

Transportation

Instructions to upgrade Trans40Day2011.accdb

From Version 00 to Version 01

Rerelease Date: October 19 2011

Help desk contacts

Jesse Kain at 505-827-7825
Patty Gallegos at 505-827-6639.



Overview

The initial release of Trans40Day2011.accdb has two software bugs.

- The summary report printed more than 1 page.
- On a Windows 7 machine the program encountered an error when exporting to excel. This release fixes those two errors.

Transportation Upgrade History

Version	Date	Description
01	10/19/2011	Fix problem with summary report printing more than 1 page.
00		Initial program release

The screen shots shown in this document were created while executing Microsoft Access 2007. If you are using any other version of Microsoft Access the images might look slightly different. This should not affect your ability to follow the steps listed below.

Do this first

Create a backup copy of the current version of the Trans40Day2011.accdb It is recommended that you name the backup “Trans40Day2011V01.accdb”, however you may use any name other than the original database name. (Trans40Day2011.accdb is probably located in the folder [here](#) C:\Program Files\Transportation 2011). If you don’t find Trans40Day2011.accdb in [this folder](#) than it was installed in another folder. You will need to search for the program and then make a copy.



Instructions to download the upgrade Access database.

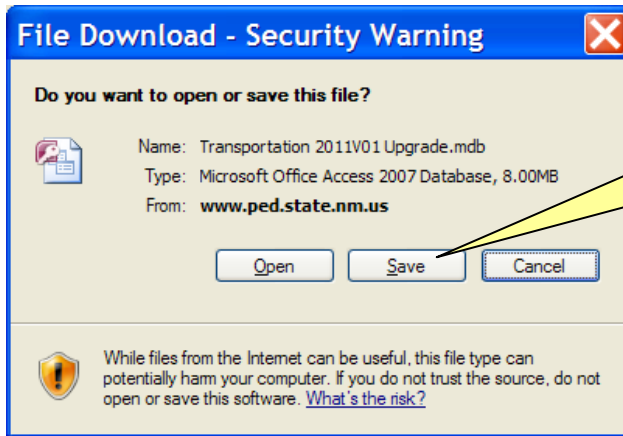
To upgrade (fix) the TRANS40DAY2011New.accdb program the program “Transportation 2011V01 Upgrade.mdb” must be downloaded from the internet. The program can be downloaded at the [PED School Transportation Bureau Webpage](#).

From the [PED School Transportation Bureau Webpage](#) click on the 40th day Upgrade Report link.

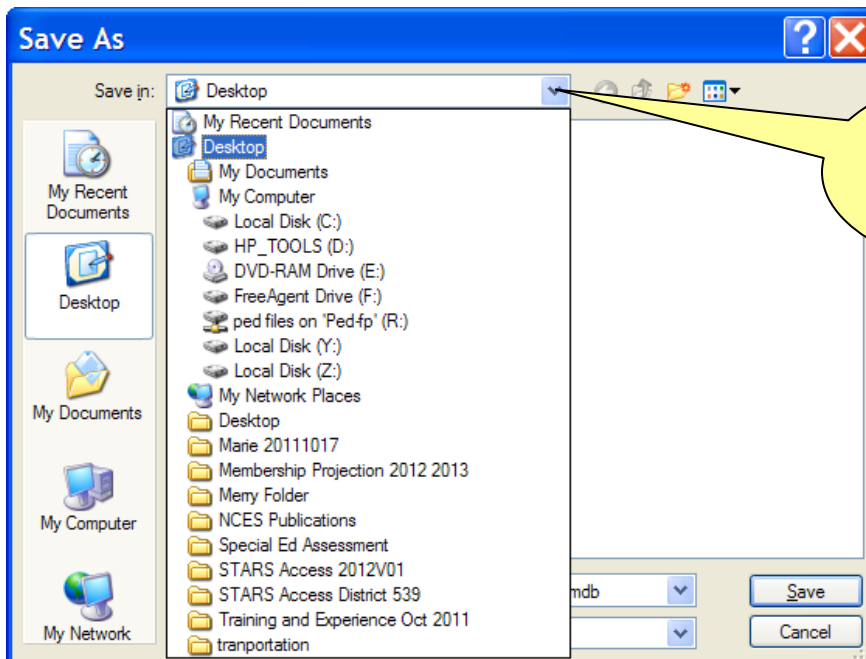
The screenshot shows a Windows Internet Explorer browser window displaying the NMPED School Transportation Bureau website. The browser's address bar shows the URL: <http://www.ped.state.nm.us/div/fin/trans/index.html>. The website header includes the NMPED logo and the name of the Secretary of Education, Hanna Skandera. The main content area features a navigation menu on the left and a central section titled "School Transportation Bureau". In this section, there are two links: "40th Day Report | Instructions ..." and "40th Day Upgrade Report | Instructions ... October 20, 2011". A yellow callout bubble with a black border points to the "40th Day Upgrade Report" link, containing the text: "This link will download the upgrade program. .".



