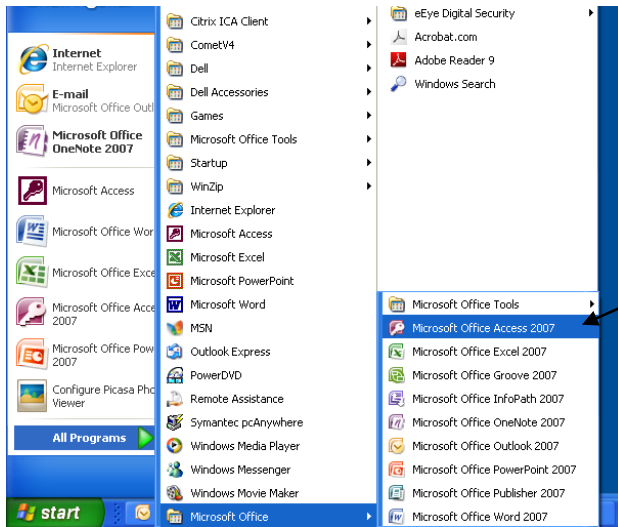
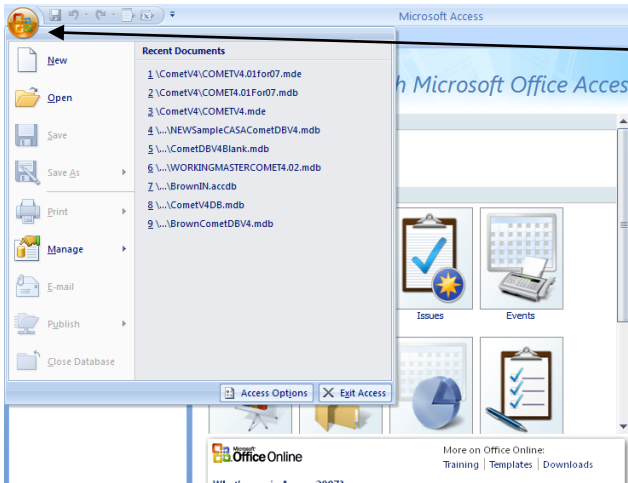


Linking COMET Data and Setting Microsoft Access 2007 Security

To make COMET work correctly in MS Access 2007, you need to adjust security settings. First, make sure you have installed **COMET Version 4.01 for Access 2007**. (If not please refer to *Installing COMETV4.01 for Microsoft Access 2007*.)

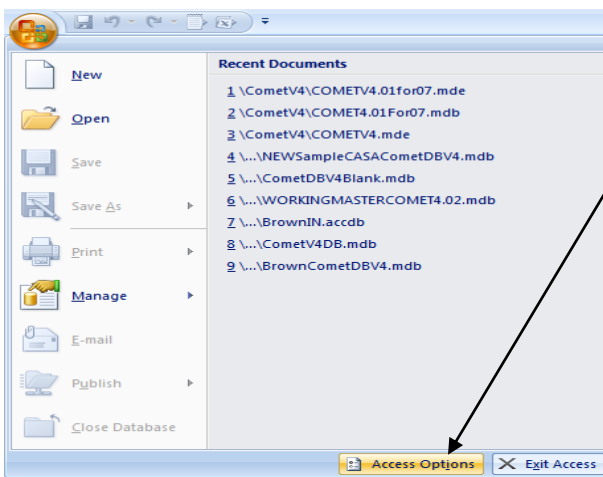


1. If COMET is open, close COMET. Open **MS Access 2007**. (Click on the Start button, then Programs, Microsoft Office, Microsoft Office Access 2007.)

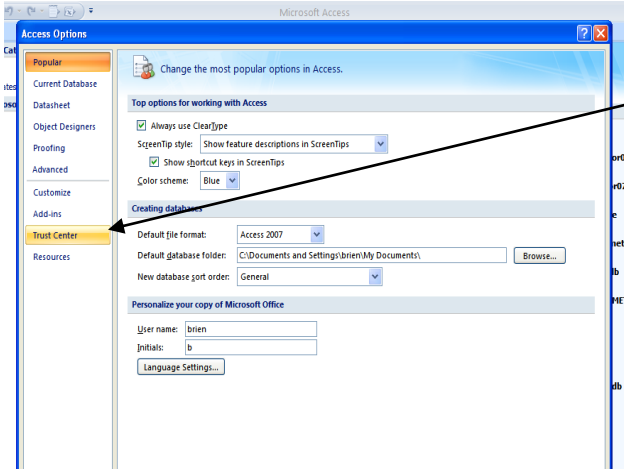


2. Click on the **Microsoft Office** button on the top left corner.

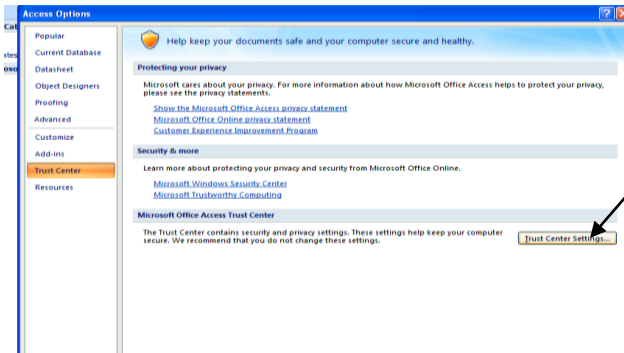
3. Click on the **Access Options** button at the bottom of the window to change the settings.



