

# Chapter 1: INTRODUCTION

GEAR UP\_DB is a relational database application designed to manage student and service information for GEAR UP programs. It is designed to assist the user in processing and analyzing data to be used in implementing and evaluating the GEAR UP program.

GEAR UP\_DB is designed to compile information and generate the Annual Performance Report required of GEAR UP Projects. It is customized to meet other reporting requirements for each GEAR UP Project.

GEAR UP\_DB operates in a Microsoft ® Access environment. GEAR UP\_DB requires that MS Access 2000 or later be installed prior to its use.

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This manual serves as a guide for the user in implementing the GEAR UP\_DB database. It is divided into four (4) chapters:

1. Introduction
2. GEAR UP\_DB Setup Procedures
3. Using the Program
4. Backups and Restores

GEAR UP\_DB Setup Procedures provide the user with step-by-step instructions on how to install GEAR UP\_DB and to start the program. Using the Program takes the user through a detailed description of the various components of the program. It also guides the user through the process of entering data in the database and previewing/printing reports created from the database.

This manual concludes with a description of the typical process of backing up and restoring data. The user's computer may be running a different type of backup program; if so, the user should refer to the operating system manual for his/her computer.

Questions, comments, and recommendations are welcomed. Please forward any correspondence to:

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