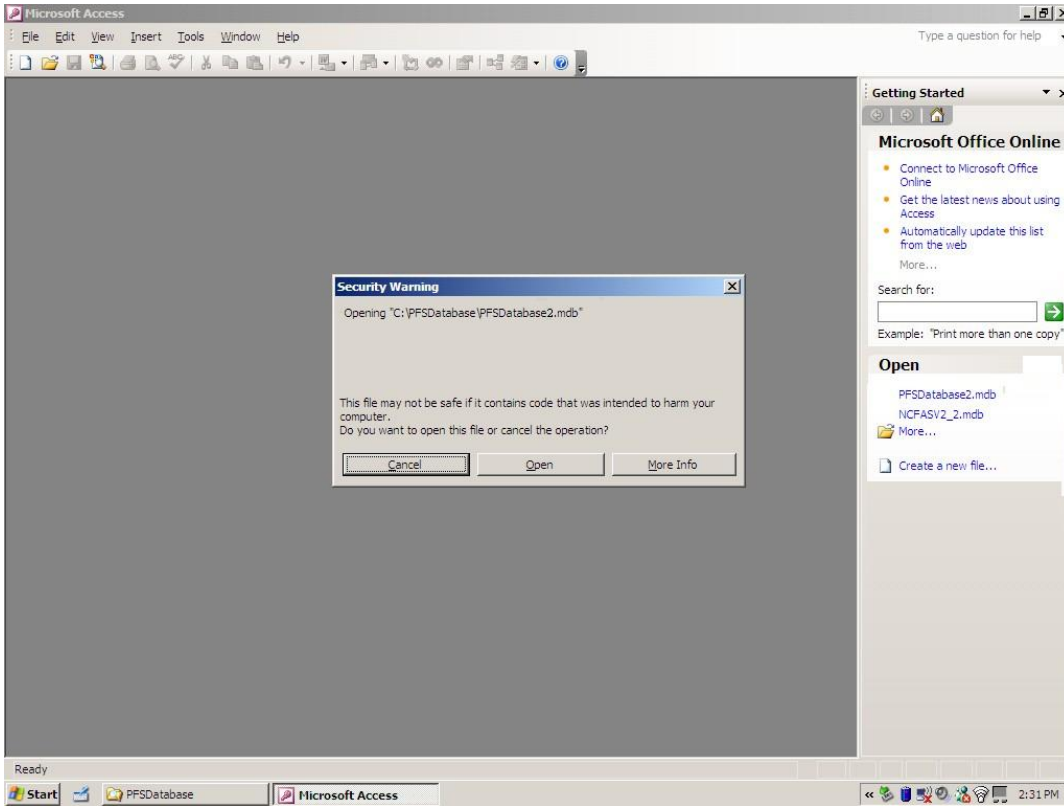


SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

1. Security Warning in Microsoft Access 2003

If you have Microsoft Access 2003, you likely be prompted with a security warning when you open the database, See Figure below. If you receive this message box, simply select “Open” to use the database.



SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

2. Security Warning in Microsoft Access 2007

If you have Microsoft Access 2007, you likely need to adjust your security settings to allow the database to function. If you open the PFS Database and it appears as if it is not working (i.e., when you click on a button nothing happens), you need to adjust your security settings.

As shown in Figure 1, you will see the “Security Warning” indicating that “Certain content in the database has been disabled”. You need to click on the “Options” button in the security warning status bar.

