

DB2 User Database Instructions



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Purpose

These instructions detail the DB2 User Database, its purpose, how to use the database, and how to install new sample reports from OPSSoftware.

Before you begin

You must have Microsoft Access installed on the computer you will be using. Currently, the DB2 User Database supports both Access 2000 and XP.

Must be on current DB2 version:

Make sure you perform a server update before following these steps. Recent changes to the DB2 User Database and the maintenance programs are required for successful operation.

Map a drive to your DB2 folder:

You must make sure that you have a permanent read/write network drive on this computer that is mapped to your DB2 folder on your server running DB2. This mapped drive must point to the DB2 folder and the DB2 folder only. You may need to first share the DB2 folder on your server if it is not already enabled for sharing.

Once a mapped network drive is established, make sure it is set to reconnect when you restart your computer. Do not disconnect this mapped drive and do not change the drive letter or you will encounter problems accessing your User Database.

Install Microsoft Access on the workstation:

If you want to access the DB2 User Database, then you must have Microsoft Access 2000 or XP installed on the workstation computer. Although some of the DB2 programs will work without Access, it is required that you install Access on all workstation computers using the DB2 User Database.

The Office Update Site:

You should make sure that all updates to Microsoft Office are applied to your computer before using the DB2 User Database. Many viruses take advantage of Office and Outlook to send viruses both to your customers and others on your local network.

Visit the Microsoft web site at www.microsoft.com.

Choose the 'downloads' link and then the Office Update link.

Download all critical updates and keep coming back to the site until no more critical or recommended updates are available for your computer.

Install DB2 Workstation:

You should install the DB2 workstation applications on any workstation accessing the User Database. See the DB2 Workstation Installation Instructions for detailed instructions.

User Database Overview

The DB2 User Database is designed to provide an interface to the primary DB2 database files. Data is organized in the DB2 file system in a series of tables containing similar information. Tables can be related to spread sheets containing column headings and several rows of information containing the actual data related to the column headings.

User Database is ‘Linked’:

You will see the term ‘linked’ used throughout the DB2 User Database and in this document. The DB2 User Database does not contain the actual data; instead it contains ‘links’ to the underlying databases. This approach allows you to access the many different DB2 databases from a single location. This single linked database allows you to easily access contract and item data, customer and sales data, and any other relational data you may need. All the relationships between the different databases are established for you, eliminating the need to understand how your data interacts. Simply adding the contract file to a query, and then adding the item database causes the relationships to automatically appear.

Refreshing the Links:

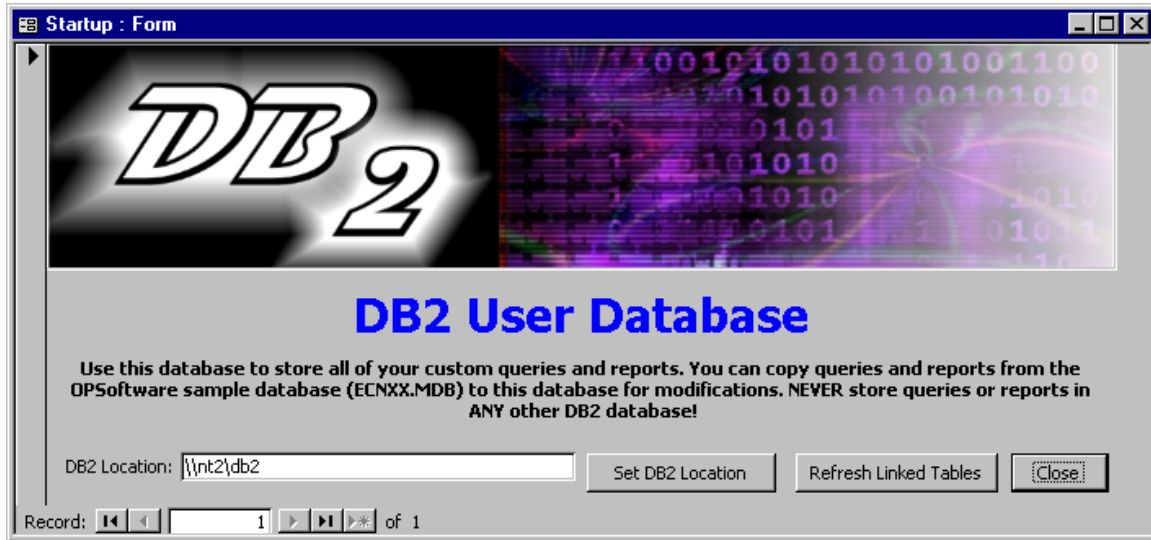
The term refreshing the links refers to updating or ‘refreshing’ the linked tables in your user database with their underlying source tables. There are two ways to refresh the links in your user database covered in this document.

Opening the User Database in Access:

You can open the User Database from Access with the File – Open menu, or just browse to the location of your user database (ECNUS.MDB) through my computer or Windows explorer and then double-clicking the file.

User Database Startup Screen:

When you open the User Database, you will initially see a start up screen:



If this is the first time you have opened the User Database, then make sure to carry out the First Time User Database Setup instructions or the User Database Update program instructions.

