Ron Oimoen

BAAC-DATABASE.COM

Welcome and thank you for trying our ***ZUD CMMS MS Access database*** program. Our email is rono@pstcorp.com and phone is **352-258-2594.**

For ZUD support, the office is staffed from 8-5 PM Monday through Friday Eastern Standard Time. Your purchase includes assistance with getting the program installed/running on a single PC. BAAC, Inc. also offers low cost annual phone and/or email support that also includes:

- Import of Equipment/Inventory/Vendors information
- Add Logo
- Training as needed
- Responses to your phone/email questions/problems, if not immediately, we average within 2 hours we will return your email/phone.
- Once click Off site data backups, if ftp transfers are allowed.

To view our Standard Costs for Support and other services, visit:

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

Regardless whether you opt for our support, we would appreciate any feedback on the program, email us at rono@pstcorp.com . We use this data to continually improve and update the program.
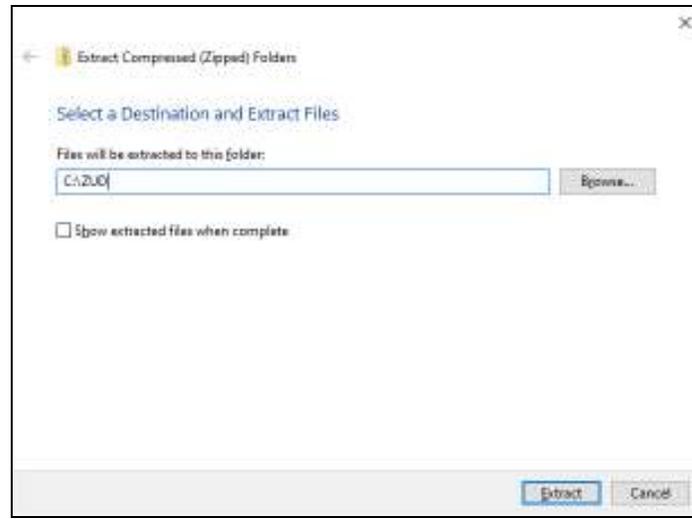
ZUD Install

Should you need assistance with installation please email us at rono@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. Ron also provides full design versions of our database applications. If you would like a procedure to convert to a .accde just perform a save and publish function.

1. If you do NOT have MS Access, Click the link on our website 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 ZUDinstall.zip file contains applications for both versions.

2. You can download a ZUDFiles.zip which is the one to use to install by unzipping or you can Download ZUDInstallFile that contains an .exe file to install to C:\ZUD and provide an option for a shortcut and open the program when complete, then go to the NOTE just before step 10. For those that prefer unzipping manually, use the ZUDFiles .zip file and continue.

3. Right Click the ZUDfiles.zip file and select "Extract All"

4. Change the path where you will unzip the files to C:\ZUD (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:\ZUD\Copy if you just want some refreshed files like the application or support files and copy/replace then in the C:/ZUD folder. **Never** copy/replace the **ZUDdata.mdb** file.

5. Now go to C:\ZUD folder and find the file ZUD.accdb (for MS Access 32 bit) or C:\ ZUD \64bit and find the file ZUD.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:\ZUD 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:\ ZUD \64bit and use ZUD.accdb in place of C:\ZUD\ZUD.accdb in step 4-7 above.

IF you receive an open warning click OK to open, then C:\ZUD must be set as a trusted location (step 10-19), in the event you did not do step 8 or perhaps did the wrong one.

10. The **ZUD** Log on form will load, **IF you did NOT** install Runtime and have the full version of MS Access. Then follow this **ONE TIME** procedure to set C:\ **ZUD** folder as a trusted location.

Setting Trusted Locations for MS Access:

11. 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

12. Click Trust Center on the left
13. Click Trust Center Settings on the right
14. Click Trusted Locations on the left
15. Click Add new Location near the bottom right
16. Type in the path or copy paste this --- C:\ZUD
17. Check the box labeled "Subfolders of this location are also trusted"
18. Click OK
19. Click OK, Click OK
20. Close MS Access

21. Reopen the program via the shortcut created in step 8

22. Click Auto Login to open the main menu or if you prefer: the user ID is **Admin, then Press Enter** on your keyboard.

23. The user password is **Super, then Press Enter**

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