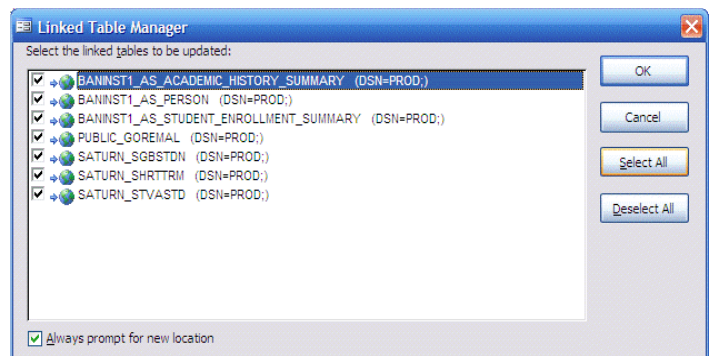
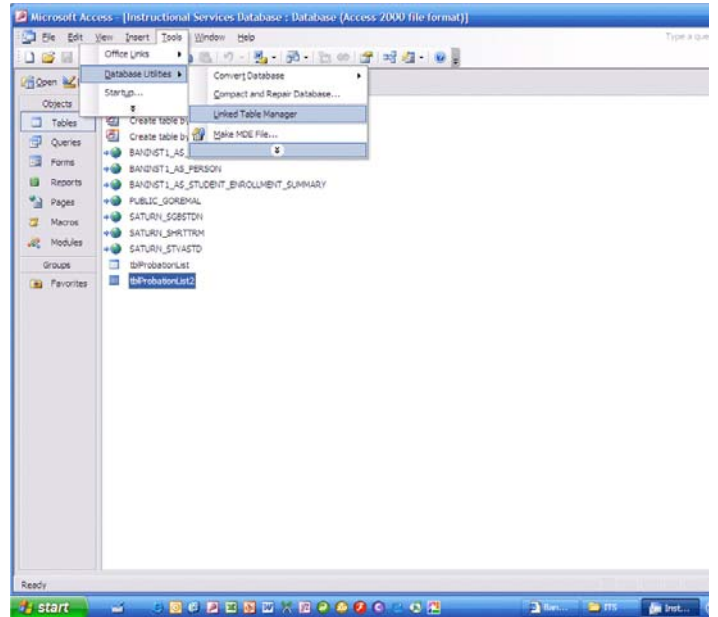
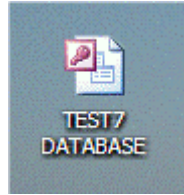
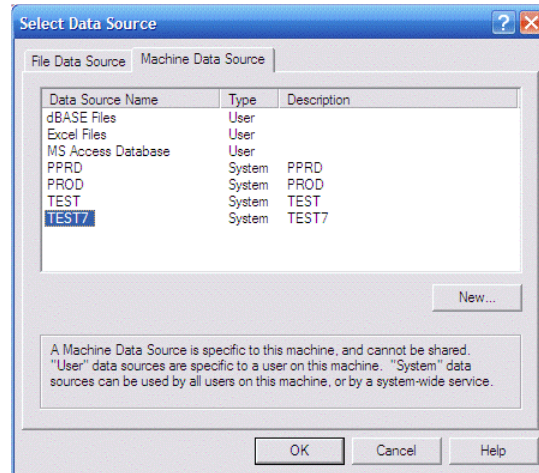


Updating Your Database to another Banner Instance:

1. First, **Copy** and **Rename** Your Database to reflect the change you are making. (You can copy and rename your database using the right-click menu options.)
2. Open the copy of your database and choose **Tools » Database Utilities » Linked Table Manager**
3. Click on the checkbox that reads **Always Prompt for New Location**. Click on the **Select All** Button. Then click **OK**.



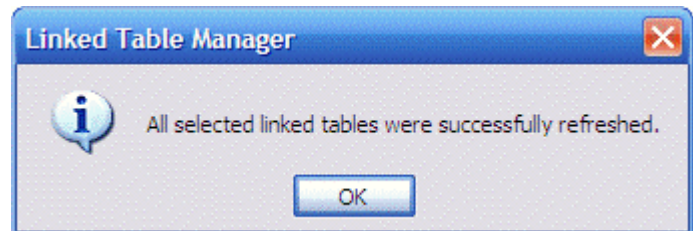
4. You will be prompted to select a new Data Source. Click on the **Machine Data Source** tab and select (highlight) the Banner Instance you wish to use. Then click **OK**.



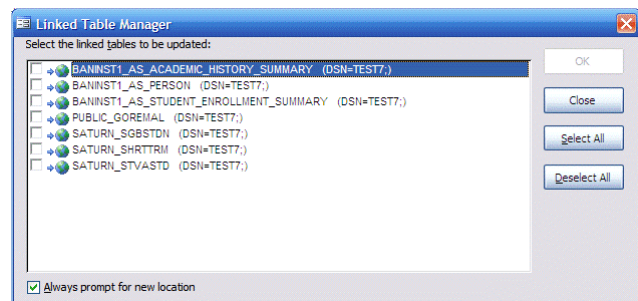
5. You will be prompted to enter your Banner username and password.



6. Once the tables have been successfully linked to the new data source, you will see this message. (Note that you may be prompted to enter your Banner username and password more than once.)



7. The linked table manager will show your updated Banner connection.



8. Choose **Tools » Database Utilities » Compact and Repair Database** after updating links