**Usage Instructions**

**Opening the Database from:**

MS Access Version:

1. If the database is already there. When open, enable content if prompted.
2. If not, Go to ODBC Data Source (64-Bit). You can search it up on the Search Panel. Make sure you run it as an administrator.
3. Tap the System DSN and click ‘Add’.
4. Choose ‘Oracle in instant\_19\_26’. Click Finish.
5. Enter the Data Source Name as ‘groupAssignment2Sem2’. User ID as groupAssignment2\_admin/GroupAssignment2Password123.
6. Click on the ‘Test Connection’ button, it’ll appear another smaller panel. For service name input ‘localhost:1521/orcl2355’, cut the password from the Username and paste it into the Password section (Make sure you remove the ‘/’ at the Username section).
7. It should mention that test connection is successful. Click OK. Then OK, and OK again.
8. Open Access and make a blank database.
9. Go to External Data -> New Data Sources -> From Other Sources -> ODBC Database.
10. Then select “Link to the data source by creating a link table.” (Second Option).
11. Switch from File Data Source to Machine Data Source, then click on the ODBC that you just created (groupAssignment2Sem2). Click OK.
12. Input the Service Name, Username, and Password just like how you did it at the Test Connection. Click OK.
13. It’ll show a bunch of tables, find the one that starts with “GROUPASSIGNMENT2\_ADMIN”. Choose all of them. Click OK.
14. The database has been linked successfully!!

Oracle Version:

1. Connect via SQL Developer using.
2. Username: groupAssignment2\_admin
3. Password: GroupAssignment2Password123
4. Host: localhost, Port: 1521, Service Name: orcl2355

* **Adding Records**

1. Open the appropriate form (e.g. if you want to add a recording, use the Recordings form).
2. Fill in the form and save

* **Editing Records:**
* Open the appropriate form (e.g. if you want to edit a recording, use the Recordings form).
* Fill in the form and save
* **Deleting Records:**
* Open the appropriate form (e.g. if you want to delete a recording, use the Recordings form).
* Fill in the form and save
* **View Reports:**

1. Open the appropriate report (e.g. if you want to view all the recordings in an album, use the ‘Albums and their Recordings’ report. The report will display the data in a structured format.