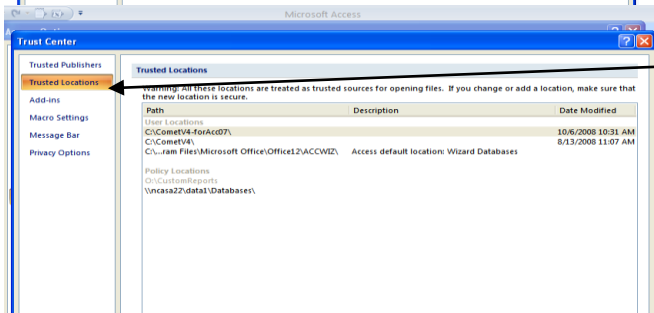
Linking COMET Data and Setting Microsoft Access 2007 Security



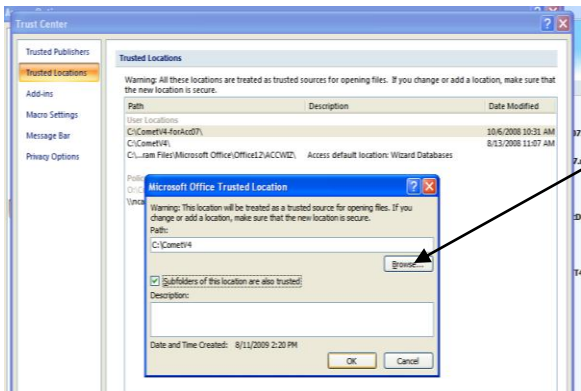
4. Click on **Trust Center** settings to open the Trust Center.



5. Click on the **Trust Center Settings** button to adjust settings and allow COMET to run correctly.

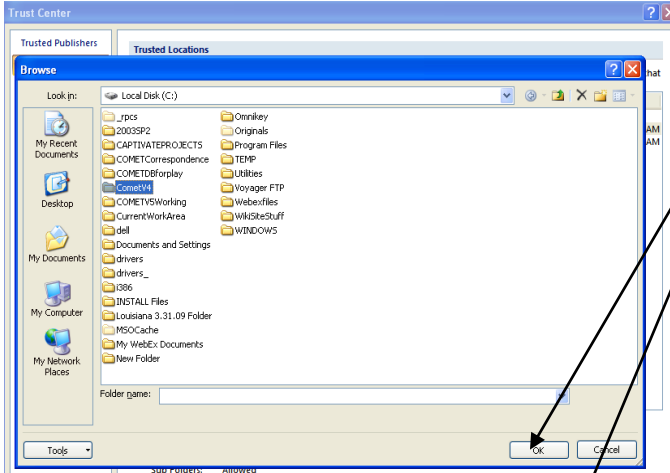


6. Click on **Trusted Locations** in the Trust Center sidebar to add the **COMETV4** folder to the Trusted Locations.

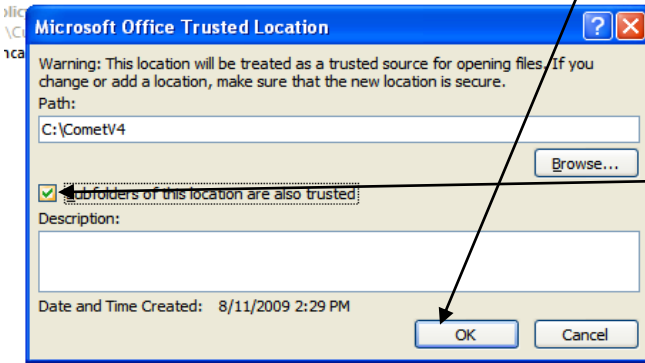


7. Click the **Browse** button to find the **COMETV4** folder to add to the Trust Center.

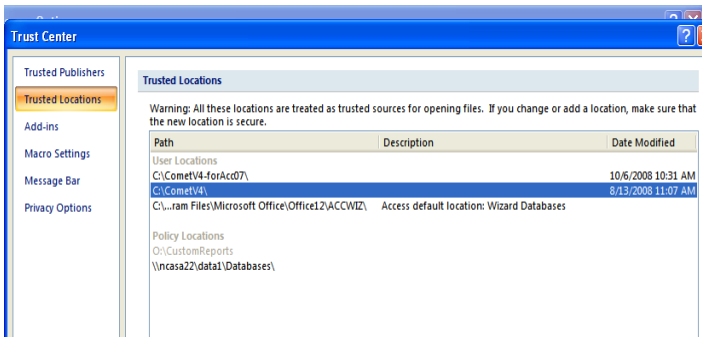
Linking COMET Data and Setting Microsoft Access 2007 Security



