

SMALL BUSINESS ASSISTANT™

Installation Guide

Spectre Technical Services

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OVERVIEW

Spectre Small Business Assistant (SBA) is written using Microsoft® Access 2.0 and is designed to work on any system capable of running Access. The software must first be installed to a local harddrive (C:) and then a few features on Access set. Some miscellaneous notes about the software are also included.

1) INSTALLATION

A batch file called INSTALL comes with the software. It's use will speed the installation process. First, unzip the original archive with PKUNZIP™ into a temporary directory.

PKUNZIP SBA-MAN C:\TEMP [Enter]

[Enter] = The [Enter] Key

Run INSTALL from the program manager by typing [ALT + F], R (for Run...), and typing **C:\TEMP\INSTALL** in the command line box. Press **OK** to start install.

2) DISABLE ACTION QUERY MESSAGES

To speed execution, and reduce operator involvement in the program processes, Access should be set to execute action queries without asking. This is accomplished by firing up Access and opening a new or existing database. **DO NOT OPEN SBA** because it modifies the normal Access menus. Once the database window is displayed, select View, Options, and the General category. The item of interest is Confirm Action Queries; set it to No and press OK.

3) CREATE A WINDOWS ICON TO START SBA.

It is usually much easier to start SBA from an icon than opening Access and picking through the directories. Select a group in your Program Manager where you would like to place the icon. Type [ALT + F], N (for New), and pick New Program Item. Enter the following into the properties boxes:

Description:	SBA
Command Line:	SBA-MAN.MDB
Working Directory:	C:\FILES\MDB
Shortcut Key:	None

You can also pick an Icon by pressing the Change Icon Button. Pick one to suit your taste. Press OK when finished, and OK again if necessary.

4) OPEN SBA AND ENTER ACTIVATION INFORMATION.

When a SBA program is first installed, it requires you to enter your name and phone number into the program. This information is displayed on the opening menu. Double-click your icon to open the SBA program. Enter your Name and phone number and press Accept.

SBA IS NOW INSTALLED.

MISCELLANEOUS NOTES

The database actually consists of two pairs of files:

SSB-MAN.MDB & SSB-MAN.LDB	Program Database
SSB-MAN0.MDB & SSB-MAN0.LDB	Data Database

The program files can be located in any directory (default = C:\FILES\MDB). The data files MUST be located in C:\FILES\MDB (also see Networks).

NETWORKS

The programs will run on Novell and Windows networks, but require special modified program modules from Spectre. Contact Spectre if interested in purchasing a network version of the program. All work done in your existing database will be saved.