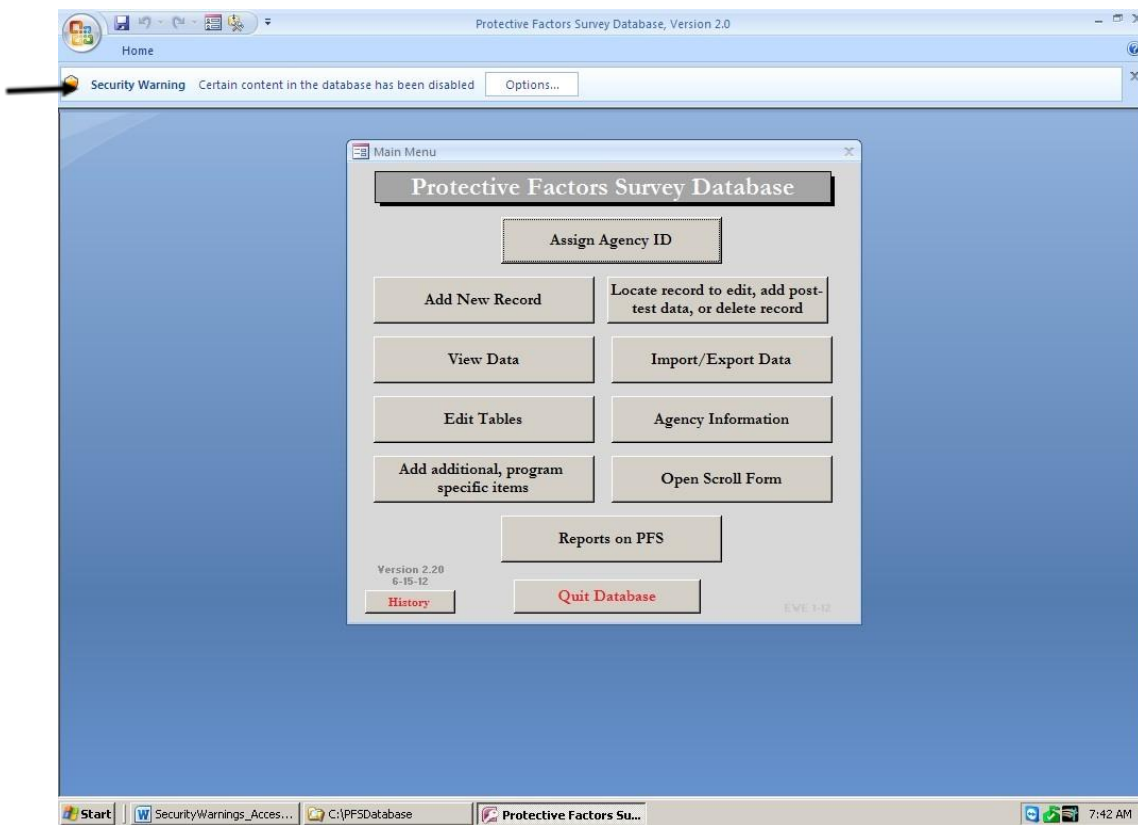


Figure – 1

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

After clicking on the “Options” button, you will see the message box displayed in Figure 2. You need to select “Enable this content” and then click on “Open the Trust Center” in the bottom left of the form.

