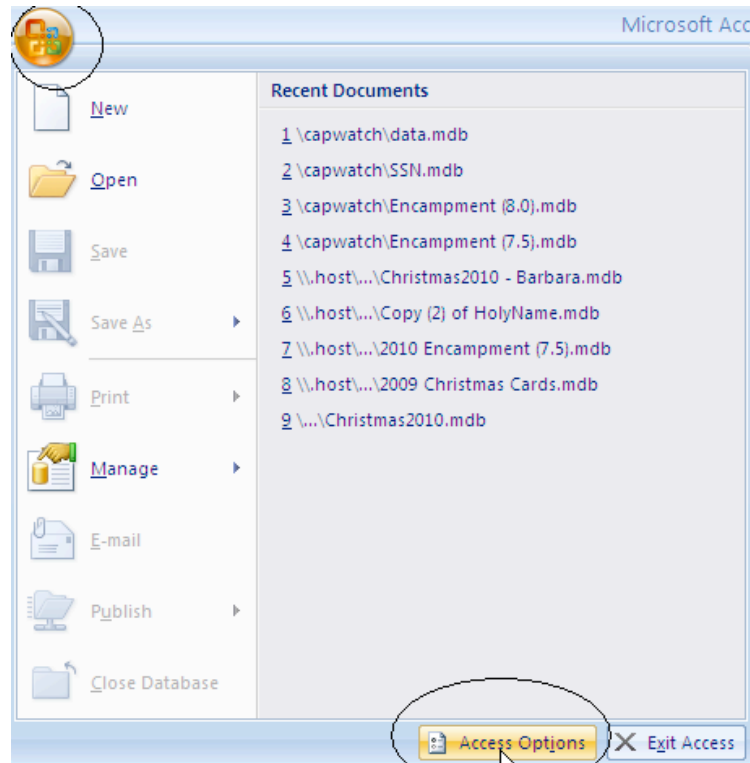


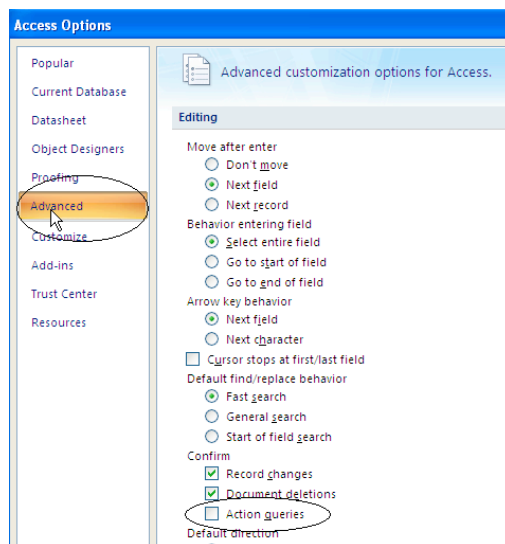
## ACCESS 2007 Initial Set Up of Access (December 15, 2010) (Do this BEFORE trying to open the Encampment Management Program)

