
Monitor and Control Your Microsoft® Access/Jet Databases



For Microsoft® Access



www.fmsinc.com

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We would like to thank the entire community of developers who have supported FMS over the years. The fact that our products are successful is due to the support and feedback our customers provide, and we truly appreciate the people who trust our work to solve their development needs.

Thanks go to our Beta testers for their diligence and feedback, and to those outside FMS who provided invaluable feedback during the design of Total Access Admin.

Many people at FMS, Inc. contributed to the creation of Total Access Admin. They include:

- **Development:** Luke Chung and John Litchfield
- **Documentation:** Luke Chung, Molly Pell, and Aparna Pophale
- **Quality Assurance/Support:** John Litchfield, Molly Pell, Aparna Pophale, and Madhujia Nair

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Thank you for selecting Total Access Admin for Microsoft Access! We hope it saves you time and eases the task of monitoring your Access databases.

Total Access Admin is developed by FMS, Inc., the world's leading developer of Microsoft Access products. In addition to Total Access Admin, we offer many products for Microsoft Access developers, administrators, and users:

- [Total Access Analyzer](#) (database documentation)
- [Total Access Components](#) (ActiveX controls)
- [Total Access Detective](#) (difference detector)
- [Total Access Emailer](#) (email blaster)
- [Total Access Memo](#) (rich text memos)
- [Total Access Speller](#) (spell checking)
- [Total Access Startup](#) (managed database startup)
- [Total Access Statistics](#) (statistical analysis program)
- [Total Visual Agent](#) (maintenance and scheduling)
- [Total Visual CodeTools](#) (code builders and managers)
- [Total Visual SourceBook](#) (code library)
- [Total Zip Code Database](#) (city and state lookup lists)
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Visit our web site, www.fmsinc.com, for more information. We also offer Sentinel Visualizer, an advanced data visualization program that identifies relationships among people, places and events through link charts, geospatial mapping, timelines, social network analysis, etc. Visit our Advanced Systems Group at www.fmsasg.com for details.

Please make sure you sign up for our free email newsletter. This guarantees that you will be contacted in the event of news, upgrades, and beta invitations. Once again, thank you for selecting Total Access Admin.



Luke Chung
President

Chapter 1: Introduction

Discover how Total Access Admin can become your assistant, helping you monitor, manage and maintain your databases. This chapter describes Total Access Admin and how you can use it to ease the burden of database administration.

Topics in this Chapter

- **About Total Access Admin**
- **Program Highlights**
- **New Features**
- **Visit our Web Site**

About Total Access Admin

Most organizations rely heavily on Microsoft Access/Jet Engine databases (*.MDB and *.ACCDB files) to store mission-critical information and to conduct day-to-day business. If you are tasked with administering these databases, you know that maintenance is an ongoing chore. These databases need to be regularly monitored, compacted/repared, backed up, and updated.

You also no doubt know what a nightmare it can be to administer databases that are constantly in use throughout your organization. You may need to perform scheduled or emergency maintenance that requires no one be connected to the database, but ensuring that all users exit can be near impossible. Or, you may have a database that is being corrupted, and you need to find the culprit computer. Regardless of your need, Total Access Admin is sure to ease the burden of database administration.

Total Access Admin is designed to let you open and monitor individual databases to see what's going on at that time. It can also log the information of users opening and closing the database, and can perform tasks such as database compact when everyone leaves.



For optimal performance and maintenance, Access/Jet databases must be periodically compacted and backed up.

Our **Total Visual Agent** program is designed to manage database compact on a set schedule and easily support multiple databases. Let it perform automated Access/Jet database administrative chores for you with a complete audit trail and alert system. Schedule these tasks in the middle of the night to ensure your databases stay healthy, run macros, make backups, etc. **Total Visual Agent** can manage all the databases across your network and even run as an NT Service for better security and robustness. For more information, visit our web site at www.fmsinc.com and download the demo.

Program Highlights

Total Access Admin is a standalone application that makes administration of Access databases a snap. With Total Access Admin, you can:

See a Real-Time List of Users Connected to a Database

View the current list of users in the databases, their workstation name, and connection status. See new users as they connect and old users as they disconnect (shows when they left).

Store User Connection Logs

User connects and disconnects can be stored in a table in a log database that allows you to track when people enter and leave your database.

Identify Dropped or Suspect Connections

A dropped connection to an Access/Jet database can lead to corruption. Total Access Admin identifies workstations/users that leave the database in a suspect state.

Automatically Disconnect Idle Users

When a user leaves their computer connected to your Access/Jet database, it prevents the ability to impose a full lock to perform maintenance tasks like compacting the database. Tracking down the offending user can be challenging. Use Total Access Admin in combination with updating your application to automatically log users out of a database after a specified period of inactivity.

Perform Maintenance Tasks When Databases is Not in Use

When all users exit a database, receive a notification, automatically compact the database, or exit the program.

Prevent New Connections to a Database

It's one thing to disconnect existing users, but that's not effective if you can't prevent new ones. This feature makes a low level call to the Jet Database Engine to prevent new connections to your database (available for Access 2000 database formats and later).

Perform Actions to Attempt Recovery from Suspect State

Log out users, prevent new connections, and attempt to compact and repair databases that become suspect.

Send Messages to Application Users

Use Total Access Admin to communicate in real time with your application users. Simply type in a message, and it appears in every instance of your

application. Use this feature to send update or maintenance/log-out messages to your users.

Launch Total Access Admin with a Command Line

Total Access Admin can be launched from a command line with the database you want and options to perform. This makes it easier than ever to automate repetitive monitoring settings from a shortcut.

New Features

Version 16 for Microsoft Access 2016

Total Access Admin 2016 is the sixth major release of Total Access Admin since its debut in 2003. Enhancements include:

- Support for Microsoft Access 2016 databases and environments with Office 365. Continues support for older Access versions.
- No longer requires Microsoft Access to be installed on the machine
- Works with Microsoft Access 32 or 64-bit versions installed.
- The maximum number of databases that can be monitored at one time is increased to 150 from 100.
- Setup program supports Windows 8 and 10, with optional launch of Total Access Admin when installed

Enhancements in Previous Versions

Version 15 for Access 2013 and 11.6 for Access 2003

Total Access Admin 2013 offers many new features. Total Access Admin 2003, version 11.6 was also released with these enhancements, excluding the support for the ACCDB database formats introduced in Access 2007.

Support for Microsoft Access 2013

Total Access Admin for Access 2013 introduces support for Microsoft Access 2013. It continues to support databases in Access 2007-2013 database formats (*.ACCDB, *.ACCDE, *.ACCDA) as well as earlier database formats (*.MDB, *.MDE, *.MDA).

Translate the Computer/Workstation Name to User Name

The Microsoft Access/Jet Engine reveals the machine name connected to your database, but not the user name. You can now maintain a translation

table that converts the computer name to a user name to more easily see who is connected to your databases. See **Database of Computer and User Names** on page 26 for details. The log table is also enhanced to store this new information. See **Differences from Total Access Admin 2010** on page 28 for more information.

Specify the Name and Location of the Activity Log Database

The new Options form lets you specify the location and name of the database to store the user activity log tables. See **System Options** on page 25 for more information.

Display Forms in the Activity Log Database

The log database has forms that make it easier to view the activities overall and by session. When you open the database, the form is loaded.

More Databases Can be Monitored at One Time

The maximum number of databases that can be monitored at one time is increased from 50 to 100.


Specify a Time to Quit

Total Access Admin has let you close the program when certain database events occur. Now you can specify a specific time you want it to stop and close by entering the specific date/time to quit.

Actions: When all connections are closed:

 If a database becomes sspect:

Quit at this time:



Specify Amount of Time to Run

Total Access Admin can be run from the command line. Parameters let you specify the amount of hours and/or seconds before closing the program.