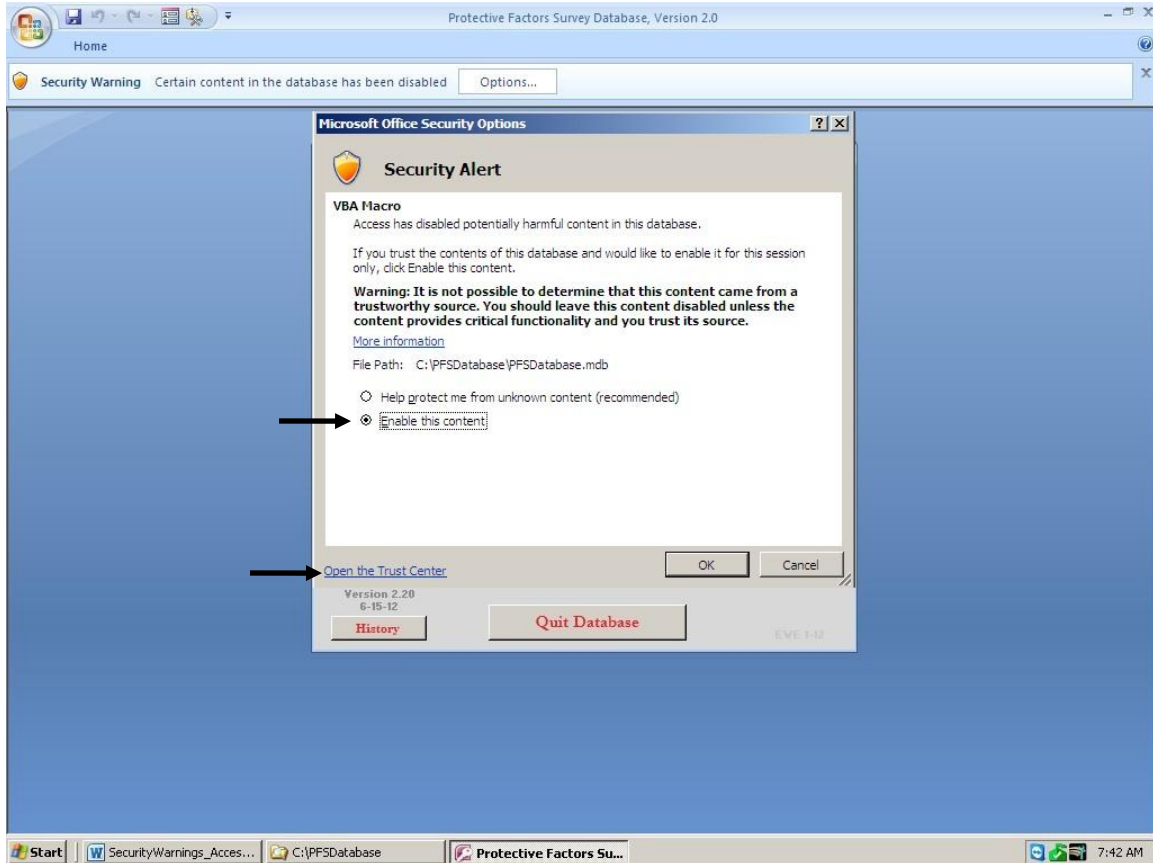


Figure - 2

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

Once you open the trust center, you will see the message box displayed in Figure 3. Select the “Trusted Locations” tab from the left column, then select the “Add new location...” button.

