

Appendix F: Instructions for Downloading Microsoft Access Runtime

The Consumer Products Reporting Tool is designed to work with Microsoft Access 2010 or later. For the best compatibility, please refer below:

- If you have Microsoft Access 2010 or later, you will need to determine if you are using a 32-bit or 64-bit version and download the appropriate tool.
- If you **DO NOT** have Microsoft Access, you may still access the tool by downloading the appropriate Microsoft Access 2010 Runtime or Microsoft Access 2013 Runtime which is compatible with your version of Windows.
- If you are using a previous version of Microsoft Access, it is recommended that you (1) uninstall that version of Microsoft Access and use the appropriate version of Microsoft Access Runtime or (2) obtain a copy of Microsoft Access 2010 or later.

Do I use the 32-bit or 64-bit version of the Consumer Products Reporting tool?

If you currently are running Microsoft Access, you will need to determine if your version of Microsoft Access is 32-bit or 64-bit. To determine your version:

In Office 2013

- Open Access 2013.
- Click **File**, then click **Account**.
- Under **Office Updates**, you can see the version, but to see both the version and platform, click **About Microsoft Access**. The version and platform is listed similar to this:

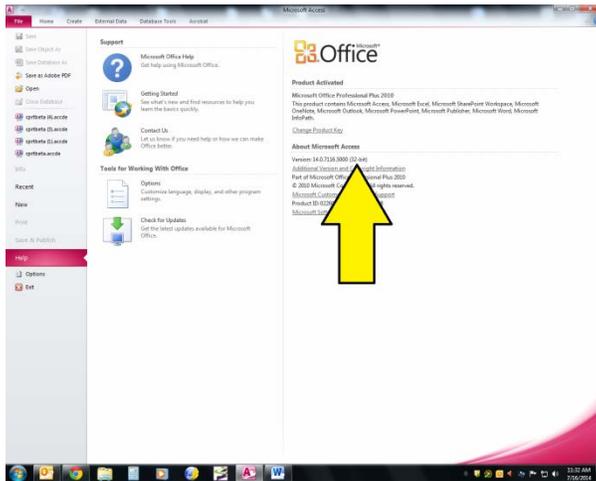
Microsoft Access 2013 (15.0.0000.0000) MSO (15.0.0000.0000) 64-bit

- “64-bit” or “32-bit” is listed at the end.

In Office 2010

- Open Access 2010.
- Click **File**, then click **Help**.
- Under **About Microsoft Access** the version is listed with the platform, similar to this:

Version: 14.0.0000.0000 (32-bit)



- “64-bit” or “32-bit” is listed at the end.

What to do if I do not have Microsoft Access?

The Consumer Products Reporting Tool (CPRT) uses Microsoft Access as a platform. In some cases, your work computer may not have Microsoft Access installed or an older version may be installed, which is not compatible with the CPRT. The CPRT is compatible with 2010 and 2013 Microsoft Access.

If you do not have Microsoft Access 2010 or 2013 installed on your computer, you can still use the CPRT by installing Runtime (a freeware program) on your computer. Below are instructions on how to do so. Once you have determined which version of Runtime to use, please follow the links in this document to download the correct version..

1. Determine your Windows version?

All users who are using Microsoft Windows can find what version of Windows by following the steps below.

- Click **Start**
- Click **Run** or if you see the **Start Search** field click in it.
- Type **winver** and press **Enter**.

This will pull up a new “About Windows” window giving you the version of Microsoft Windows, the build info, and service pack information if any service pack is installed as shown below.



2. Determine if your personal computer is running the 32-bit or 64-bit version of Windows?

Computers running Windows XP

- Click **Start**, right-click **My Computer**, and then click **Properties**.
 - If "x64 Edition" is listed under **System**, you're running the 64-bit version of Windows XP.
 - If you don't see "x64 Edition" listed under **System**, you're running the 32-bit version of Windows XP.

The edition of Windows XP you're running is displayed under **System** near the top of the window.

Computers running Windows Vista or Windows 7

- Click the **Start** button , right-click **Computer**, and then click **Properties**.
 - If "64-bit Operating System" is listed next to **System type**, you're running the 64-bit version of Windows Vista or Windows 7.
 - If "32-bit Operating System" is listed next to **System type**, you're running the 32-bit version of Windows Vista or Windows 7.

The edition of Windows Vista or Windows 7 you're running is displayed under **Windows edition** near the top of the window.

