

# Adding a New Database

The Partner For Success

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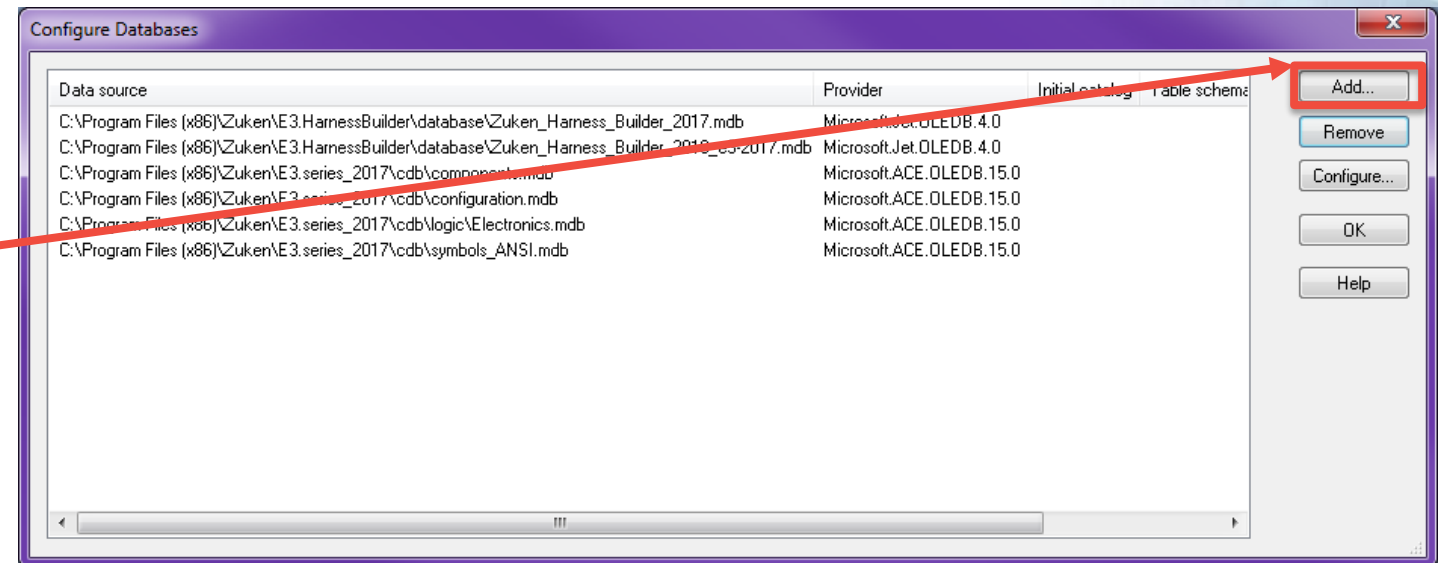
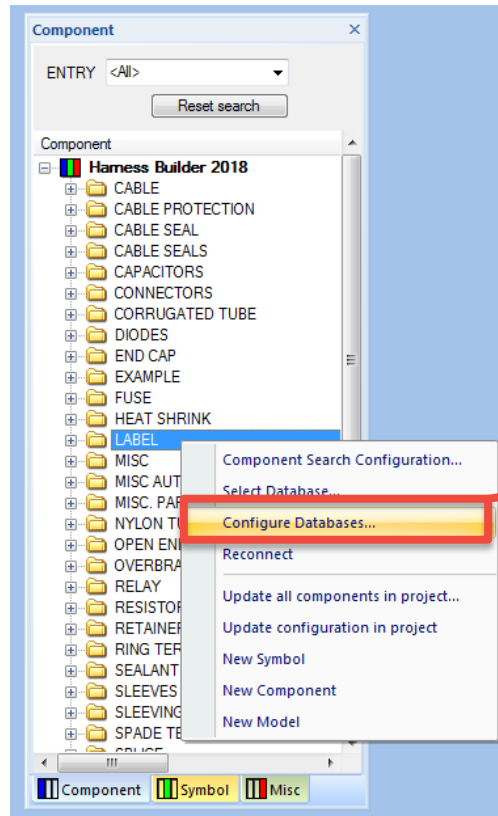