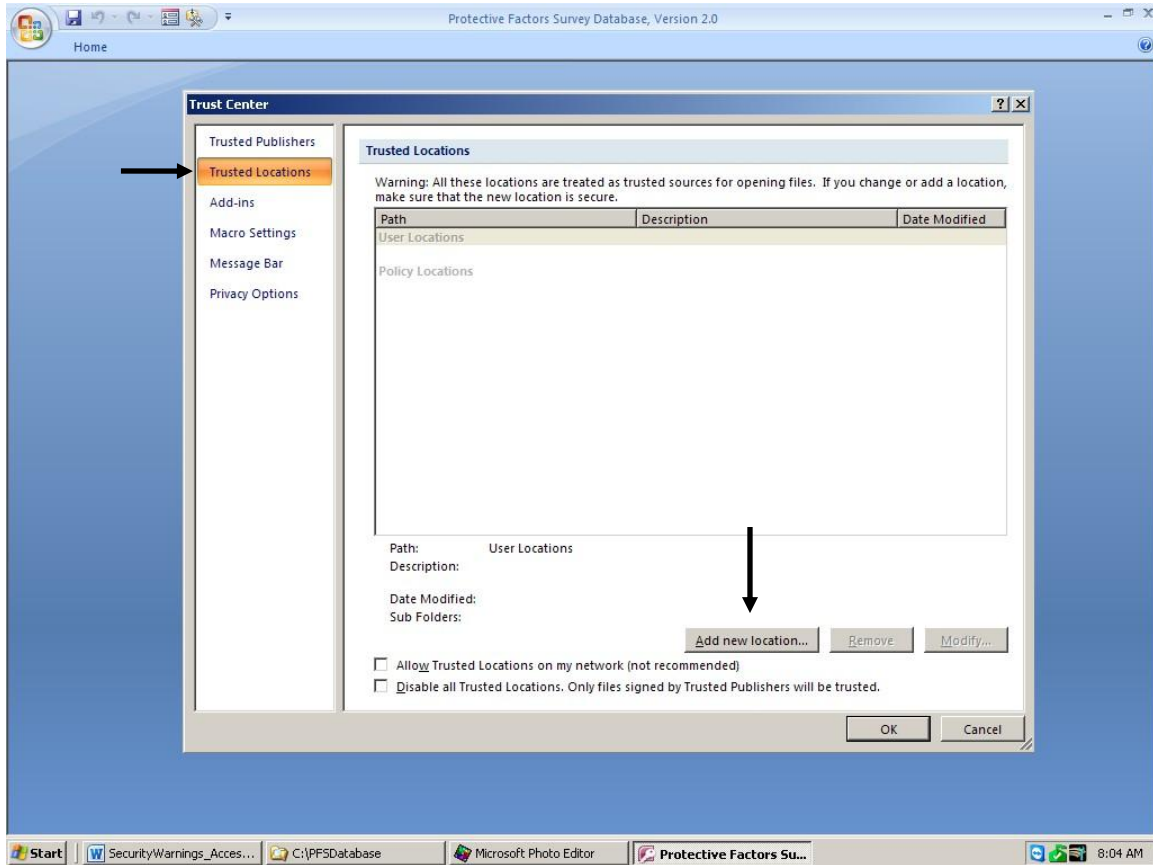


Figure - 3

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

After selecting to add a new location you will see the message box displayed in Figure 4. In the first text box, type in the name of the folder on your C: drive where the database is located. In this example picture, the database resides in C:\PFSDatabase. Be sure to also check the “Subfolders of the location are also trusted” box. Select “OK” to continue. Then close the trust center. Your database should now function properly.

