



CORS SQL V4.08 – Installation Instructions:

There are 5 Steps to the CORS Installation process that are outlined below and followed by expanded explanations that should take approx. 45 mins in total: -

1. Decide where you are going to locate the system
2. Download & install Access 2010 Runtime (Free from Microsoft)
3. Download & unzip CORS front-end file collection from Gravitass
4. Ensure your machine is capable of connecting to the cloud server
5. Setup your main CORS 'front-end'

Step 1 of 5:

Determine and/or create a location for the system



Estimated time: 2 mins...

Each User should have their own copy of the 'front end' file, this is the user interface that you will see on your screen that simply enables you to enter data, you may make as many copies of this file as you wish. Rest assured no Service User data is held within this file and the file could not be used by any unauthorised User without both the password established by your Administrator **and** the super-strength passwords established for you by Gravitass (which will be automatically applied whenever you login - even though you will not see them).

The most convenient choice would be C:\CORSSQL\

According to your own internal policies, you may choose to save this file on your network, if you have one. In this case, the choice should be the area established for your own personal data rather than any generally available shared location. For example: U:\CORSSQL\

Step 2 of 5:

Download & unzip CORS front-end file collection from Gravitas



Estimated time: 5 mins...

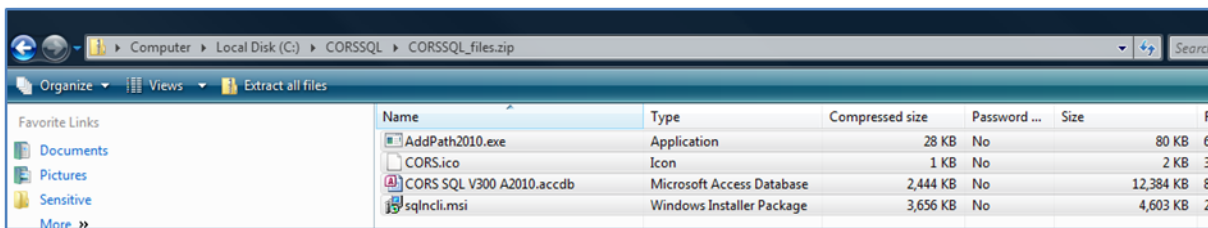
Locate the 'download' button on our website www.CORS.org.uk

Follow the on-screen instructions and choose to 'save' the installation file. Point the dialog at the location you have chosen in step 1 – e.g.: C:\CORSSQL\

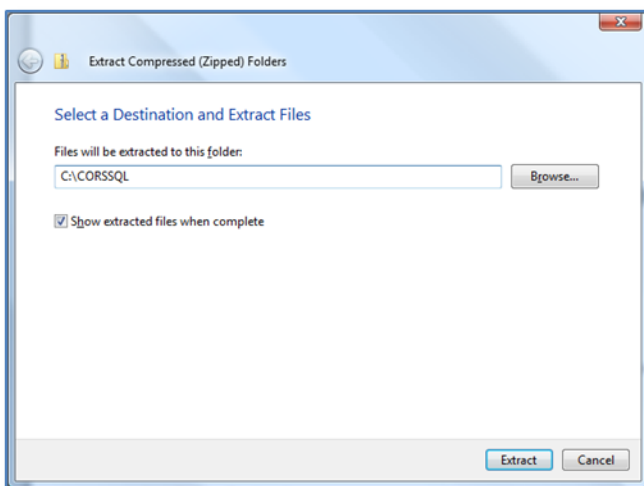
When the download is complete, choose to 'open folder':

Double-click the 'CORSSQL_files.zip' file:

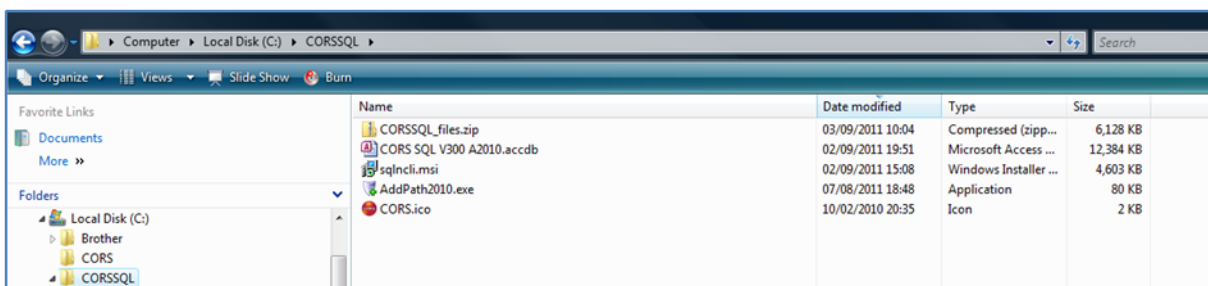
Select all of the files listed



Click 'Extract all files' and ensure the target folder details the choice made earlier:



You should now have the following collection:



Step 3 of 5: Download & install Access 2010 Runtime



Estimated time: 20 mins...