Version 14 for Access 2010 (December 2010)

Total Access Admin for Access 2010 introduced support for Microsoft Office Access 2010. This version supports databases in Access 2007-2010 database formats (*.ACCDB, *.ACCDE, *.ACCDA) as well as earlier database formats (*.MDB, *.MDE, *.MDA). Additionally, it offers the following enhancements:

Support Multiple Databases

Monitor multiple databases at once, add and remove databases from your list, and perform actions on all of them.

Enhanced User Interface

The main form is resizable and can be maximized to show a larger grid of users and their information. The list of users can also be sorted by clicking on any of its columns.

Open Log File

If you are logging your users' activity, a button opens the log database.

Command Line Enhancement

This version introduced a new command line switch that overrides the default path of the Activity Log file (see page 42).

Total Access Admin 2003 Version 11.5 (December 2010)

The 2003 version was updated with the release of the 2010 version to include the new features without supporting ACCDB files and requiring the installation of Access 2007 or 2010.

Visit our Web Site

FMS is constantly developing new and better developer solutions. Total Access Admin is part of our complete line of products designed specifically for the Access developer. Please take a moment to visit us online at <http://www.fmsinc.com> to find out about new products and updates.

Product Updates

FMS is committed to quality software. When we find problems in our products, we fix them and post the new builds on our web site. Check our Product Updates page in the Technical Support area for the latest build.

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Links to Other Development Sites

From our web site jump to other locations, including forums, user group home pages, and other sites with news, techniques, and related services.

Chapter 2: Installing Total Access Admin

Total Access Admin comes with an automated setup program to get you up and running as quickly as possible. This chapter describes Total Access Admin's system requirements, installation steps, and instructions for uninstalling.

Topics in this Chapter

- **System Requirements**
- **Installing the Program**
- **Check for Updates**
- **Uninstalling the Program**

System Requirements

Total Access Admin requires 5 MB of space and a machine that has the operating system, processor, and memory that can run Microsoft Access successfully.

Total Access Admin 2016

Total Access Admin 2016 monitors ACCDB and MDB databases created by all Access versions including the 32 and 64 bit versions of Access 2016, 2013, and 2010. It works on machines that support Access 2007 or later and installs the appropriate resources to monitor ACCDB format databases.

Total Access Admin 2003, Version 11.6

Total Access Admin 2003 supports the monitoring of MDB format databases, but not the ACCDB databases introduced with Access 2007. It does not even require Access being installed on a machine that has Access installed on it, as it uses the Access/Jet Database Engine that's part of the operating system since Windows NT.

Installing the Program

Total Access Admin is installed using an automated setup program. To install Total Access Admin, follow these steps:

- Run the setup.exe program.
- When prompted, enter your registration information and serial number.
- Specify whether you want to install it for just yourself or anyone on your PC. The latter requires administrative permissions.
- Specify the destination directory for the files.
- Be sure to read the README file for any late breaking news that is not included in this User Guide.

Check for Updates

Total Access Admin includes a built-in mechanism to check the availability of updates via the Internet. If you have an active Internet connection, you can use the Total Access Admin Update Wizard to ensure that you have the latest version.

To run this program, press the Start button and select Total Access Admin 2016, Update Wizard. Follow the prompts on the form to check for the latest update.

Uninstalling the Program

Total Access Admin conforms to Windows installation and removal standards. To uninstall Total Access Admin:

1. From the main Windows menu, select Control Panel.
2. From the Control Panel window, select Add/Remove Programs.
3. Select Total Access Admin from the list of installed programs, and click the Change/Remove button.
4. Follow the onscreen prompts to uninstall the product.

Chapter 3: Starting Total Access Admin

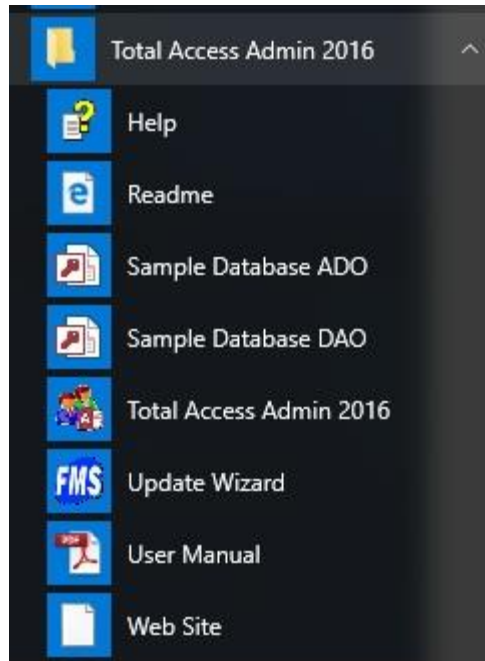
Total Access Admin is a standalone application that can be used to monitor databases locally and across a network. This chapter provides information about running the program and choosing a database to manage.

Topics in this Chapter

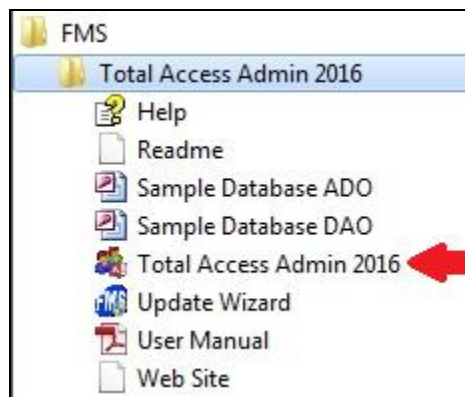
- **Starting the Program**
- **Opening Databases**
- **Closing Databases**

Starting the Program

Total Access Admin is a standalone Windows application that is invoked from an executable file named **TAdmin.exe**. When you run Setup, the program and its support files are installed in the directory you specify. Additionally, the program is added to your Windows Start Menu to make it easy to find. To start Total Access Admin, select:

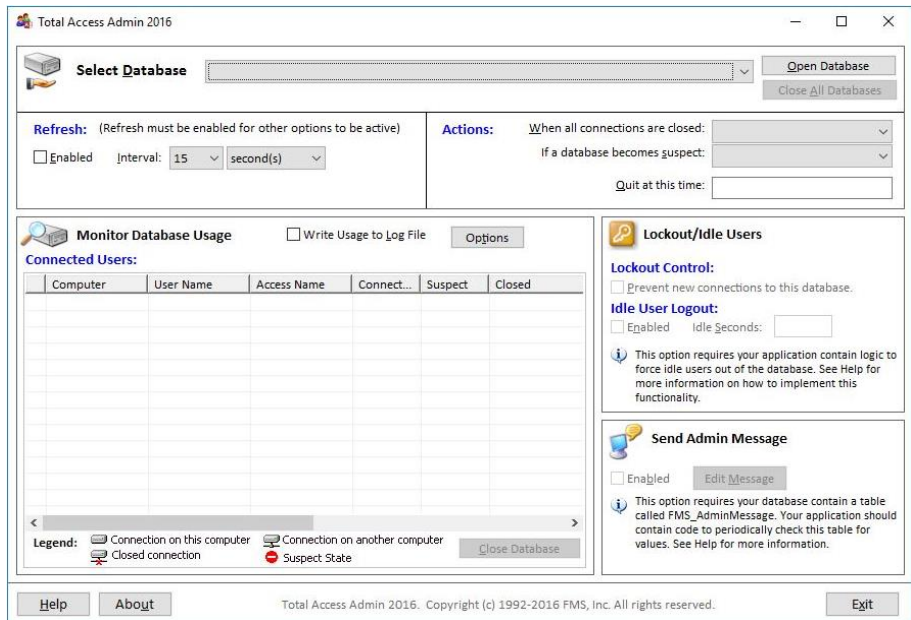


Total Access Admin on Windows 8 and 10



Start, All Programs, FMS, Total Access Admin 2016

The program opens, and the Main Form is displayed:



Total Access Admin Main Form

You can also open Total Access Admin through a command line, with several switches to control how the program is opened. Refer to **Chapter 5: Launching from a Command Line** on page 39 for details.

