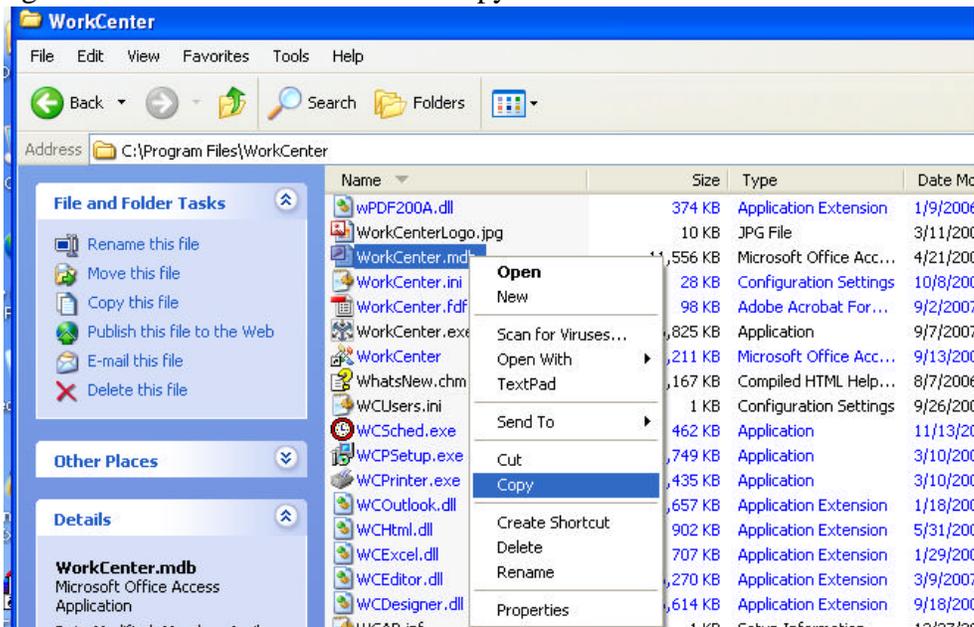


Renaming Your WorkCenter.mdb Database File

We at vForms suggest each WorkCenter user rename their WorkCenter.mdb database file. As you progress in your use of WorkCenter CRM, you will find it very beneficial to use multiple database files. WorkCenter will display the name of the database you have open across the top of the main screen view. Please follow these instructions if you choose to rename your WorkCenter.mdb database file.

