

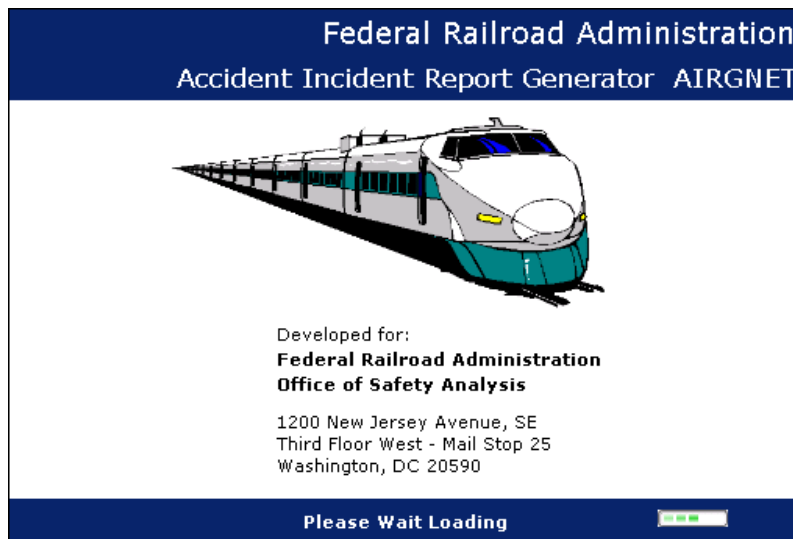
AIRGNET

Federal Railroad Administration's Accident/Incident Report Generator (.net version)

USER'S GUIDE - HELP FILE, Part 2

UTILITIES, SETTINGS, AND DATA MANAGER (AND INSTALLATION)

(See User's Guide - Help File Part 1, for Forms and Reports)



Contact Information:

FRA Project Office
6550 Rock Spring Drive, Suite 485
Bethesda, MD 20817

Email: RSISHelpdesk@dot.gov

Revision Summary

Revision Date	Document Version	Revision Class	Summary
10/03/2008	3.0	Major	Initial availability of the Version 3.0.0 AIRG and these documents, replacing the prior versions of both the application and the documents from our records
07/16/2020	4.0	Major	Revised and edited document to support Release 4.3.1 enhancements: Changed figures to reflect current UI
10/13/2022	5.0	Minor	Revised and edited document for readability and 508 Compliance: Added alt text for all figures Reformatted all figures to be In Line with text Corrected minor grammatical and typographical errors throughout Updated style of headers and body text throughout Updated contact information Added a Table of Figures Added a Revision Summary Updated Table of Contents to match new formatting

Table of Contents

Introduction to AIRGNET’s Utilities, Settings, and Data Manager	5
Differences between AIRGNET and AIRG 3.1	5
Installation.....	5
Installing AIRGNET on a Single Computer:	6
Multiuser Installation for Accessing a Single AIRGNET Database from Different Computers:.....	6
Getting AIRGNET Installation Software:.....	6
Forms and Reports	7
Utilities	8
Check for Application Updates	9
Lookup Synchronization	9
User Management.....	10
Upload via Internet.....	12
Edit Employee File.....	13
Edit Establishment File.....	14
Reset Upload Date	15
Import Employee/Establishment File.....	15
Backup.....	16
Restore	16
Export	16
Settings and Data Manager	17
Attach Database	18
Configure Database Connection	18
Import Access Data into SQL Server.....	18
Creating a Multi-User Environment.....	19

Table of Figures

Figure 1- AIRGNET Information, Including User Name, and Sample Application Path.....	6
Figure 2 - Forms Menu (See Part 1 of User's Guide - Help File).....	7
Figure 3- AIRGNET's Report Menu - See Part 1 of User's Guide - Help File	8
Figure 4 - AIRGNET's Utilities Menu	9
Figure 5 - Synchronize Lookup Tables.....	10
Figure 6 - Sample User Management Window, with Reporting Officer Information	11
Figure 7 - Sample Upload Statistics.....	12
Figure 8 - Employee File Data can be pulled into FRA Forms 6180.98, 6180.78, 6180.81, and 6180.107	13
Figure 9 - Import Establishment and Employee Info Window	15
Figure 10 - Sample Export Window.....	17
Figure 11 - Settings and Data Management Menu	17
Figure 12 - Import AIRG 3.1 Data into AIRGNET	18