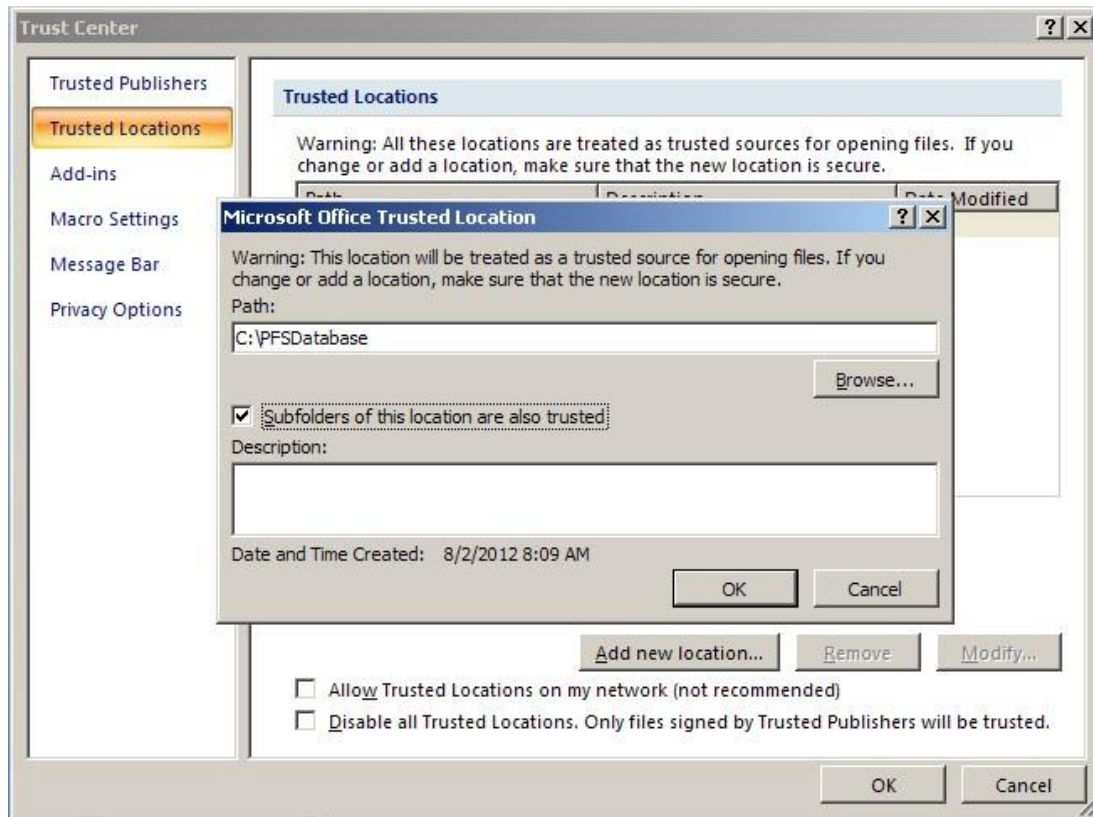


Figure - 4

NOTE: If you put your database on a network location, you might also need to repeat this step to add the location of your network folder. *For example*, you might add a second location as “Q:\AgencyFiles\MyFiles\PFSDatabase”, where “Q” is the network drive. Please consult your IT Staff for assistance.

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

3. Security Warning in Microsoft Access 2010

If you have Microsoft Access 2010, you likely need to adjust your security settings to allow the database to function. If you open the PFS Database and it appears as if it is not working (i.e., when you click on a button nothing happens), you need to adjust your security settings.

As shown in Figure 5, you will see the “Security Warning” indicating that “Some active content has been disabled”. You need to click on the “Click for more details” next to this message.

Do not click on the “Enable Content” button.

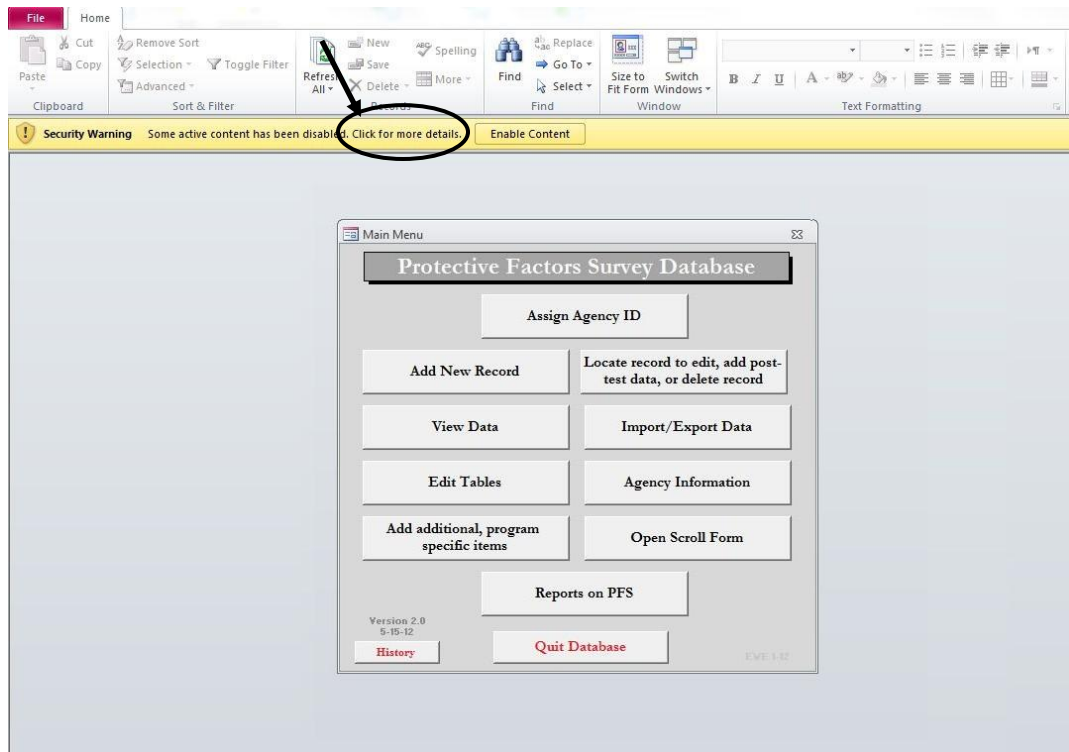


Figure – 5

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

After clicking on the “Options” button, you will see the message box displayed in Figure 6. You need to select “Enable this content” and then click on “Open the Trust Center” in the bottom left of the form.