Opening Databases

The first step in using Total Access Admin is to select a database.

Supported Formats

Total Access Admin 2016 supports Access/Jet databases in the following formats:

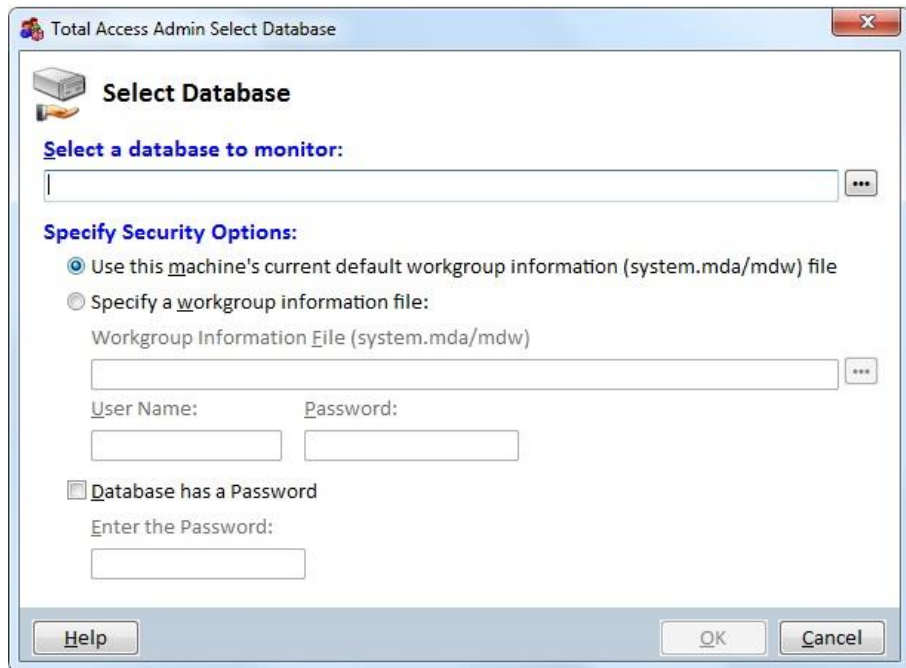
- Microsoft Access 2016/2013/2010/2007 Databases (*.ACCDB, *.ACCDE, *.ACCDATA)
- Traditional Microsoft Access Databases (*.MDB, *.MDE, *.MDA)

Total Access Admin does not support Microsoft Access Projects (*.ADP and *.ADE) since the database that needs to be monitored is in SQL Server rather than Access/Jet.

Total Access Admin 2016 only supports traditional Microsoft Access Databases (*.MDB, *.MDE, *.MDA)

Opening a Database

Click the **Open Database** button, and the following form appears:



Select Database Form

Browse to the location of the database that you want to manage, and specify the security options for the database.

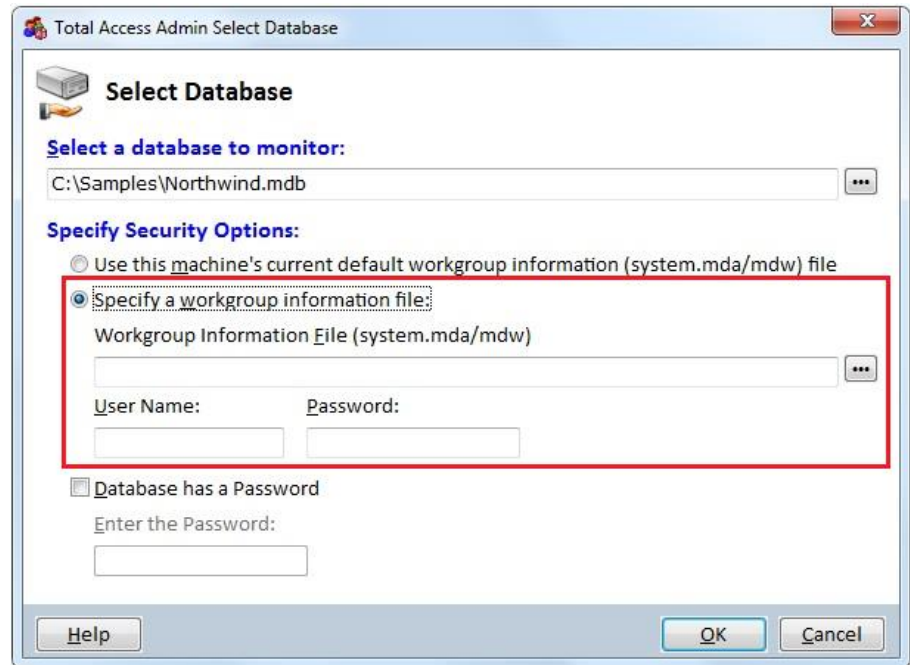
Security Options

Total Access Admin supports all Access security options including database passwords and workgroup security. Specify using the machine’s default workgroup information, or another workgroup file. Use these guidelines to determine which option you should choose:

The database is not secured.	Select “Use this machine’s current default workgroup information file”
The database has a database password, but does not use workgroup security.	Select “Use this machine’s current default workgroup information file,” Check the “Database has a Password” box and enter the password.
The database uses workgroup security, your computer is configured through Access Workgroup Administrator program, and points to the correct workgroup information file for the database.	Select “Use this machine’s current default workgroup information file.” Total Access Admin uses your current workgroup information to access the secured database.

The database uses a workgroup information file other than your default (with or without a database password).	Select “Specify a workgroup information file,” and enter the additional information.
---	--

If you select “Specify a workgroup information file,” additional fields are available for you to specify the security information:

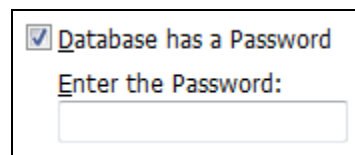


Select Database Form, Specify a Workgroup Information File

Specify the workgroup information file, the user name, and password (if any), in order to open the database.

Password Protected Databases

If your database has a password, check the Password check box, and type the password in the Password field:



Select Database Form, Database Password Fields

After specifying the appropriate security option, click **OK**.

Advanced Options

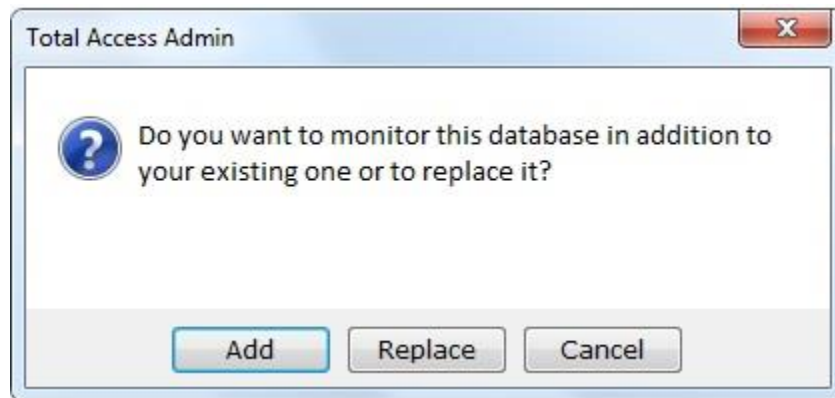
Total Access Admin never saves your database security settings. If you are monitoring the same database repeatedly, you can bypass manually

specifying the database each time, by launching Total Access Admin through a command line including the database name and security settings.