After clicking on 40th day Upgrade Report link the window show below will appear. Click Save.

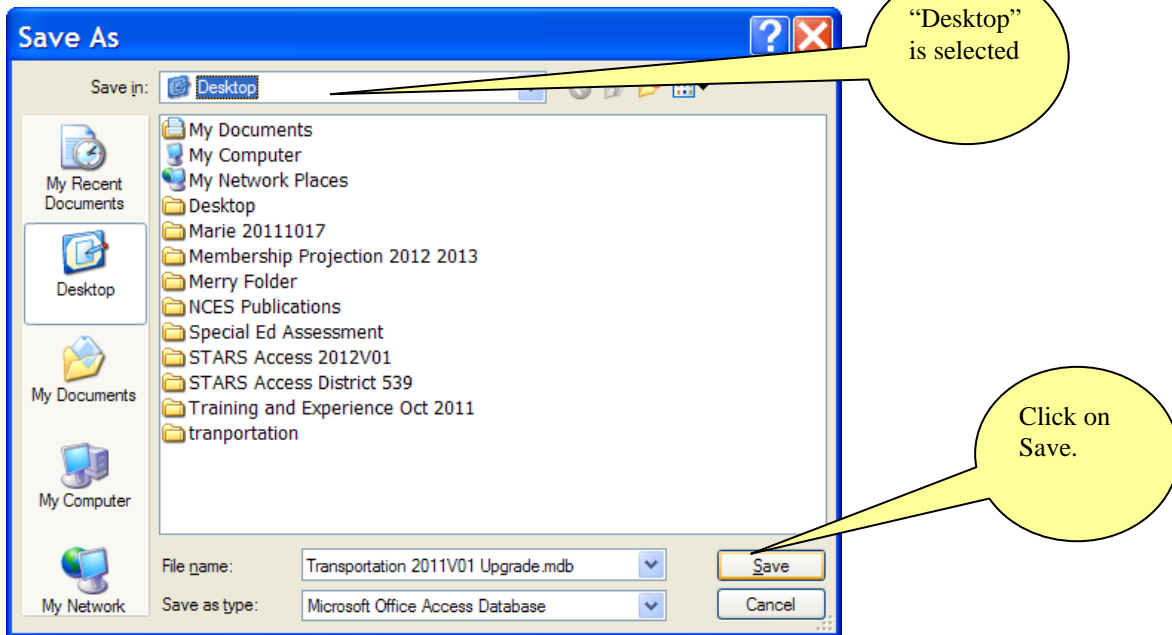


After clicking on “Save” you will be presented with the window below. Use the “drop down” in the “Save in” box to navigate to your desktop. (You may place the program anywhere but your desktop is recommended.) The window may look different depending on the operating system you are using.

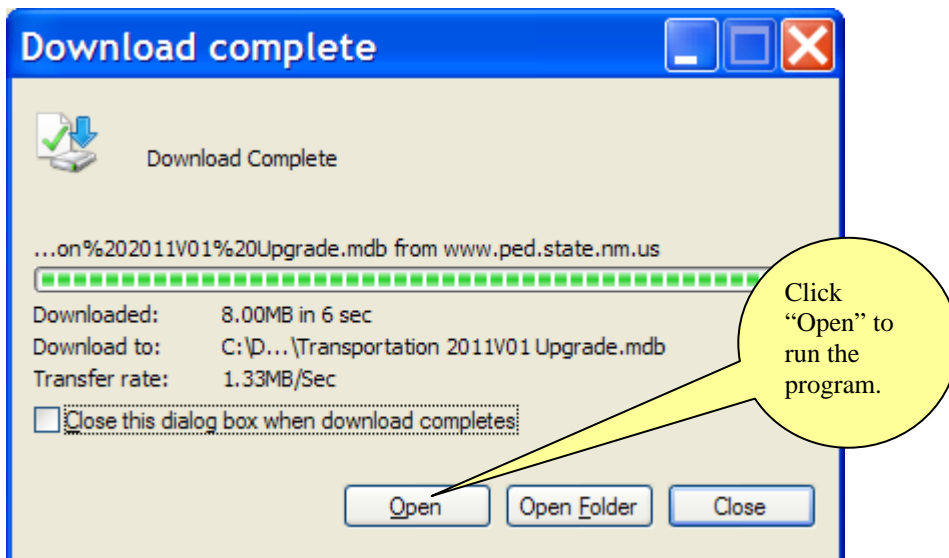




After selecting “Desktop” click on “Save”



Once downloaded the “Download Complete” window will be displayed. The program has been placed on your desktop and you can run it from your desktop. You can also run the program by clicking “Open”.