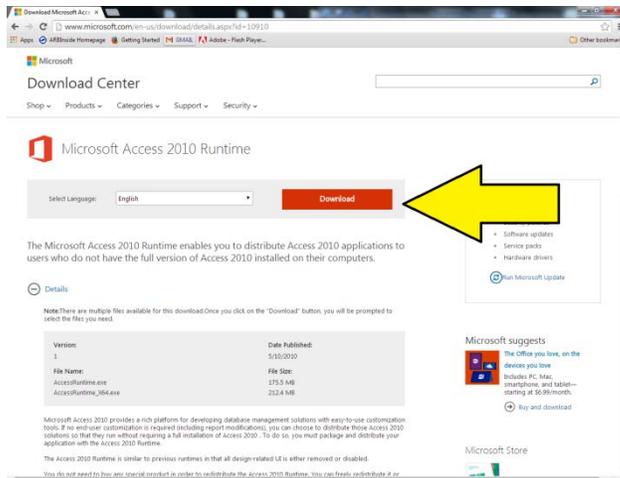
3. Which Microsoft Access Runtime do I need?

- If you are using Windows 7 or higher, Windows Server 2008 R2, or Windows Server 2012, please use Microsoft Access 2013 Runtime. Otherwise, please use Microsoft Access 2010 Runtime.

Microsoft Access 2010 Runtime

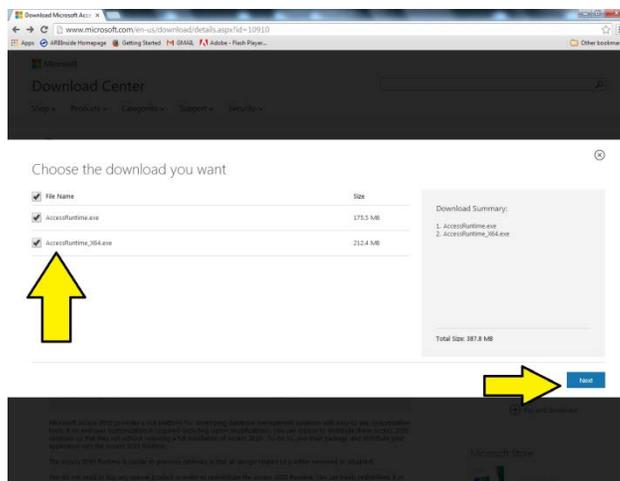
Supports the following operating systems: Windows 7, Windows 8, Windows Server 2003 R2 (32-Bit x86), Windows Server 2003 R2 x64 editions, Windows Server 2008 R2, Windows Server 2008 Service Pack 2, Windows Vista Service Pack 1, Windows XP Service Pack 3.

- Go to <http://www.microsoft.com/en-us/download/details.aspx?id=10910> to begin download of Microsoft Access 2010 Runtime.
- Select the desired language and click “Download”.



- If you are using a 32-bit operating system:
Select the “AccessRuntime.exe” and click **Next**.

If you are using a 64-bit operating system:
Select the “AccessRuntime_X64.exe” and click **Next**.



- To install this download:
 1. Download the file by clicking Download and saving the file to your hard disk.
 2. Double-click the “AccessRuntime.exe” file on your hard disk to start the Setup

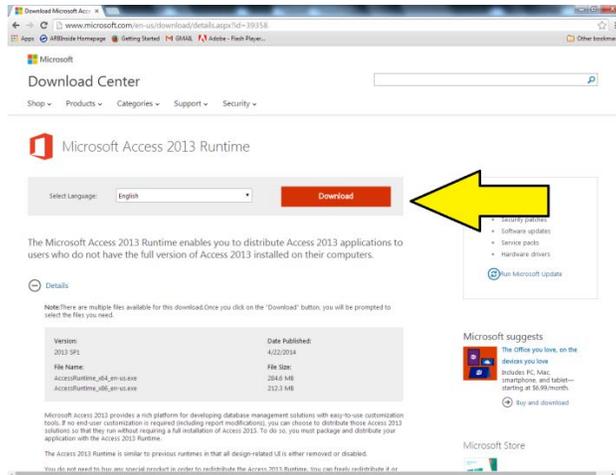
program.

