



United States Power Squadrons®

**Working with DB2000 to
Submit Merit Mark Recommendations**

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Installing DB2000 and MQSeries in Windows XP, 7, or 8

(Not tested in Windows
Vista)

Those who have a continuing need for DB2000 should perform these downloads annually, because updates to the database and enhancements to the software continually occur. DB2000 advises users when an update is available.

1. Go to the USPS website, **www.usps.org**.
2. Click **Site Index** (along the top).
3. Click **DB2000**.
4. Click the **Downloads** link. You will be doing two downloads—first the database program DB2000V3, then “MQSeries”, an IBM-developed client program which handles communication with the Headquarters computer.
5. Under “Links”, *right click* **Download Full Distribution for all Windows Systems**.
6. Depending on your browser, click either **Save Link As** or **Save Target As**.
7. If desired, browse to a different folder than the one proposed; otherwise click **Save**. File DB2000R3.exe will download to the selected folder. (This may take a minute or two, longer with dial-up.)
8. Look again under “Links”. In the row labeled “MQ Series Client” *right click* on whichever of the three **Download MQSeries** links suites your operating system. Choose the first or second link if possible, because the third, while it will work for every platform stated, is a considerably larger file and takes much longer to download.
9. Click **Save Link** (or Target) **As**. As in step 7, browse to a different folder if desired; otherwise click **Save**. A zip file will download to the selected folder.
10. Locate **MACPENUS.ZIP**, **MACJENUS.ZIP**, **MQC6_WIN.ZIP** or **MQC7_7.0.1.3_WIN.ZIP** in your download folder and *right click* it.
11. (a) In Windows XP, click **Open with** (not “Open” or “Open with WinZip”) then select **Compressed (zipped) Folders**.
(b) In Windows 7 or 8, *right click* and select **Open in a new folder**.

12. Depending on which MQSeries you downloaded, you'll see a folder named **Win95** or **WINNT** or **Windows**. Double-click it.
13. Double-click **setupEn**.
14. Double-click **Setup.exe**. If file extensions (the ".exe" part) aren't displayed on your computer, select the Setup file whose type is "Application". If a security warning appears ("The publisher could not be verified....") click **Run**.
15. Observe the warning about closing other programs which may currently be loaded and click **Next**.
16. Accept the license agreement.
17. Accept the proposed location for the program by clicking **Next** or browse to a folder of your choice.
18. Continue on, responding to any security messages regarding the publisher or source of the file in such a way that will allow the installation to keep going. *But note—*
 - a. If you are presented with a screen offering a choice of components to install, choose to install only the client.
 - b. If you are presented with a screen which gives you the choice of installing the client with the currently installed options or customizing the installation, click on **Customize**.
19. On the "Ready to Copy Files" screen, click **Next**.
20. At the end of installation you will see a check box which provides an option to review the installed readme file. You can safely uncheck this box and click **Finish**.
21. You can close all open windows.
22. MQSeries is now installed. Before you attempt to use the program, it's a good idea to restart your computer so that the necessary DLLs are properly loaded.
23. Now, to begin installing DB2000, go to your download folder and double-click the **DB2000R3.exe** file downloaded in step 6. It will be placed in C:\Program Files\DB2000V3. If a security warning appears ("The publisher could not be verified....") click **Run**.
24. Click **Next** when the InstallShield Wizard appears; then **Finish** on the subsequent screen.

25. The download folder may be closed.

Initializing DB2000

1. Before you begin you must have available the DB2000 password issued to the commander by Headquarters annually.
2. Launch DB2000 from the shortcut on your desktop.
3. If this is the first time you've launched DB2000 on this computer, click **Start**, then select the appropriate district. For provisional squadrons, select D/90; for a national department or committee, select D/60
4. In the squadron drop-down box select the appropriate squadron or, for district submittals, select "District"



Note that some buttons at the top of the screen are initially inactive. They will become active after your database has been imported.

