Purpose:

Follow these steps to create a desktop shortcut which will launch CIMS in a compatible version of Microsoft Access (2003, 2007, or 2010 32bit editions).

1) Right click on your desktop and select 'New' -> 'Shortcut'



a)

 Navigate to a compatible Access installation directory. It will be located in 'C:\Program Files (x86)\Microsoft Office\'. Inside this folder will be a folder called 'OfficeXX' where 'XX' corresponds to the version number. Use the table below to locate either Access 2003, 2007, or 2010 installed on your computer.

a)

Access Version	Folder Name
2003	Office11
2007	Office12
2010	Office14

How to create shortcut to start CIMS with different versions of Access

G	g Create Shortcut				
New shortcut	What item would you like to create a shortcut for?				
This wizard helps you to create shortcuts to local or network programs, files, folders, comput Internet addresses.					
	Type the location of the item: Br	owse			
	Click Next to continue.				
Browse for File	Browse for Files or Folders				
Select the tar	rget of the shortcut below:				
A 🕌	Microsoft Office				
Þ	Document Themes 12				
	Document Themes 15	lext Cancel			
Þ	MEDIA				
	Multiple vers	ions of			
Þ.		cte			
	Office15				
	stationery - Installed.				
Make New	Folder OK Cancel				

b) Find the 'msaccess.exe' file within the office folder you selected and press 'OK' followed by 'Next'.

	5	x			
6	e Create Shortcut				
New shortcut	What item would you like to create a shortcut for?				
	This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.				
	Type the location of the item: Browse Browse				
	Click Next to continue.				
Browse for File	es or Folders				
Select the tar	Select the target of the shortcut below:				
	Microsoft.Office.Interop.InfoPath.				
	Microsoft.Office.Interop.InfoPath.				
	Microsoft.Office.Interop.InfoPath.				
	MLCFG32.CPL				
	MLSHEXT.DLL				
	MML20MML.XSL				
	MSACC.OLB				
	SACCESS.EXE				
•	msaccess.exe.manifest				
Make New	Folder OK Cancel				

i) i) i) ii) iii) iii)d) Name the new shortcut 'CIMS' and press 'Finished' to close out the window.

	د المعند الم	X
New shortcut	What would you like to name the shortcut?	
	Type a name for this shortcut:	
A	CIMS	
	Click Finish to create the shortcut.	
	Finish Can	cel

 Now right click on your new 'CIMS' shortcut and select 'Properties'. Insert a space at the end of the 'Target' property box and then include the following including the double quotes: "C:\CIMS2004\CIMS2004.mde"

1	CIMS Properties		×		
	Security	Details	Previous Versions		
	General	Shortcut	Compatibility		
CIMS	Сімз				
	Target type: Ap	oplication			
	Tarret leastion: O	Fico 12			
	Target: SACCESS.EXE" "C:\CIMS2004\CIMS2004.mde1				
	Star "	C:\Program Files (x86)	\Microsoft Office\Office12		
	Shortcut key: N	lone			
	Run:	lomal window	•		
	Comment:				
	Open File Location Change Icon Advanced				
	L	ок	Cancel Apply		

- a)
 b) If the path to your CIMS2004.mde is different than the one listed in step 3 then please adjust the path on the end of the 'Target' property box to match your local CIMS installation. By default CIMS is installed to the 'C:\CIMS2004\' directory.
- c) Press 'OK' to save your changes.

i)

4) Double click on your new shortcut to test it out. CIMS should launch in the version of Access that you selected. If you've recently run another version of Access then it may take a moment for Microsoft to reconfigure Access to run in the version you selected for CIMS.