

CCLT Database User Guide

The CCLT database can be accessed using Microsoft Access. You need three files to set up and access your Microsoft Access CCLT database:

1. A DSN file (.dsn)
2. An Access database for your college (.accdb)
3. The CCLT Database User Guide

If you need these files sent to you, contact your CCLT Coordinator.

Getting Started

1. It is recommended that you create a new folder on your H:/ drive and name it CCLT Computer Census to store these files. This way you can access the database from any computer on campus. If you are off campus, you can RDP into your office computer or use Virtual Workspace Desktop (<http://vw.towson.edu>) to access it.
2. To download and save the files in FDS, select the name of each file and look for a yellow bar at the bottom of the screen.
3. Select the down arrow to the right of the Save option, choose Save As, browse to your location and save. You can name the files anything you like.

Accessing the Database

1. Select **My Computer, This PC, or File Explorer** and open the location where you saved the three files.
2. Open the Access database (.accdb).
 - a. If you see a yellow bar at the top of the window with a security warning, select “Enable Content” to ensure full access to the database.
 - b. Make sure the **All Access Objects** view is selected on the left navigation panel. If it is not, select the drop down arrow above the Search bar and select it. The panel should show Tables, Queries and Forms.
3. Open the form listed on the left navigation. Here you may edit the data for the computers in your college.
 - a. **If the form does not display or shows null values in all fields**, you may need to disconnect and reconnect the table. From this point, there are two options for reconnecting the table.

Option 1 – Using the Given DSN File

1. Right click on the table and select **Delete**. You will get a message box asking if you want to remove the link to the table, select Yes.
2. Locate and select the **External Data** tab at the top of the database, then select **ODBC Database**.
3. A screen titled “Get External Data – ODBC Database” will appear. Select the second option, Link to the data source by creating a linked table, and select OK.
4. In the “Select Data Source” window, open the location where you saved the database files. Double click on the DSN file so it appears in the **DSN Name** box. Select OK.
5. The “Link Tables” will appear where you can select which tables you want to view. You will only have rights to open the tables that pertain to your college or department. Select the table you wish to add so it is highlighted and select OK.

6. The “Select Unique Record Identifier” screen will appear. Select the items **STATUS** and **TU_PROPERTY_TAG** so they are both highlighted and select OK. The database for your college will appear under Tables.

Option 2 – Creating Your Own DSN File

1. Follow steps 1 through 3 as listed in Option 1.
2. In the “Select Data Source” window, select **New**. Scroll down the list and select **SQL Server**. Select Next.
3. Type the name of which you want to save the file. Select Next.
4. Review the File Data Source to make sure the Filename and Driver are correct. Select Finish.
5. The window “Create a New Data Source to SQL Server” will appear. In the **Server** field, type in **SQLPUBAG1**. Select Next.
6. Leave the next window as is. Select Next.
7. Select the checkbox for the **Change the default database to:** field. Select CCLT from the drop down box. Select Next.
8. Leave the next window as is. Select Finish.
9. Select **Test Data Source**. Test results will appear and should read TEST COMPLETED SUCCESSFULLY! Select OK. Your newly created DSN file will appear in the **DSN Name** box. Select OK.
10. The “Link Tables” will appear where you can select which tables you want to view. You will only have rights to open the tables that pertain to your college or department. Select the table you wish to add so it is highlighted and select OK.
11. The “Select Unique Identifier” screen will appear. Select the items **STATUS** and **TU_PROPERTY_TAG** so they are both highlighted and select OK. The database for your college will appear under Tables.

Updating Records

You will be responsible for keeping the computer records for your college or department updated. This will include filling in any missing computer information and working with OTS to correct any discrepancies in the data.

1. Open the dbo_CCLT_CENSUS form for your department found on the left navigation panel. This will show all computers currently in use in your classrooms, listed as either Active or Unprocessed. Sort by **COLLECTION CODE** in the form to isolate the room of interest.
2. To view all records including Replaced:
 - a. Select the **Home** tab on the ribbon at the top of the database window.
 - b. In the **Sort & Filter** box, you will see the **Toggle Filter** option is highlighted.
 - c. Select **Toggle Filter** so it is not highlighted and the Replaced computer records will appear in the form.
 - d. You may toggle this filter on or off depending on which records you wish to view.
3. When updating a record, fill in or update:
 - a. **TIMESTAMP_CHANGED** or **TIMESTAMP_APPENDED**
 - b. **NETID_CHANGED** or **NETID_APPENDED**
 - c. **STATUS**
 - d. **INSTRUCTOR_WORKSTATION**
 - e. **SERIAL_NUMBER**
 - f. **TU_PROPERTY_TAG**

g. **DECOMMISSIONING_DATE**

4. When updating records with a **STATUS** of Unprocessed, be sure to change the **STATUS** from Unprocessed to Active.
5. Unprocessed records will have a temporary placeholder (e.g., OBTAIN-1234) in the **TU_PROPERTY_TAG** and **SERIAL_NUMBER** fields. You will need to change the fields appropriately for these new computers.
6. Remember to review and update the **DECOMMISSIONING_DATE** to a month and day when your department will be ready to receive and store or set up new replacement computers.

Queries

We have created several queries to assist in isolating records of interest. When selected, you will be prompted for data entry.

1. **Count_By_Make_and_Model** – This will create a table with a count of each computer by make and model.
2. **Find_By_Computer_Name** – If you know the computer name, select this query and enter the name in the box beneath Enter COMPUTER_NAME.
3. **Find_By_Serial_Number** – If you wish to find a computer using the serial number, select this query and enter the name in the box beneath Enter SERIAL_NUMBER.
4. **Find_By_TU_Property_Tag_Number** – If you wish to find a computer using the TU property tag, select this query and enter the name in the box beneath Enter TU_PROPERTY_TAG.
5. **Show_All_By_Collection_Code** – To isolate all the computers contained in a particular room, enter the collection code (e.g. CK0513) in the box beneath Enter COLLECTION_CODE.
6. **Show_All_By_Decommissioning_Date_Range** – This will pull a group of computers based on a range of decommissioning dates. Enter a Start_Date followed by an End_Date.

Additional Notes

1. You have access to view the entire Computer Census database (the Computers table), but with read-only privileges. You may not make any changes to this table.
2. For more information about the CCLT Computer Renewal process, visit
<http://www.towson.edu/technology/facultystaff/instruction/classroom/renewal.html>.