This can be saved as a Windows shortcut or batch file. Refer to **Chapter 5: Launching from a Command Line** on page 39 for details.

Monitoring Multiple Databases

You can monitor many databases at one time assuming they all have the same security settings as the first one. If one database is already open and you add another database, you are prompted to Add or Replace the database:



Option to Add to or Replace the Currently Monitored Database

If you want to monitor more than one database, choose Add. If you want to close the current database and monitor the new one, choose Replace.

If you already have two databases open, additional databases are added without prompting you each time.

Closing Databases

To disconnect and stop managing the database, click the **Close All Databases** or **Close Database** button to close just the currently selected database.

When you close a database or close Total Access Admin, all Total Access Admin features are turned off. For example, the Idle User Logout, Lockout Users, and Admin Messages features are disabled.



Tip

Closing a database only disconnects the Total Access Admin program from the database. It does not close the database for your users.

Chapter 4: Using Total Access Admin

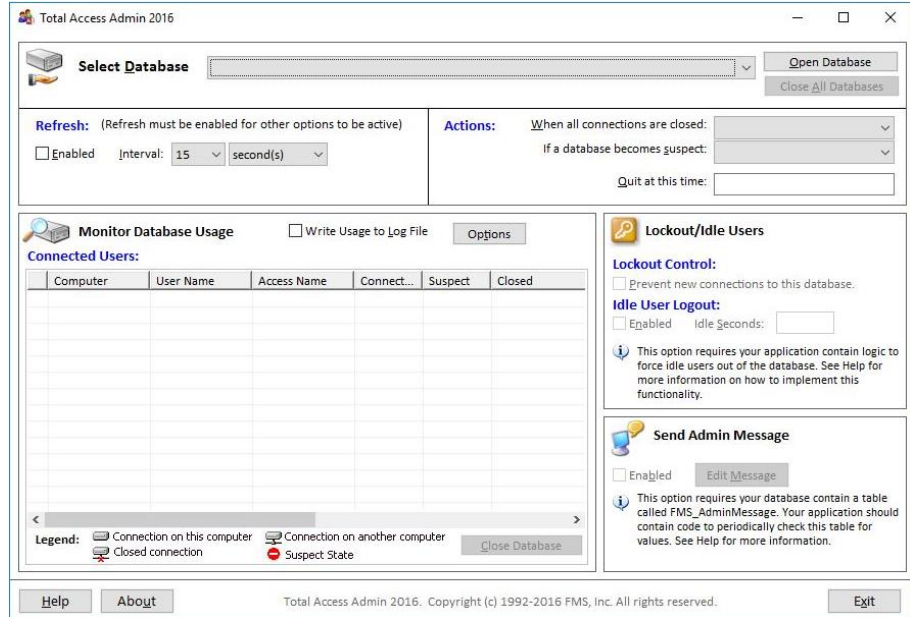
Now that you've installed Total Access Admin, opened the program, and selected a database to manage, it's time to put the product to work for you. This chapter contains details about using Total Access Admin to assist you in your database administration chores.

Topics in this Chapter

- **Main Form**
- **Select Database**
- **Monitor Database Usage**
- **Refresh**
- **Actions**
- **Lockout/Idle Users**
- **Send Admin Message**

Main Form

All of Total Access Admin's functionality is accessible from the product's main form:

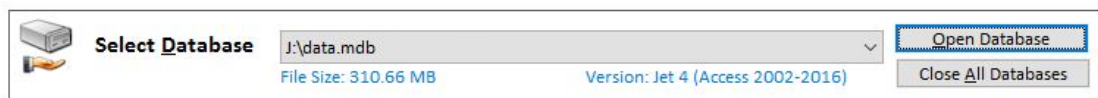


Total Access Admin Main Form

The Main Form has the following key areas:

- Select Database
- Monitor Database Usage
- System Options
- Database of Activity Log
- Database of Computer and User Names
- Refresh
- Actions
- Lockout/Idle Users
- Send Admin Message

Select Database



Select Database Section

The Select Database section is where you go to choose the database to monitor. For more information about loading a database, see **Opening Databases** on page 17.

Once a database is loaded, this section displays the path, size, and version of the database.

Monitor Database Usage

This section shows all the connections to the databases being monitored:

The screenshot shows the 'Monitor Database Usage' window with a checked 'Write Usage to Log File' option and an 'Options' button. Below the title bar, it says 'Connected Users: 2 users connected (excluding this program)'. The main area contains a table with the following data:

Computer	User Name	Access Name	Connected	Suspect	Closed
CINDY-PC		Admin	True	False	
CINDY-PC		admin	True	False	
CINDY-PC		admin	False	False	1/13 5:06:57 PM
CUSTSERV		admin	False	False	
CUSTSERV		Admin	False	False	
JNL004		Admin	False	False	1/13 4:54:39 PM
JNL004		Admin	False	False	1/13 4:54:35 PM
JNL008		admin	False	False	1/13 5:02:21 PM
JNL008		Admin	False	False	1/13 5:02:15 PM
JNL008		Admin	False	False	1/13 5:02:15 PM
JNL008		Admin	False	False	1/13 5:00:19 PM
JNL008		Admin	False	False	1/13 5:00:19 PM
LUKEACER		LChung	False	False	1/13 4:53:23 PM
LUKE-TOSHIBA		Admin	True	False	

Below the table is a legend with the following items:

- Connection on this computer (computer icon)
- Connection on another computer (server icon)
- Closed connection (computer icon with red X)
- Suspect State (red circle with slash)

There is also a 'Close Database' button at the bottom right of the window.

Connected Users Grid

Connected Users Grid

The Connected Users section displays the number of connections, along with a detailed grid containing connection details:

Connection Icon

The first column makes it easy to see the database connections that exist, and whether they are on your local computer, on another computer, a closed connection, or a suspect connection (see the **Suspect** section below).

The icons are explained in the legend below the grid:

The legend shows four icons with their corresponding meanings:

- Computer icon: Connection on this computer
- Server icon: Connection on another computer
- Computer icon with red X: Closed connection
- Red circle with slash: Suspect State

Legend of Connection Icons



Note that the Total Access Admin program must maintain a connection on the database to get the current list. This adds an additional entry to the list for your computer.

Computer

The Computer column displays the name of the user's computer (workstation) as it appears on your Windows network. It is not the user's Windows login name.

User Name

The Access Jet Engine only shows the name of the computer, not the actual user name connected to the database. The User Name column is a friendly name you can provide if you maintain a list of computer names and the person using it. This can be set under the [Options] button.

Access Name

The Access Name is the user logged into Access. For unsecured databases, this is the default *Admin* user. Unfortunately, this is not the Windows login name. That information is not managed by the Jet Engine so it cannot be shown.

Connected

The Connected column displays True if the database is connected, and False if not.

Suspect

The Suspect column shows True if the associated connection was left in a ***suspect state***. A connection is in a suspect state when the user (or the user's computer) abnormally terminates Access, drops a network connection, or performs another unsupported action. This may help you identify the source of database corruption.



If you are experience frequent corruption issues with your database, monitor this column to identify which user or machine is causing the problem.

Total Access Admin includes additional options for actions to perform if a database becomes suspect. Refer to page 31 for details.

Closed

The Closed column displays the date and time that a connection was closed. Total Access Admin continues to display closed connections until you close the database connection, or restart Total Access Admin.

Database

The database name associated with the connection

Write Usage to Log File

Total Access Admin includes an option to keep a history of the database usage in an Access/Jet database. When this option is on, Total Access Admin writes a new record each time a connection is opened or closed.



Optionally Save a User Activity Log

By default, it's located in your Users folder but you can change it under [Options].

