

Creating Multiple Databases

User guide

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Creating Multiple Databases Creating Multiple Databases

This document was prepared to assist you in creating multiple Recipe Manager databases.

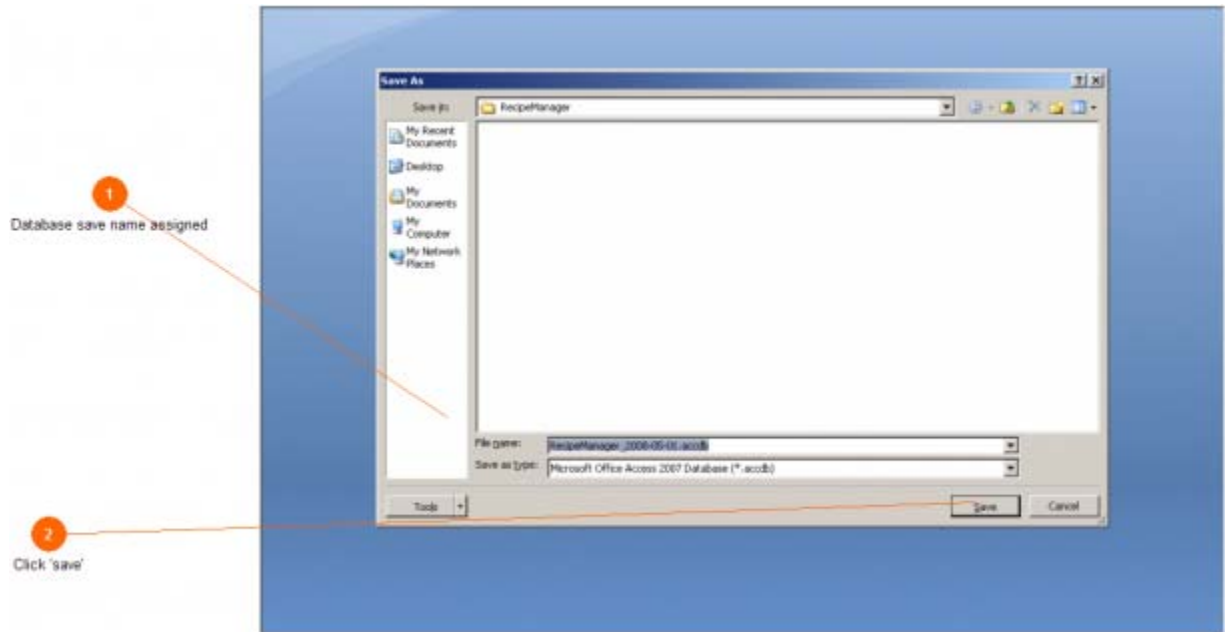
If you have any questions or need additional assistance give us a call on 803-767-9097 Monday through Friday 9:00 a.m. to 5:00 p.m. Eastern Standard Time.

You may also email us at support@buycooleyinc.com.

The contents of Creating Multiple Databases

- Backup Database**
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Backup Database



