# **2Review FAQ**

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## Q: How do I share a 2Review database across a network?

A: 2Review uses a database to store reviews created by pupils. This is by default stored in the program folder on the local machine (C:\Program Files\2Simple Software\2Review). The program will work fine on installation since it will access the locally installed database, however you can choose to centralise the database by copying the "alexandria.mdb" file to a shared network location with full access to all users. Then open 2Review, go into the teacher options and browse to the shared database. This step needs to be repeated on each machine – or alternatively, once you have done this on 1 machine you can copy the 2Review+ini file - which stores this setting - to each computer on the network (there a number of ways to do this – see <a href="https://www.2simple.com">www.2simple.com</a> > support > networks > copying settings, for more info.)

## Q: What permissions access does this program require?

A: The file C:\Program Files\2Simple Software\2Review+\alexandria.mdb needs full access for all users. If you choose to have move the database to a folder on a central server, that folder needs to have full permissions.

#### Q: How do I delete a review?

A: Open 2Review and then press ctrl, shift and the letter "o" to get into the teacher options. Click "Teacher Assessments" and then "Enter Teacher Assessment". You should now have a spreadsheet view of all reviews. To delete one, select the appropriate row and click "delete".

### Q: "Error -2147467259: Could not find file ... Alexandria.mdb"

A: The program is looking for the 2Review database but cannot find it. Check that the database location is set correctly and that the "alexandria.mdb" file is where you expect it to be (see first question for more info on how to do this). Also check that all users have full permissions to it (including share permissions if the database is on a shared folder on a network.)

#### Q: There is a limit on the amount of text I can type in my review

A: Different review types (easy /simple /advanced /open ended) have different limits for the maximum amount of text that can be typed. If you intend to write an extensive review, choose "open ended"

2Simple Software support@2simple.com 020 8203 1781 Last updated 11 July 2011