5. Click **Settings > User Authorization** and enter or confirm all information. Password entries are not case sensitive. Merit mark submissions require two passwords: a user or updater password to download the roster and a merit mark password to submit merit mark recommendations. Check **Updater Rights** if you entered an updater password.
6. Click **Save**.
7. The first time after MQSeries is installed you'll be asked to supply connection options. If you connect through broadband or DSL, choose **Never Hang Up**; if you use dial-up, choose **Hang Up only if connection made by DB2000**. Disregard "Timeout in seconds" and click **OK**.
8. If, when you click **Roster**, the page is blank, click **Import > Download Roster** except that those users requiring a D/60 database must call Lynnda Stevens at Headquarters and request that it be e-mailed to them.
9. D/60 users: After you've received the database from Headquarters as an eMail attachment, save the attachment on you machine making sure you do not change the file name. Then import it by clicking **Import > Update with Email Roster File** and navigate to where you saved the eMail attachment and select it.
10. While waiting for the "Download Complete" box to appear, these four errors occasionally occur:
 - a. The system says that the MQ.DLL can't be found. What this really means is that the MQSeries Client install has either not finished, completed unsuccessfully or, if using XP, the computer was not rebooted. The first thing to do is to reboot to see whether the error persists. If it does, go to the section at the end of this document entitled "Problems with the MQSeries Client Install".
 - b. DB2000 reports an error 2059. This error means that MQSeries can't communicate with the network. In most cases, this is caused by DB2000 being prevented from reaching the internet by either a firewall or a security program such as Norton or McAfee. You will need to determine what program is stopping the TCP/IP communication and configure it to accommodate DB2000V3 on port 1414.

- c. The small MQSeries window in the lower left never gets past the state of “Connecting” and times out after 180 seconds. In this case, the server at HQ may be down. While this is not common, it does occur. If you encounter this problem, send a notification email to kestersonk@usps.org.
- d. DB2000 reports a password error. This means that the password you supplied in step 5 is incorrect. Go back and check it. It is not case sensitive, DB2000 makes any necessary corrections.

11. Click **Update Now**.
12. On the ensuing screen, click **Update** at the bottom of the new window. Note: the reason for two clicks (11 and 12) is to allow download options to be selected.
13. On completion of import, click **Finish**.
14. All buttons at the top of the DB2000 home page, mostly grayed out up to now, become active. Either proceed to “Recommending Merit Marks with DB2000” (next page), perform another DB2000 operation, or click **Exit** to quit.

Recommending Merit Marks through DB2000

1. Open DB2000 if not already open and click on **MM**.
2. If a grid of all members of the organization doesn't appear, click Add All. In a large database Add All is unwieldy. If you are making just a few recommendations it is easier to select individually from the dropdown list. Also, tagged records may be added to the MM list.
3. You should see a grid of all members of the organization. (If you're submitting a supplemental, resubmittal or retroactive recommendation, don't worry that names submitted earlier all appear, because step 15 will pare it down to those being considered in the type of submission being prepared.) Now you'll proceed to describe the efforts of individual members whom you believe to be entitled to a merit mark.
4. If a member has taught or proctored a course, double-click in the **Course 1, Name** column opposite the member's name. Select the course from the drop-down menu and click on it. (If you click on the wrong line, choose the blank line at the top of the drop-down list to close it.)
5. If this person taught the course, double-click in the **Sessions Taught** column, then put in the number of *sessions* taught (not courses) and double-click again or press Enter. If this person proctored the course, double-click in the **Sessions Proctored** column and put in the number of *sessions* proctored and double-click or press Enter.
6. If this person taught or proctored a second course, go to the **Course 2** columns and repeat the previous procedure. (If more than two courses were taught or assisted, select the two with the most sessions worked.)
7. If this person rendered significant service in addition to or other than education, go to the **Valuable Service Performed** column and double-click in it. Describe the task(s) performed giving specific details, including the approximate number of hours devoted to each activity (maximum 450 characters). Give title if a bridge officer (XO, Treas., etc.), but remember that title alone is insufficient for award; a description of service is required. Double-click or press **Enter** to accept the entry.

