

Independent Project 9-5

The New York Department of Motor Vehicles wants to improve its database. For this project, you back up and then split the database and password protect the back-end database. In the front-end database you update linked tables, create a custom Navigation pane, and password protect the database. *This project has been modified for use in SIMnet®.*

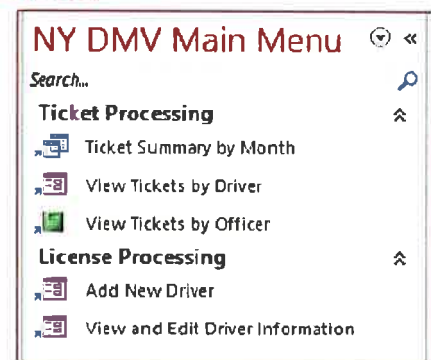
Skills Covered in This Project

- Back up a database.
- Use the Database Splitter tool.
- Update linked tables in a split database.
- Create a custom Navigation pane.
- Create a custom category and custom groups.
- Assign objects to groups.
- Modify shortcut properties.
- Hide objects and groups.

Step 1 Download start file

1. Open the **NewYorkDMV-09.accdb** database start file.
2. The file will be renamed automatically to include your name.
3. Enable content in the security warning bar.
4. Back up the database before analyzing the performance. Save the file as **Your.Name-NewYorkDMV-09_Backup.accdb**.
5. Split the database.
 - a. Locate the folder where you want to save the back-end database.
 - b. Accept the default file name **Your.Name-NewYorkDMV-09_be.accdb**.
 - c. Verify that the default **Save as** type is **Microsoft Access Signed Package (*.accdb)**.
Note: If the default **Save as** type is **Microsoft Access 2007 - 2013 Database (*.accdb)**, accept it, and save the file. You may omit step 6a, 6b and 6c below.
 - d. Click the **Split** button.
 - e. Close the database.
6. Password protect the back-end database.
 - a. Navigate to the folder where you saved your back-end database.
 - b. Show file name extensions for the files in the folder.
 - c. Rename the back-end database with a file extension of **.accdb**. A Rename warning dialog will appear with the prompt: *If you change a file name extension, the file might become unusable. Are you sure you want to change it?* Click **Yes**.
 - d. Open the **Your.Name-NewYorkDMV-09_be.accdb** using the **Open Exclusive** option.
 - e. Encrypt the database with a password. Use **6p5Y#wrGK** as the password.
 - f. Click **OK**. If you get a message about row level locking, click **OK**.
 - g. Close the database.
7. Update links in the front-end database.
 - a. Open the **Your.Name-NewYorkDMV-09.accdb** database file.
 - b. Delete all three tables.
 - c. Click the **Access** button to start the Import process.
 - d. Browse to locate the **Your.Name-NewYorkDMV-09_be.accdb** file.
 - e. Make the selection to link to the data source.
 - f. When prompted, type **6p5Y#wrGK** in the Password box.
 - g. In the **Link Tables** dialog box, select all of the tables and click **OK** to add the linked tables into the **Tables** group of the **Navigation** pane.

8. Create a category and groups for a custom *Navigation* pane.
 - a. Open the *Navigation Options* dialog box.
 - b. Add a new category named **NY DMV Main Menu**.
 - c. In this category, add a new group named **Ticket Processing** and a new group named **License Processing**.
 - d. Close the *Navigation Options* dialog box.
9. Assign objects and modify the *Navigation* pane.
 - a. Select the **NY DMV Main Menu** category.
 - b. Put the **AddNewDriver** form and **ViewEditDriverInformation** form in the *License Processing* group.
 - c. Put the **TicketCountByCityAndFactorMonthParameter** query, **DriverTicketDetails** form, and **OfficerTicketListing** report in the *Ticket Processing* group.
 - d. Rename the **TicketCountByCityAndFactorMonthParameter** shortcut **Ticket Summary by Month**.
 - e. Rename the **DriverTicketDetails** shortcut **View Tickets by Driver**.
 - f. Rename the **OfficerTicketListing** shortcut **View Tickets by Officer**.
 - g. Rename the **AddNewDriver** shortcut **Add New Driver**.
 - h. Rename the **ViewEditDriverInformation** shortcut **View and Edit Driver Information**.
 - i. Do not disable *Design* view shortcuts since you still plan to work with the users to fine-tune the objects.
 - j. Hide the **Unassigned Objects** heading.
 - k. If necessary, drag the **divider bar** to adjust the *Navigation* pane width. The completed *Navigation* pane for the **NY DMV Main Menu** should look similar to Figure 9-103.
10. Test the custom *Navigation* pane.
 - a. Double-click the **View Tickets by Driver** shortcut. The *DriverTicketDetails* form opens.
 - b. Close the form.
11. Close the database.
12. Upload your *front-end* database file **Your.Name-NewYorkDMV-09.accdb**.
13. Submit project for grading.



9-103 Completed *Navigation* pane

Step 2
Upload &
Save

Step 3
Grade my
Project