

Read Me First File: FEMA 452 &455: Risk Assessment Database© V5.0

Minimum Requirements:

The following are the hardware and software minimum requirements for the Risk Assessment Database:

Pentium® 4 or equivalent processor
Windows XP®
MS Access® 2002
256 MB of RAM recommended for all components

Note: the Database must be opened using the shortcut installed during the initial setup.

Initial Passwords:

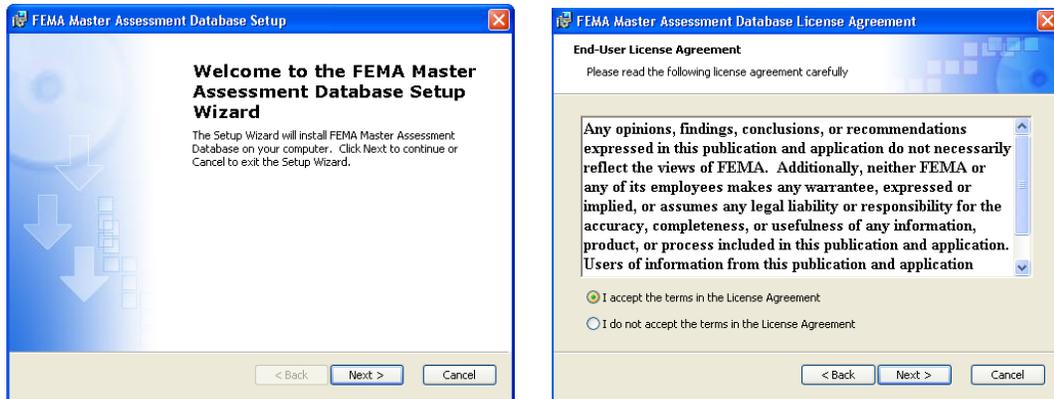
The initial passwords are:

Name: Administrator	Password: Administrator
Name: Assessor	Password: Assessor
Name: Editor	Password: Editor
Name: Reader	Password: Reader

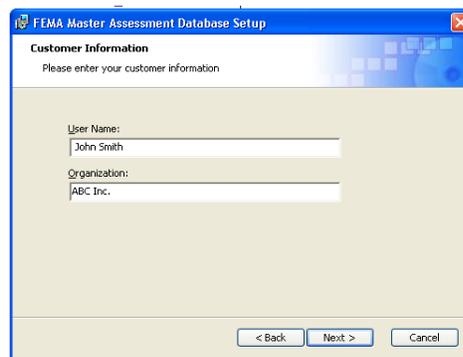
Installation Process

- Install one copy of the program as the Master Database on a computer at your organization's headquarters. Download the database program from the FEMA website: <http://www.fema.gov/plan/prevent/rms/rmsp452.shtm>.
- After downloading the program, begin the installation process by first closing all other programs and then left click on the SETUP.EXE file. Note: If the program was previously downloaded to you computer, left click <Start>, <Run>, identify the location where the SETUP.EXE program can be found (CD, C:/Temp, or some other storage location on hard drive or media) and then left click on the SETUP.EXE file.
- The Install Wizard first identifies the name of the software being installed. Left click <Next> to continue after confirming that this is the software you want to install.

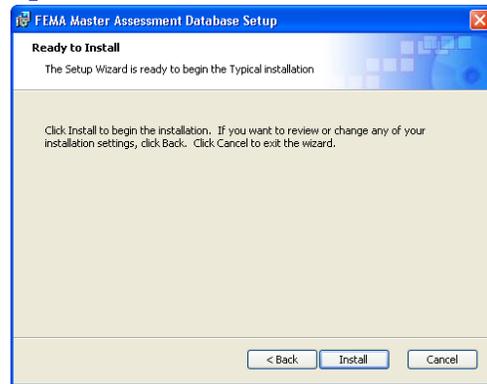
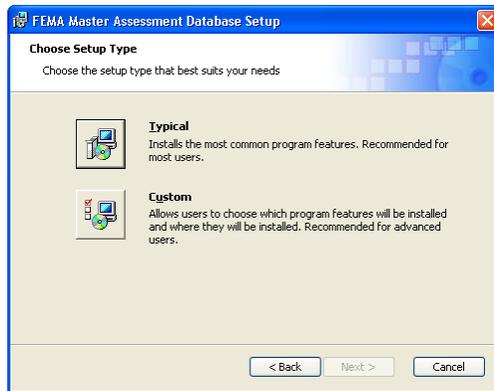
- A standard screen showing the End User License Agreement will appear. Read as you feel appropriate, then left click on the <Accept> circle, and left click on <Next> to continue with the installation.