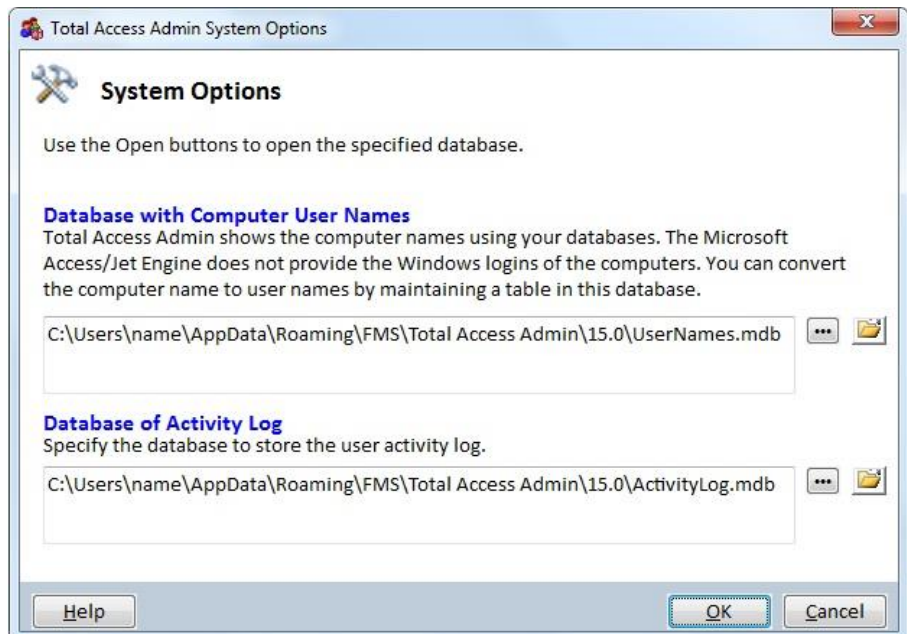
Close Database

The **Close Database** button lets you close the database of the currently highlighted connection. To close all the databases, select the **Close All Databases** button at the top of the form.

System Options


Under [Options], you can modify the location of two database files:

- Computer and User Names
- Activity Log



System Options Form


You can use the [...] button to select another folder and name. If the file doesn't exist, it's created. If it exists, Total Access Admin uses the file. Be sure the file was previously created by Total Access Admin and not a file you want overwritten. If you want to replace an existing file, delete it from Windows Explorer first.

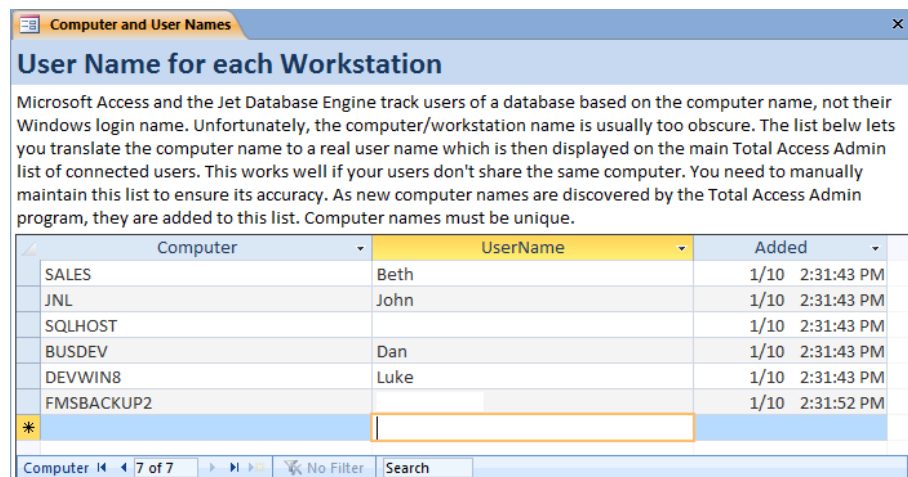
Use the  button to launch Microsoft Access to open the database.

Options Cannot be Modified while Databases are Opened

Note that if Total Access Admin is currently monitoring a database, you can view the options but not modify them.

Database of Computer and User Names

For the main Total Access Admin form to show the user name of each connection in addition to the computer name, you need to maintain a table that performs the translation. This is set under [Options]. When you open the database with , this form appears:



Computer	UserName	Added
SALES	Beth	1/10 2:31:43 PM
JNL	John	1/10 2:31:43 PM
SQLHOST		1/10 2:31:43 PM
BUSDEV	Dan	1/10 2:31:43 PM
DEVWIN8	Luke	1/10 2:31:43 PM
FMSBACKUP2		1/10 2:31:52 PM
*		

Main Form of the User Names Table

As Total Access Admin monitors your database, it adds the computer names it encounters into this list. Enter the corresponding value in the user name column. You can also add new records for additional computers.

You can edit this table while Total Access Admin is monitoring your databases. Your changes are reflected shortly after the main form refreshes its list of connections.

Database of Activity Log

The log file is saved in an Access MDB database and can be opened in Microsoft Access 2000 or later. When opened, a form shows the data with the complete list of activities and activities by session.

The log database contains two tables: tblSession and tblLog

Table tblSession

This table contains one row for each session. A session begins when Total Access Admin is launched and ends when you exit. This information is collected:

SessionID	AutoNumber	Unique identifier for the session.
Computer	Text	Name of the computer running Total Access Admin
Login	Text	Windows user name logged on to the computer running Total Access Admin
SessionStart	Date/Time	When the session started (or when the Log File option is first turned on).
SessionEnd	Date/Time	When Total Access Admin is closed (or when the Log File option is turned off).

Table tblLog

This table contains the detailed log of events during the session. This includes opening and closing each database, and documenting connections and disconnects by users.

LogID	AutoNumber	Unique identifier for the log item.
SessionID	Long Integer	Session ID the log item belongs to
Time	Date/Time	When the log event occurred
Database	Text	Database name being monitored
Computer	Text	Computer name of someone logged into the database
UserName	Text	User Name specified from your computer and user name translation table

AccessName	Text	Access/Jet login name (usually Admin)
Connected	Yes/No	TRUE if connected, FALSE if disconnected
Suspect	Yes/No	TRUE if connection is suspect (not good), FALSE if it's okay
Status	Text	Description of the log item (e.g. Open Database, Close Database, New Connection, Close Connection)

Differences from Total Access Admin 2010

The tblLog table structure changed from the 2010 version:

- The AccessName field was previously called Login. It was renamed to differentiate it from the Login field in tblSession which is the Windows login. AccessName better clarifies this is the login name for Access and not Windows.
- The UserName field is new and comes from the table you maintain to translate the Computer name to a more friendly name.

It's important to note that if you depend on the data stored in the log file, you should add the log file database to your backup and maintenance routine.

Refresh

Use the Refresh options to automatically refresh the Connected Users Grid and Status Section:

Refresh: (Refresh must be enabled for other options to be active)

Enabled Interval:

Refresh Options

Check this box and choose a refresh interval to update the connection information regularly.

You must Enable refresh if you want the Actions to be activated and respond to changes in the database. This does not impact the Quit time option.



Do not set the interval to a short period of time if the database you are monitoring experiences heavy loads or a high numbers of users. Each time Total Access Admin refreshes the list, it makes calls into the database, which adds additional load and may affect the performance of your Access/Jet application. Generally, an interval of every 30 or 60 seconds is safe.

Actions

The Actions section gives you the ability to perform specific actions when all connections are closed and/or if the database becomes suspect. You can also specify a date/time when the program should end.

Actions: When all connections are closed:
If a database becomes sspect:
Quit at this time:

Action Options

NOTE: The first two actions only run if Refresh is enabled. The refresh interval determines how often Total Access Admin checks for database changes. The Quit time does not require checking the database and is not affected by the Refresh check box.

