files.

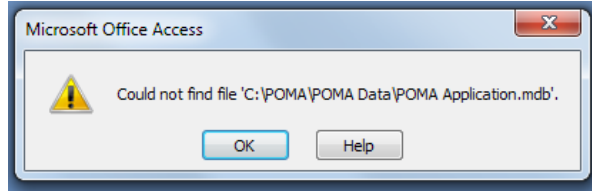
If the presbytery had the POMA database located on a server, every user that needs access to the POMA database must have the above path and defined folders except for the "POMA Data" folder. That folder will be on a server and does not require a predefined path.

Moving the POMA Database to a Server

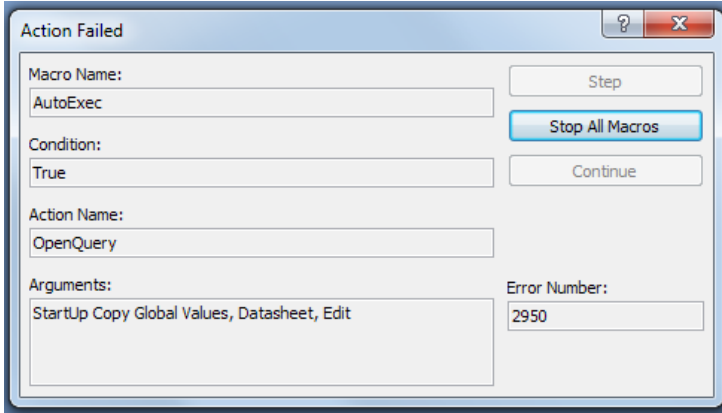
When moving the POMA database from a local PC to a server, all that has to be done is to copy the file "POMA Application" that is located at "C:\POMA\POMA Data" to any location on the server the presbytery deems appropriate. It is best to place it in a folder with the name POMA so that it is easy to locate. Then the "POMA Data" folder and its contents **must be deleted** from the local PC.

Connecting the Local POMA Client to the POMA Database on the Server

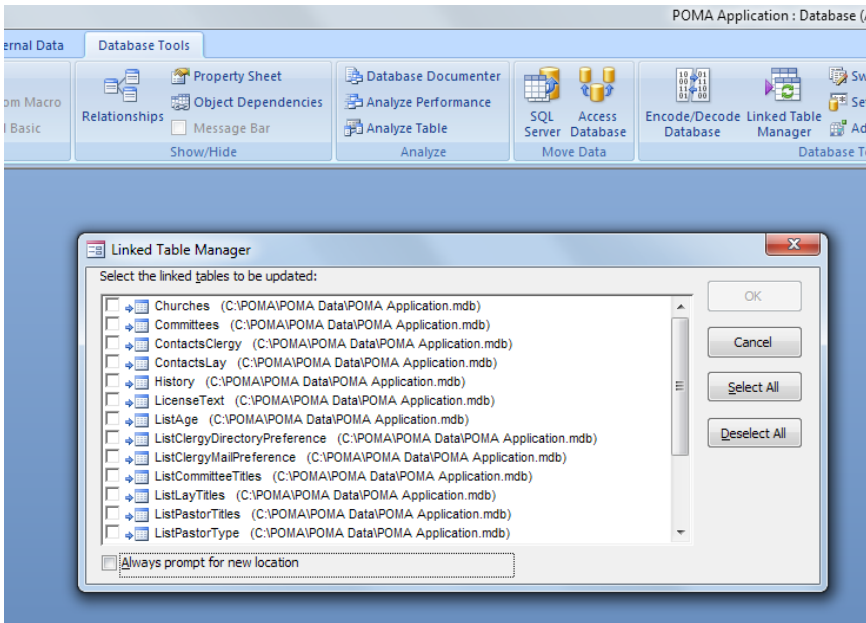
Whether you have just moved the database to a server, to a new location on the server or a new server, or you received a new version of the POMA Client, you will get an error message when you start POMA. It will look like the window to the right:



Click OK and the following window will be displayed:



Click the "Stop All Macros" button and Microsoft Access will still be presented, but with nothing showing except the ribbon (or for Access 2003, the menu bar). Click on "Database Tools" and then "Linked Table Manager". (For Access 2003, click on Tools, then "Database Utilities", then "Linked Table Manager"). You should have the Linked Table Manager displayed as below:

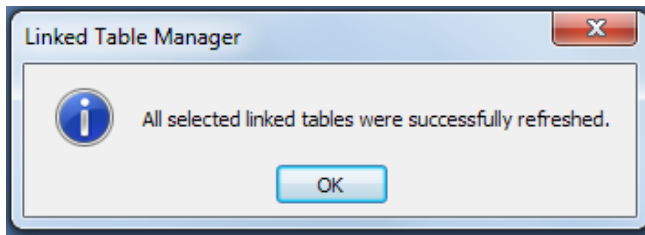
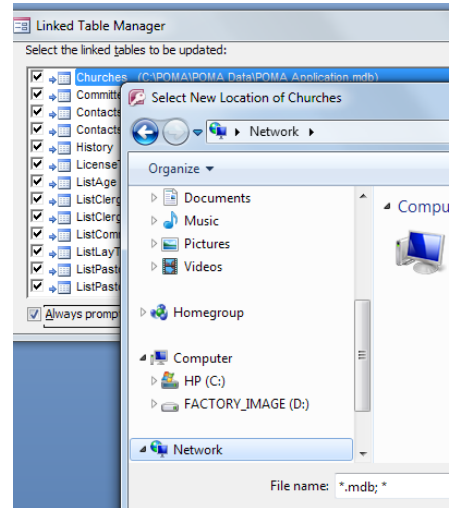


Click the box titled "Always prompt for new location", then click the "Select All". Once all the tables are selected, click OK.

You should now have a window displayed with the title "Select New Location of Churches" as depicted here. Even though the title says "Churches", all tables will be processed.

In the "File name" box you must locate where the POMA database is located on the server. Normally, you will select the Network and then locate the server, then a folder probably named POMA and in there you will find the database. It will be there with the name "POMA Application" or it will be in a lower level folder "POMA Data" with a file of the same name.

Double click on the "POMA Application" name and it may take a couple seconds while the hour glass shows,



but then the message depicted to left appears indicating that all the tables were properly connected.

Click OK and you will be back at the "Linked Table Manager" window. Click the "Close" button.

Close Microsoft Access completely, then start up POMA and the Main Menu will appear.