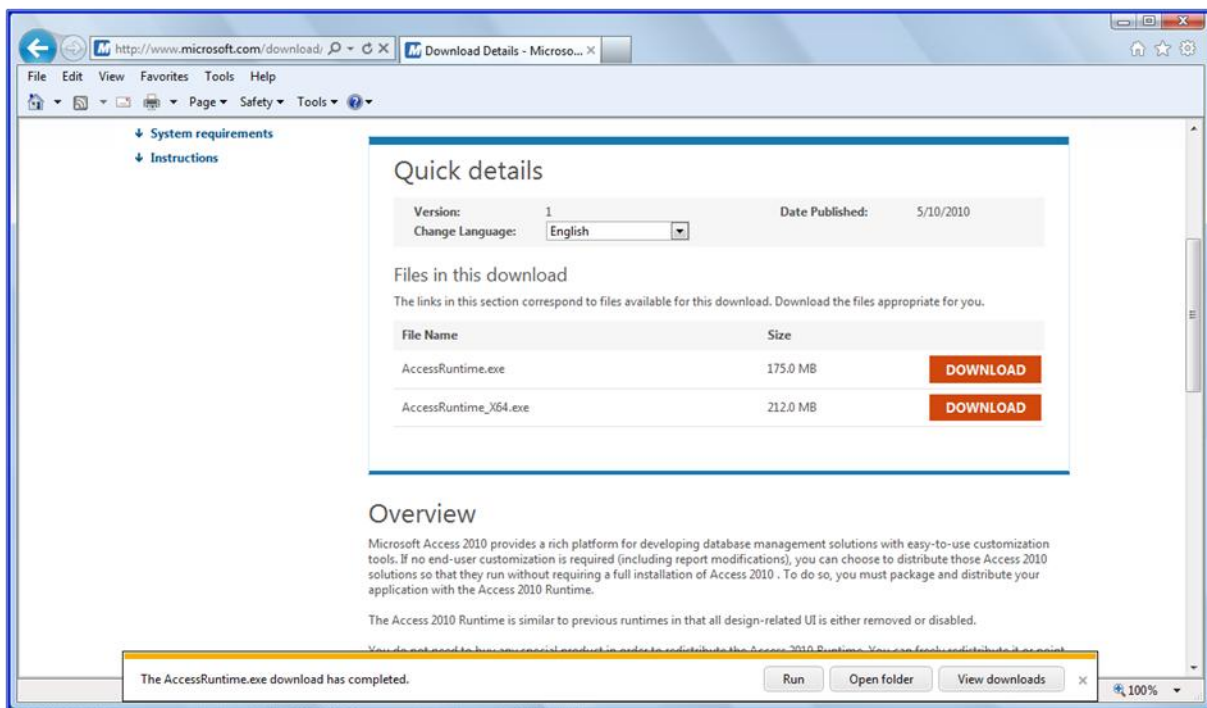
You will benefit from knowing whether your machine is a 32 or 64 bit machine.
(Start button; choose 'Computer'; right-click in the new window on 'Computer'; choose 'Properties')
(FYI: Microsoft often call 32-bit 'X86' and 64-bit 'X64')

Follow this hyperlink:

<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10910>

You will be face with a choice of 2 buttons.

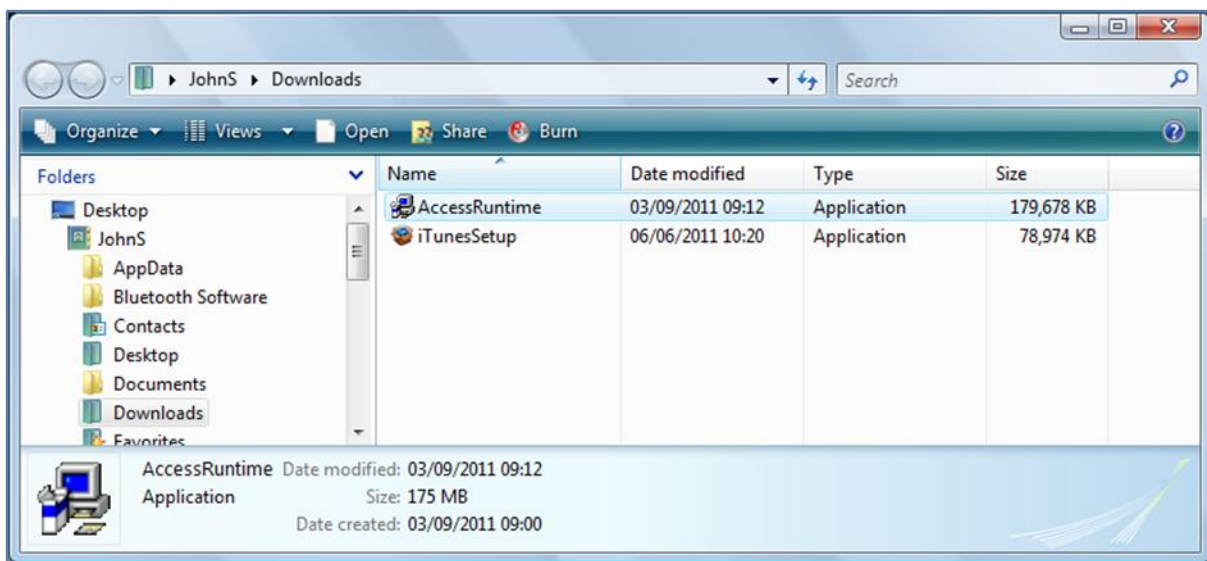
Your most likely choice here is the 'Download' detailed as 'AccessRuntime.exe'.
Most equipment today (Sep 2011) will be 32 bit. If you have a recently purchased machine and this is 64 bit you will probably be aware of this fact. If your machine is 64 bit, you may consider choosing the 'Download' detailed as 'AccessRuntime_X64.exe', however, if you already have any 32-bit office products installed you will need to stick with AccessRuntime.exe – which will still work with 64 bit equipment.