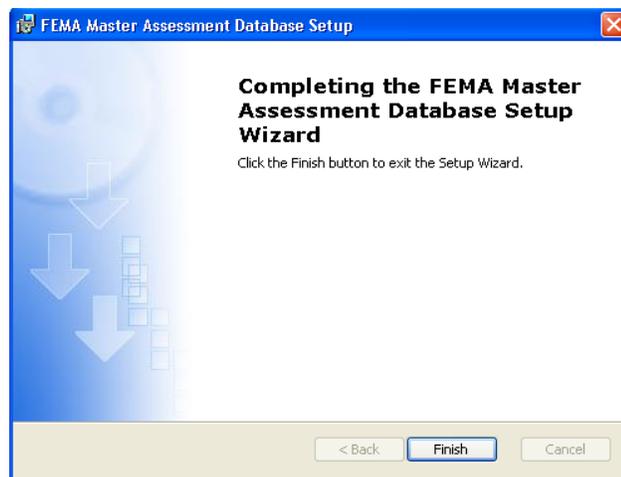
- Add the User Name and Organization in the appropriate windows. Continue with the installation by left clicking <Next>.



- There is no advantage in using the Custom Installation. There are no component programs to select. The only feature that the Custom Installation allows is to change the file name and/or file location. In most cases you should follow the Typical Installation. To proceed, left click on <Typical>.
- A standard screen to ensure you are ready to install will appear. Proceed by left clicking <Install>.



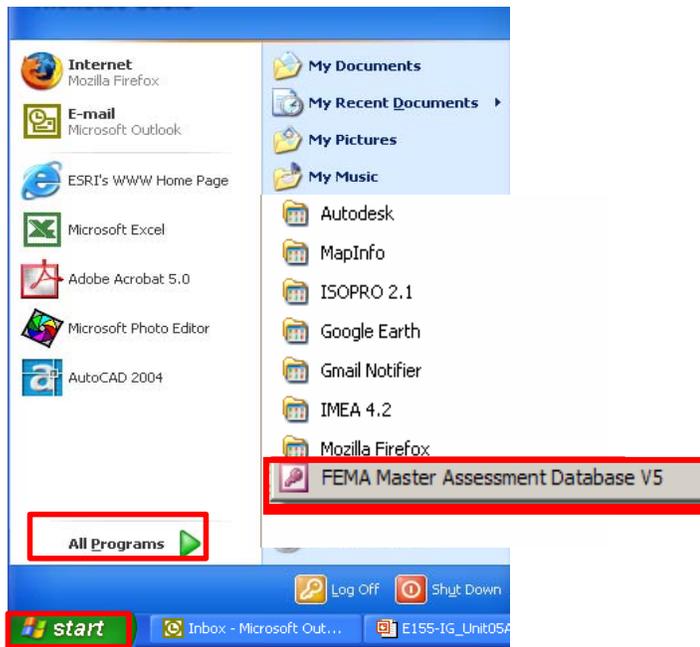
- If the Access program is not located in the standard location, the Install Wizard will take a long time looking for it with a searching flashlight. It should eventually find it and get to this screen. The final standard screen indicates the Install Wizard has completed the installation. Left click <Finish> to end the installation.



- Following the same procedure, install a second copy of the program to use in the Assessment Tool operating mode on the computer(s) that your assessors will use to collect data, such as a laptop.

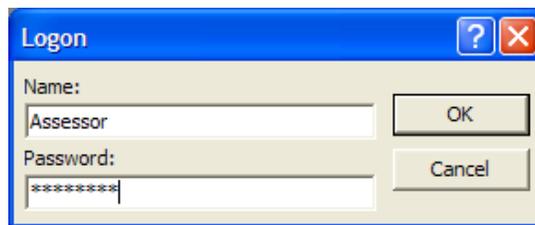
Opening the Database

- To open the Master Assessment Database, you first left click on <Start>, then <Programs>, and look for the <FEMA Master Assessment Database V5> to left click. The FEMA Master Assessment Database should be at the end of the Startup Program Menu immediately after the installation. You can copy the shortcut icon for the FEMA Master Assessment Database to another location at any time.