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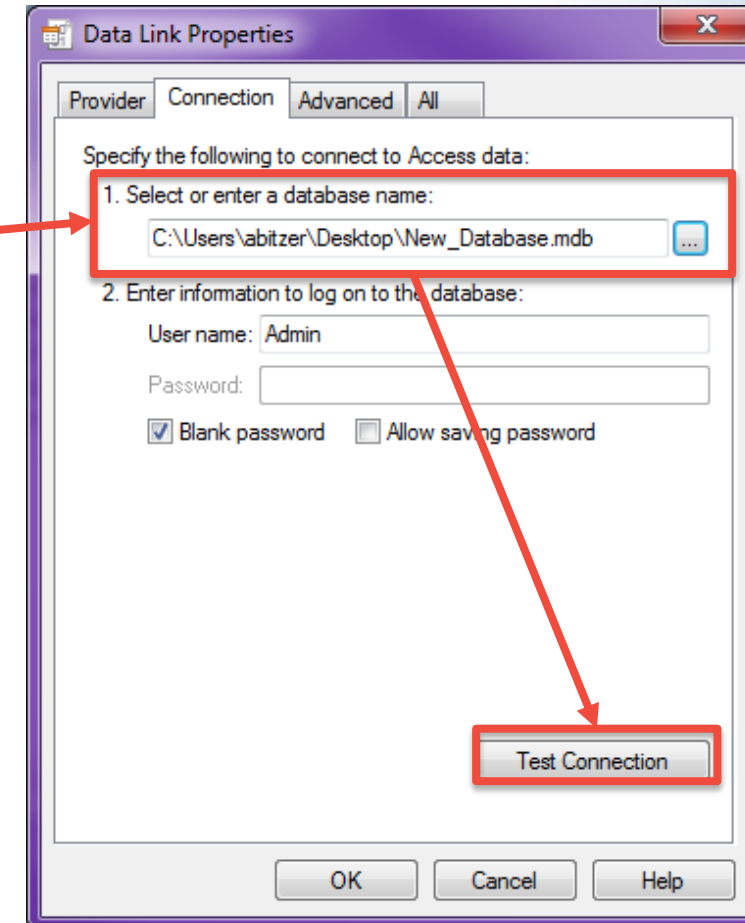
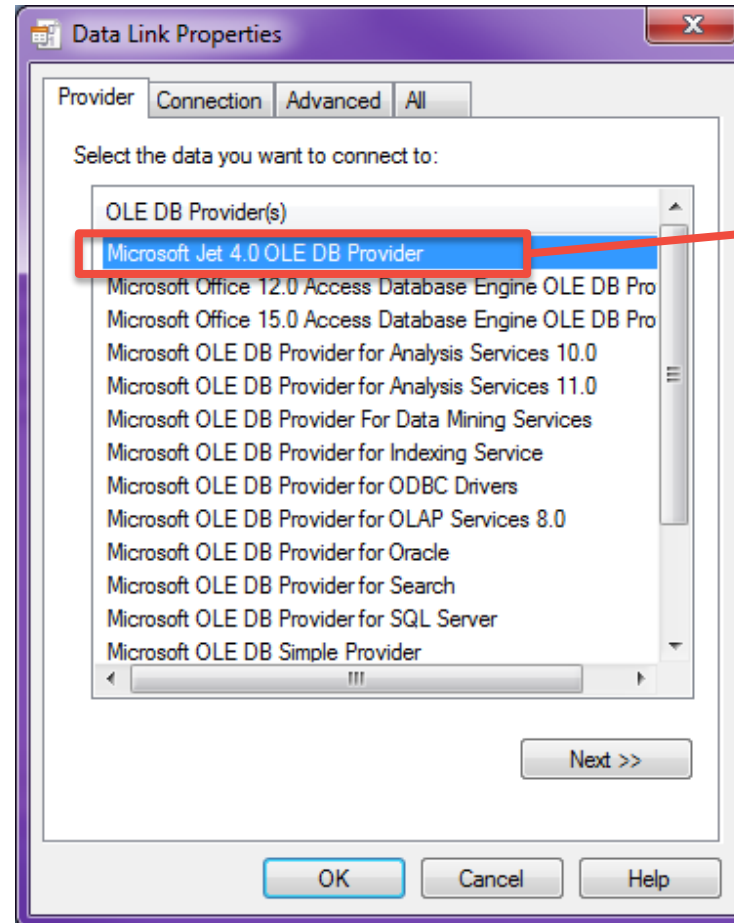
# Adding a Database

