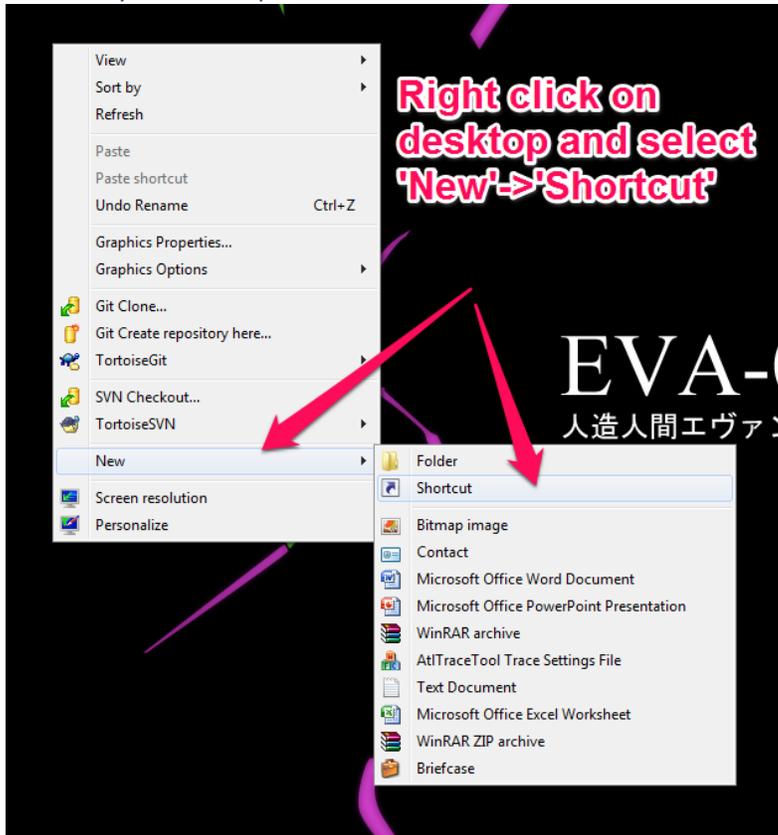


## How to create shortcut to start CIMS maintenance process.

### 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'

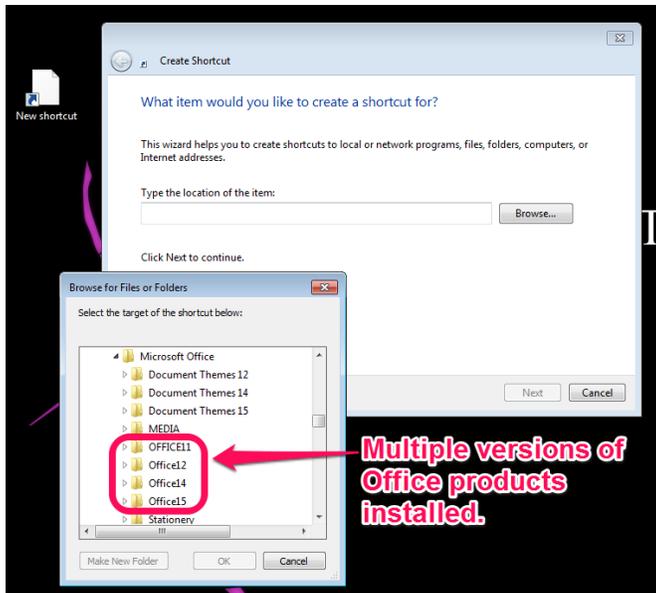


- a)  
2) Navigate to a compatible Access installation directory. It will be located in 'C:\Program Files (x86)\Microsoft Office\'. Inside this folder will be a folder called 'OfficeXX' where 'XX' corresponds to the version number. Use the table below to locate either Access 2003, 2007, or 2010 installed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