Note: the database can only be opened by left clicking on the FEMA Master Assessment Database Icon.

The first action to enter the database is the Logon. You can enter the database Tool as an Assessor, Editor, Reader or Administrator. Recommend accessing the database the first time using the Administrator log on which provides access to all functions of the program. The initial Password for Administrator is “Administrator”. The Database Manager / Administrator will be able to establish new user accounts and passwords. If this has been completed use your assigned user name and password.



This leads to a Main Menu of the database. It may start in either in the Assessment Tool operating mode or in the Master Database operating mode. (It opens in the mode for which it was last used.)

Database Administrator Information

Version 5.0 of the FEMA 452 database has continued to simplify the required Database Administrative functions. The Installation Process section of the User Guide describes a

step by step process for Users to install and run the database. It simplifies managing user accounts and changing passwords. It also describes how Users can import database files, Photos, GIS files, and Miscellaneous files.

A Database Administrator may be required to manage the security functions of the database. It is highly recommended that the database administrator is an intermediate to advanced Microsoft Access user. For up to date information about Microsoft Access®, the current software webpage is: <http://office.microsoft.com/en-us/FX010857911033.aspx> .

Database Specifics:

The database application is composed of various files, including a Microsoft Access® database (*MasterDBV5.mde* for the Master Database), a workgroup file (*FEMA452wg.mdw*), a shortcut to the database (*FEMA Master Assessment Database V5*) and a User Guide in Adobe Acrobat® (*RVS User Manual, v5.0, May 18, 2009.pdf*).

The following are the hardware and software requirements for the risk Assessment Database:

- Pentium® 4 or equivalent processor
- Windows XP
- MS Access® 2002
- 256 MB of RAM recommended for all components

Note that the database will recognize any type of file in the “Miscellaneous” folder. However, the database only recognize files with a “.jpg”, “.gif” or “.bmp” file extension in the “Photo” and “GIS_Portfolio” folders.

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The initial passwords are:

Name: Administrator	Password: Administrator
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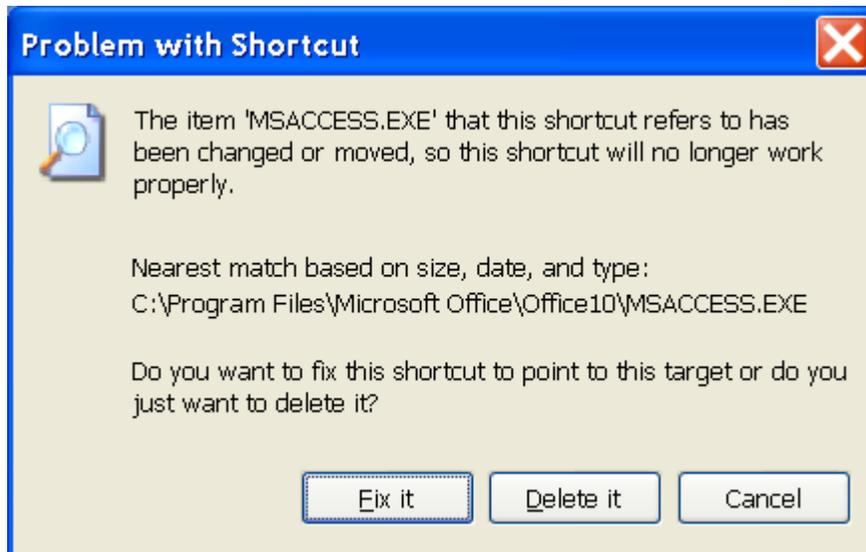
Notes for installation on systems running MS Access® 2002:

(If you are running the program on MS Access® 2003, you will not have this problem.)

The first time the program is started in MS Access® 2002, the below “Missing Shortcut” dialogue box will display.



Simply allow the system to search your system for several minutes until it prompts you with the below “Problem with Shortcut” dialogue box. Then click <Fix it>. This will reset the shortcut to match your system and open the FEMA Master Database program.



Alternately, when you get the first dialogue box, you can browse to your version of MS Access®.