8. The Submission Status field which is initially "No Data" should now show "No Recommendation".
9. Repeat steps 4 through 7 for all members to be recommended in this submission.
10. Click **Change Status** at the top of the page and select **Remove All No Data**. What remain are those members to be recommended.
11. Click **Change Status** again and select **Change All No Recommendation to Original**.
12. Now go to the upper right area and place a checkmark in **Backup First** to save a dated backup of your work.
13. Click on **Review/Submit** in the upper right corner and confirm the location for the dated backup.
14. If you realize you've neglected someone, click on **Return to MM Grid** and go back to step 4.
15. Under "Type of Submission", click the appropriate radio button. Your first submission for the year is the **original**. You may not create more than one **original** submission per year. The system will not permit it. A follow-up submission for members neglected earlier, or for those contributing since the original was filed, is a **supplementary**. A submission for those who were neglected in an earlier merit mark year is a **retroactive**. One which provides additional information on a recommendation which was rejected earlier by the area monitor is a **resubmission**.
16. The names to be recommended with this submittal should appear in the right-hand block.
17. To go further you will need the merit mark password issued to the commander annually. It would have been entered in step 5 in the section on Initializing DB2000.
18. If you want to send a draft to someone, say for local review, click on **Submit Draft To** and enter the requested information. If you're ready now to submit your recommendations, proceed to step 26.
19. If you sent a draft to someone for review, exit the "Submit MM Recommendations" window, click on **Main** and then **Exit** the program.

20. When ready to make final changes and submit your recommendations, launch
DB2000 from the icon on your
desktop.
21. Click on **Import** then **Download Roster**.
22. Click **Update Now** then **Update**.
23. Click **Finish**.
24. Click **MM** then **Add All**. The member list will appear as it existed when the request for review was sent.
25. Now return to step 13 and make any necessary last-minute changes.
26. Click on **Submit to Area Monitor**.
27. The system will present a dialog message indicating that the name of the submission file has been placed on the clipboard. Click on **OK**.
28. The system will next open your browser and present a page entitled **Merit Mark File Upload**. At the bottom you will see "**MM File To Send:**" followed by either a **Browse** button or a **Choose File** button. Click on this button.
29. The system will next open a navigation dialog to help you locate the submission file. At the bottom you will see a label "**File name:**" followed by a white text entry area. Right click in this white area. The system will present a context sensitive menu. Select Paste and then click on the Open button. The system will now return to the **Merit Mark File Upload** page with the Merit Mark file name filled in.
30. Verify the email address that has been supplied. At least twenty five submissions a year are associated with a bad email address. The notifications for those submissions will not be delivered, and the submitter is left wondering what happened.
31. Now, at the bottom of the current page is a button labeled "**Submit MM**".

32. The merit mark recommendations are now on their way. You will receive an automated e-mail telling you that the area monitor has received your submission.
33. Later you will receive an eMail containing information as to the disposition of the recommendations. Attached to this eMail will be a file named <certno>.txt. This file is designed to be imported by the Merit Mark File menu>Submission Status Update function. This will change the Submission status field for each submission to either Accepted or Rejected. If recommendations have been rejected by the area monitor and you believe that providing additional information would help support the award of a merit mark, repeat the recommendation process describing more completely what the member(s) did and mark it as **Re-submit** in the "Submission Status" column (step 8).
34. If you have trouble with these instructions or with trying to submit merit marks, don't spend hours trying to resolve the issue. Contact P/R/C John Bradley at (631) 243-5240 for assistance.

Common errors:

1. Wrong Submitting Officer or last years Cdr doesn't appear in pulldown list
Go to the Roster and make sure that the proper person is Cdr. You control this by changing the "SQ Rank" fields.
2. Trying to submit squadron merit marks from a district database. This can't be done. Go to the File menu>Database Operations>Start A New Database. Configure the new database, enter the appropriate passwords, and Import the new roster.
3. Using an obsolete version. It takes less than three minutes to download and update DB2000. Don't spend hours wrestling with an out of date version. Make sure you have the current version as identified on the download page.

Problems with the MQ Series Client Install

If you have attempted the corrective actions mentioned previously in this document, do the following:

Click on the **Start** button on the lower left of your main desktop screen, then select **Run...**

Type “cmd” and click **OK**. This will open a DOS session window.

Type “path” and press **Enter**.

In the “PATH=” statement determine whether “C:\Program Files\MQSeries Client\bin” is included.

If it is, verify that the folder actually exists on your system and that it contains approximately 40 to 45 files, mostly DLLs. If it doesn't, the install failed and will need to be uninstalled and reinstalled.

If the folder and its contents do exist but the path statement doesn't reference it, you'll need to either uninstall the MQSeries Client and reinstall it or add the path to the folder to the environmental variable “Path=” manually.

To uninstall the MQSeries Client use the Control Panel Add/Remove Programs applet and remove any software in the list named similar to IBM, MQSeries or IBM WebSphere MQ. Then refer back in this document to the section on Installing the MQSeries Client.