

POMP 4 Database Installation Instructions

System Requirements:

- Your computer has to be running Windows98 or higher operating system.
- If you are NOT running WindowsXP, you need to download the Microsoft Universal Data Access 2.7 service pack at <http://www.microsoft.com/downloads/details.aspx?FamilyID=9ad000f2-cae7-493d-b0f3-ae36c570ade8&DisplayLang=en>.

Database Version:

- Each performance measure has a standard database that requires Access2002 and a runtime version that does not. Two different runtime versions are available depending on your operating system. There is one version for users with WindowsXP and another version for the other Windows operating system. Make sure you select the correct version to avoid errors during the installation and use of the program.
- Once you have installed the runtime database, you can select the standard database option for the other performance measures because your system will know to use the runtime database on any following databases that are downloaded. For example, you first download the runtime version of the transportation database, then you download the congregate meals database in Access 2002.

Installation:

1. Download the database from the website. Remember where you saved it on your computer. (Post-it note on your computer may help.)
2. Open Windows Explorer and go to the directory where you stored the downloaded file.
3. Unzip the self-extracting zip file (*.exe) by double-clicking on the file name in Windows Explorer. Remember where you are unzipping it to. The default is c:\temp.
4. After your computer has extracted all of the files from the WinZip archive, find the *setup.exe* file and double-click on it. It should be under c:\temp.
5. Run through the setup program, using the default settings. You will have several screens to go through just press next/continue.
6. Once loaded, you should be able to find a shortcut to the database under the start button in a program folder called POMP4. So go to Start, then Programs and see if POMP4 is in your list. Click on it to see which databases are loaded.
7. Delete the installation files under c:\temp. (To avoid any confusion, make sure you delete the setup.exe and other files [e.g., *.cab] before installing another database.)

Before Starting Data Entry:

There have been some big changes this year. Read the coder checklist on the website with the other survey materials before you start entering data. This year, we are requiring every question to be filled in. If no response was given by the client on a question, use the missing code (-9).

When entering information from a *check all that applies* list, a checked box is coded as 1 or Yes and an unchecked box is coded as 2 or No. This is not obvious from looking at the questionnaire. In other words, every box needs to be entered using a value of 1 for "Yes", 2 for "No", -7 for "Refused", -8 for "Don't know", or -9 for "Missing". The codebook provides more detail on the coding of responses and the handling of skip patterns.

Data Entry:

- You must always start data entry with the logbook form. New client IDs can only be entered in this form. If you try entering a new ID on any other form, you will get an error message that the ID is not in the list.

Database Delivery:

All the databases will be stored under the c:\Program Files\POMP4 directory this year. Again, we will have two databases per measure. A front-end database with all the forms and a back-end database with the data. When you send us the data, please send only the back-end database (__BE.mdb).