

Starting an Empty CASST Database

Sometime users want to start a new, empty database. This is very easy to accomplish with CASST.

First, using the Windows[®] Explorer, locate the "C:\CASST2\Data" folder. (If you have installed CASST, Version 2.1, in any other directory or if you are using CASST on a network, the path to the "Data" folder that CASST is using could be different. If you are unsure of the location of your "Data.mdb" file, run CASST and select "Options" from the "Tools" pull-down menu. Then select the "Locations" tab and read the location of the "Data Database". This is the location of your data file.) In this folder you should find the following files: "Blank.mdb", and "Data.mdb". There may be other files in this folder, but these are the files that we are interested in.

To start with a new, empty database, first rename the "Data.mdb" file. This can be accomplished by clicking once on the file name and then, with it highlighted, press the "F2" key and then change or retype the desired name. You might, for example, rename this file to "Data-org.mdb", identifying it as the original data file.

Next, copy the "Blank.mdb" file. This can be accomplished by clicking once on the filename to highlight it. Then select "Edit" from the pull-menu and select "Copy". Then select "Paste" from the "Edit" menu. This will create a "Copy of Blank.mdb" file.

You will now rename the "Copy of Blank.mdb" file to "Data.mdb". This can be accomplished by clicking once on the file name and then, with it highlighted, press the "F2" key and then change the name. When this is accomplished, close the Windows[®] Explorer and continue using CASST.

When CASST starts for the first time after creating the new database, you will be presented with the "Defaults" screen. This is normal and you can simply click "OK" to continue.