Instructions to upgrade Trans40Day2011.accdb

1. On the window below, Step 1 is just a reminder to use the correct version and back up your database before continuing.
2. Complete Step 2 on this window by either
 - a) (Recommended) Accept the screen defaults. Do nothing and continue to Step 3). This will only work if all defaults were taken during the original installation of TRANS40DAY2011New.accdb. (Try this, if it doesn't work you can try b) below.)
or
 - b) Click the "Browse" button and navigate to and select "TRANS40DAY2011New.accdb". (You will need to know where the program was installed. Use this if you didn't accept the defaults when initially installing TRANS40DAY2011New.accdb)
3. Continue with step 3 by clicking on the 'Upgrade TRANS40DAY2011New.accdb' button.

Transportation
Upgrade #1 for TRANS40DAY2011New.accdb

Step 1
If you have not already done so, backup your current database before continuing.

Step 2
Enter the 'Full Path Name and Database Name' in the text box below by either:
1) Using the default information identified when the program was first installed (currently entered as the path below)
or
2) Use the browse button to find and return the location of TRANS40DAY2011New.accdb

Full Path Name and Database Name
C:\Program Files\Transportation 2011\TRANS40DAY2011New.accdb

Step 3
Click the button below to update TRANS40DAY2011New.accdb

Update TRANS40DAY2011New.accdb Quit Application

Click here if you want to find and select the database.

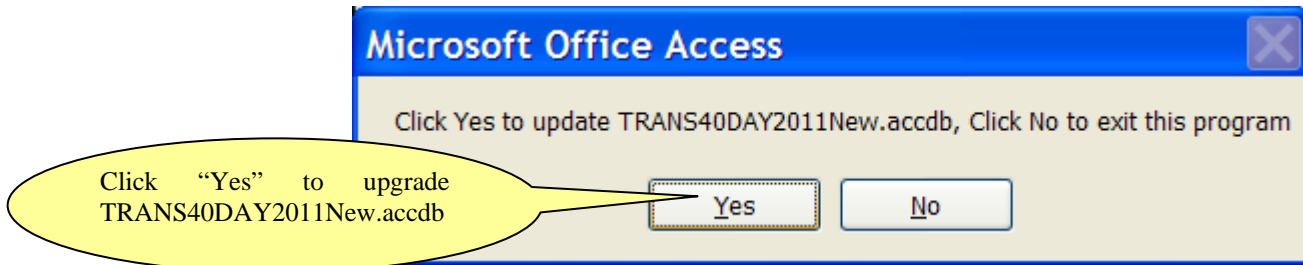
The screen defaults to the installation path. This path most likely has your database.

Click here to upgrade to TRANS40DAY2011New.accdb

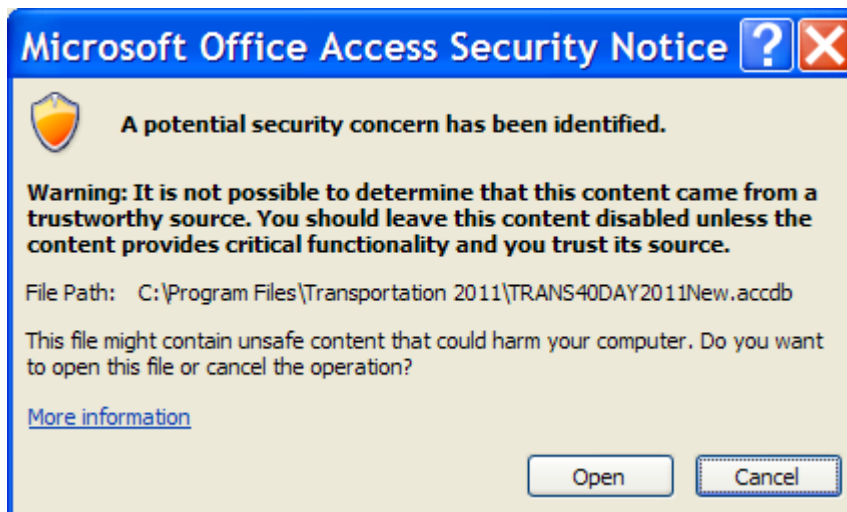
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4. After clicking on the 'Upgrade TRANS40DAY2011New.accdb' button the following "pop up" will be displayed.