- RMC over any folder
  - Configure Databases
- Configure Databases Window
  - Add



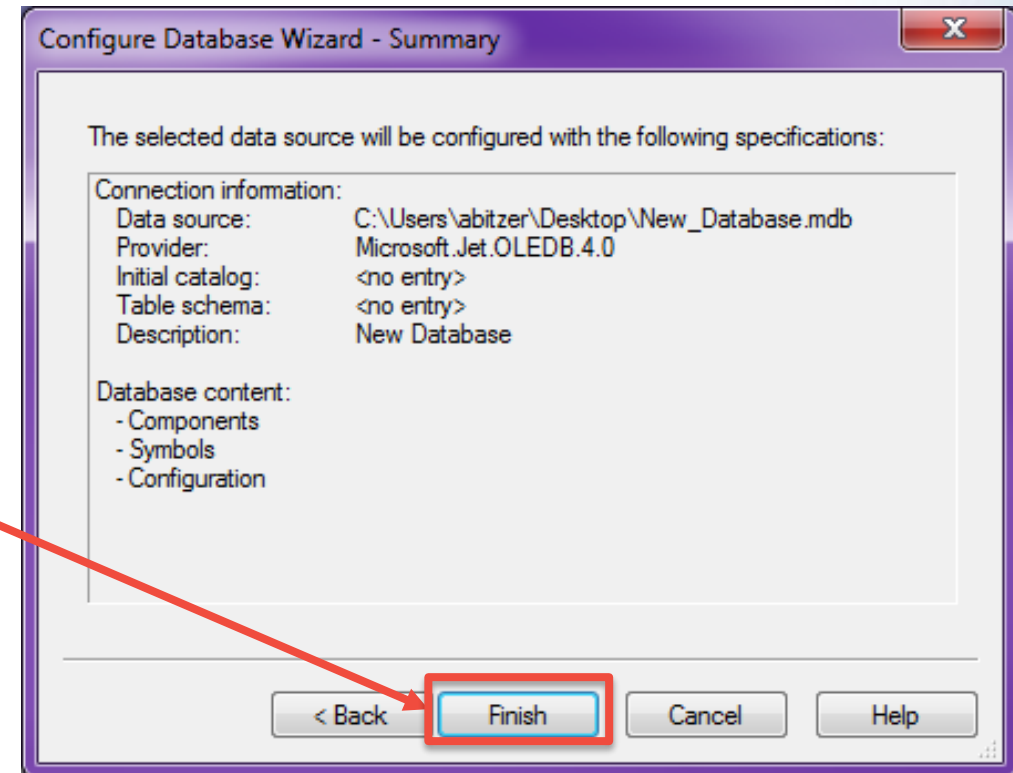
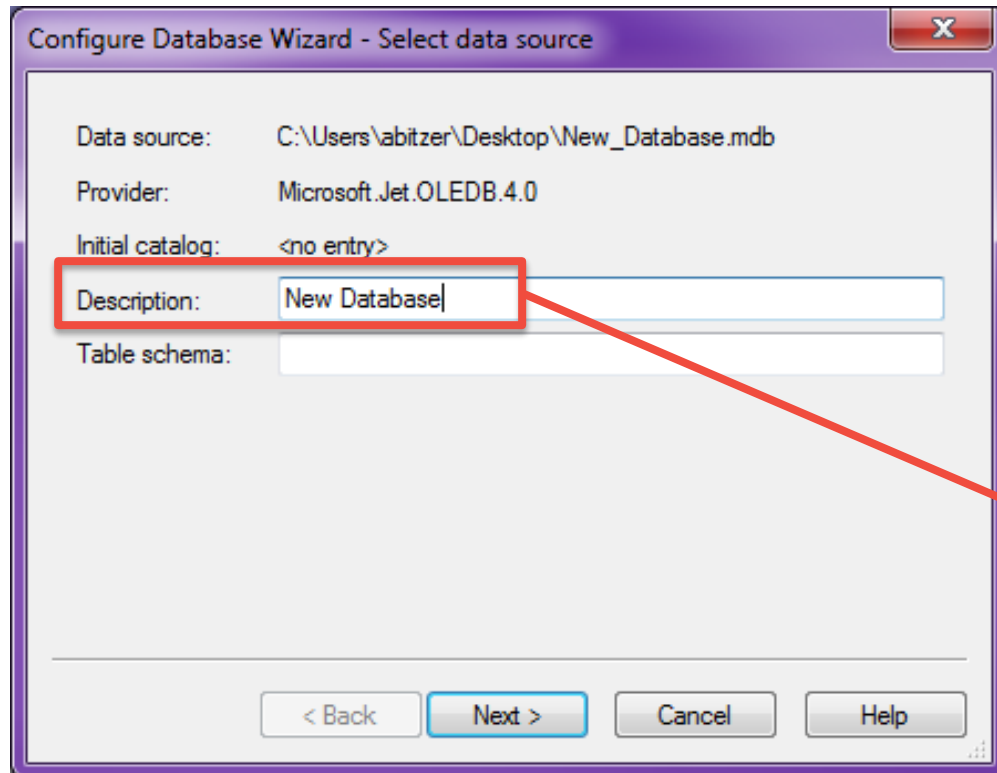
# Adding a Database