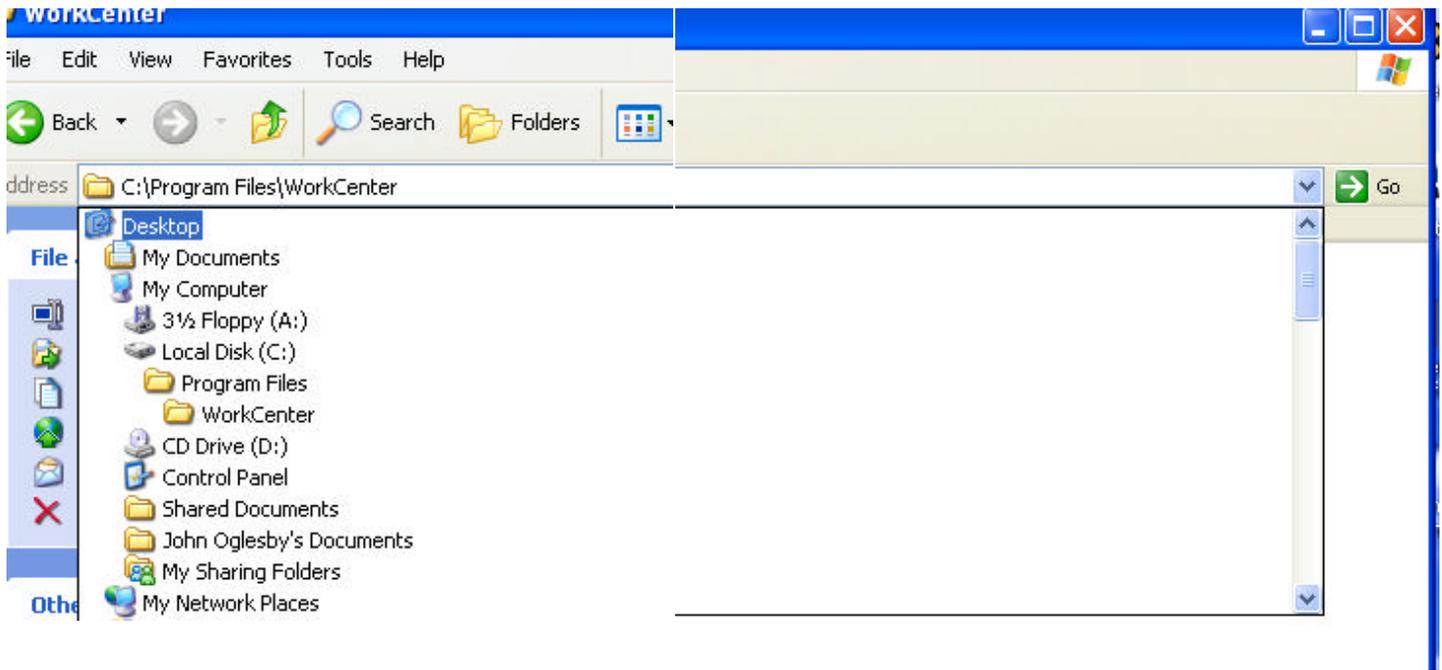
Step one:

Renaming the WorkCenter.mdb database: - Close WorkCenter and open the directory containing your WorkCenter.mdb database file. If you downloaded your WorkCenter CRM software and selected