

# How to Copy the New Training Objectives into Training Manager Academy

For users of the latest version of Crown Pointe's Training Manager Academy (TMA) program, the Maryland Police and Correctional Training Commissions has posted a file containing database tables that include all of the new police training objectives.

This HowTo will instruct you on how to download and install the database tables. This installation does NOT bring your old test questions into the new tables. See the documentation provided by Crown Pointe for those procedures.

This procedure will create a database empty of all data except the training objectives.

1. Go to <http://www.mdle.net/resources.htm> and click on the "Training Manager Academy users – Request the New 2009 Training Objectives" button. You will be given the URL of the download files by return email.
2. Download the compressed (ZIP) file to your computer.
3. Once it is on your computer, right-click on it and select; 'Extract All...' This will create a folder called 'Data.' The folder contains several database tables.
4. Open Training Manager Academy. On the TMA menu select File > Configuration > Data Set List. A window will open named 'Browse Data Set List Table.'
5. Click on the 'Insert' button to create a new data set. Give the new data set any unused number and a name.
6. After saving the new data set, confirm the creation of the Data folder. You will receive a warning that the table 'Usr.tps' does not yet exist in the new location. Acknowledge the warning; we will address that issue in a moment.
7. Use 'My Computer' or 'Windows Explorer' to navigate to the location on your hard drive or network folder where the TMA data sets are stored. There will be a new folder named, "TMASET##" where ## is the number you gave to the data set in step 5.
8. You will note that in the TMASET## folder there is an empty folder called, 'Data.' Copy all of the files that you extracted in step 3 out of the 'Data' and into the empty 'Data' folder.

9. You should now be able to open the blank database in TMA using username= TMA, password= TMA.
10. If this is the username/password combination that you have been using in your other data sets, then you are finished. If your organization has defined multiple users and/or user types then go on to step 11.
11. In order to capture the users and user types that are in use in your other data sets, go to the TMASET## folder where the users are already configured and copy the 'Usr.tps' and the 'UsrTyp.tps' files out of the working data set into the new data set. Overwrite the files in the new data set.
12. Finally, you will want to have TMA recalculate its internal system ID numbers. On the TMA menu go to File > Database > Recalculate > Internal System IDs and run the utility.

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