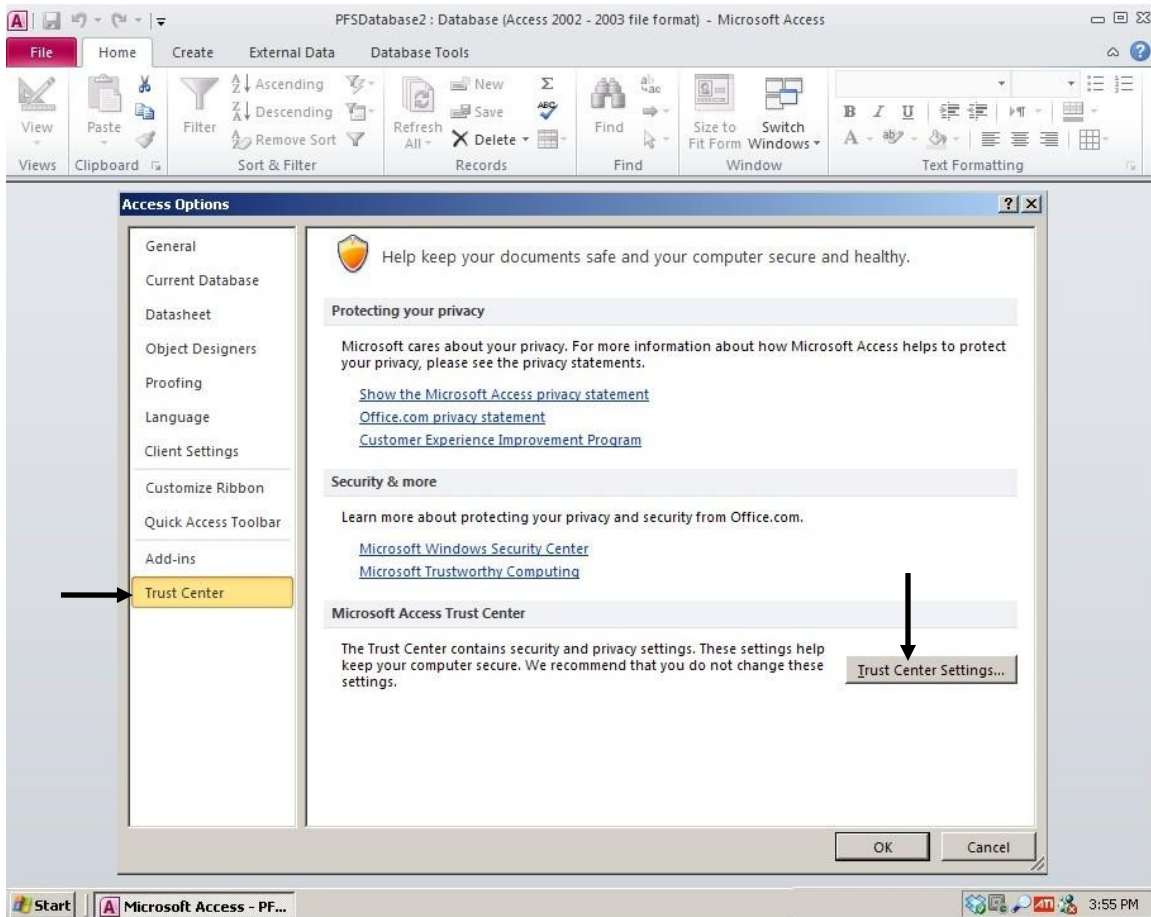


Figure - 6

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

Once you open the trust center, you will see the message box displayed in Figure 7. Select the “Trusted Locations” tab from the left column, then select the “Add new location...” button.