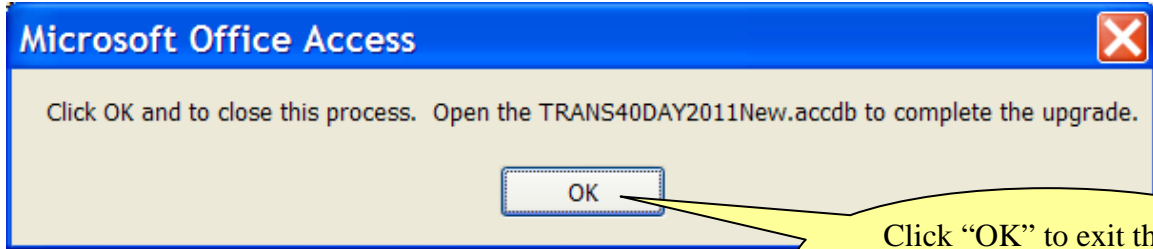


5. Click "Yes" to upgrade TRANS40DAY2011New.accdb, click "No" to exit the program. Clicking "No" will cancel the upgrade and exit the upgrade program.
6. Clicking "Yes" will upgrade 2011\TRANS40DAY2011New.accdb.
7. If you encounter the window below, just click "Open" until the window disappears. (I had to click 5 times)





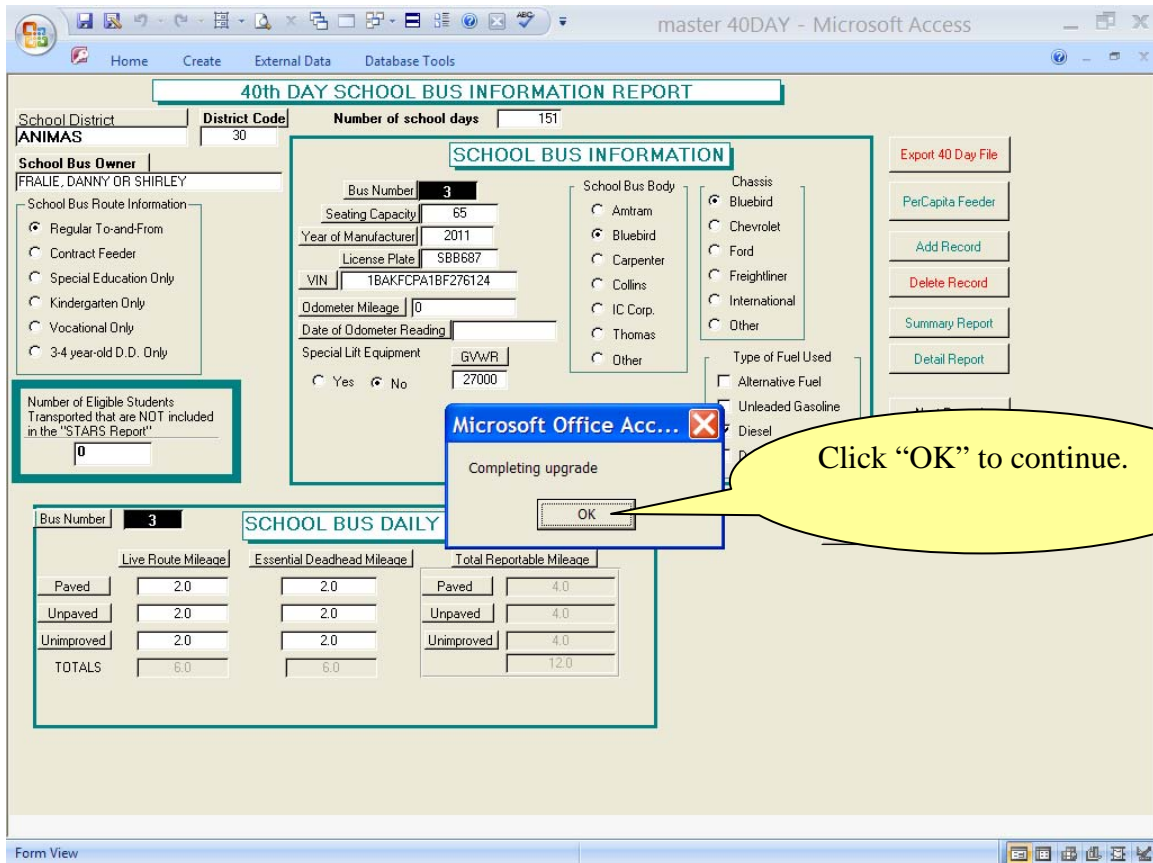
8. Once the upgrade is completed the “pop up” below will be displayed.



9. Click OK. The upgrade program will close.

10. Complete your installation by opening the current version of TRANS40DAY2011New.accdb. (Open the program like you normally do.)

11. Upon opening TRANS40DAY2011New.accdb you will see the following





Important: If you do not see the “Completing Upgrade” dialog shown above then your upgrade failed. Call Jesse Kain at 505-827-7825 or Patty Gallegos at 505-827-6639. You can continue to use the database. The summary report will still print multiple pages and the export to excel will still fail on Windows 7.

12. After clicking OK you will see the dialog box below. Click OK. The upgrade has completed. You can now proceed to use TRANS40DAY2011New.accdb.