When All Connections are Closed

Total Access Admin can perform the following actions when all connections to the database are closed:

When all connections are closed:
Close Database
Compact & Exit
Display Notification
Exit

Options Once All Users are Out of the Database

Close Database

Select this option to close Total Access Admin's connection to the database after all other users have closed the database.

Compact and Close

Select this option to compact and close the database after all other users have exited the database. If there are no users in the database when you set this option, the Compact occurs at the next refresh interval.

Database compact performs these tasks:

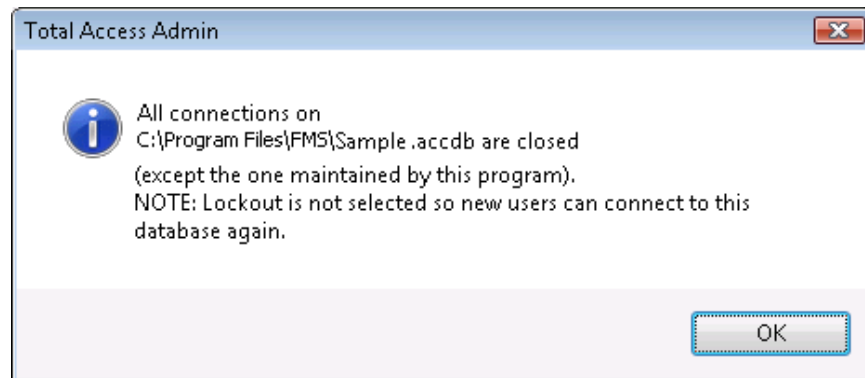
- Recover space used by deleted objects and records.
- Update table and index statistics so the query optimizer can choose the most efficient query plan.
- Physically re-order the rows in the table in the order of the chosen clustered index on the table.
- Reset the next available number for AutoNumber (or “counter”) fields so the next available number is one higher than the current highest value in the table.
- Repair the database if structural inconsistencies are found.

Compact and Exit

Select this option to compact the database and exit from Total Access Admin after all other users have exited the database.

Display Notification

Select this option to receive a message when all the users exit the database:



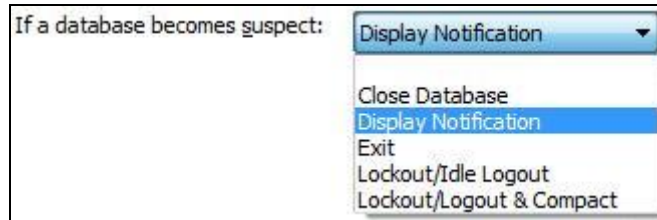
All Connections Closed Notification

Exit

Select this option to exit Total Access Admin when all connections are closed. This closes the database connection, as well as the instance of Total Access Admin.

If a Database Becomes Suspect

A dropped connection to an Access/Jet database can lead to corruption. Total Access Admin identifies workstations or users who have left the database in a suspect state, and can perform the following actions:



Options when a Suspect Connection is Detected

Close Database

Select this option to close Total Access Admin's connection to the database if it is found to be in a suspect state.

Display Notification

Select this option to see a message if the database becomes suspect.

Exit

Select this option to exit Total Access Admin if the database becomes suspect. This closes the database connection, as well as the instance of Total Access Admin.

Lockout/Idle User Logout

Select this option to turn on the Lockout and Idle User Logout features if the database becomes suspect. Refer to page 32 for details about these features.

Lockout/Logout & Compact

Select this option to turn on the Lockout and Idle User Logout features, and then compact and repair the database if the database becomes suspect. Refer to page 32 for details about lockout/logout features, and page 30 for more information about compacting and repairing databases.

Quit at this Time

You can specify a date and time Total Access Admin should quit:

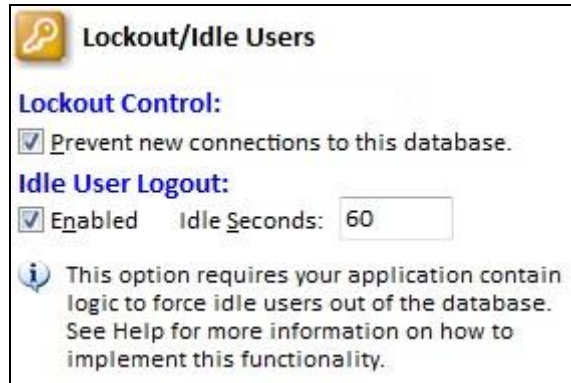
Quit at this time:

Specify a Time to Quit

The value you enter must be a date/time in the future. When that time arrives, Total Access Admin ends. Leave the text box blank if you don't want it to quit automatically.

Lockout/Idle Users

This section lets you prevent new users from connecting to the current database and notify existing users to exit.



Lockout/Idle Users Options

Lockout Control

While administering Jet databases, there are times when you need to have all users logged out of the database. While you may not necessarily want to kick everyone out immediately, you may want to prevent new connections.

The Lockout Control section allows you to keep new users from connecting to the database:



Lockout Control

Prevent new connections to this database

Checking "Prevent new connections to this database" allows users who are currently connected to continue working, but does not allow any new connections to the database.

When you check this option, Total Access Admin uses a special Jet Engine command to flag the database in a way that prevents any additional instances of Access/Jet from opening the database.

When a user attempts to open the database outside of Total Access Admin, the following message is displayed:

The database has been placed in state by user UserName on machine MachineName that prevents it from being opened or locked.

If you use this feature, let your users know what this means so they understand it is not an unexpected error.

Idle User Logout

In many cases, a user may leave an Access application running for an extended period of time, even if they are not using the application. For instance, they may have left the office for lunch or even for the day while leaving their application open.

This is particularly problematic when you need to lock the database exclusively for maintenance such as compact.

Total Access Admin provides a mechanism to log out idle users. This option requires that your application contain certain logic to force idle users out of the database. The sample databases (created in your installation directory when you install the product) illustrate how to implement this functionality in your application, and more details are provided below. If the FMS_IdleLogout table exists in your database, the Idle User Logout section is enabled:



Idle User Logout

To activate this feature, check the Enabled check box and specify the number of seconds the application should wait before exiting.

Handling Idle User Logout in your Database

In order for your application to support the Idle User Logout feature, your application must include some additional functionality. Sample databases are created in your installation directory when you install Total Access Admin.

The following samples are installed:

- FMSAdminSampleADO.mdb is provided for Access 2000-2016 users, and references ADO.
- FMSAdminSampleDAO.mdb is provided for Access 2000-2016 users, and references DAO.
- FMSAdminSample97.mdb is provided for Access 97 users, and references DAO.

Importing Objects from Sample Databases

The easiest way to implement this is to import items from the sample database into your application:

Open your database from Access

Select import:

- From Access 2007 or later, select from the ribbon External Data, Access from the Import section.
- From Access 2003 or earlier, choose File, Get External Data, Import.

Browse to your installation directory, and choose the appropriate version of the sample database:

- FMSAdminSampleADO.mdb for ADO references
- FMSAdminSampleDAO.mdb for DAO references

Import the following objects:

- Table: FMS_IdleLogout
- Forms: frmStartup, frmAdministrator

Set the Display Form to frmStartup

This form opens when you open your database:

- For Access 2007 or later, select Access Options from the upper left corner (File for Access 2010 or later, or the Office button for Access 2007). Select Current Database. Set the Display Form to frmStartup.
- For Access 2003 or earlier, choose Tools, Startup and set the Display Form to frmStartup.

Verify the Library Reference

Open the code behind any form, and choose Tools, References from the menu. Ensure that Microsoft DAO or ADO is listed as a reference.

Close your database, and test the Idle User Logout feature.

If your application has an existing Startup routine, or if you want to integrate the functionality into existing forms, you may want to support the Idle User Logout feature without importing our sample objects. If you are

more experienced with Access development, read the section below for technical details about integrating the Idle User Logout feature.

