How to Move the Database to a New Server

Overview: Our objective is to make all elements of the Appilistic Clubhouse Database work as well after the move as they did before. This is actually fairly easy, because of the use of a mapped drive (S, T, L or Z) for all server related functions, e.g. data access, installation files, help videos, attachments, etc. After moving the server files, our main task will be to redirect all satellite computer (user workstation) database mappings to the new server location.

Procedure:

1) Backup up the database.

2) Note the mapped drive currently being used for the Appilistic Clubhouse Database (S, T, L or Z). This will be the same on all workstations. "S:" is assumed in the discussions below.

3) Identify the current location of the database on your server. It generally resides in a folder named "Clubhouse", "Clubhouse DB" or "Appilistic" and will contain most of the sub folders pictured below:
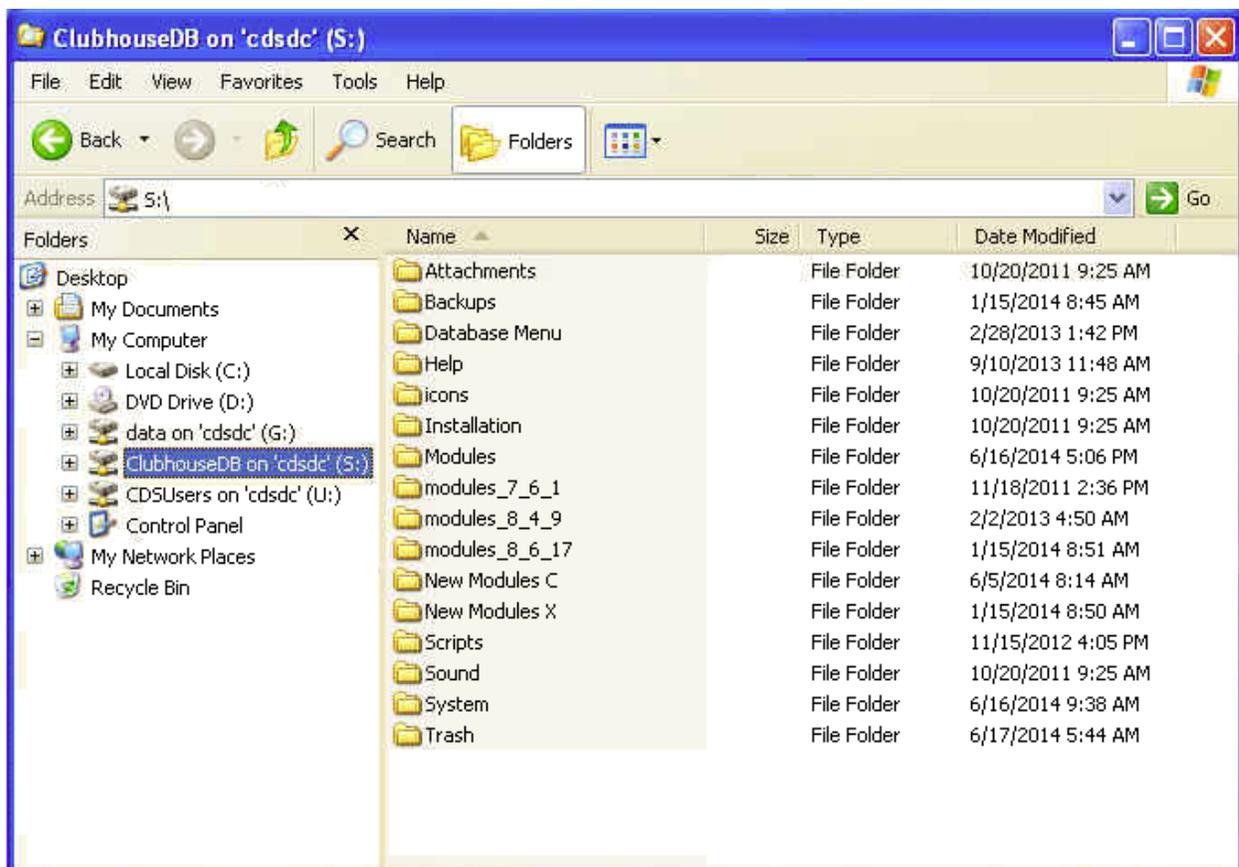
4) Copy the entire database file structure and place it in the desired location on the new server.