- Select: Microsoft Jet 4.0 OLE DB Provider
  - NEXT
- Select your database
  - Test Connection



# Adding a Database

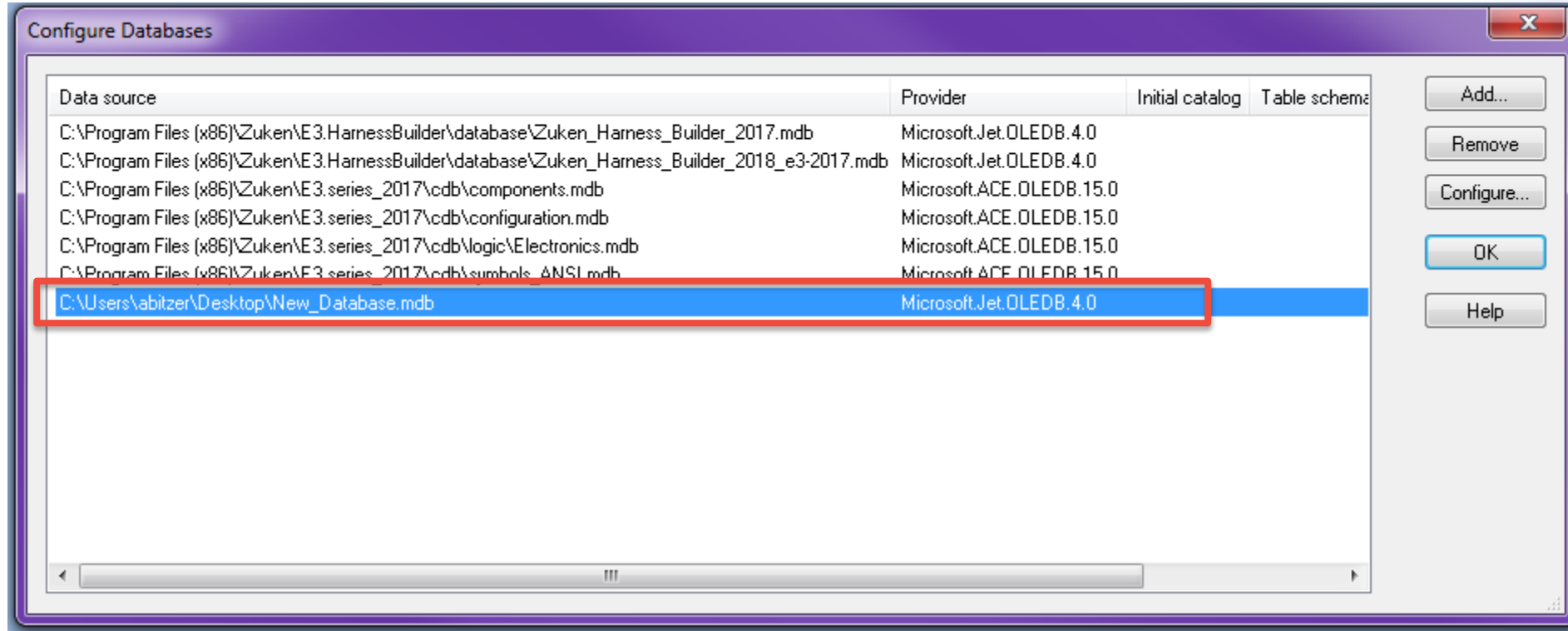
- Description: Name Database
  - NEXT
- FINISH