3. Follow the instructions on the screen to complete the installation.

Microsoft Access 2013 Runtime

Supports the following operating systems: Windows 7, Windows 8, Windows Server 2008 R2, Windows Server 2012

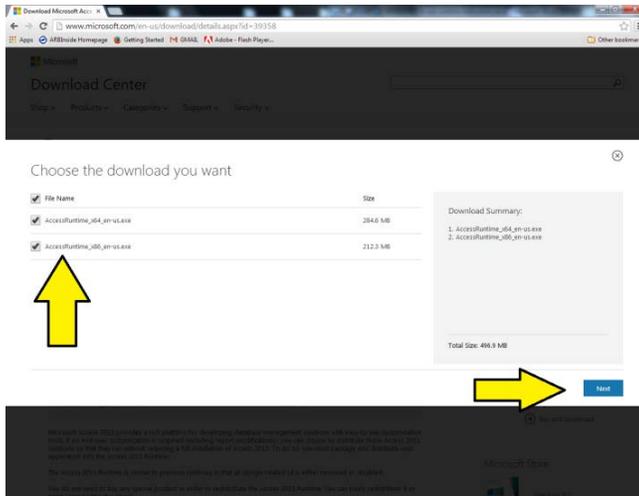
- Go to <http://www.microsoft.com/en-us/download/details.aspx?id=39358> to begin download of Microsoft Access 2013 Runtime.
- Select the desired language and click **Download**.



- If you are using a 32-bit operating system:
Select the “AccessRuntime_x86_en-us.exe” and click **Next**.

If you are using a 64-bit operating system:
Select the “AccessRuntime_x64_en-us.exe” and click **Next**.

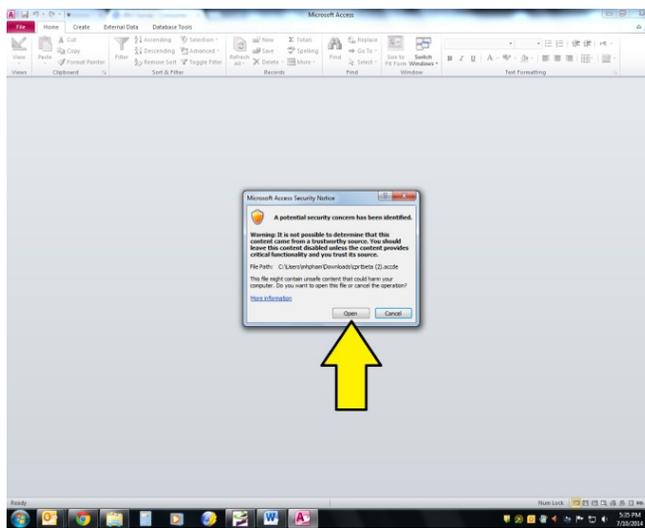
- To install this download:
 1. Download the file by clicking Download and saving the file to your hard disk.
 2. Double-click the “AccessRuntime.exe” file on your hard disk to start the Setup program.
 3. Follow the instructions on the screen to complete the installation.



Starting Consumer Products Reporting Tool

Once Microsoft Access Runtime has been installed,

- Download and save the Consumer Products Reporting Tool found at <http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>.
- Open the Consumer Products Reporting Tool.
- Enable the active content of the tool, by Clicking **Open** when prompted by "Microsoft Access Security Notice".



- You are now ready to begin inputting your information.

Errors

If you receive an error when you open the CPRT or CPRTF that reads:

“The database cannot be opened because the VBA project contained in it cannot be read. The database can be opened only if the VBA project is first deleted. Deleting the VBA project removes all code from modules, forms and reports. You should back up your database before attempting to open the database and delete the VBA project.”

This error is usually due to Microsoft Access or Microsoft Access Runtime not having the needed Visual Basic libraries to open the CPRT or CPRTF. Our tool needs the Service Pack 2 update (SP2) for Microsoft Office/ Microsoft Access in order to operate correctly.

Please update your PC by:

- Run Windows Update from the start menu.
- Look for the **Microsoft Office Update(s)** once your PC has listed what updates are available. Depending on your PC and software configuration, the update will have a name similar to “Office Update”, “Microsoft Office Update”, or “Microsoft Office SP2 Pack”. It will NOT indicate it is for Microsoft Access or Microsoft Access Runtime.
- Download and install the Microsoft Office update(s). This will patch your visual basic library.
- Restart your PC and run the reporting tool

If the problem persists, please delete the CPRT or CPRTF and download a fresh version, placing it into a different folder.