

## Presenting the Briefing

Print out and give to your system administrator or webmaster this page of instructions on how to make the briefing/training you develop available to those who are to receive it. You will probably need their support to make your briefing available to others.

### Deployment Options

There are three database options for making your briefings available to others. The two options listed below come with the downloaded software. An Oracle option is also available on request to the Project Manager.

- Microsoft Access
- SQL Server

Microsoft Access, which almost all organizations have, meets the needs of small organizations. However, it is limited in its ability to handle simultaneous queries, so computer response time may slow down when numerous people try to take a briefing at the same time. Larger organizations that have SQL Server available may wish to use it to ensure a more rapid response time under all circumstances. An Oracle option is also available on request.

The User Manual has a section discussing the use of Microsoft Access and SQL Server. Each of these databases can be used in conjunction with either the Client-server or web-based Presentation Programs.

**Using Microsoft Access:** The Developer Program uses a Microsoft Access database to store all of the information needed for your briefings. To make the briefings available to a larger audience you need to copy both the absdata.mdb and absdata.mdw files from where you installed the Developer Program to a server. The location on the server should be a shared folder with read and write privileges for everyone.

Client-server Presentation Program: If you intend users to use Microsoft Access and run the client-server version of the Presentation Program, you also need to install the client-server program on the server. Although recommended, it does not have to be installed in the same location as the database. Regardless of where the program is installed, you will need to edit the configuration (.ini) file using Notepad or Wordpad. The line DATABASELOCATION= needs to be updated to indicate the path to the Microsoft Access database. The SERVERNAME= line does not need updating.

Web-based Presentation Program: If you intend users to use Microsoft Access and the web-based version of the Presentation Program, you need to create an AbsWeb folder on a web server. During program installation, a folder named AbsWeb was created along with the folder containing the Developer and Presentation programs. Copy the contents of the downloaded AbsWeb folder to the web server's AbsWeb folder. Then copy the Microsoft Access database file containing your briefing to the web server's AbsWeb folder.

**Using SQL Server:** Included in the download package is a folder named SQLServerScripts. This folder contains two files: absdata.bak and a Microsoft Word document named SQL\_Server\_Scripts\_And\_Procedures.doc. The absdata.bak file is used to create a SQL Server version of the ABS database. It also contains the three demonstration briefings. The User Manual contains instructions for performing this installation. It is important to follow these instructions carefully since they contain the login name and password that must be used in setting up the SQL Server version of the ABS database.

Client-server Presentation Program: If you intend users to use the SQL Server database and run the client-server version of the Presentation Program, you also need to install the client-server program on a server. You will need to edit the configuration (.ini) file using Notepad or Wordpad. For SQL Server the line DATABASELOCATION= is not used. The SERVERNAME= line, however, needs to be updated to indicate the name of the server where the SQL Server database is located -- SERVERNAME=COUGAR, for example.

Web-based Presentation Program: If you intend users to use the SQL Server database and the web-based version of the Presentation Program, you need to create an AbsWeb folder on a web server. During program installation, a folder named AbsWeb was created along with the folder containing the Developer and Presentation Programs. Copy the contents of AbsWeb folder to the web server's AbsWeb folder. You then need to edit the DataBaseConnectionCode.asp file using Notepad or Wordpad. There are two lines that need updating. The first is to remove the two slashes from in front of the dataType = "SQLServer" line. The second is to insert between the quotes the name of the server in the svServerName line -- svServerName = "Cougar," for example.

## **Informing Your Users**

Client-server Presentation Program: The easiest way to present a specific briefing using the executable version of the Presentation Program is to retire all briefings except the one you want to present. It is easy to reactivate a briefing that has been retired. If more than one briefing is active, respondents will be given a menu from which to select. If there are active briefings in more than one Subject Area, respondents will first have to select the Subject Area then the specific briefing. Emails, notices, fliers, posters, or other types of announcements can be used to instruct respondents.

Web-based Presentation Program: For the web, you must specify the briefing ID number for the briefing you want the respondents to take. This is done by publishing the exact web address. The address contains the link to the web server and has the Briefing Index as an attached parameter. For example, www/AbsWeb/index.asp?briefing=1 would run the first demo briefing. Note: The briefing ID number is assigned automatically by the Developer Program when you create the Briefing Profile. It is listed under ID in the far left column of the List of Briefings. An email with the appropriate link is the easiest. You can also use notices, fliers, posters, or other types of announcements with the complete address listed to assist respondents.