Figure 13 - Attach AIRGNET Database to SQL Server.....20
Figure 14 - Change Database Connection String.....20

Introduction to AIRGNET's Utilities, Settings, and Data Manager

AIRGNET is the Federal Railroad Administration's (FRA) **Accident/Incident Report Generator** application. AIRGNET's main features allow a Reporting Officer to: display FRA accident/incident and injury/illness reporting forms on a computer screen, enter data into each form, maintain an AIRG database, generate injury/illness establishment reports, and upload monthly accident/incident reports. This User's Guide - Help file, in some sections, refers to **AIRGNET** as **AIRG**.

AIRGNET's Utilities, Settings, and Data Manager (and Installation) are covered in this part of the User's Guide-Help file. Entering data into the accident/incident reporting forms, in AIRGNET, and generating reports, is covered in Part 1 of the User's Guide-Help file.

Differences between AIRGNET and AIRG 3.1

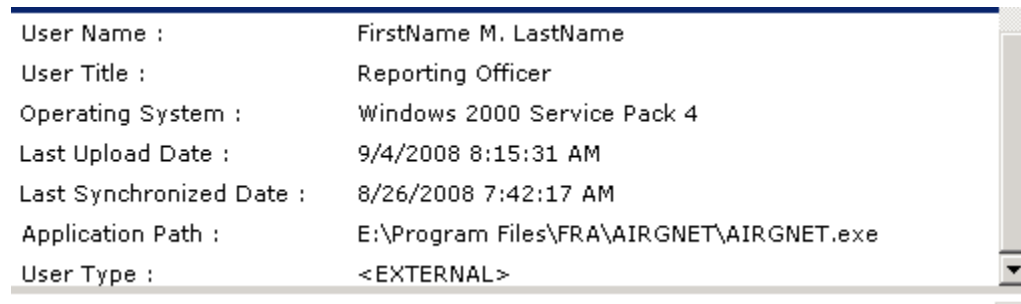
FRA's Accident Incident Report Generator was previously called AIRG, rather than AIRGNET. Some of differences between AIRGNET and AIRG 3.1:

1. AIRGNET is the .net version of the Accident Incident Report Generator, and uses a SQL Server database, unlike AIRG 3.1.
2. AIRGNET has been developed to run in the Microsoft Office Windows Vista operating system, in addition to Windows 2000/XP.
3. New items (or differences) in AIRGNET:
 - In addition to a table of Railroad Codes, there is a table of Company Codes
 - The Default User is allowed to choose multiple Railroads, and then select which railroad to display and enter reports for.
 - There is an update synchronization feature, which allows the AIRGNET reference tables (such as Railroad Codes, Cities, Error Codes, etc.) to be updated with a simple menu selection.
 - In the multi-user set-up, AIRGNET's database can be attached to a main SQL Server database.
 - In AIRG 3.1, upload of data was for year-to-date data; however, in AIRGNET, upload is for (1) new records, (2) changed records, (3) and records to be deleted.

Installation

AIRGNET allows single user and multi-user installation set ups. With single user installation, both the application and the database reside on a single PC, whereas with a multi-user setup, the application will run from each client and access to the AIRGNET data should be set-up to a single database residing on a server. More than one user can run AIRGNET simultaneously in the multi-user setup from different computers. When you are running AIRGNET, the location of the AIRGNET database that you are accessing is displayed on the right side of the AIRGNET screen under **Application Path** (see below figure). Although in

the below example, the application path is shown to be on the E:\ drive, AIRGNET may be installed on other drives, such as the C:\ drive.