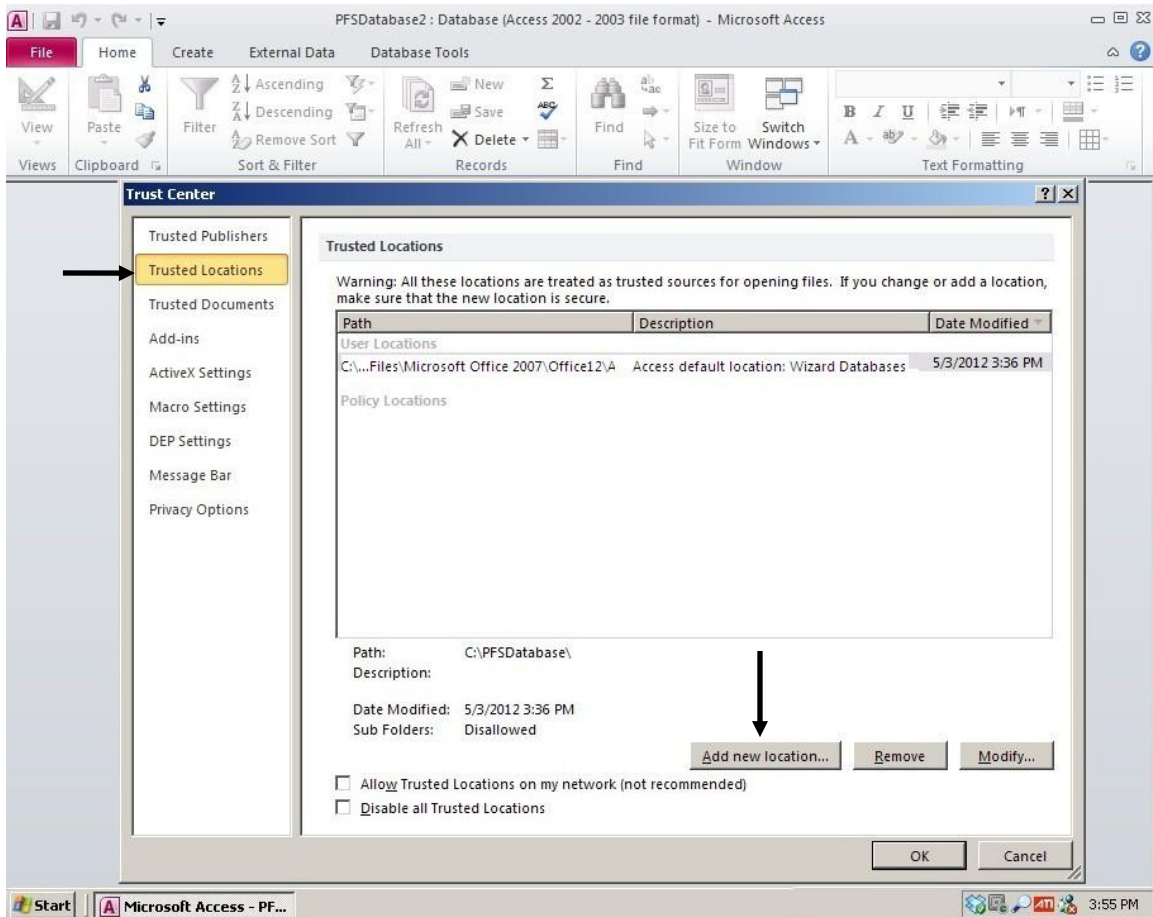


Figure - 7

SECURITY WARNINGS – ACCESS 2003, 2007 and 2010

After selecting to add a new location you will see the message box displayed in Figure 8. In the first text box, type in the name of the folder on your C: drive where the database is located. In this example picture, the database resides in C:\PFSDatabase. Be sure to also check the “Subfolders of the location are also trusted” box. Select “OK” to continue. Then close the trust center. Your database should now function properly.