Technical Details

For your application to support the Idle User Logout feature, your database must contain a table called **FMS_IdleLogout** with these fields:

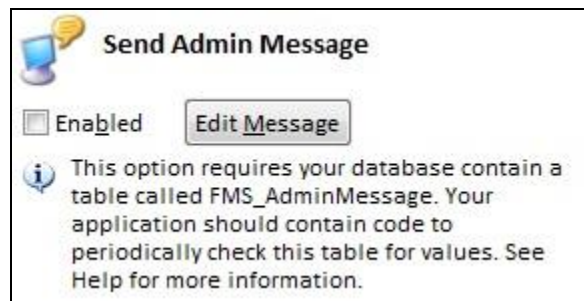
Enabled	Yes/No
Seconds	Number (Long Integer)

This table is updated when you turn the Idle User Logout feature on or off through Total Access Admin.

Next, you should add refresh logic to your database, such as code to periodically examine the value of the Enabled field in the table. If the value is set to True, you should determine how long the user has been idle, and close the database if they have been idle for the specified amount of time.

For instance, your application can implement a timer that checks the value of the Enabled field at regular intervals, and checks how long the user has been idle. Use the sample databases as a guide for implementing this feature.

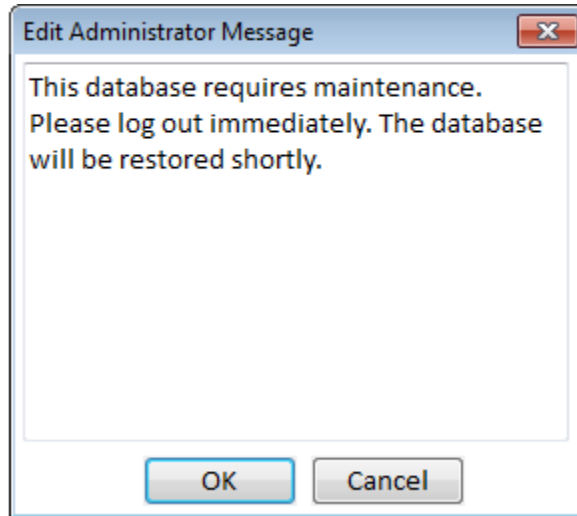
Send Admin Message



Send Admin Message Section

When administering a database, there are many cases when you need to send a message to everyone using the database. For example, you may want to warn users that you are taking the database offline, or request that they close the database at a specified time. Or, you may simply want to inform the users that an update is available. Total Access Admin provides a feature to send a message to all users connected to the database.

Total Access Admin also allows you to specify the message to send. Press the Edit Message button, and type the desired text:



Edit Logout Message Form

This option requires that your application contain logic to support the Send Admin Message feature. The sample databases (created in your installation directory when you install the product) illustrate how to implement this feature in your database, and more details are provided below.



Tip

Use the Send Admin Message feature in conjunction with the Lockout Controls and the Idle User Logout feature when you need all users to exit a database.

Supporting Admin Messages in your Database

For your application to support the Admin Messages feature, your Access application must include some additional functionality. Sample databases are created in your installation directory when you install Total Access Admin.

The easiest way to implement this is by importing items from the sample database into your application. Follow the same steps as importing objects for the Idle User Lockout feature on page 34, but import these objects instead:

- Table: FMS_AdminMessage
- Forms: frmStartup, frmAdministrator

Close your database, and test the Send Admin Message feature.

If your application has an existing Startup routine, or if you want to integrate the functionality into existing forms, you may want to support the Send Admin Message feature without importing our sample objects. If you are more experienced with Access development, read the section below for technical details about integrating the Send Admin Message feature.

Technical Details

In order for your application to support the Send Admin Message feature, your database must contain a table called FMS_AdminMessage. This table should have the following fields:

Message	Text
MsgEnabled	Yes/No

This table is updated when you turn the Send Admin Message feature on or off, and when you edit the Admin Message through Total Access Admin.

Next, you should add code to periodically examine the value of the Enabled field in the table. If the value is set to True, you should display the message. For instance, your application can implement a timer that checks the value of the MsgEnabled field at regular intervals, and then displays the Message text to a Popup form. Use the sample databases as a guide for implementing the Send Admin Message feature.

Chapter 5: Launching from a Command Line

This chapter provides information on launching Total Access Admin from a command line. This chapter may be skipped if you only use the interactive interface without the need to automate the program.

Topics in this Chapter

- **Automation from a Command Line**
- **Opening a Database**
- **Specifying Options**

Automation from a Command Line

Total Access Admin can be run from the command line to specify all the options you would select from the interactive interface. You can specify the database to be monitored and the options. You can then easily create a Windows shortcut to simplify the monitoring of the same database repeatedly.

If you are familiar with using a shortcut to launch a database with Access, you'll find the syntax for Total Access Admin to be very familiar.

The syntax for opening a database with Total Access Admin is identical to the syntax for starting Microsoft Access with a database:

```
TAADMIN_PATH Database [SecuritySettings] [Options]
```

where:

- **TAADMIN_PATH** is the full path to Total Access Admin. For example,
`"C:\Total Access Admin 2016\TAAdmin.exe"`
- **Database** is the name of the database
- **SecuritySettings** (if any) are the password or workgroup file information
- **Options** (if any) are the tasks you want Total Access Admin to perform

Opening a Database

After providing the TAADMIN.EXE file, specify the database. The database name should be the full path to the name such as:

```
"C:\Total Access Admin 2016\FMSAdminSample_ADO.mdb"
```

If the database is secured or has a database password, you can specify them through a series of syntax flags specified and separated by the `/switch` syntax.

Database Password

For password protected databases, after the database name, add a space then provide the `/dbpwd` switch to specify the password:

```
/dbpwd password
```

where **password** is your database password. See page 19 for details.

Workgroup Security File, User Name and Password

The workgroup security, you can specify the workgroup file, user name, and password with these options:

```
/wrkgrp WorkgroupName  
/user UserName  
/pwd Password
```

For instance,

```
/Wrkgrp "C:\Secured.mdw" /user MyUser /pwd MyPass
```

The password is not necessary if the user name doesn't require a password. See page 18 for additional details on supporting secured databases.

Specifying Options

In addition to opening a specific database, you can also set the options in Total Access Admin. Each option is specified by a /switch syntax. The switch tags are case insensitive and their order does not matter. Some switches require a value after it.

Refresh Period

If the refresh period is not specified, the refresh period (if any) during the last time Total Access Admin was run is used. Refresh must be enabled if you want the Actions (Connect and Suspect) to work.

Explicitly specify the refresh period with this syntax:

```
/Refresh time
```

where **time** is the number of seconds or minutes. You can only select the options available in the drop down lists. See page 33 for details.

Use **#s** to set the time in seconds, and **#m** to set the time in minutes. For example, to refresh every 30 seconds, use:

```
/Refresh 30s
```

To specify 3 minutes, use:

```
/Refresh 3m
```

To disable refresh, pass 0 seconds:

```
/Refresh 0s
```

Write to Log File

Turns on the option to write usage to a log file. See page 23 for details.

Syntax:

```
/Log
```

Specify Log File Name

By default, if you activate logging, the information is stored in the LOG.MDB file in the folder where Total Access Admin is installed. Explicitly set or change the location of the Log File with this syntax:

```
/LogFile "database.mdb"
```

For more information, see **Write Usage to Log File** on page 23.