the defaults, you can find the file located under: C:\Program Files\WorkCenter. When you locate your WorkCenter.mdb file, right click on the file and choose “Copy” as shown below.



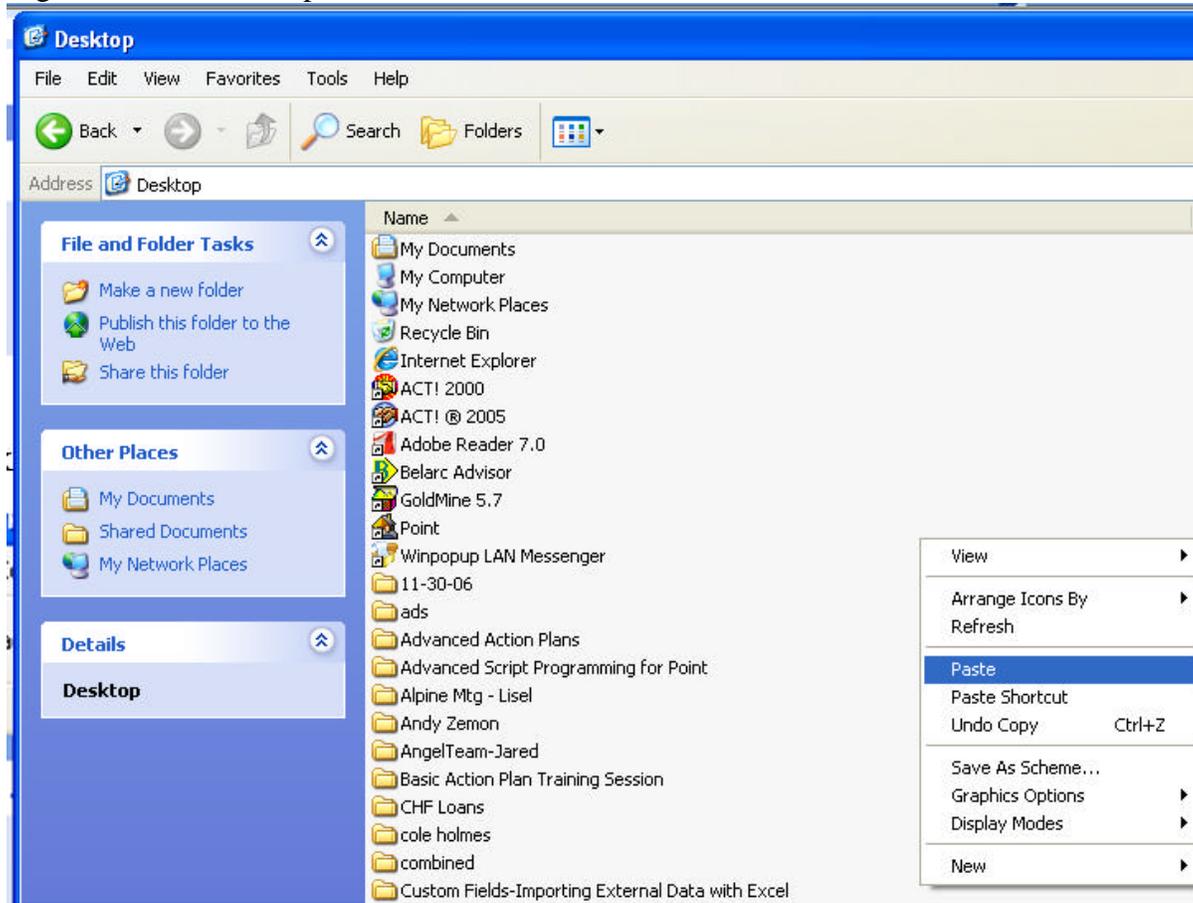
Step Two:

You will now need to click the down arrow and select your “Desktop” to paste this file. Once you have located your desktop go to the next step.



Step Three:

Right click and select "paste".



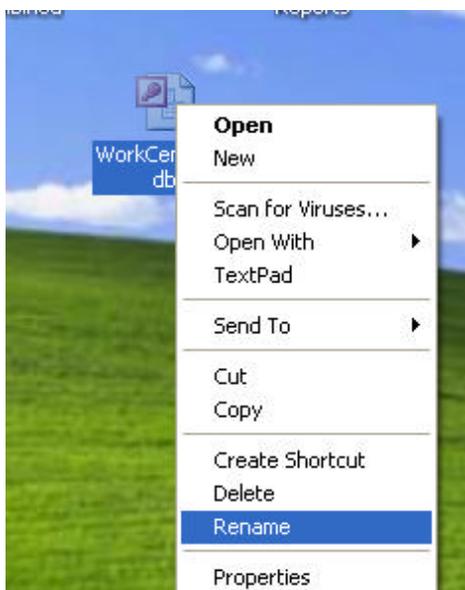
Your database file will be copied to your desktop.

Step four: View of your database file on your desktop.



Step five:

Right click on the file and select “Rename”.

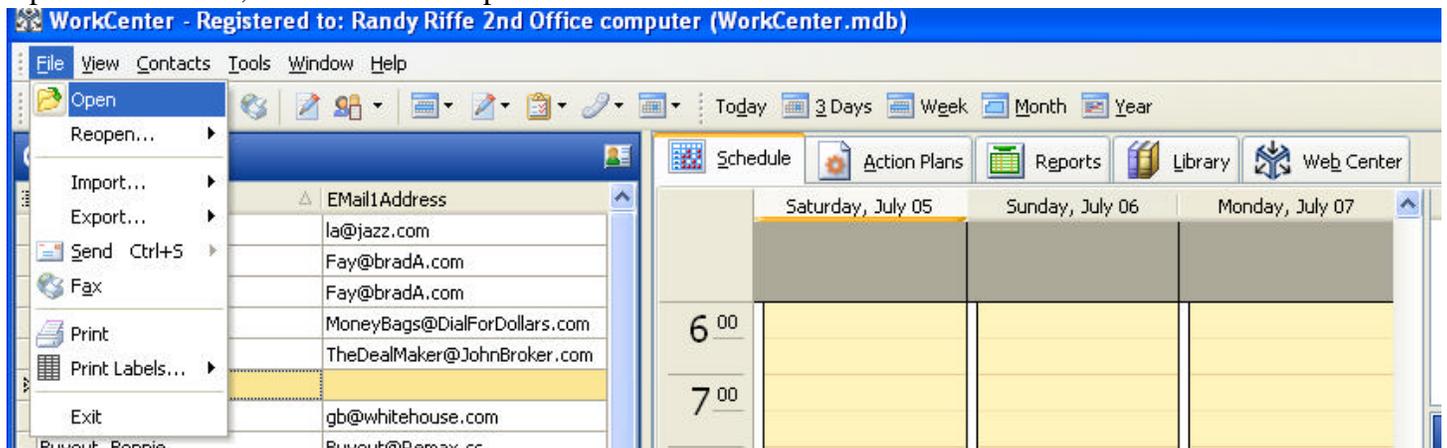


Rename your database: For this example I will rename the data as follows: **Randy-Master-WorkCenter.mdb**

Copy and paste the new database file back into your computer folder; default is: C:\Program Files\WorkCenter

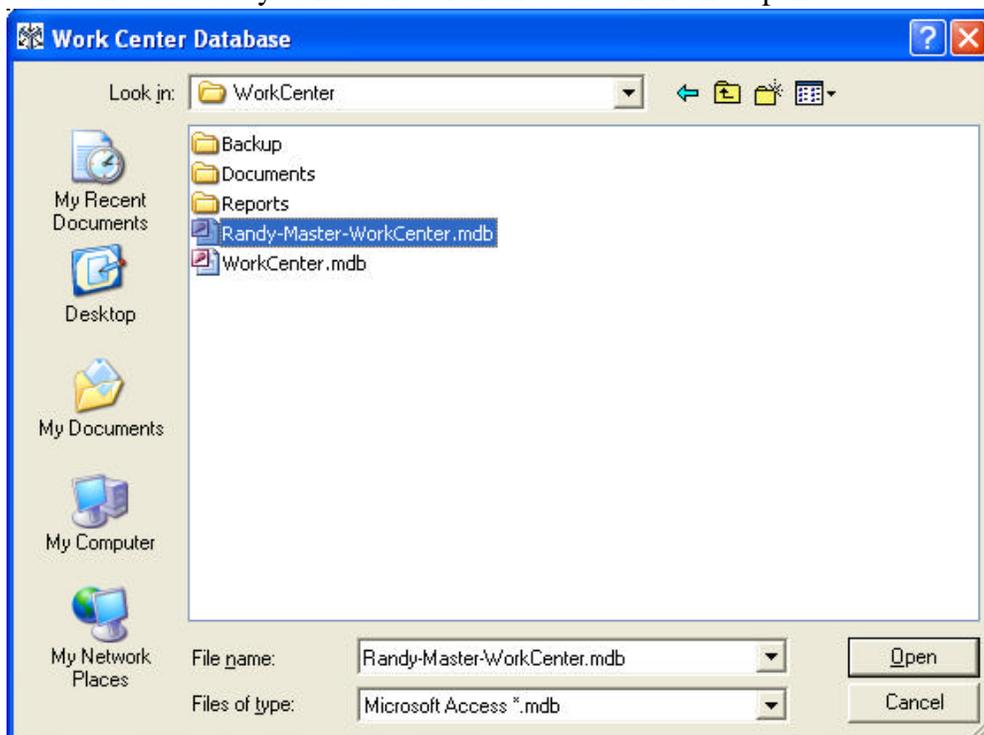
Step six:

Open WorkCenter, click on FILE - Open



Step seven:

Select the database you have now renamed and click on "Open"



NOTE: You should repeat the process at least twice making sure WorkCenter has locked the new database name in memory.

Once completed, open WorkCenter and the database you have open should be listed at the top screen view:



As shown above, WorkCenter will display the registered user name and in parenthesis you will now see the name of the database you have open. Using this method, you will always know what database you have open.