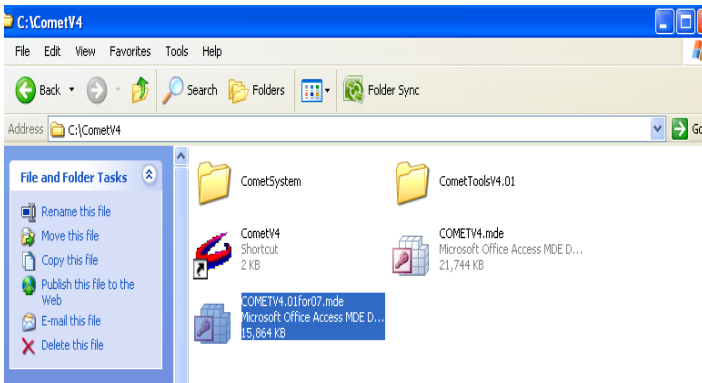
4. Click on the **OK** button and **OK** again to add the COMETV4 folder to the Trusted Location settings in Access options.



5. Check **Subfolders of this location are also trusted**.

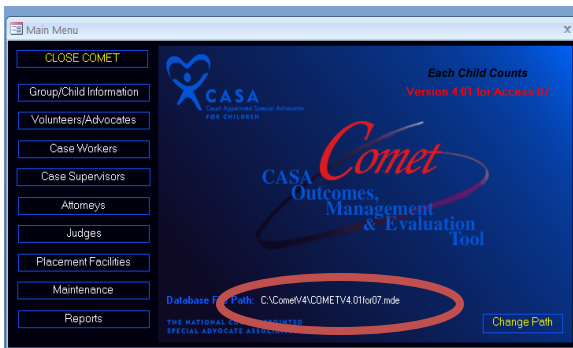
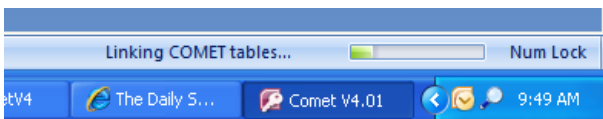
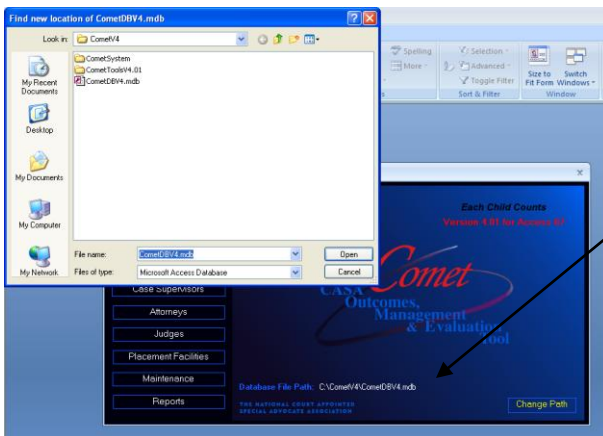
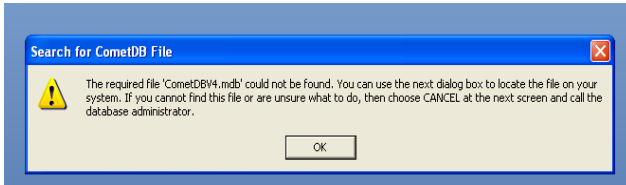


6. The C:/COMETV4 folder will appear as a Trusted Location on your workstation. **COMETV4.01for07** can now be linked to your data file.



7. Open COMET in your **COMETV4** folder.

Linking COMET Data and Setting Microsoft Access 2007 Security



When opening COMET you will see a “The required file ‘CometDBV4’ could not be found” message. Press OK and proceed with these instructions to link your existing data to COMET using Access 2007.

1. Press OK and proceed to the browse window.
2. Use the drop-down button on the **Look in** box to browse the CometDBV4.mdb data file that is stored in the **CometV4** folder on your computer.
3. Click on the COMETDBV4.mdb file in the COMET shared data folder and click **Open**.

Hint: If you are having trouble locating your data folder, you may want to look at the COMET Main Menu on the computer of a colleague. You’ll find the “Database File” name on the bottom of their screen.

4. You can view the linking progress at the bottom of the COMET Main Menu. Once all links are complete, the following message will display: “All tables were linked successfully. Close and reopen COMET to complete changing path.” When the database has been re-linked, click **OK**.

5. Click the **Close COMET** button to close COMET. Then re-open COMET to refresh the database file path. You will see the new database file path on the COMET Main Menu.