If you have already performed the first time setup, or the User Database Update program instructions, then click the Close Button to dismiss this screen and start using your database.

First Time User Database Setup:

If this is your first time opening the User Database, then make sure you perform the following steps:

1. Enter your DB2 location in the provided box. You must use the UNC path name for this location! The UNC path name consists of two back-slashes (\\) followed by the computer name containing the DB2 database files, another back-slash and then the DB2 folder name. Example:
\\myserver\db2.
2. Click the Set DB2 Location Button. You must click this button after entering or changing the DB2 location!
3. Click the Refresh Linked Tables Button. This action is required to update the links to your DB2 database anytime you change the DB2 location.

Alternatively, you can use the User Database Update program to perform these same, and more, functions. See the User Database Update program instructions contained later in this document.

The OPSoftware Distribution Database

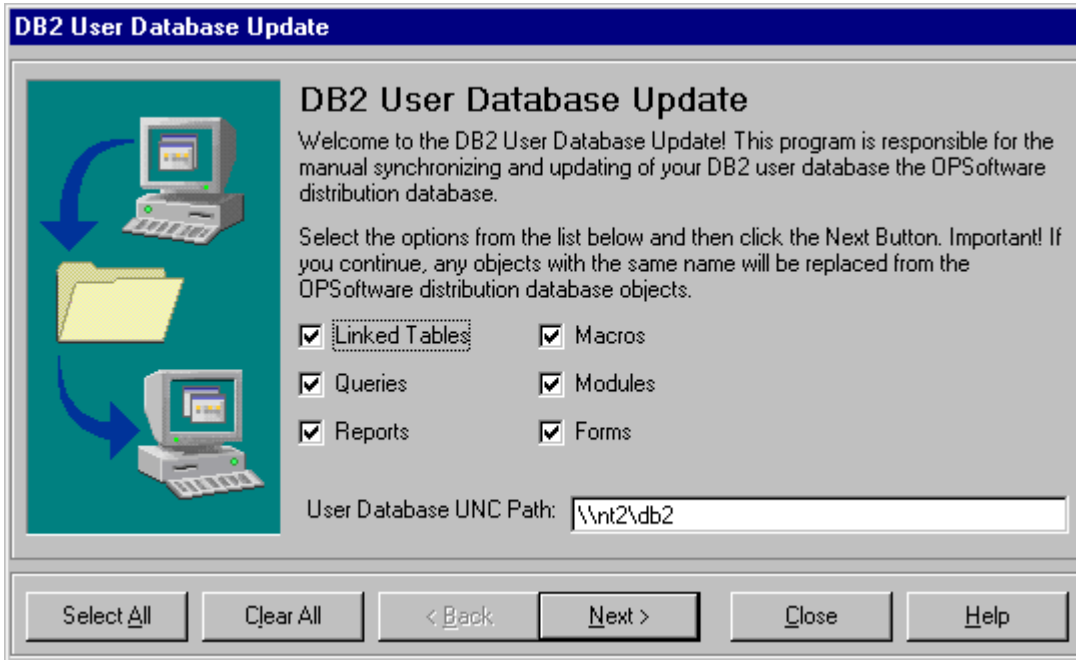
The OPSoftware Distribution Database is used exclusively by OPSoftware to distribute new reports and queries. Do not make or save any changes to this database! Any changes you make will be overwritten with the next DB2 program update! The OPSoftware Distribution Database is contained in your DB2 folder and named ECNXX.MDB.

User Database Update Program

The User Database Update Program performs all the functions of the Startup Screen in the user database and also copies objects from the OPSoftware Distribution Database to your user database.

Starting the User Database Update Program:

You can start the User Database Update Program either from the DB2 Workstation menu or the DB2 Server menu. Click the User Database Update link to display the program:



You must enter the User Database UNC Path before you can use this program. The UNC path must be used and consists of two back-slashes (\\), the server name containing the DB2 user database, and the folder containing the user database. This location will be verified before you can proceed.

Make sure all objects (check boxes) are checked and then click the Next Button.

The User Database Update Program will copy and replace all checked objects from the OPSoftware distribution database to your User Database.

When the program completes, your User Database will contain all the latest reports, queries, and other functions provided through the OPSoftware Distribution database.

Important Issues

The following section covers important issues you need to consider before using the User Database and the User Database Update.

Never Modify Source Databases:

Never make changes or store reports or queries in the source databases! Only use the provided User Database for any reports or queries you want to create. If you store reports, queries, or your own tables in ANY other DB2 database, the next full update will remove these objects and they will be LOST FOREVER!

Never Modify Existing Objects:

Never modify an existing object in your User Database. Copy the object to another name instead and then modify the copied object. If you modify an existing object such as a report or query, then the next time you perform a User Database Update, the object will be replaced and your changes will be lost!

Most Common Problems:

The most common problem you may encounter is that the DB2 folder containing your User Database is not shared, or, the drive letter you have mapped to the DB2 server does not point directly to the DB2 folder and only the DB2 folder. It cannot point to a folder above DB2, it must point directly to the DB2 folder.

Another common problem is not being on the current DB2 release. Please carefully read the DB2 update notices and perform the steps outlined in order to keep your DB2 system up to date.