

# BAAC, Inc.

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## WWW.PSTCORP.COM

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Thank you for purchasing *R-Family*, a family application using an MS Access database.

Our website is <https://www.pstcorp.com>, feel free to contact us should you need any help getting this installed and started. This is the full design version so you can make any changes to a program you own. We can also remote connect using Microsoft Quick Assist or we do use a free program named Distant Desktop.

<https://www.baac-database.com/program-support/support-pricing>

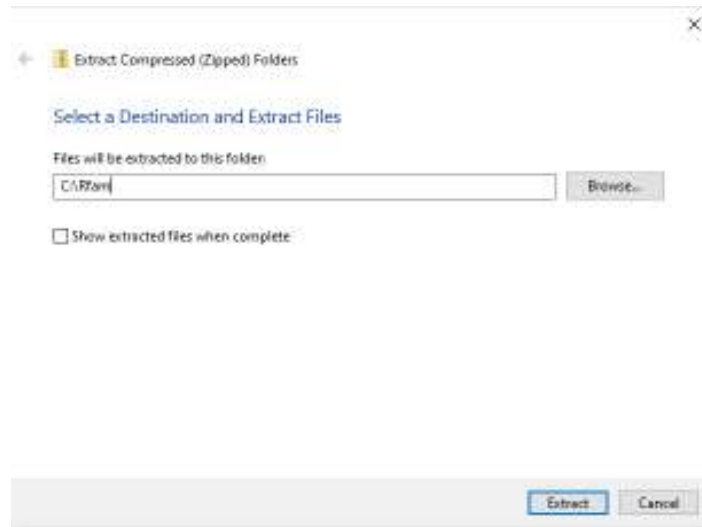
We would appreciate any feedback on the program, email us at [baac@pstcorp.com](mailto:baac@pstcorp.com). We use this data to continually improve and update the program.

### R-Family Install

Should you need assistance with installation please email us at [baac@pstcorp.com](mailto:baac@pstcorp.com). You may need to allow us to remote connect to your computer remotely for this assistance. We currently use Distant Desktop for this and can email you instructions. It is simple one file .exe needed to remote connect. English only please. BAAC also provides full design versions of our database applications. If you would like a procedure to convert the file that opens the application to .accde just perform a save and publish function. .accde applications do not allow for any design changes.

1. If you do NOT have MS Access, Click the link (on our website as well) to download MS Access Runtime <https://www.fmsinc.com/MicrosoftAccess/runtime/index.htm>. The link will take you to a site offering free downloads of a variety of MS Access Runtime versions. There are both 32 bit and 64 bit versions; the RfamInstall.zip file contains applications for both versions.
2. On the CD is both a RfamInstall.zip and RfamInstall.exe, the .exe will auto install to C:\Rfam and provide an option for a shortcut and open the program when complete and go to the NOTE just before step 10. For those that prefer unzipping manually, use the .zip file and continue.
3. Right Click the RfamInstall.zip file and select "Extract All"
4. Change the path where you will unzip the files to C:\Rfam (you can turn off show extracted files when complete), then click Extract at the bottom, the form will look like this:

**NOTE:** Never Repeat the Extraction after you have started Data Entry. It will overwrite any existing data. Now you can unzip to a different location like C:\Rfam\Copy if you just want some refreshed files like the application or support files and copy/replace then in the C:\Rfam folder. **Never** copy/replace the **Rfamdata.mdb** file.



5. Now go to C:\Rfam folder and find the file Rfam.accdb (for MS Access 32 bit) or C:\Rfam\64bit and find the file Rfam.accdb (for MS Access Runtime 64 bit). Right Click the file and select Copy.
6. Go to your desktop and Right Click an empty space and select Paste Shortcut, NOT just Paste but Paste Shortcut.
7. You may right click the new shortcut and rename if desired.
8. IF you installed MS Access Runtime go to the C:\Rfam folder and run the AddPath.exe if you installed Runtime 2007, OR for other versions run that AddPath file. Note AddPath2016.exe is for both Runtime 2016 and above.
9. Open the new shortcut just created.

**NOTE: IF you receive a message that the database was created with a 32 bit version, this means you have Office 64 bit, go to C:\Rfam\64bit and use Rfam.accdb in place of C:\Rfam\Rfam.accdb in step 4-7 above.**

**IF you receive a security warning click OK to open, click halt to any prompts that fail because trusted locations have not be set, Now C:\Rfam must be set as a trusted location (step 10-19),**

### **Setting Trusted Locations for MS Access :**

10. For Access 2007, click the Microsoft office icon in the upper left, then click Access options For Access 2010/2013/2016/2019 and above, click File, and then click Options
11. Click Trust Center on the left
12. Click Trust Center Settings on the right
13. Click Trusted Locations on the left

14. Click Add new Location near the bottom right
15. Type in the path or copy paste this --- C:\Rfam
16. Check the box labeled "Subfolders of this location are also trusted"
17. Click OK
18. Click OK, Click OK
19. Close MS Access
20. Reopen the program via the shortcut created in step 5-6
21. Click Auto Login to open the main menu or if you prefer: the user ID is "Admin"---Press **Enter** on your keyboard.
22. The user password is "Super",----Press **Enter**

**NOTE: If you want to remove the program from your PC, simply delete the entire C:\Rfam folder. There will also be command buttons to open the Quick Reference Guide to assist in setting up and using the program.**

23. The Main Menu will load. Here is a quick getting started guide:

**NOTE: WE do offer data import services, should you desire to avoid data entry time and have your data in an electronic format, contact us at [baac@pstcorp.com](mailto:baac@pstcorp.com) for a low cost quote. Most data imports can be completed for less than \$50.00.**

24. The Main Menu will load. Follow the setup steps below to get critical info into the system
  - Click the "Home Info/ Setup Checklist" button on the main menu, enter your Family information then click the setup checklist. Go thru each button to setup items for drop down lists.
  - Add Financial Accounts and add/edit chart of accounts provided
  - Add your categories to assign to your contacts
  - Add any Family user info if you want others to have a different logon admin/password
  - Add Inventory / Locations for items owned or areas to maintain.

You can now use the other functions with the Quick Reference Guide to go thru the program.

Regards,

Ron Oimoen, Individual Developer.  
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