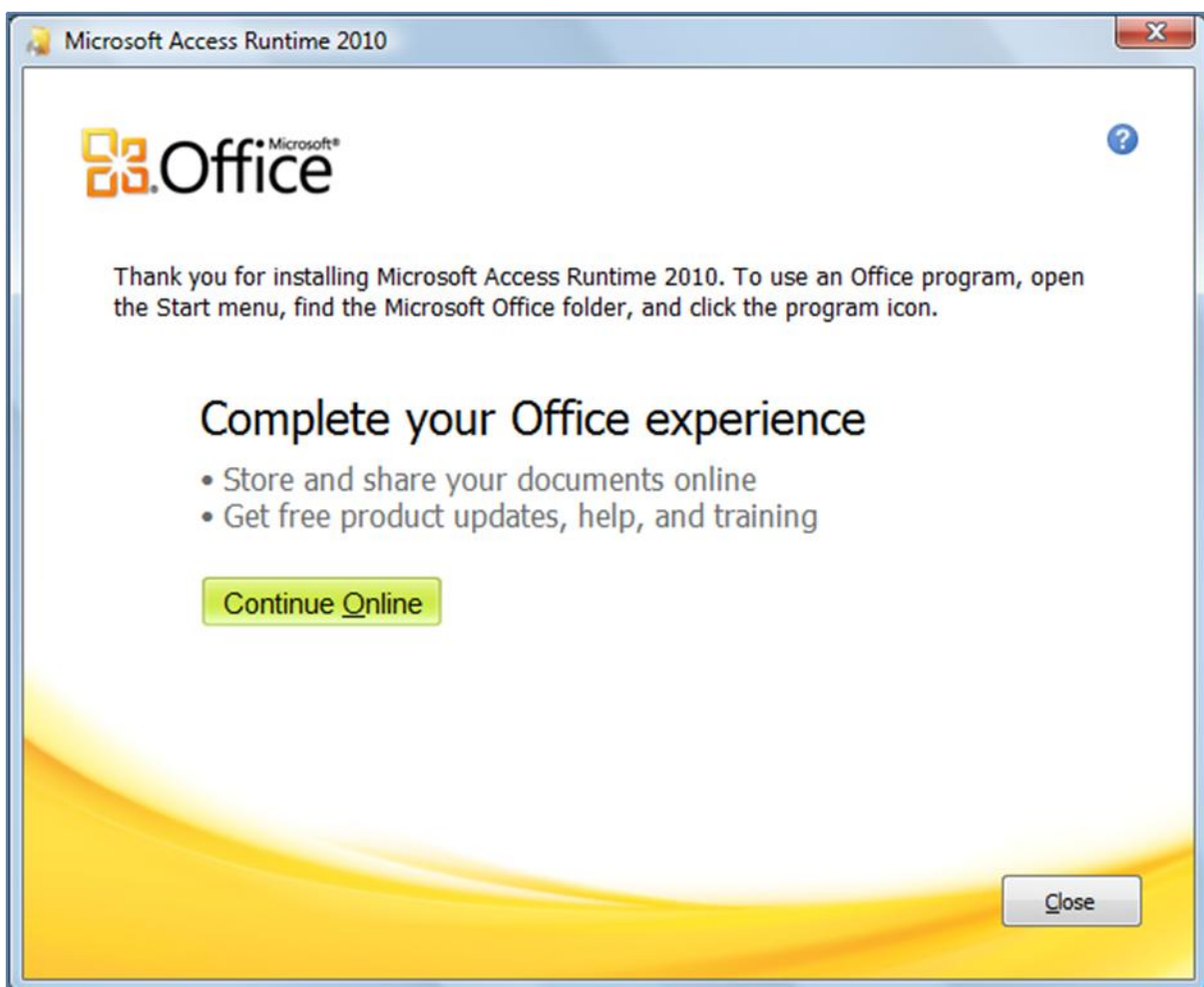
Follow the on-screen instructions and choose to 'save' the installation file.

When the download is complete, choose to 'open folder':

Double-click the 'AccessRuntime' file:



Follow the steps as prompted until the completion screen:



Choose 'Close'

Step 4 of 5:

Ensure your machine is capable of connecting to the cloud server



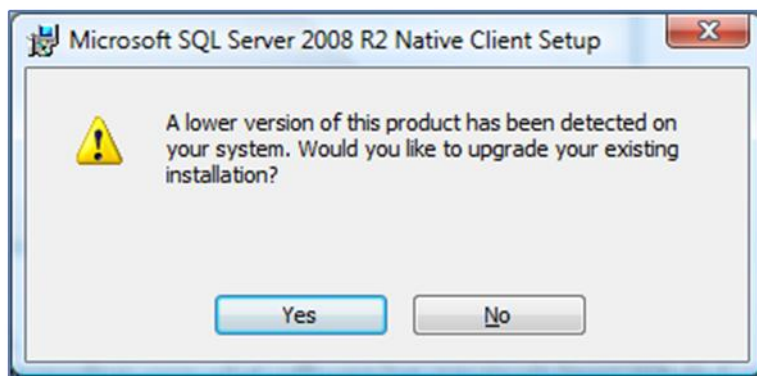
Estimated time: 10 mins...

Depending upon what software has previously been installed on your chosen equipment, we don't know whether it is already capable of connecting to the cloud server (technology called 'SQL Azure' or sometimes referred to as 'SQL Server 2008 R2').

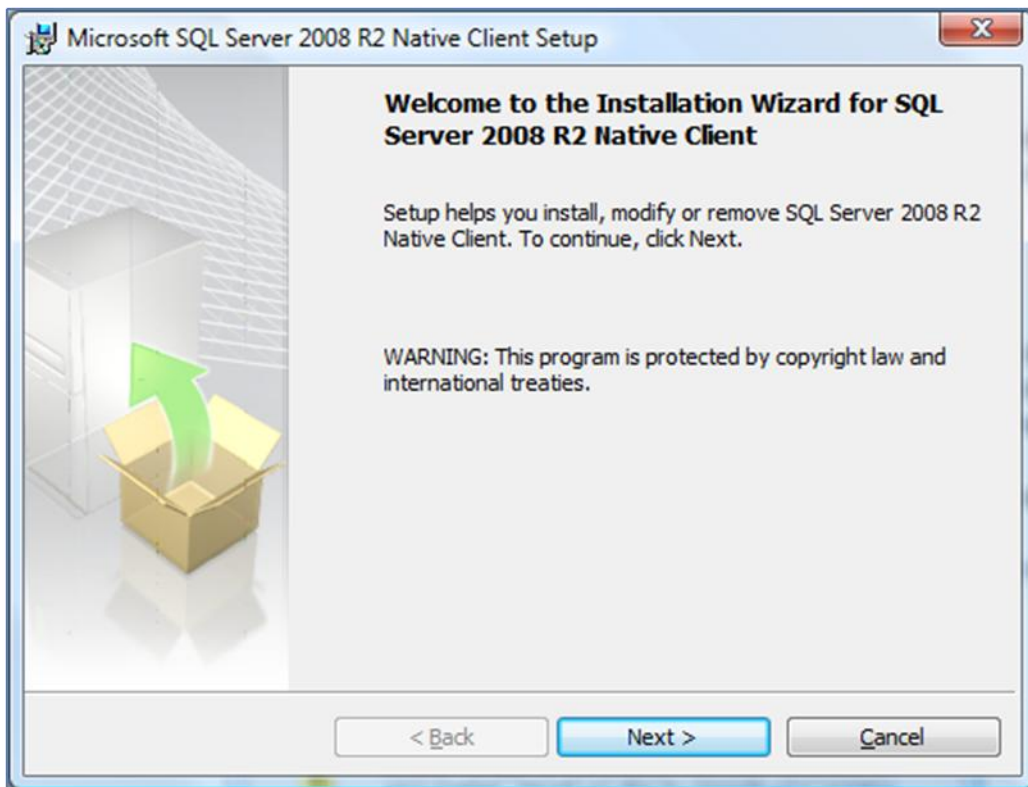
Whatever the situation, you may run the installation program provided:

Double-click on 'sqlncli_X86.msi' (or 'sqlncli_X64.msi' if your machine is 64-bit) and follow the steps through to the end – this should be straightforward, but you may be required to make one of the following decisions:

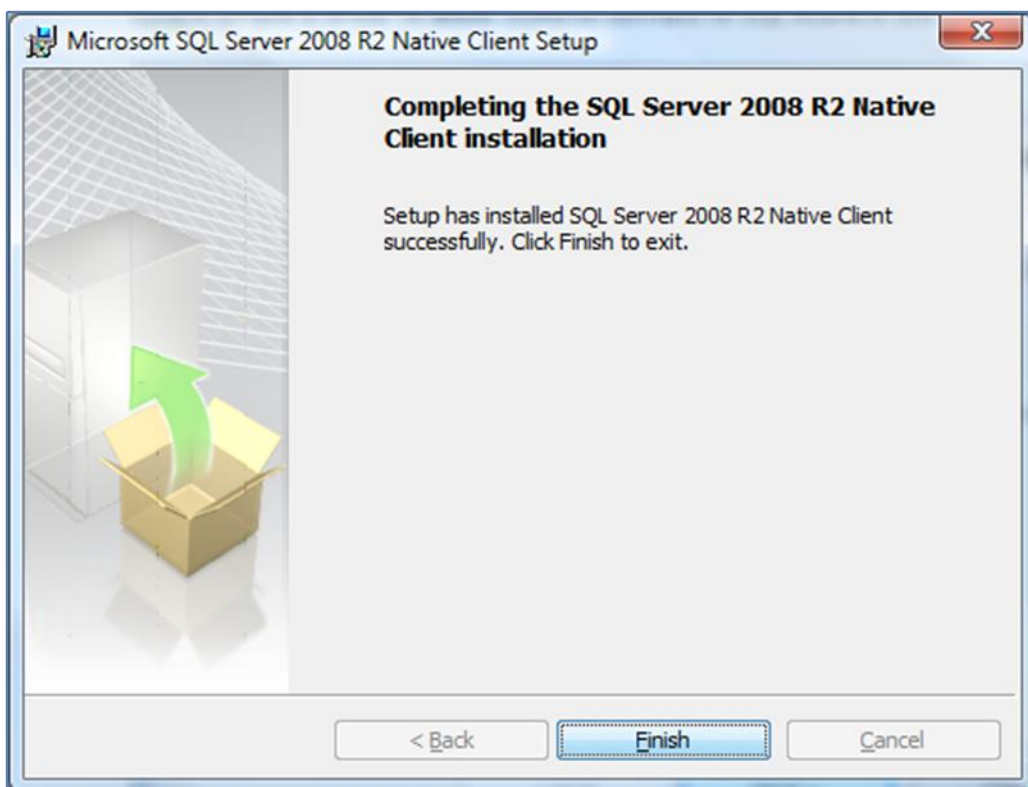
- a. If you already have a more recent version of the same driver you may cancel out of this process and proceed to step 5 of these instructions.
- b. If you already have the same driver you may cancel out of this process and proceed to step 5 of these instructions.
- c. If you have an older version of the same driver you may accept the offer to 'upgrade your existing installation':



You will be prompted to install 'SQL Server 2008 R2 Native Client'.
(This is simply a driver to allow CORS to connect to SQL Azure in the cloud):



No changes should be required to the steps presented by this process. You must reach this completion point:

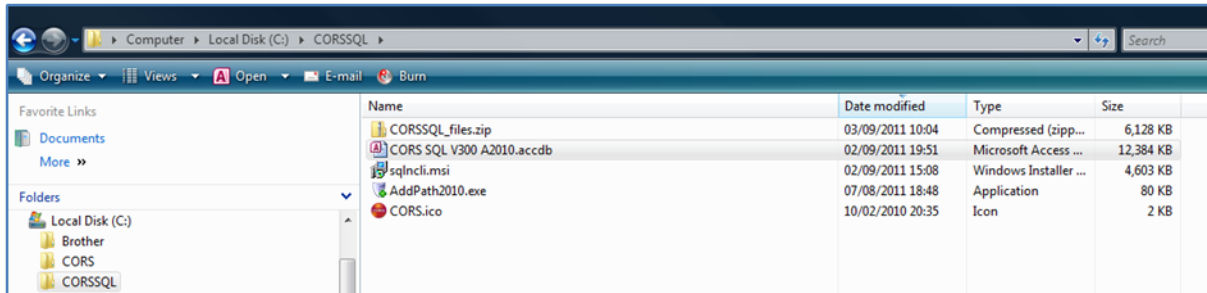


Step 5 of 5:
Setup your main CORS 'front-end'



Estimated time: 5 mins...

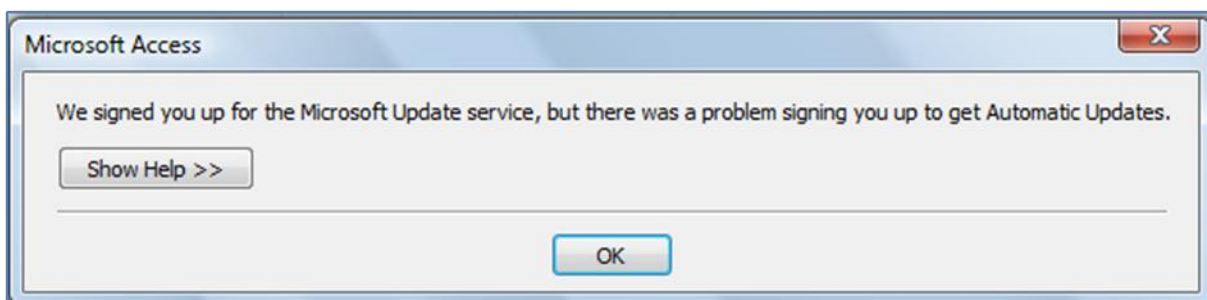
Double-click on the file 'CORS.accdb': -



Unless you already had Access 2010 installed, this is the first time Access 2010 Runtime has been used and you may be prompted to answer one of the following – any choice will suit CORS, if in doubt choose 'Use Recommended Settings':



If conflicting choices have already been made for your system, you will be informed.
There is nothing to worry about here:

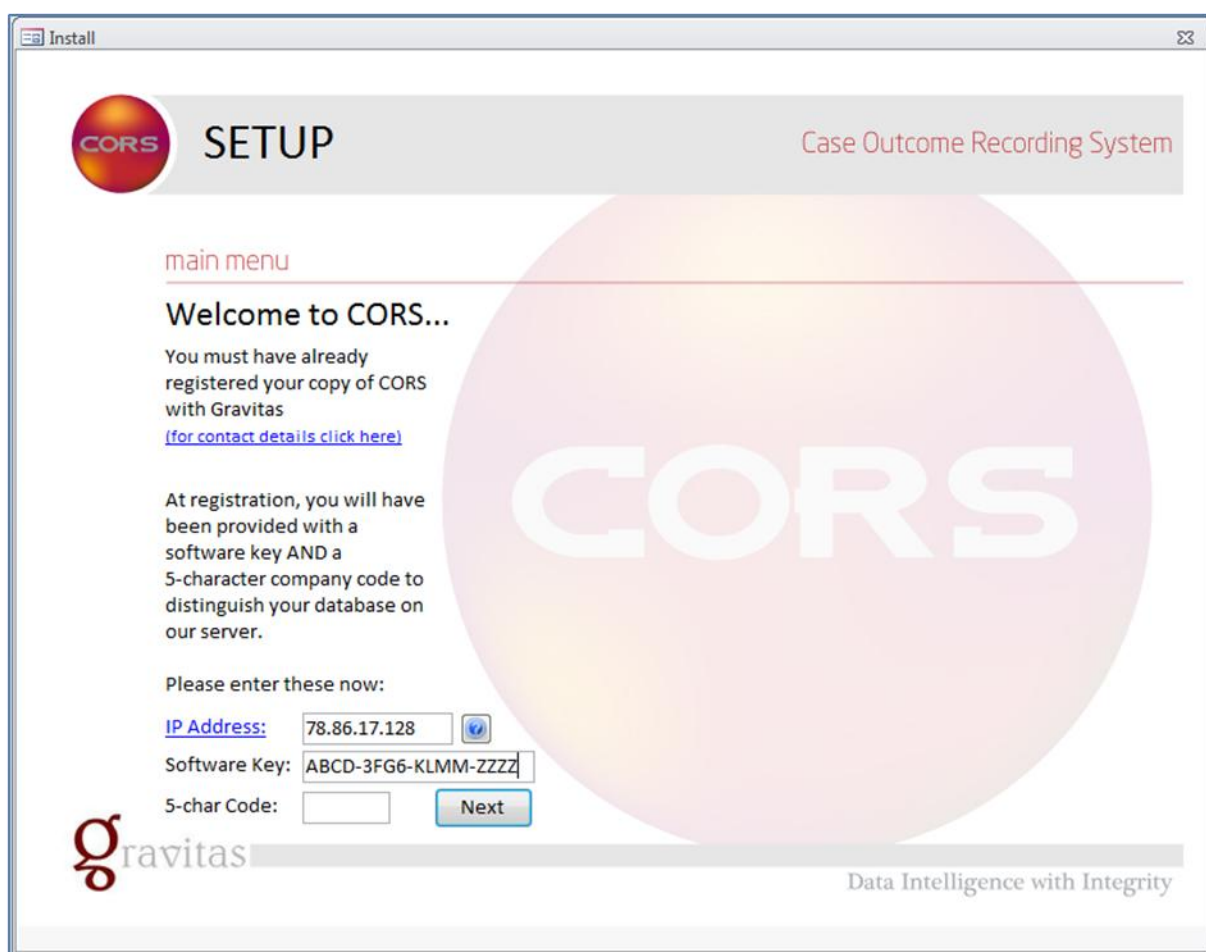


If you are presented with the following security warning, select 'Open'



To inhibit this message from appearing every time CORS is launched in the future, make a note now to press a button in the System Options menu entitled 'Inhibit Security Warning' once CORS is up and running.

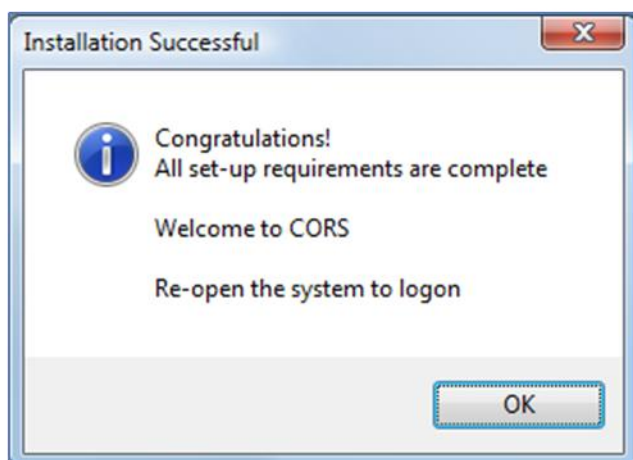
You will now be running CORS, but you have a few last questions to answer:



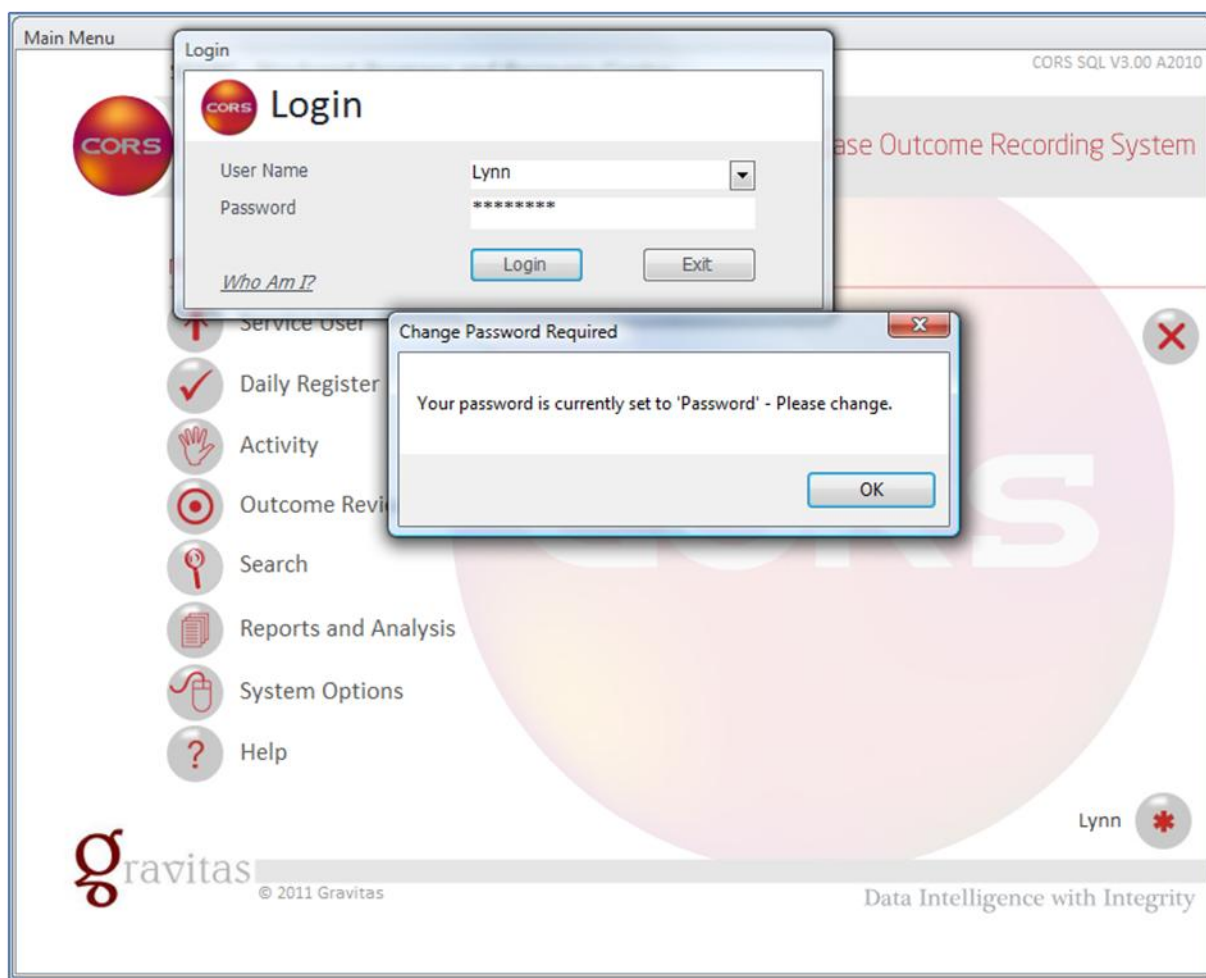
The instructions are provided on this screen – you can find out your own IP address by clicking the hyperlink shown then keying this into the box shown above. (This allows us to specifically enable your location a pathway through the firewall to the cloud server.)

You will need to enter the software key and 5-character 'company code' provided to you by Gravitas.
(If you don't already have these, telephone us and within a few minutes you will be allocated a 5-char code.
For security-confirmation purposes, this will be provided to you by email together with your software key.

Once these items are complete, setup and registration is complete and the system will close.



Re-open the system to login as normal:



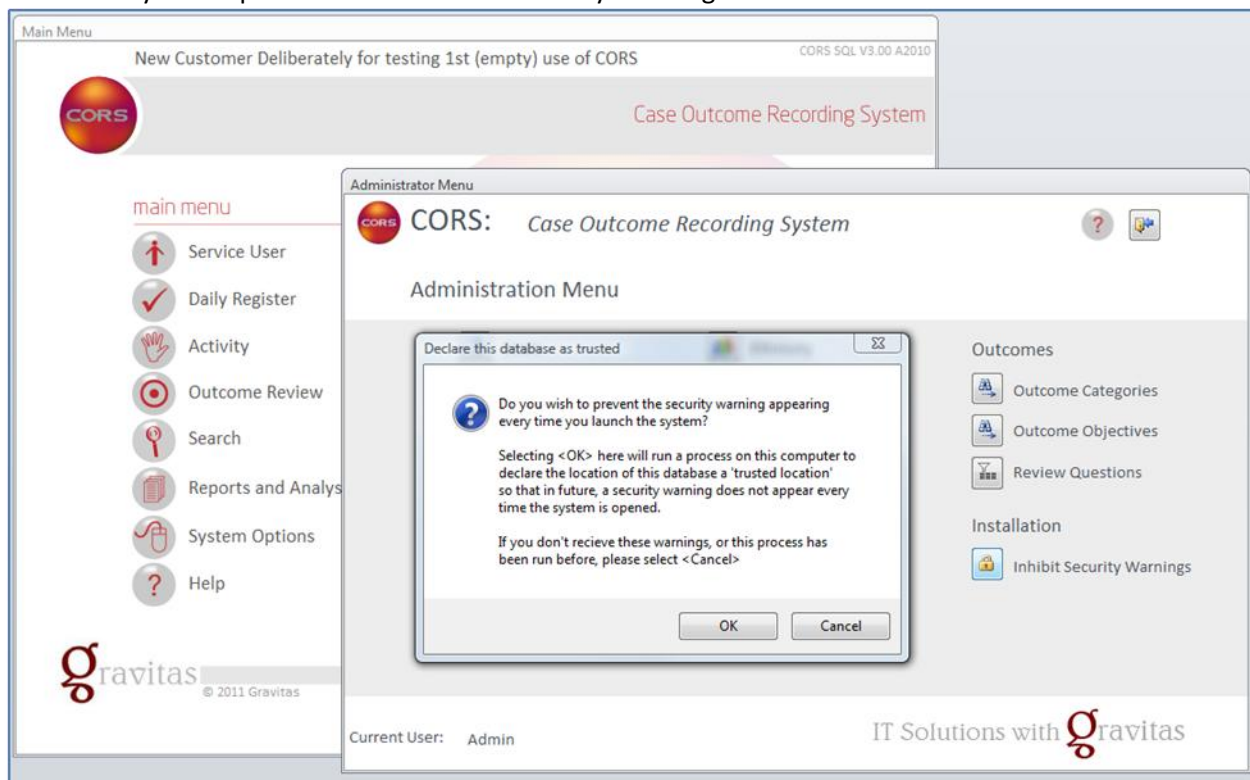
Your password will initially be set to password, you will be guided to change that upon first logon:
This will be **your internal personal password**.