Connect Actions

Specify the action to take after all connections to the database are closed. This requires Refresh to be enabled so that it “sees” when all connections are closed. Syntax:

```
/Connect action
```

The **action** parameters are:

- **Close:** Closes Total Access Admin’s database connection
- **CompactClose:** Closes Total Access Admin’s database connection, and compacts the database
- **CompactExit:** Exits Total Access Admin and compacts the database
- **Display:** Displays an on-screen notification message
- **Exit:** Exits Total Access Admin

See page 29 for details about these actions. Example:

```
/Connect CompactClose
```

Suspect Actions

Specify the action to take when a suspect connection is detected. Syntax:

```
/Suspect action
```

The **action** parameters are:

- **Close:** Closes Total Access Admin’s database connection
- **Lockout:** Turns on the Idle User Logout and Lockout Control options
- **Compact:** Turns on the Idle User Logout and Lockout Control options, closes Total Access Admin’s database connection, and compacts the database
- **Display:** Displays an on-screen notification message
- **Exit:** Exits Total Access Admin

See page 31 for details about these actions. Example:

```
/Suspect Compact
```

Lockout and Prevent New Users

Turns on the “Lockout Control” to prevent new connections to the database. See page 32 for details. Syntax:

```
/Lockout
```

Idle User Logout

Turns on the “Idle User Logout” option to log out users who have been idle for the specified number of seconds. This option requires that your application contain logic to force idle users out of the database. See page 33 for details. Syntax:

```
/Idle /IdleSec seconds
```

where **seconds** is the number of seconds to idle. For example, to idle for 10 seconds:

```
/Idle /IdleSec 10
```

Send Admin Message

Turns on the “Send Admin Message” option to send a message to all connected users. This option requires that your application contain logic to force idle users out of the database. Refer to page 35 for details. Syntax:

```
/Admin
```

The message sent is not specified here because the command line has limited length. The message that is sent is what was last specified in Total Access Admin interactively.

Wait Time

You can launch Total Access Admin and have it close after a certain number of seconds or hours. Syntax:

```
/WaitSec seconds
```

```
/WaitHour hours
```

where **seconds** is the number of seconds and **hours** is the number of hours to wait. Hours can be a decimal such as 1.5 for 90 minutes.

Based on the settings, the quit time appears on the main form. You can prevent it from quitting by clearing that text box.



Total Access Admin's command line interface makes it easier than ever to automate maintenance tasks. Consider using **Total Visual Agent** from FMS, or another scheduling tool to execute command lines on scheduled basis. Visit www.fmsinc.com for more information, and to download a trial version of **Total Visual Agent**.

Chapter 6: Troubleshooting and Support

This chapter provides information about troubleshooting problems that arise and obtaining support for Total Access Admin.

Topics in this Chapter

- **Support Resources**
- **Web Site Support**
- **Technical Support Options**
- **Contacting Technical Support**

Support Resources

There are many resources available to help you resolve issues you may encounter. Please check the following:

Readme File

Check the README file for the latest product information. The README file is located in the directory where you installed the product.

Product Documentation

We've spent a great deal of care and time to make sure the Total Access Admin manual and help file are very detailed. Check the Table of Contents and Index for your question, and read the appropriate pages.

Web Site Support

The FMS web site contains extensive resources to help you use our products better. Resources include product updates, frequently asked questions (FAQs), information on new versions, betas, and other resources.

Web Site

The FMS web site is located at:

<http://www.fmsinc.com>

News and important announcements are posted here.

Support Site

The main support page is located at:

<http://support.fmsinc.com>

From this page, you can quickly locate the other support resources.

Product Updates

FMS takes product quality very seriously. When bugs are reported and we can fix them, we make the updates available on our web site. If you are encountering problems with our product, make sure you are using the latest version.

Product updates can also be checked using the update wizard. See Check for Updates on page 12 for details.

Frequently Asked Questions (FAQs)

Common questions and additional information beyond what is in the manual is often available from our FAQs.

Microsoft Patches

Our support site also includes links to Microsoft patches that are related to our products. Make sure you're using the latest versions by checking here or visiting the Microsoft site.

Technical Support Options

FMS is committed to providing professional support for all of our products. We offer free access to our online FAQs and forums. Bug reports, feature requests, suggestions, and general pre-sales questions related to our products are always available at no cost.

Additional maintenance plans are available to provide subscribers with enhanced technical support. This is the best way for you to stay current with the rapidly changing technologies that impact project development, and to ensure you are getting the maximum return from your software investment. Please visit our web site, <http://www.fmsinc.com>, for the most up-to-date information.

Access to FAQs	✓	✓	✓
Access to Forums	✓	✓	✓
Minor Upgrades/ Bug Fixes	✓	✓	✓
Telephone Support	✓	Per incident	First 30 Days
Email Support	✓	Per incident	First 30 Days
Priority Response Time ¹	✓	✓	
Senior Engineer Support Team	✓	✓	
Email Project for Testing	✓	✓	

Programmatic Code Assistance ²	✓	✓	
Major Upgrades for Current Version (not between Access versions)	✓	Additional fee	Additional fee
Cost	Annual Fee	Fee Per Incident	Included
<ol style="list-style-type: none"> 1. Response generally within two business days. Actual resolution may take longer depending on complexity of the issue reported. 2. Custom Programming implementation is not provided in our Support Maintenance plans. For products that include a programmatic interface, we can provide instructions for using our programmatic interface, and show examples, but we do not implement this into your projects. This service is available from our Professional Solutions Group. 			

Premium Subscription

The Premium Subscription is the ideal option for customers seeking the highest level of support from FMS. The annual fee entitles you to telephone and email technical support from a senior support engineer.

From time to time, FMS may release new versions of existing products which add new features. These are point releases (e.g. from version 16.0 to 16.1) and are different from new builds that correct problems in existing features (e.g. from version 16.00.0001 to 16.00.0002).

These point releases are available for a nominal upgrade fee to existing customers. Premium Technical Support subscribers receive these upgrades automatically and for no additional charge during their subscription term.

NOTE: Upgrades between versions (for instance going from Access 2013 to Access 2016) are not considered Point Release Upgrades and are not included in the Premium Subscription.

Subscriptions are available for a twelve month period, and may be purchased at any time. You must be the registered owner of the product to purchase a subscription and the only person contacting FMS for support under the subscription.

Please ensure you have purchased the Subscription you need for Total Access Admin.

Per Incident

Our Per Incident package is available individually or by purchasing multiple incidents in advance. The Per Incident support package provides telephone and email technical support from a Senior Technical Support Engineer for resolving one incident.

An incident is defined as a single question related to one of our products. The Per Incident period is from start to finish (report of the incident to resolution) for a single incident. If you anticipate multiple questions for a single product, we recommend purchasing the Premium Subscription.

Standard Subscription

Our Standard Subscription comes with every product purchased for no additional cost. The standard subscription comes with access to our FAQs and forums, and responses to bug reports and feature requests for that version.

Please note that the person requesting support must also be the registered user of the product. Registration is required and will be requested by our Technical Support professionals.

Contacting Technical Support

If the troubleshooting suggestions and other support resources fail to resolve your problem, please contact our technical support department. We are very interested in making sure you are satisfied with our product.

Registering Your Software

If you didn't purchase Total Access Admin directly from FMS, register your copy at:

<http://www.fmsinc.com/register>

You must be registered to receive technical support. Registration also entitles you to free product updates, notifications, information about upcoming products, and beta invitations. You can even receive free email notification of our latest news.

Contact Us

The best way to contact us is to submit a ticket on our support site:

<http://support.fmsinc.com>

Please provide detailed information about the problem that you are encountering. This should include the name and version of the product, your operating system, and the specific problem. If the product generated an error file, please submit that as well.

Our ticketing system lets you track the progress of your issue and see the entire thread of communications and file attachments.

Please bear in mind that a unique issue may involve meetings between the technical support staff and product developers, so your patience is appreciated.

Microsoft Technical Support

FMS only provides technical support for its products. If you have questions regarding Microsoft products, please contact Microsoft technical support.

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