### UNCHECK ACTION QUERIES:

1. Start MS Access 2007
2. Go to the Windows ICON (top left corner)

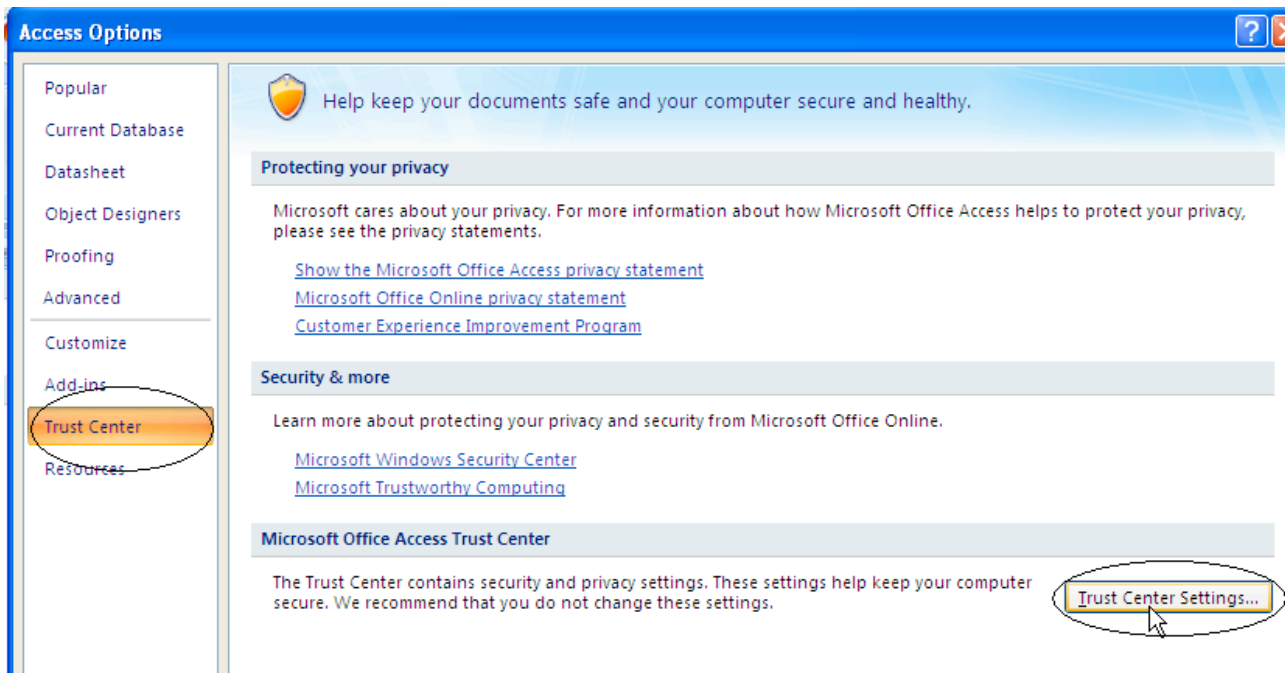


3. Click on Access Options Button (Lower right corner)
4. Click the Advanced Button, then UNCHECK the Action Queries Box.



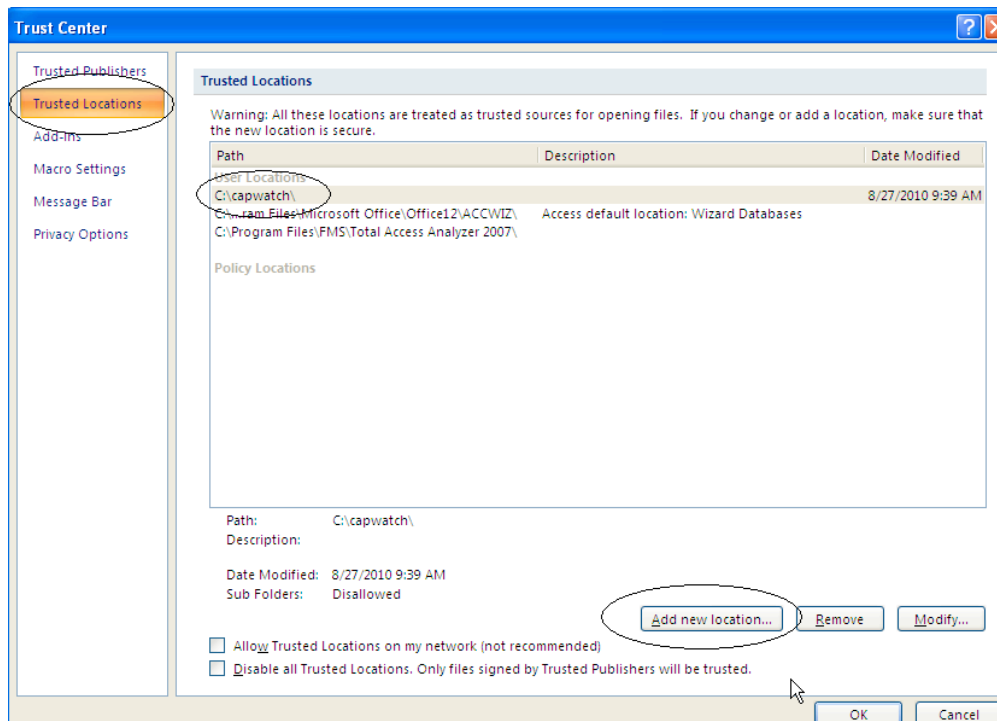
## ADD TRUSTED LOCATION:

1. In the Access Options area, click on the Trust Center Button.



2. Click the Trust Center Settings in lower right hand corner.

3. In the Trust Center, click the Trusted Locations button.



4. Add a new Location - C:\capwatch.

### **SETTINGS FOR ACCESS 2003 and EARLIER:**

Earlier versions of Access simply need to have the Action Queries box unchecked.

Load Access, then load an empty blank database. (DO NOT LOAD THE ENCAMPMENT MANAGEMENT PROGRAM)

Click on the TOOLS option on the top menu.  
Go to Edit/Find, and unclick Action Queries.