

Database Administration Instructions

- 1] Go to the Home Page and click on the dog
- 2] Click on one of the three database links on the Database Mgm't Page
- 3] Enter the password and click "Enter". This takes you to the Admin Page where you may add or modify information in the database.
- 4] To create a new record* (FAQ, Event, Class), simply fill out the form fields and click "ADD" (Ignore the "Date Created" & "Owned by" fields).
- 5] To modify or delete an existing record*, click "Search/modify", then click on the record you want to modify. Now you may either "Delete" the entire record or modify any of its fields and click the "Modify" button.
- 6] Click either the "Home Page" link or "Go to User Search Page" link to check your modifications for accuracy.

* record = all the information for one FAQ, Event or Class.

HINTS

IMAGES: When you are given the opportunity to insert an image, prepare the photo or graphic by sizing it to between 150 and 250 pixels wide. This will keep the file size low and provide adequate space on the page for text.

HYPER-LINKS: Hyper-links are links to other websites. These, like most other fields of information, are optional. If you decide to include a link to another website, remember to use the entire address, including the http:// (i.e. <http://www.sycamorelanekennels.com>)

DATES: Always use this format for date fields: mm/dd/yy (i.e. 08/20/05)