It is important to note that this password will be managed and **viewable** by your organisation's CORS system administrator. (A further strong password will be used by the system for each User's access to the cloud – neither you nor your administrator will ever see this.)

The 'Change User' dialog box has a title bar 'Change User'. Inside, there's a 'User Options' section with the CORS logo. Below it, 'Current User' is 'Lynn'. The 'Change User to:' section has a 'User Name' dropdown and a 'Password' field, with a 'Change User' button. The 'Change Password' section has a note: 'Note: Bear in mind when choosing a new Password that the administrator has access to view passwords.' It includes fields for 'Current Password' (password), 'New Password' (secret), and 'Confirm Password' (secret), with a 'Save Password' button. At the bottom is a 'Log Off' button.

Don't forget:

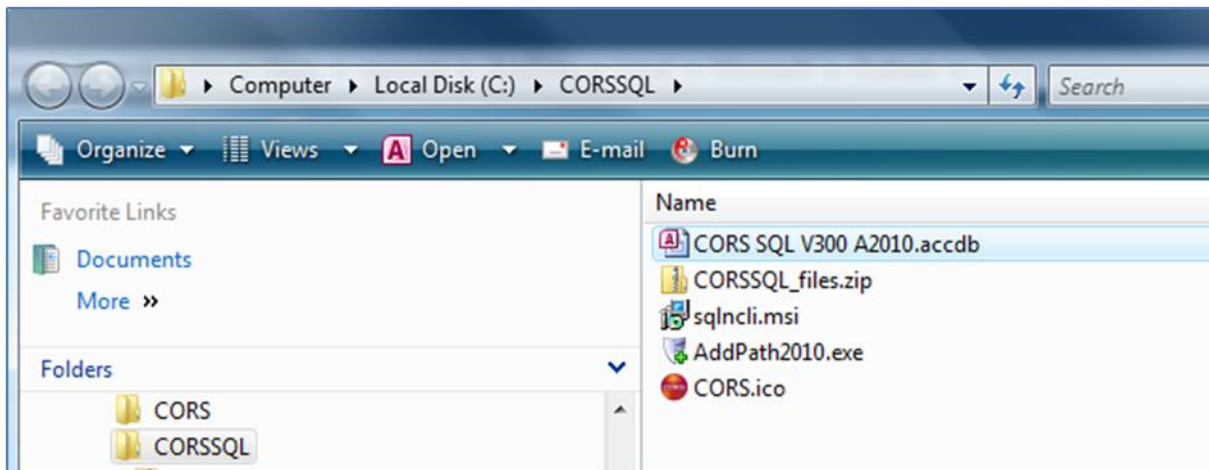
To prevent an irritating question (as to whether CORS can be trusted) appearing at every logon, visit the feature in System Options entitled 'Inhibit Security Warnings':



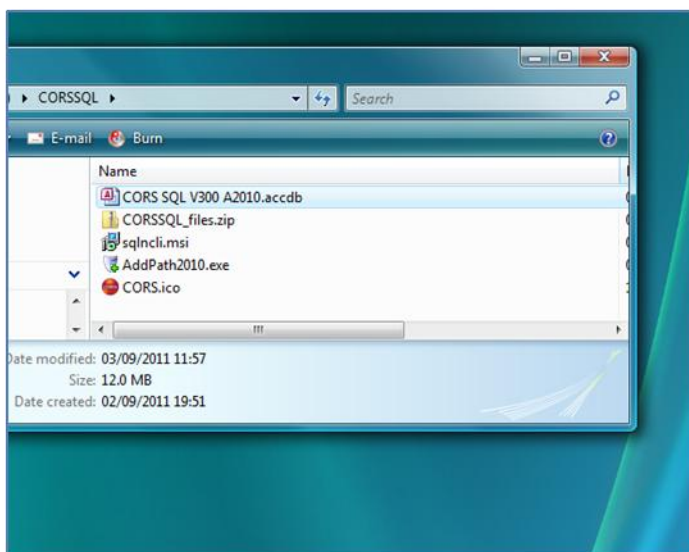
Optional Extra:
Creating an Icon on your desktop

A desktop 'icon' is also known as a 'shortcut'.

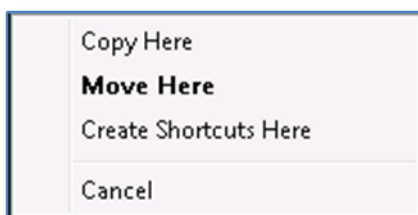
Locate your main CORS front-end program:



Now, you will probably never have used your mouse in this way before, but....
Ensure a part of your desktop is also visible before:



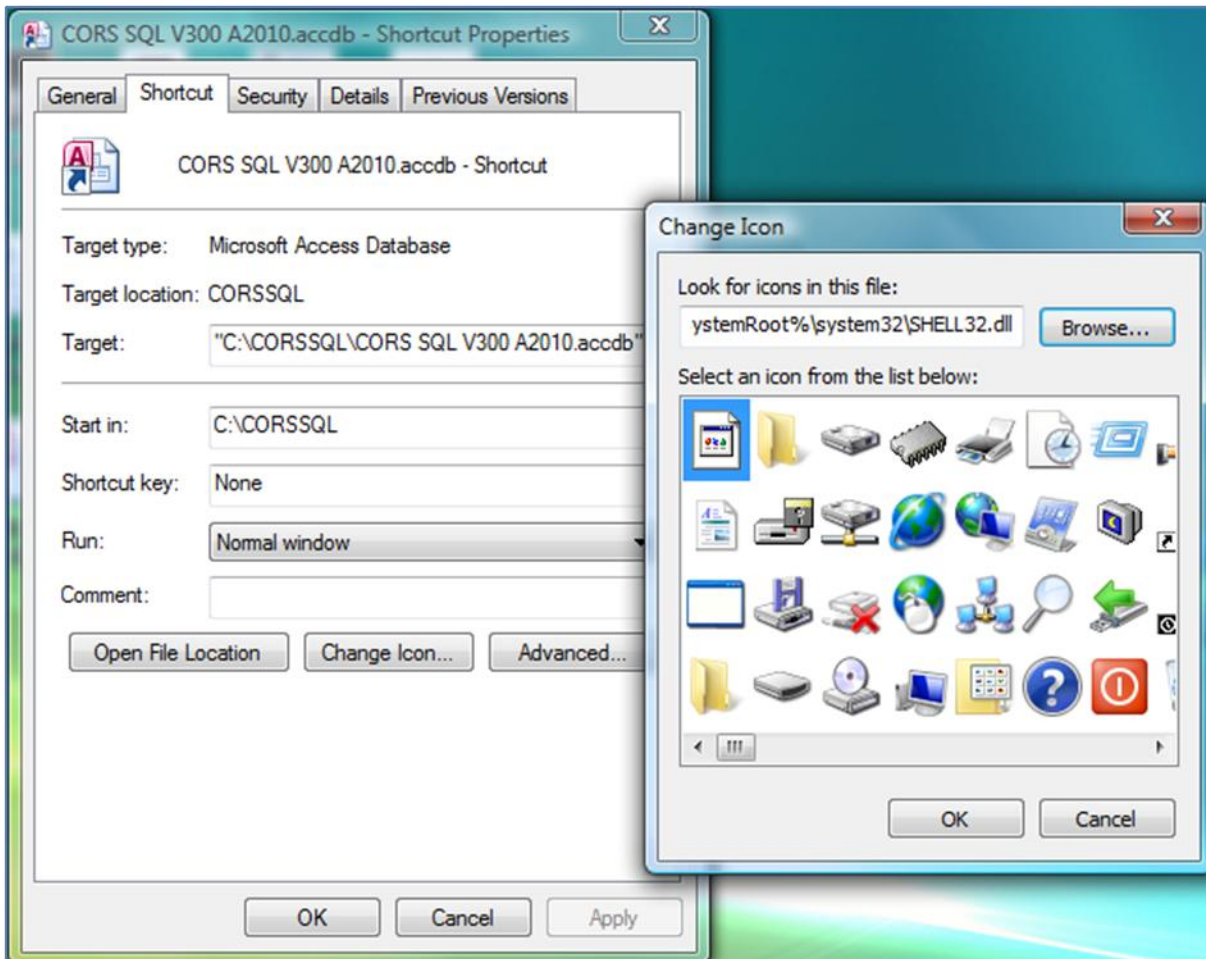
You 'Right-button-click-hold-and-drag' the file 'CORS.accdb' onto the desktop and then let go:



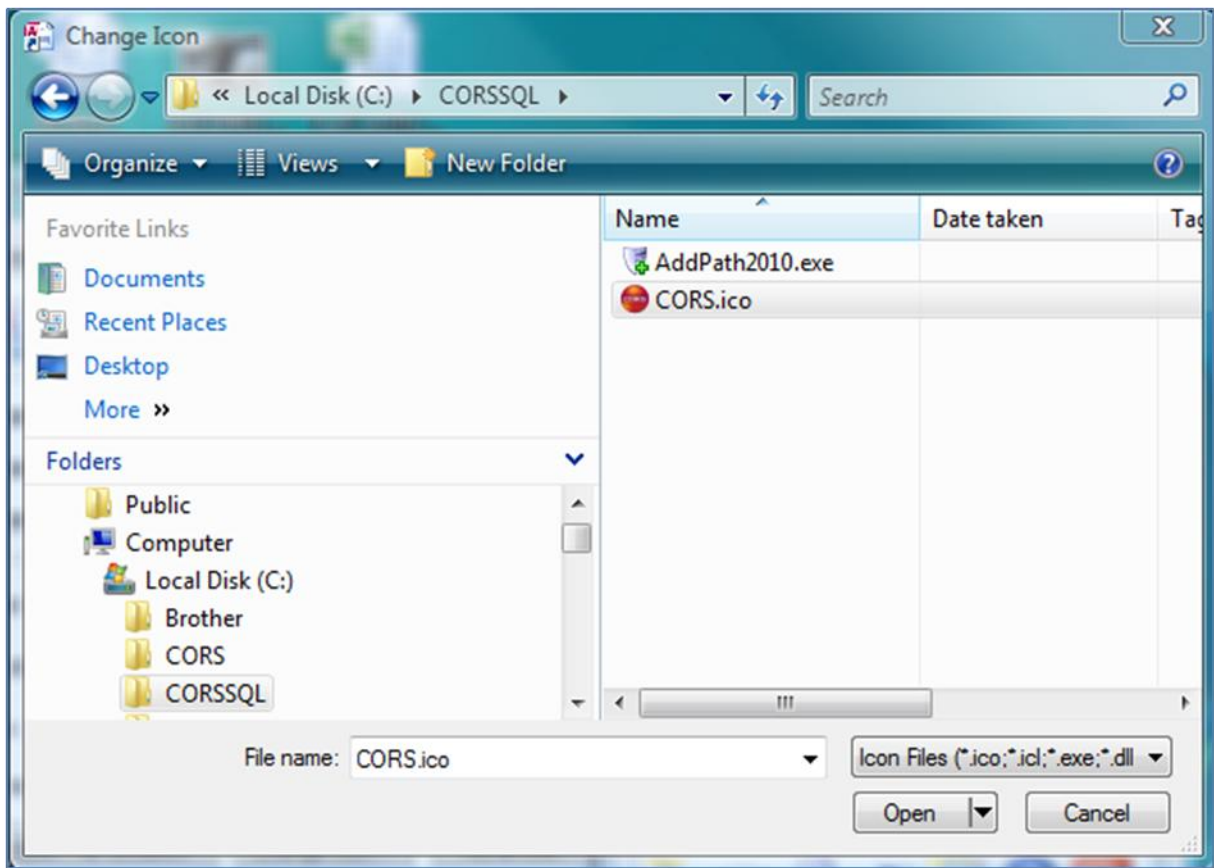
Choose the option to 'Create Shortcut Here'



Right click the resultant object and choose 'Properties'



Choose button 'Change Icon' then 'Browse' and locate the folder containing all your CORS installation files:



Choose the larger of the two icons - cors32x32.ico and 'Open'

To change the text press the function key F2 then edit as desired:



"I already have a previous version of access installed, will there be any conflicts?"

Access 2010 Runtime will co-exist with previous installations of MS-Access.

However, double-clicking to launch an Access file will default to using your new installation of Access Runtime 2010. This can be over-ridden by opening your old version of Access first before selecting your old file(s) deliberately. If you have an existing system running from an icon on your desktop this should continue to work.

You will find, however, each time you switch between one version and the other some installation steps will run.