> **TIP:** The most important file is "S:\modules\clubhouse.mdb", your data file. Make sure that it isn't lost or damaged.

5) Share the new location of the database. This step is not required if the database file structure is placed within an area of the new server that is already shared.

6) Carefully determine the network address for the new server location. Select one of the user workstations that will be used for database access. For a single Windows User ID, remap the database drive to the new server location.   Using Windows Explorer, verify that you are mapped to the new server location and that the data file can be found at "S:\modules\clubhouse.mdb".

> **TIP:** Windows Explorer can be slow to update the path of remapped drives in its left scroll window. For positive indication that you have remapped to the new location, place a small text file with a uniquely identifiable name such as "NewServer_2015-04-15.txt" in the root of the new server database share. Look for "S:\ NewServer_2015-04-15.txt " to verify the drive mapping.

7) After completing the previous step, use the existing desktop database shortcut to log into the database from this workstation. Reconfigure the database for the new network address:

- This step only needs to be done once

- Log in to the database using a User ID that has administrator permissions

- Navigate to the configuration module

- Open System Configuration and enter the new network address in the appropriate home panel field.

> **TIP:** If the desktop database shortcut is missing, a copy can be found in the "C:\Clubhouse DB\Database Menu" or "C:\Appilistic\Database Menu" folder. Copy and Paste (**DO NOT** drag and drop) the spare shortcuts to the desktop. If you drag the shortcuts out of the Database Menu folder, they will not be available the next time they are needed.

System Variables and Configuration

Last Update 6/11/2014

General | Personal Folders | Attendance | Education | Employment | Supports | Goals | Nesting | Security | Data

HIPAA - Emergency Information Sheet Release Statement (optional)   ☑ Show Release Statement on all Emergency Information Sheets.

Release statement signature indicates agreement that the signatory's personal medical information may be printed on Emergency Information sheets and may be released to responding medical personnel in emergencies and for other reasons relating to the individual's health and safety.

Free Trial Period
Start Date   5/10/2012
Length (Days)   0

Features
☑ Make aliases available for all data entry. Data will automatically be grouped under the individual's given name for reporting purposes;
☑ Video Help Enabled

MS Access Compatibility
◉ MS Access 2000 and newer (.mdb w/ local workgroup)
○ MS Access 2000 and newer (.mdb w/ system workgroup)
○ MS Access 2007 and newer (.aacdb - FUTURE)
○ Access 2007 and newer (.aacdb - FUTURE)

Module Updates
○ Updates Off
○ On (prime.bat)
○ On (prime.vbs)
◉ On (prime.mdb)

Default Country
United States

User Interface
Edit User Interface

Installation Configuration
Version Available V.8.6.12
Server Path S:\
Local Path C:\Clubhouse DB\
Network Address \\YourServerName\PathToDB ⬅

Login Language English
Login PD Menu Name Order Lastname Firstname Initial
☑ Default JAWS Mode

Default Report Name Order Lastname Firstname Initial
Default Mail Name Order Firstname Initial Lastname
Default ID Report Name Order External ID

8) For a smooth transition, you **MUST** now deactivate the original location of the database. Deactivation may be accomplished by performing any ONE of the following steps:

- Rename the original data file on the old server (S:\modules\clubhouse.mdb)

- Move the original data file

- Delete the original database file structure (at least S:\modules\clubhouse.mdb)

- Permanently turn off the old server

- Remove the old server from your network

9) Now, log into each remaining workstation that will be used to access the database. Complete the remapping for one Windows User ID. Then, log into the database. The new Network Address will automatically be imported when you log into the database.

> **TIP:** Once this step has been completed for a workstation and deactivation of the data file at its original has been completed, the database is capable of remapping additional Windows User IDs on the workstation automatically.