How to create shortcut to start CIMS maintenance process.

Purpose:

Follow these steps to create a desktop shortcut which will launch the CIMS maintenance process.

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

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	z) 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 ta	rget of the shortcut below:				
<u>ه</u>	Microsoft Office				
	Document Themes 12				
	Document Themes 14	ncei			
Þ	MEDIA				
	OFFICE11 Multiple versions	of			
Þ					
Þ	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'.

	🕞 🕫 Create Shortcut				
What item would you like to create a shortcut for?					
A	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				
	Click Next to continue.				
Browse f	or Files or Folders				
Select 1	he target of the shortcut below:				
	Microsoft.Office.Interop.InfoPath.				
	Microsoft Office Interop InfoPath Microsoft Office Interop InfoPath Microsoft Office Interop InfoPath				
	MIMEDIR.DLL				
	MLCFG32.CPL				
	MLSHEXT.DLL				
	MISACCESS.EXE				
	msaccess.exe.manifest				
•	4 III				
Make	New Folder OK Cancel				

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

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i)

	🚱 д Create Shortcut	×
New shortcut	What would you like to name the shortcut?	
	Type a name for this shortcut: CIMS	
	Click Finish to create the shortcut.	
	Finish Can	cel 🛛

 Now right click on your new 'CIMS MAINTENANCE' 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:\CIMS2001\CIMSdata2001.mdb" /wrkgrp "c:\cims2004\system.mdw" /compact

	CIMS MAINTEN	ANCE Properties	×				
	Security	Details	Previous Versions				
CIMS	General	Shortcut	Compatibility				
MAINTENA							
	Target type: Application Target location: Office 12						
	Target:)" /wrkgrp "c:\cims2004\system.mdw" /compact						
	Start in:	"C:\Program Files (x86)\Microsoft Office\Office12 y: None					
	Run:	Normal window	•				
	Comment:						
	Open File Location Change Icon Advanced						
		ОК	Cancel Apply				

- a) If the path to your CIMSdata2001.mdb file 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. In a single user CIMS installation this is typically the 'C:\CIMS2001\' directory. In a multi-user installation this is likely on a network drive share. Consult with your IT administrator to determine where your CIMS back-end database is located.
- c) Press 'OK' to save your changes.
- 4) Make sure all CIMS users in your locality are out of CIMS and have CIMS completely closed down. Then double-click on your new shortcut to test it out. The CIMS Maintenance process should begin. You will see Microsoft Access load and after a few moments the maintenance process will complete

and the window will close automatically. Try running your progress report(s) in CIMS again to see if this process has resolved any errors you were receiving.