

KB00117 -

How to set Trusted Locations in
Microsoft Access 2010 or Higher

SCENARIO:

We want to set Trusted Location in Microsoft Access 2010 or higher. If All Macros are not enabled in Microsoft Access 2010 or higher and the folder containing the application file *SMv9.accdb* (*SMv10.accdb* for v10) database is not set as a *Trusted Location*, then the following warning message comes up every time you run *Sample Master*[®]:



Clicking 'Open' button will proceed to the application. You can eliminate this warning message by following the following steps.

Required Skill Set:

Intermediate Microsoft Windows and Microsoft Access knowledge.

SOLUTION:

You may use two different approaches to set *Trusted Locations* in Microsoft Access 2010 or higher based on the installed version whether it's the full version or Runtime version of Microsoft Access 2010 or higher. Both scenarios will be covered in this article.

Setting Trusted Locations in full version of Microsoft Access 2010 or Higher:

1. Run Microsoft Access 2010 or higher. You can run it by clicking on **Start** button to open **Start** menu, clicking **All Programs**, Clicking **Microsoft Office**, and then clicking **Microsoft Access 2010 (or whichever year you have)**.
2. In **File** tab (Backstage view) click on **Options**.
3. In the left pane of the *Access Options* dialog box, click **Trust Center**, and then click **Trust Center Settings**.
4. In the left pane of the *Trust Center*, click **Trusted Locations**.
5. On the **Trusted Locations** page, click **Add New Location**.
6. In the *Microsoft Office Trusted Location* dialog box, click **Browse**.
7. In the *Browse* dialog box, browse to the folder containing **SMv9.accdb (or SMv10.accdb for v10)** database. By default it is located in "C:\ProgramData\ATL\Sample Master®" folder.
Note: You can set "C:\ProgramData\ATL\" as the *Trusted Location* and then in the *Microsoft Office Trusted Location* dialog box, select "Subfolders Of This Location Are Also Trusted" check box, if you want to do so.
8. Click on **OK** button in *Microsoft Office Trusted Location* dialog box.
9. Click **OK** in each of the open dialog boxes.

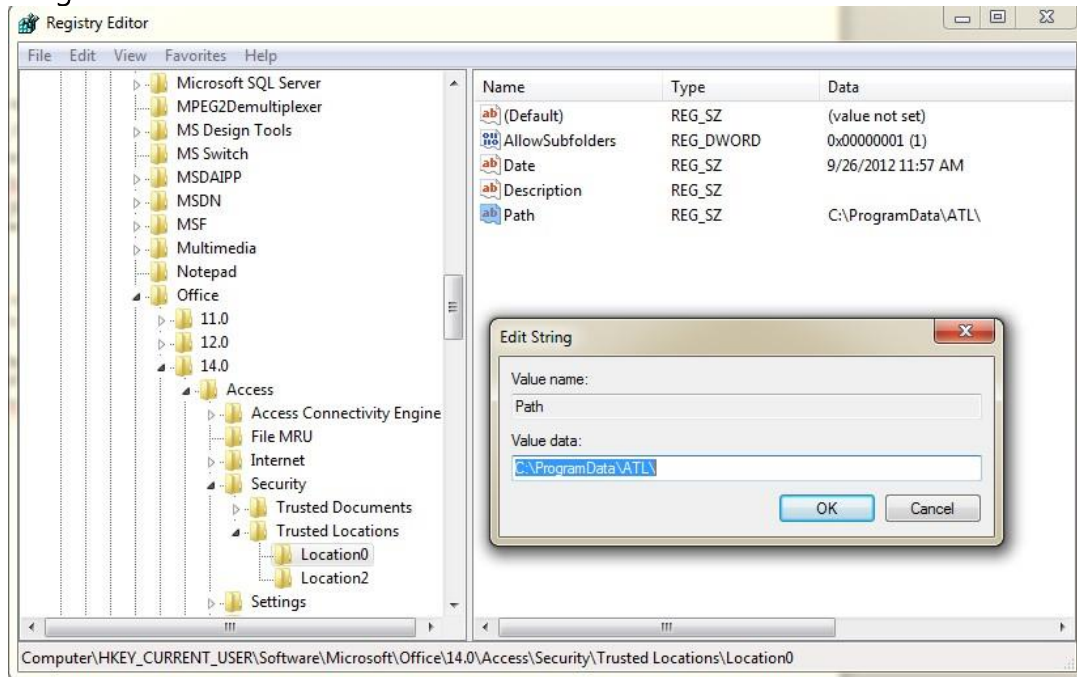
Setting Trusted Locations in Microsoft Access 2010 Runtime or Higher:

In Microsoft Access 2010 Runtime or higher, the user interface is not available for setting up *Trusted Locations*. Therefore, the *Trusted Location* needs to be set manually through the registry.