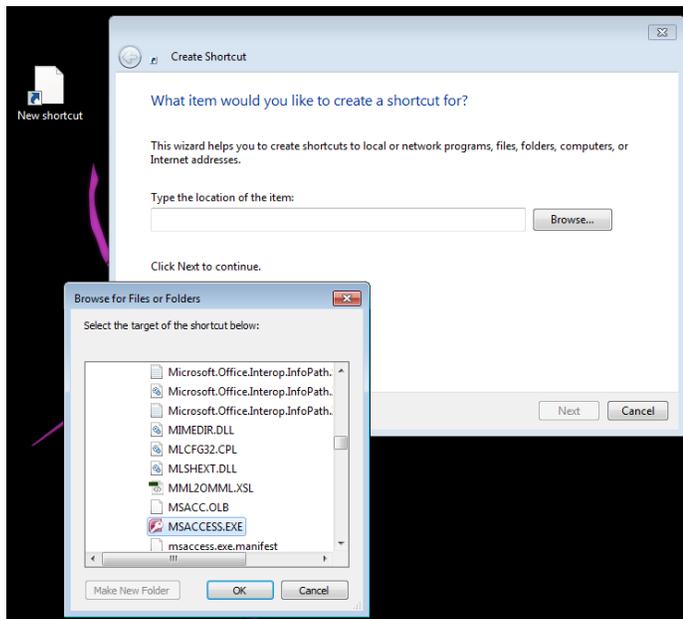
a)

<u>Access Version</u>	<u>Folder Name</u>
2003	Office11
2007	Office12
2010	Office14

## How to create shortcut to start CIMS maintenance process.

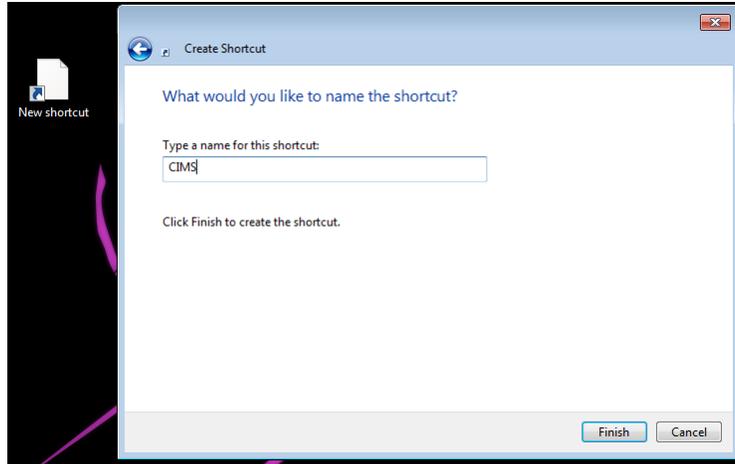


- b)  
c) Find the 'msaccess.exe' file within the office folder you selected and press 'OK' followed by 'Next'.



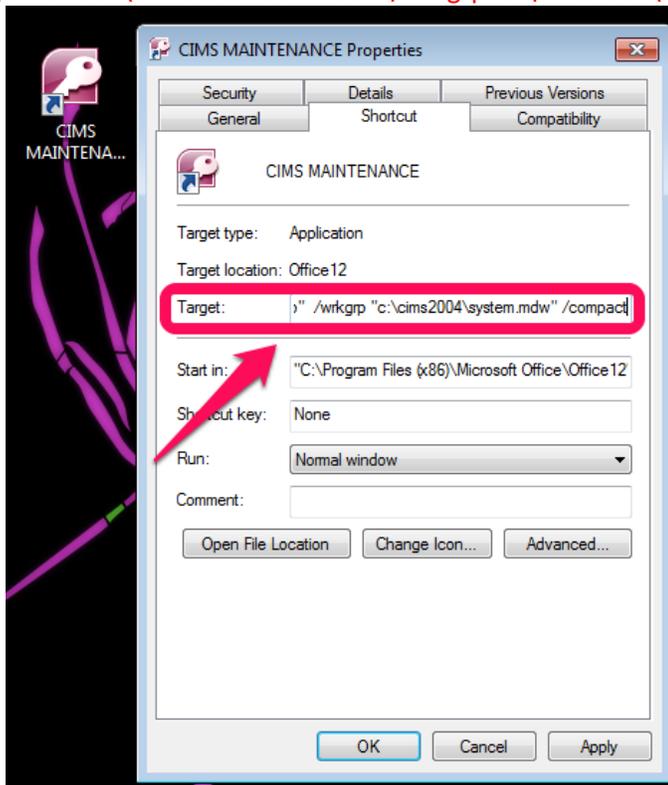
- i)  
d) Name the new shortcut 'CIMS MAINTENANCE' and press 'Finished' to close out the window.

## How to create shortcut to start CIMS maintenance process.



i)

- 3) 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`



a)

- b) 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

**How to create shortcut to start CIMS maintenance process.**

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.