

## Convert CHIP-AZ Database

### Effective 1/1/2006 CHIP-AZ no longer supports Microsoft Office 2000.

(Not to be confused with Windows Operating Systems 2000 or XP which are fine.)

Only MS Office 2002 (minimum sp3) or MS Office 2003 (minimum sp1) will be supported.

**If the nurse computers are not compliant, future updates of CHIP-AZ will be problematic.**

<b>Current MSOffice</b>	<b>You must do</b>	<b>After Upgrade</b>
2000	Upgrade to 2002 or 2003	Convert .mdb file format to 2002/2003. Follow link to <a href="#">instructions</a> .
2002 (XP)	Be sure minimum service patch of sp3 is installed.	
2003	Be sure minimum service patch of sp1 is installed.	

Install MS Office 2002 or 2003 and apply latest service patches which can be found at:

[MS Office Updates](http://office.microsoft.com/en-us/default.aspx) <http://office.microsoft.com/en-us/default.aspx>

To take full advantage of MSOffice 2002/2003, please follow the instructions below.

### Instructions for Conversion

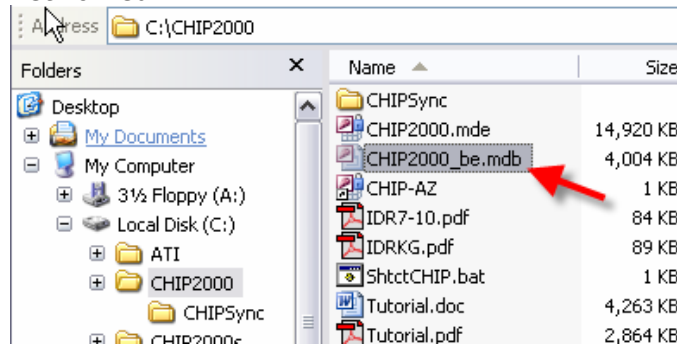
**Be sure CHIP-AZ is closed!!**

#### Turn off Sandbox Mode

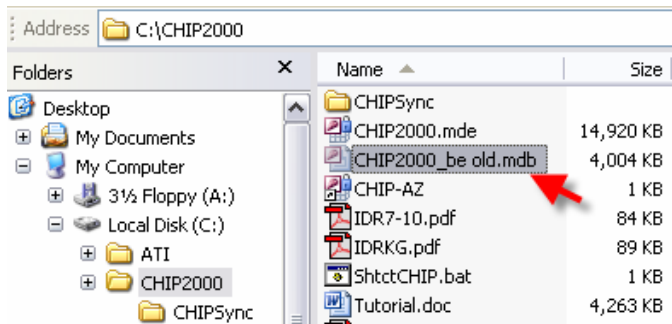
- To turn this feature off, you must go into a mode that is less safe according to Microsoft standards and recommendations. Here's how:
  - Open MS Access.
  - Prior to opening any database, go to Tools, Macro, Security.
  - Select the "Low" setting and click OK.  
While Microsoft does not recommend this setting to be used, if you have good AntiVirus software on your machine (which everyone should have at this point!), you will probably not encounter security issues.
- Close MS Access.

#### Convert CHIP-AZ

- Open the folder which contains CHIP2000\_be.mdb. Usually [C:\CHIP2000](#) unless networked.



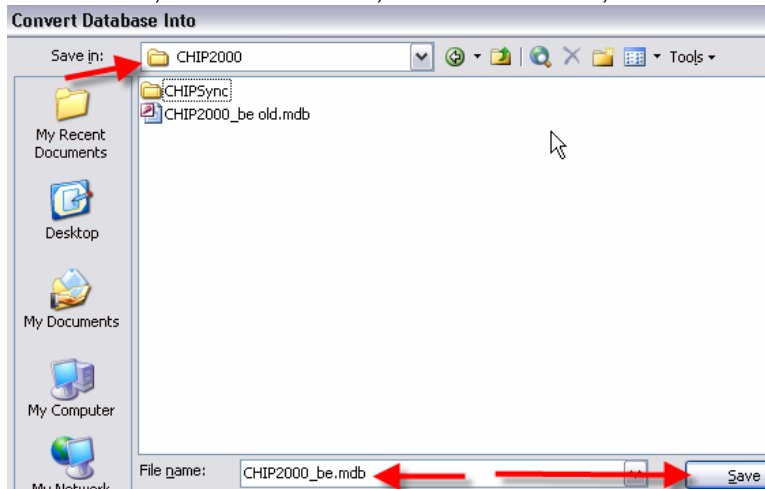
- Rename the file **CHIP2000\_be.mdb** to **CHIP2000\_be old.mdb**



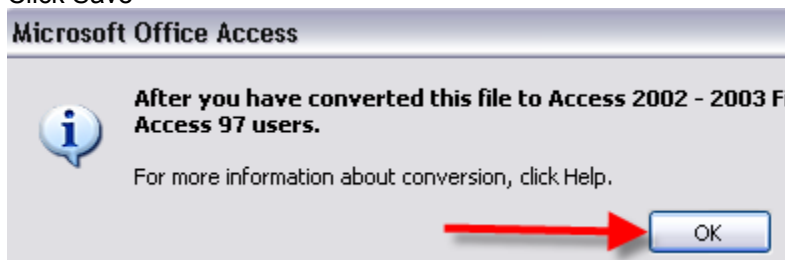
- 4.
5. Double click the file **CHIP2000\_be old.mdb** to open it.



- 6.
7. Select **Tools, Database Utilities, Convert database, To Access 2002-2003 Format...**



- 8.
9. Navigate to the CHIP2000 folder via Save in:
10. Enter the File name: **CHIP2000\_be.mdb (must be this name exactly!!)**
11. Click Save



- 12.
13. Click OK and close MS Access.

CHIP-AZ Computer Requirements	Preferred
CPU	Pentium IV or better
Memory	512MB or more
Hard Disk	500MB unused free space
Monitor	17" or better
Operating System	Windows XP or newer
Software	Microsoft Office 2003 Professional sp1 or newer
<b>Required</b>	Internet Access from nurse computer

Convert CHIPSync – [Contact](#) GLS for instructions.