



Bookstore  
Manager

# Bookstore Manager

Technical Information Document

## Exporting to ACCESS for Custom Reports

### Document Information:

Category	Software	O/S	WinX	Last Modified	07/06/04
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### Document Summary

This document details how to export your BSMGR data to a Microsoft® Access database. Once the data is in the database, you will be able to make your own custom Queries and Reports.

### Document Contents

**\*\*\*NOTE 1\*\*\* All data that is exported will be written to the file BSMGR.MDB located in the BOOK folder.**

**\*\*\*NOTE 2\*\*\* You must have Microsoft Access XP (2002) or later**

**\*\*\*NOTE 3\*\*\* If you run the SCHEDULE program automatically at night, you can schedule the Access export to run nightly. Run SCHEDULE at Enter Program Name. On the Utilities tab, check the box labeled “Generate Access DB Nightly”. Choose <Save=F5>. IMPORTANT: If Access is configured to show a “Security Warning” before opening a file, you should not enable the nightly Access export.**

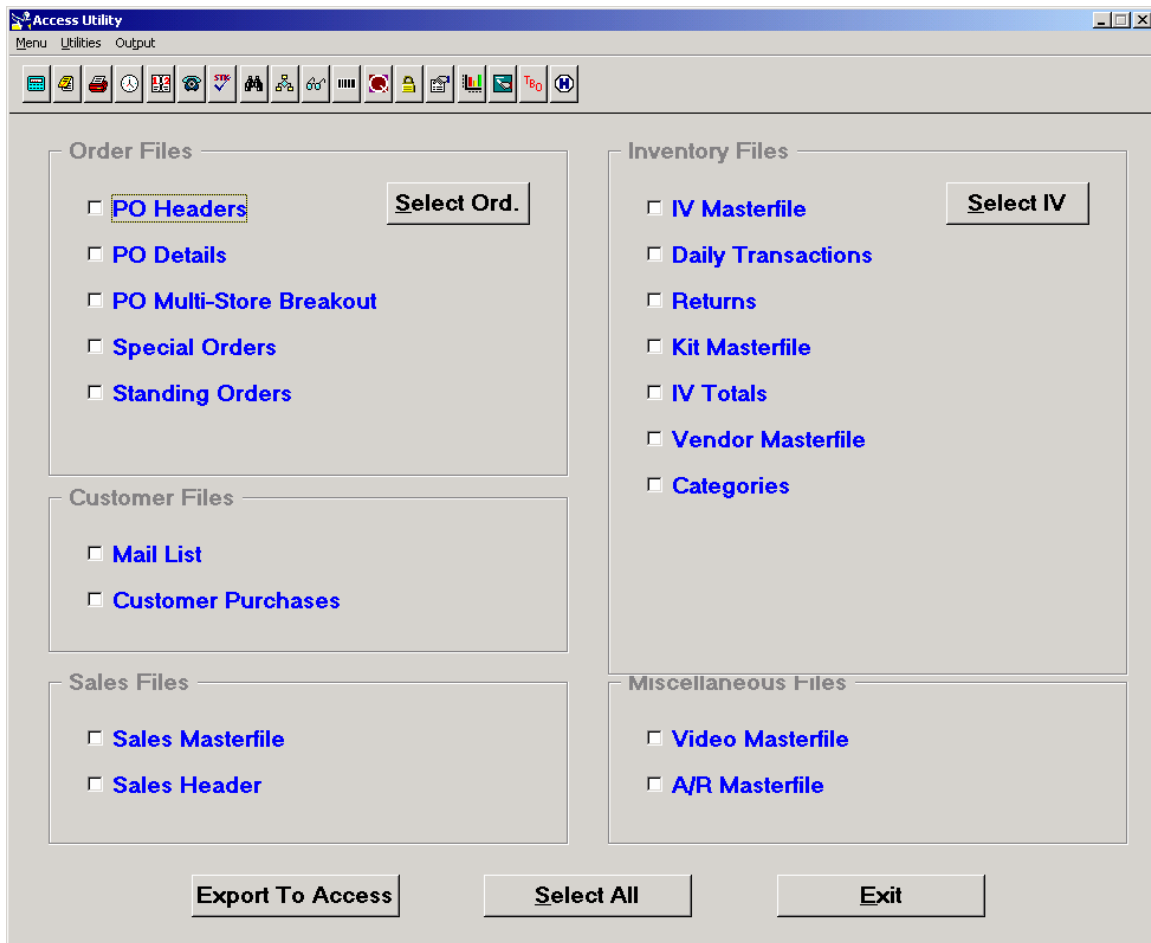
**\*\*\*Requirements\*\*\* You must have Microsoft® Access installed on the computer that is going to export your data.**

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## Step 1: Export to Microsoft® Access

1. At Enter Program Name, type ACCESS.



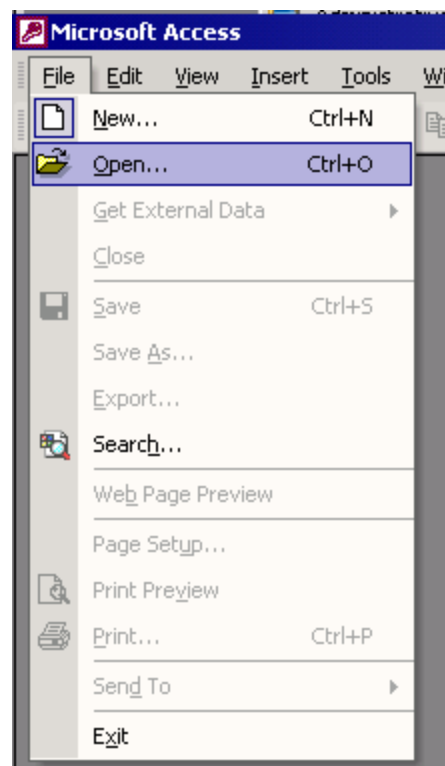
1. Check off the box's you wish to export to ACCESS.
  - a. Remember! You can click **<Select All>** at the bottom of the screen.
  - b. You can also select all of the Order files by clicking **<Select Ord.>** or to select all of the Inventory Files, click **<Select IV>**.
2. Once you have selected the files you wish to export, click **<Export to Access>**.
3. This will send the data to the file BSMGR.MDB in the BOOK folder/directory.

## Step 2: Creating Custom Reports

1. Open Microsoft® Access



2. Click File, then Open



3. Type in D:\BOOK\BSMGR.MDB or browse to your \BOOK folder and locate the file BSMGR.MDB. (replace D with your BSMGR drive letter)



4. Once it opens the BSMGR.MDB, click Queries and then create your custom Query.