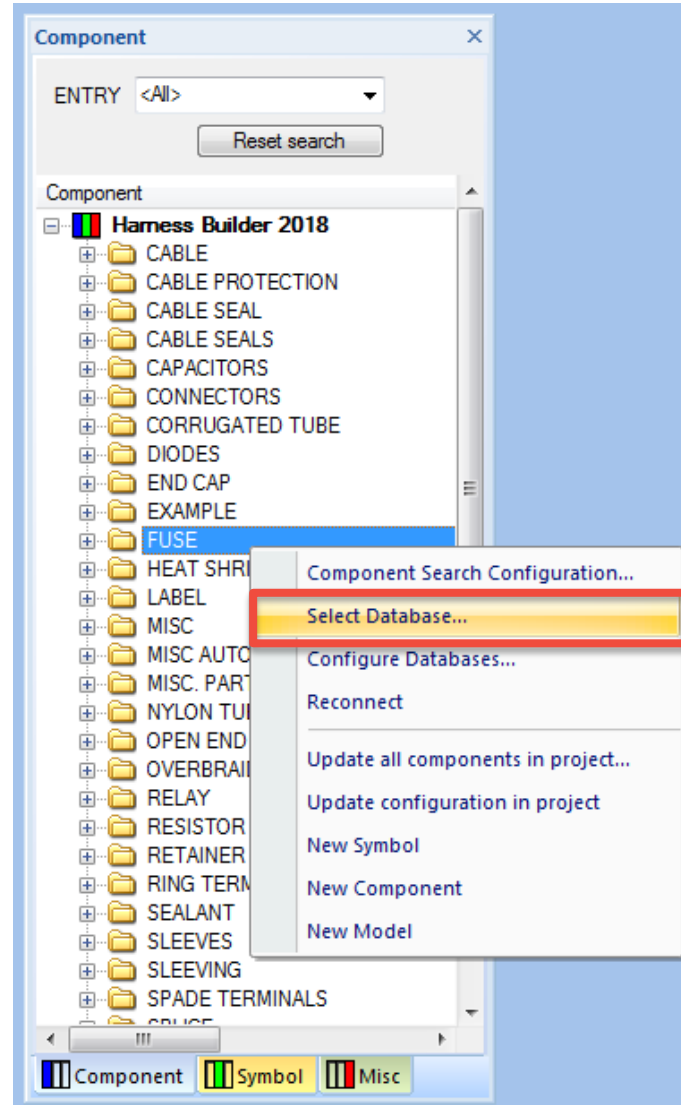
# Adding a Database

- Your new database can be seen in the Configure Databases window
  - OK



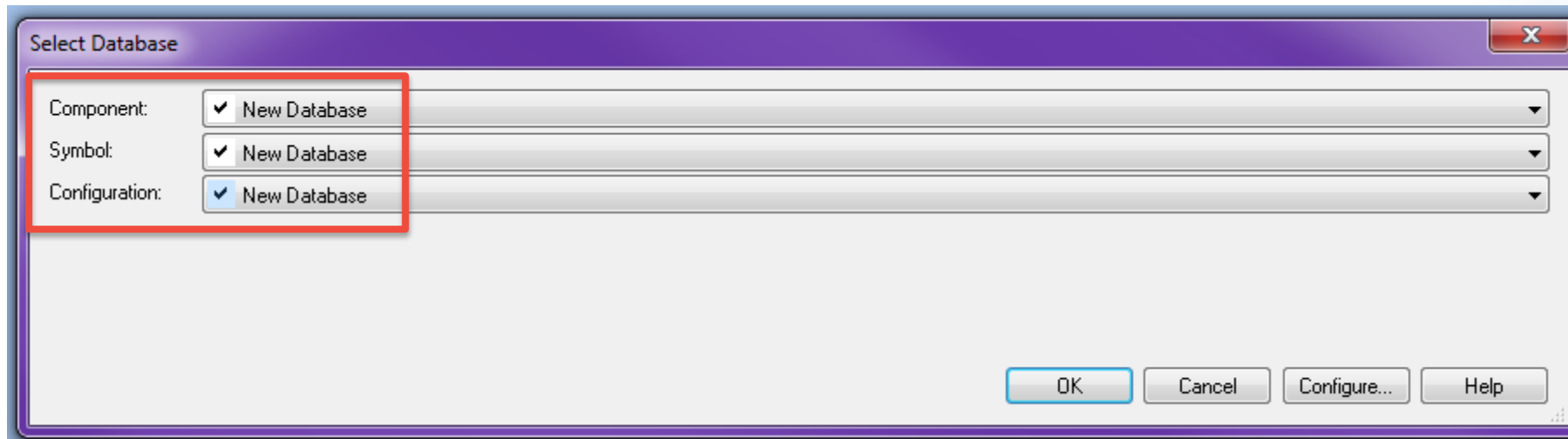
# Adding a Database

- RMC over any folder
  - Select Database



# Adding a Database

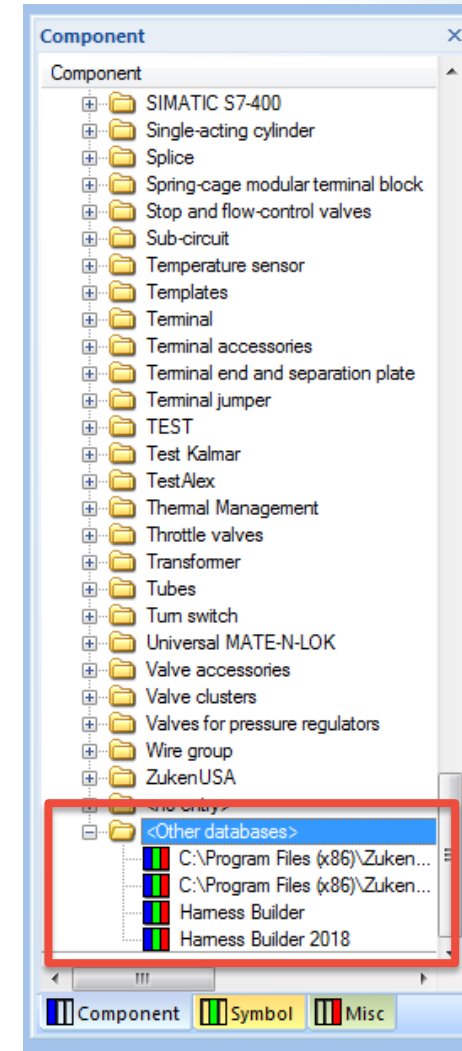
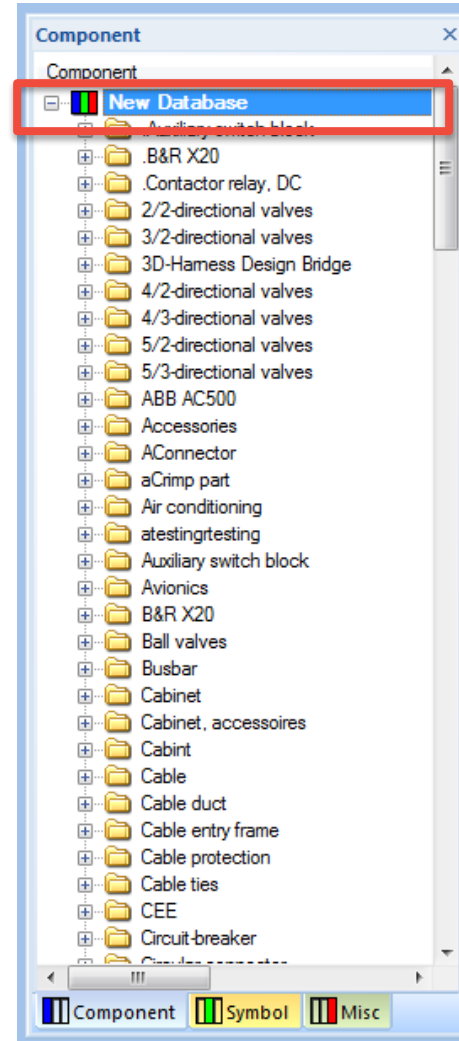
- Use the dropdown menu in each category to select your next database
  - The check marks next to each category means the databases are the same
  - OK





# Adding a Database

- Your new database is now ready to use.
- To switch between databases that have already been set up scroll to the bottom of the components window and expand the <Other Databases> you can then double click on one to switch to it.





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