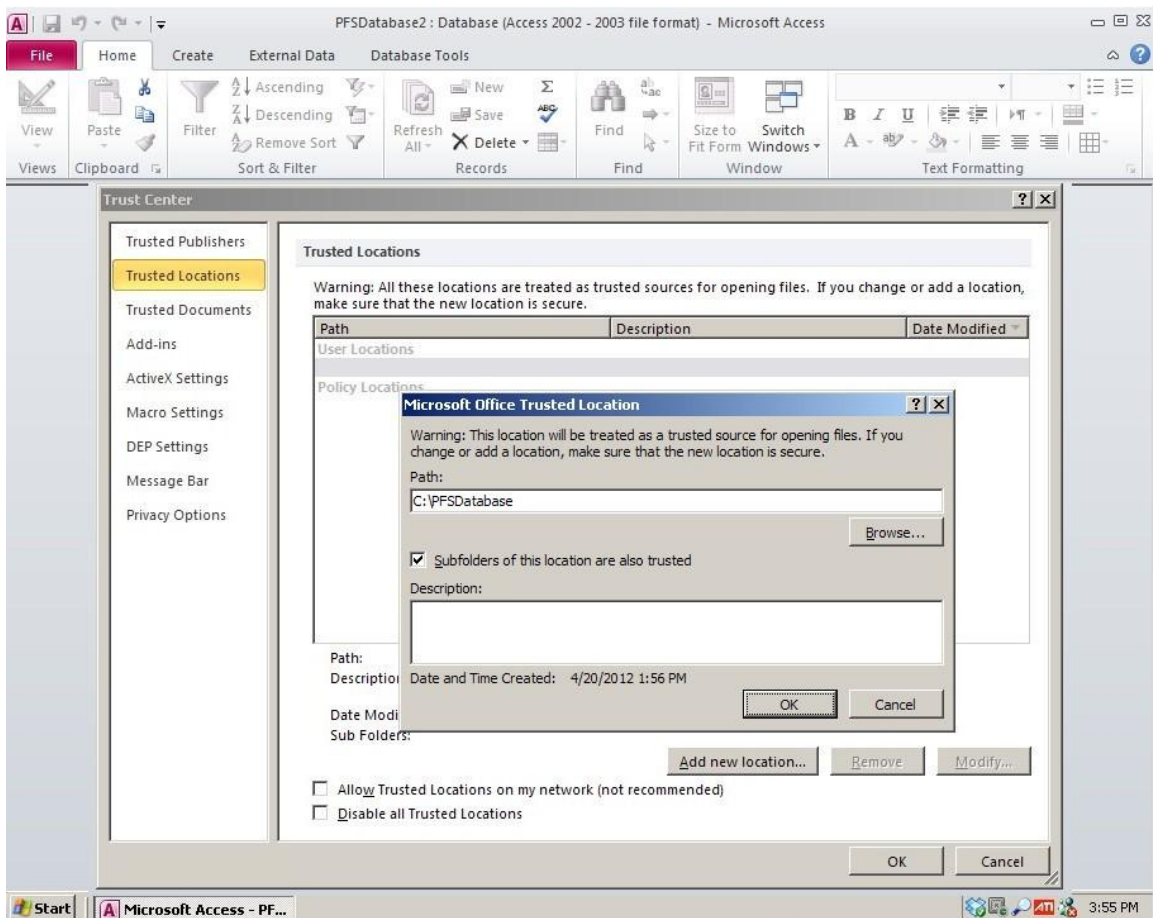


Figure - 8

NOTE: If you put your database on a network location, you might also need to repeat this step to add the location of your network folder. *For example*, you might add a second location as “Q:\AgencyFiles\MyFiles\PFSDatabase”, where “Q” is the network drive. Please consult your IT Staff for assistance.