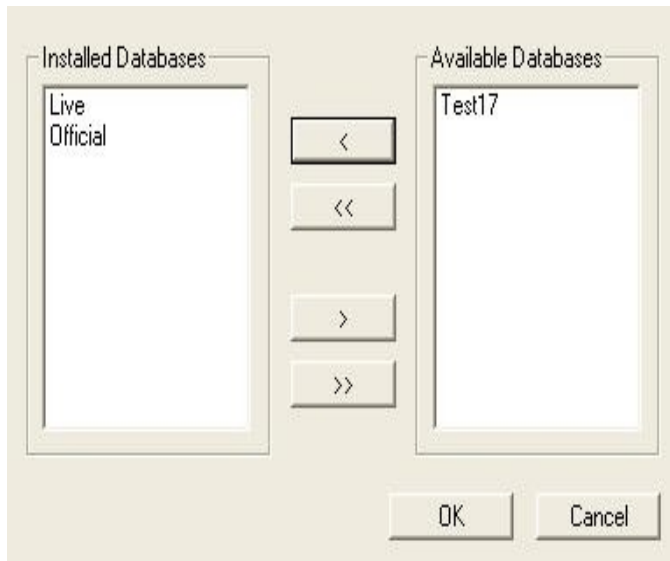


ADDING A DATABASE

Use this procedure to make the test and/or official databases available through User Interface. This will add to the Database pull down menu available on the User Interface Login dialog box. Adding these databases to the login menu does not automatically grant you access to them. You still need to have access set up by Information Technology Services.

From the Options menu in User Interface, select Add/Remove Databases. The following Add/Remove Databases box is displayed:



Identify the database listed in the Available Databases Window that you want to access. Move the database to the Installed Databases window by selecting the database and then clicking the single left arrow button. If you want to install all available databases, click on the double left arrow button.

After you have added all databases needed, click OK. Now when you open User Interface, the database(s) you added will appear in the Database pull down menu. You can open more than one session of User Interface to access different databases at the same time.