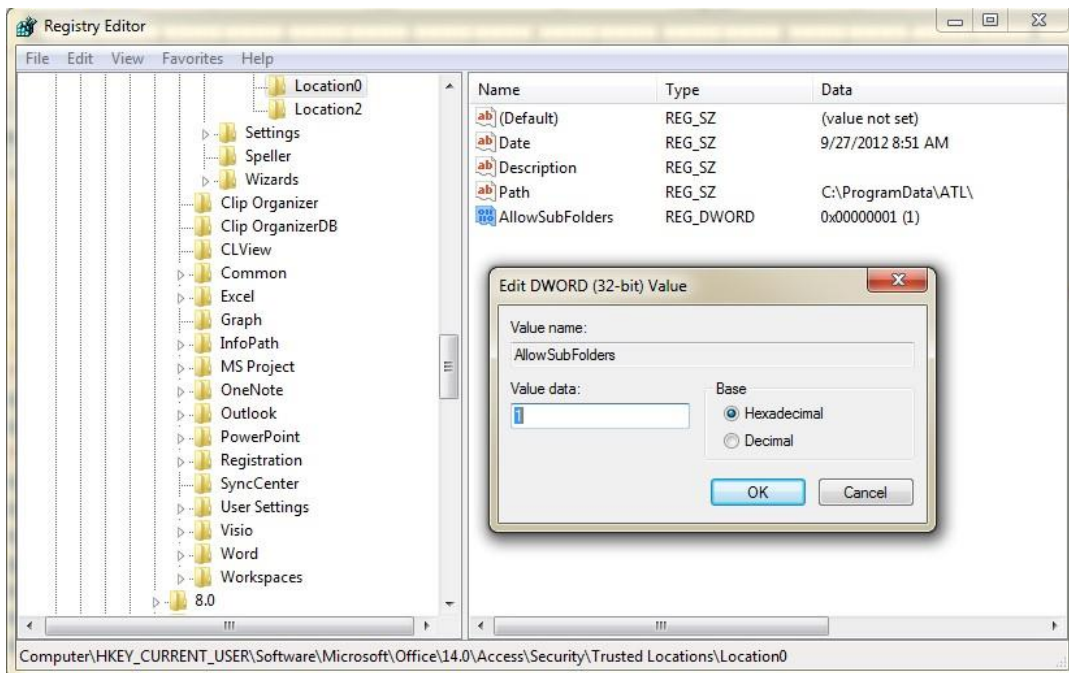
Important: This section contains steps that tell you how to modify the registry. However, serious problems might occur if you modify the registry incorrectly. Therefore, make sure that you follow these steps carefully and for added protection, back up the registry before you modify it. Then, you can restore the registry if a problem occurs. For more information about how to back up and restore the registry, please refer to Microsoft Website. If your organization has an Information Technology department, please ask them to implement these procedures.

1. Click **Start**, click **Run**, type **regedit** in the **Open** box, and then click **OK**. If you are using Window Vista, Windows 7 or Windows Server 2008, then you might not have **Run** included by default on the **Start** menu. In this case, after clicking **Start**, type **regedit** in "Search programs and files" field on the bottom of the **Start** menu, then press **Enter**.
2. In **Registry Editor**, browse to:
HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Access\Security\Trusted Locations\
(The 14.0 can be a different number based off your version of access so you can browse instead to below and select the correct number)
HKEY_CURRENT_USER\Software\Microsoft\Office\
3. Right click **Trusted Location**, point to **New** in the shortcut menu and click on **Key**.
4. Name the newly created key **Location0** or **Location1**, etc. whichever does not already exist. In our example we have named it **Location0**.

5. Left click the newly created key (**Location0** in our example), point to **New** then select **String Value** from the shortcut menu.
6. Name the *String Value* as **Path**, double click on it then set **Value data** to the full path of the folder you want to be set as the *Trusted Location*. In our example we set it to: "*C:\ProgramData\ATL*". Click **OK** on **Edit String** window.



7. If you want subfolders of the location you specified in step 6 to be also trusted, then right click on the newly created key (in our example **Location0**) in the left pane of *Registry Editor*, Point to **New** then click on **DWORD Value (DWORD (32-bit) Value on 64-bit operating systems) or (DWORD (64-bit) Value on 64-bit access)**.
8. Name the *DWORD (32-bit) Value* you created in step 7 as **AllowSubFolders**, double click on it, in **Edit DWORD Value (Edit DWORD (32-bit) or (64-bit) on 64-bit access) Value** on 64-bit operating systems) window set **Value data:** to 1 and then click on **OK**.



9. Close Registry Editor.

Applies To:

- Sample Master® v9 or higher
- Microsoft Access 2010 Full Version or higher
- Microsoft Access 2010 Runtime or higher

FOR MORE INFO

Contact ATL Support:

- Call: 1-800-565-LIMS (5467)
- Email: support@atlab.com
- Monday thru Friday 8 am – 5 pm ET

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