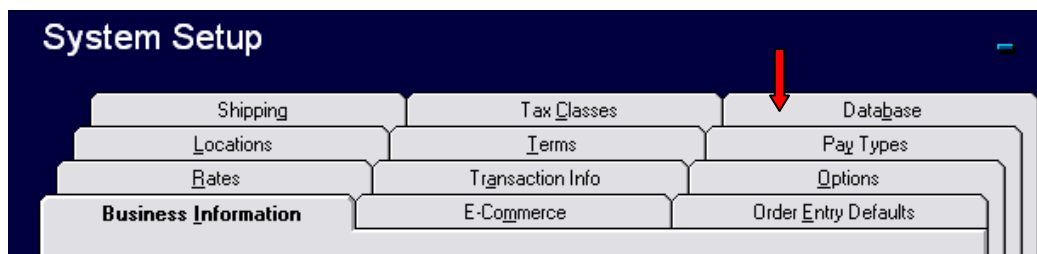


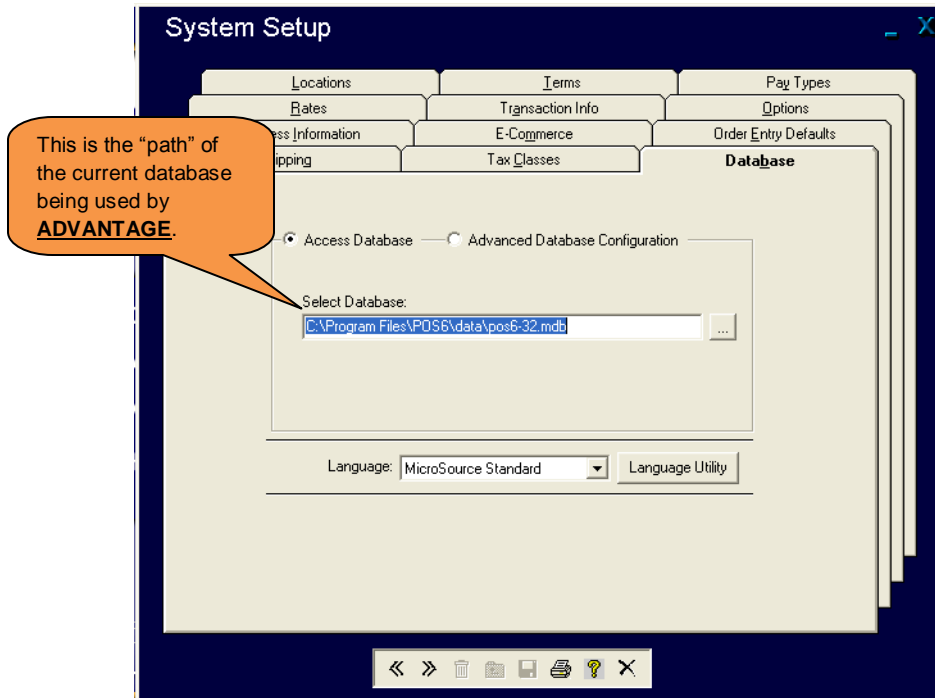
Changing Databases in ADVANTAGE

If you need to switch to a different database while using ADVANTAGE, for example to the training database, from the ADVANTAGE main menu, first select System then System Setup:

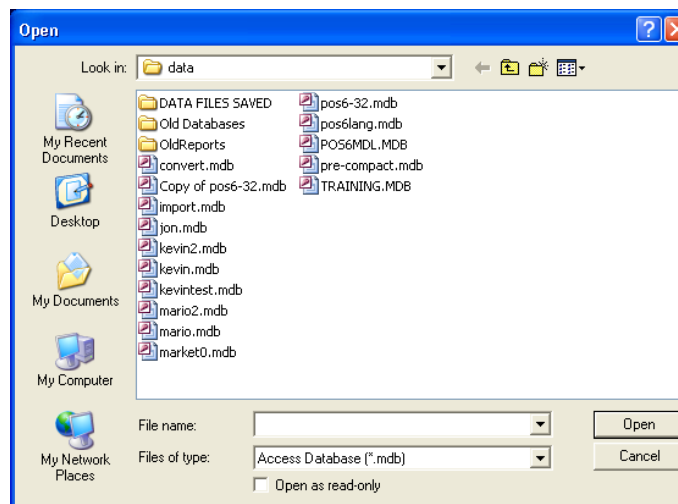


- Once at the default System Setup screen (the business information tab), click on the Database tab:



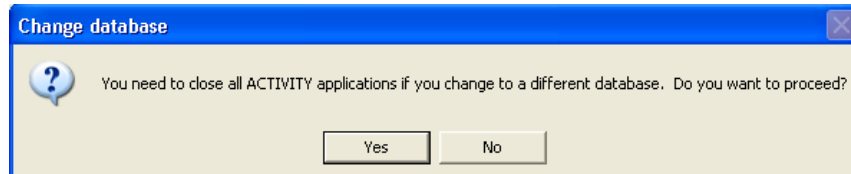


- ✚ Click on the ellipsis [...] next to the database path.
- ✚ **ADVANTAGE** displays all of the database files available to be used that are in **ADVANTAGE'S** data folder:

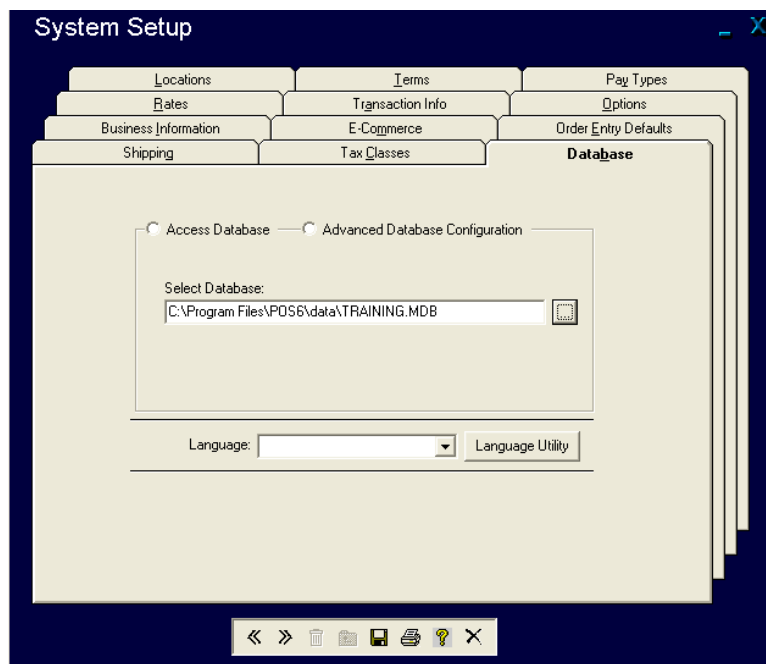


- ✚ Double click on the database file that you wish to switch to

- ✚ **ADVANTAGE** displays the following message:



- ✚ If you are ready to switch databases, click **Yes**. Otherwise, click **No**.
- ✚ Clicking **Yes** will bring you back to the **Database** tab with a new database path displayed:



- ✚ Exit out of this screen and all other screens you may have had open.
- ✚ Exit out of **ADVANTAGE**.
- ✚ When you reopen **ADVANTAGE**, you will be using the database you just switched to.

Use caution when switching between databases. Be sure that anyone entering information into **ADVANTAGE** is aware that there has been a database change.