Chapter 1: INTRODUCTION

RALCDB is a relational database application designed to manage applicant information and services of the North Carolina Regional Alternative Licensing Centers (RALC). It is designed to assist the user in processing and analyzing data to be used in implementing and evaluating the RALC program.

RALCDB operates in a Microsoft ® Access environment. RALCDB 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 RALCDB database. It is divided into four (4) chapters:

1. Introduction
2. RALCDB Setup Procedures
3. Using the Program
4. Backups and Restores

RALCDB Setup Procedures provide the user with step-by-step instructions on how to install RALCDB 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 by 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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