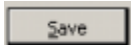
1

Database save name assigned



2

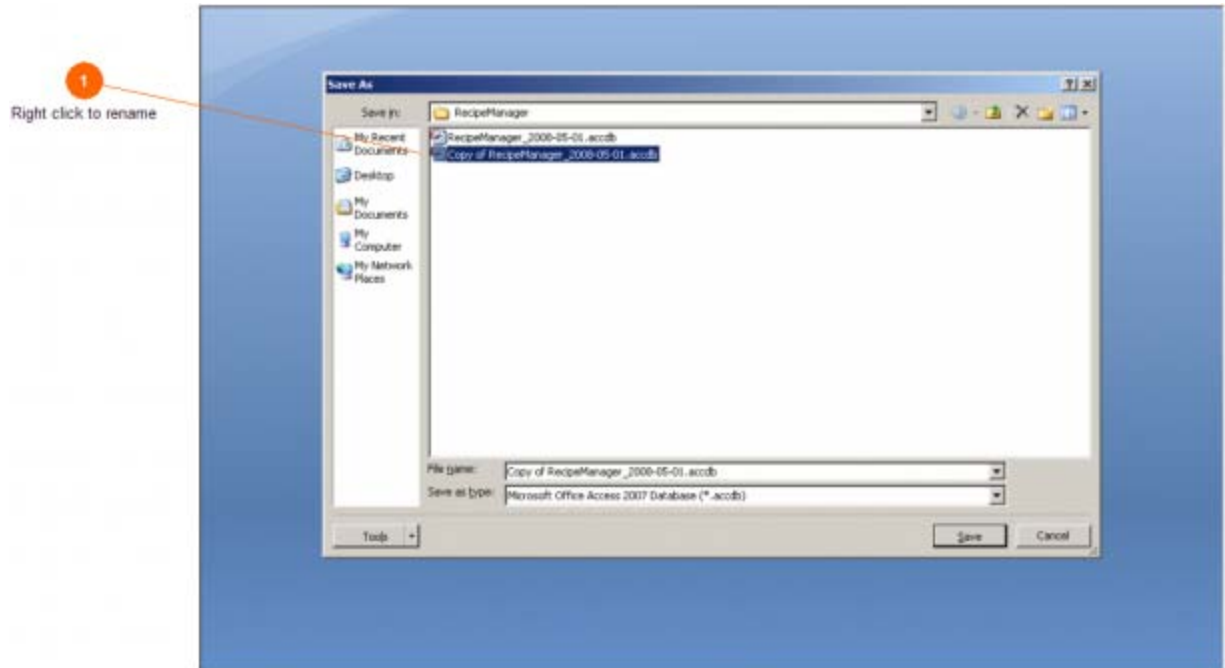
Click 'save'



The contents of Backup Database

Copy Saved Database

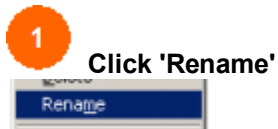
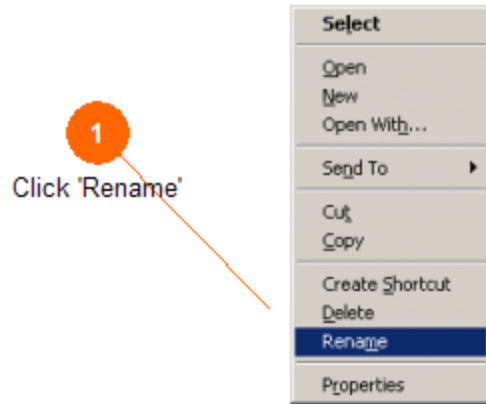
Copy Saved Database



The contents of Copy Saved Database

Rename Database

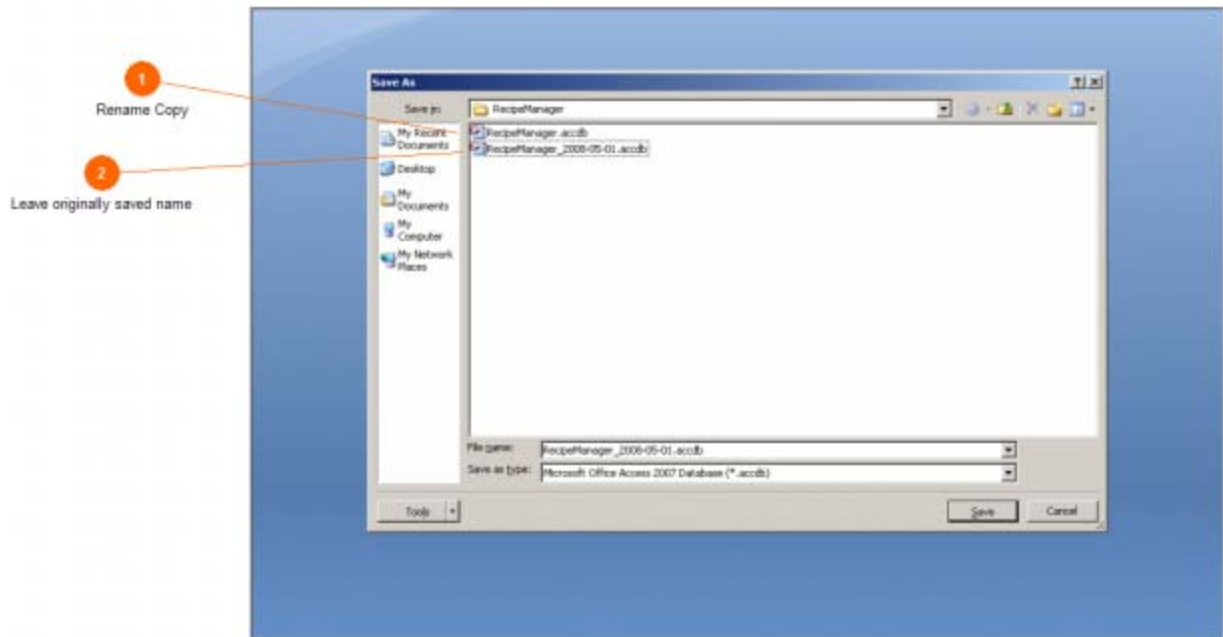
Rename Database



The contents of Rename Database

Rename

Rename



1

Rename Copy

RecipeManager.accdb

Rename the Copy of to RecipeManager.accdb because the system looks for this database to pull in.

2

Leave originally saved name

RecipeManager_2008-05-01.accdb

Leave the originally saved database name as is.

The database that is accessed by the Recipe Manager Software must be named RecipeManager.accdb.

You can copy the RecipeManager_2008-05-01.accdb and rename it something else if you like. We suggest you save it as something you will remember.

Always remember when you want to pull in an old database you must rename it to RecipeManager.accdb.

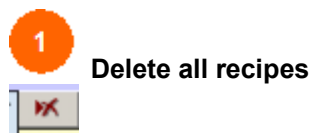
If you have any questions or need additional help with this give us a call on 803-767-9097.

Delete Recipes



What we did previously was to make a copy of the original database and rename it to RecipeManager.accdb.

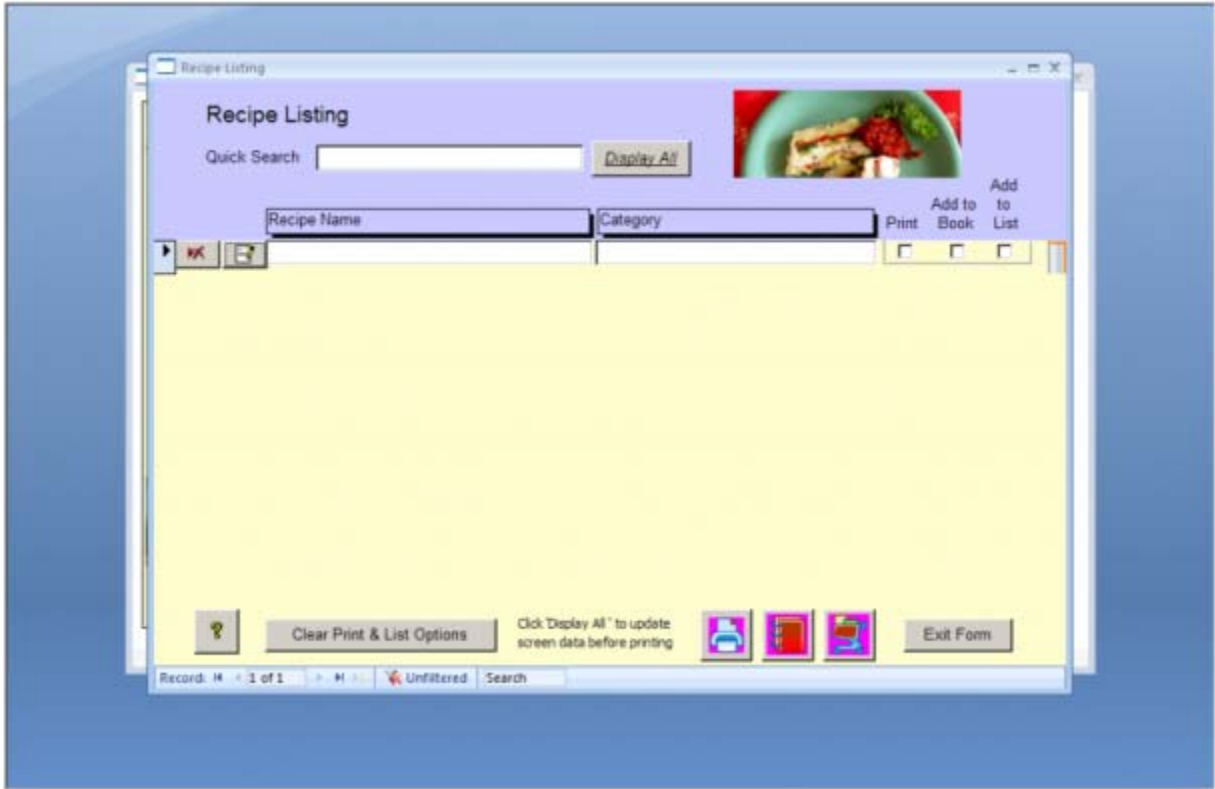
Now we need to delete all of the recipes out of the copy that we are using.



The contents of Delete Recipes

All Recipes Deleted From Copy

All Recipes Deleted From Copy



Add New Recipes



Now that we have deleted all of the old recipes we want to go into the Recipe screen and add new recipes.

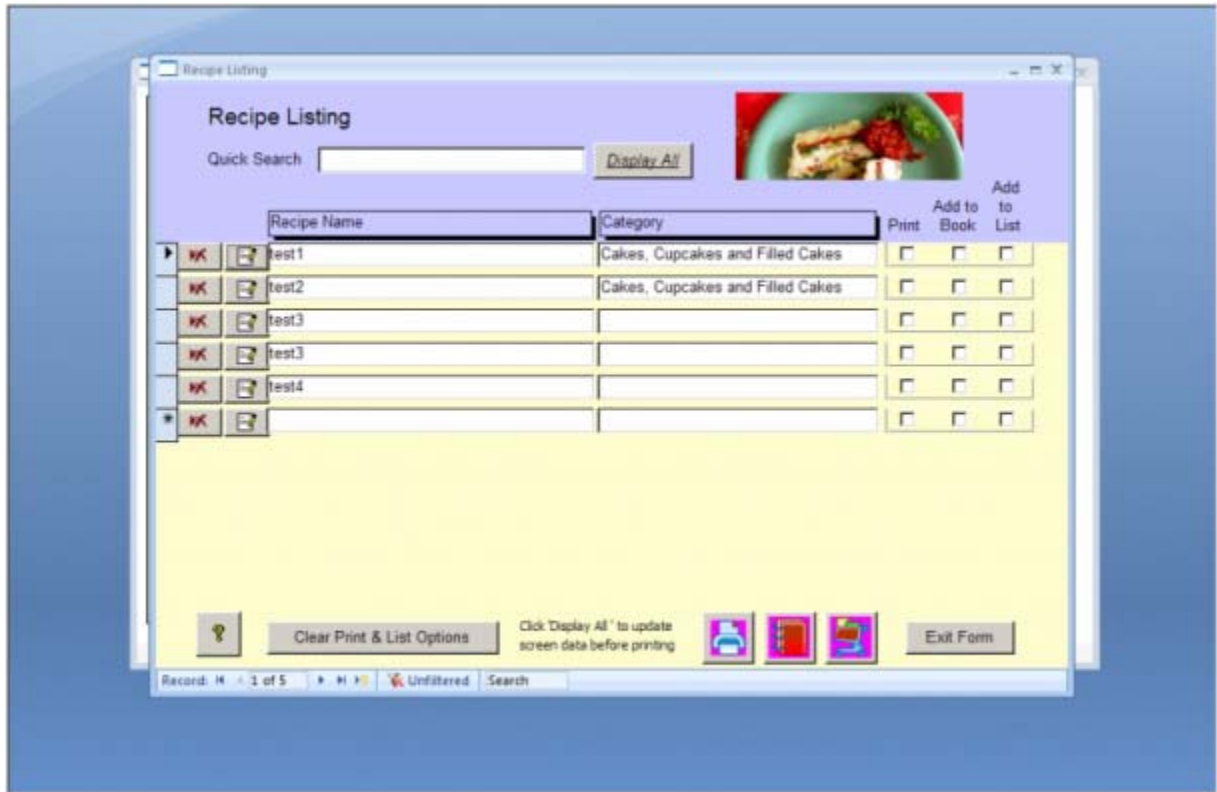
1

Add additional recipes



Click to add another recipe without leaving this screen.

New Recipe Listing



To create new databases repeat the process.