User Name :	FirstName M. LastName
User Title :	Reporting Officer
Operating System :	Windows 2000 Service Pack 4
Last Upload Date :	9/4/2008 8:15:31 AM
Last Synchronized Date :	8/26/2008 7:42:17 AM
Application Path :	E:\Program Files\FRA\AIRGNET\AIRGNET.exe
User Type :	<EXTERNAL>

Figure 1- AIRGNET Information, Including User Name, and Sample Application Path

Installing AIRGNET on a Single Computer:

During installation, an option may appear for: "Install AIRGNET for yourself or for anyone who uses this computer". The two choices are: "Everyone" or "Just Me". Selecting "Everyone" will allow everyone who logs into the particular computer where AIRG is installed (with different logins), to access and use AIRGNET. Alternatively, selecting "Just Me" will only allow the person who is logged in during AIRGNET installation, to access and use AIRG on this particular computer.

Multiuser Installation for Accessing a Single AIRGNET Database from Different Computers:

AIRGNET can be set up to allow multiple AIRG users, from different computers, to access an AIRGNET database that resides on a server.

For Multi-user Installation, see **Creating a multi-user environment**, in this User's Guide - Help file.

Getting AIRGNET Installation Software:

To obtain AIRGNET Installation software, you must fill out a registration form. This form can be obtained from <http://safetydata.fra.dot.gov/OfficeofSafety/>, click on Forms/Publications, FRA Forms, then download the AIRG Request Form, complete the items in the form and send it to the FRA Project Office. The FRA Project Office will provide you with installation details.

The two installation methods are:

1. Downloading AIRGNET from the Internet, then installing. With this method, it is advisable to have a highspeed Internet Connection; The FRA Project Office will provide you with a Login and Password for this type of installation; or
2. Contact FRA Project Office if you need an AIRGNET installation cd.

Forms and Reports

Entering data into the accident/incident reporting forms, and generating reports, in AIRGNET, is covered in Part 1 of the AIRGNET User's Guide - Help file. In the figure shown below, **Forms** is selected from the main AIRGNET menu, and lists the FRA accident/incident recordkeeping and reporting forms that are in AIRGNET. Please refer to Part 1 of the AIRGNET User's Guide Help file for detailed instructions on completing the forms in AIRGNET. The **Forms** menu is shown in the below figure:



Figure 2 - Forms Menu (See Part 1 of User's Guide - Help File)

AIRGNET generates various reports. The **Reports** menu is shown in the following figure. For information on AIRGNET's reports, please refer to Part 1 of the AIRGNET User's Guide - Help File.

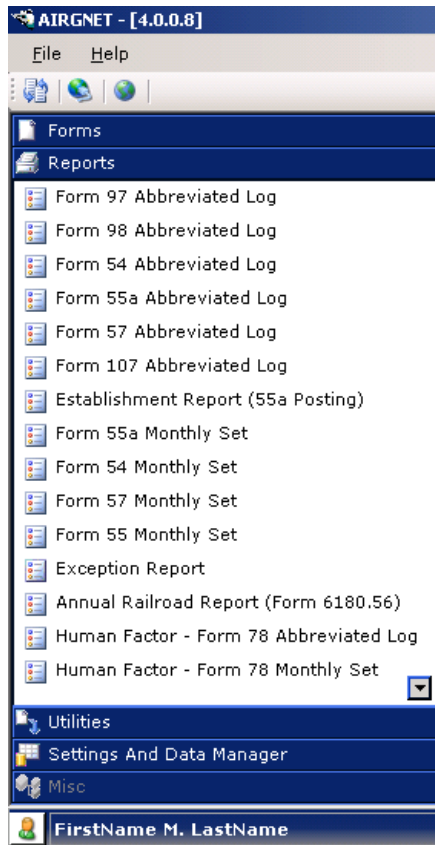


Figure 3- AIRGNET's Report Menu - See Part 1 of User's Guide - Help File

Utilities

The **Utilities** menu can be accessed by clicking on **Utilities** from the AIRGNET main menu, and is shown in the figure below. Utilities includes checking for application updates, look up table synchronization, maintaining User (Reporting Officer), Employee, and Establishment data, uploading accident/incident report data, making data back-ups (and restoring data), and exporting data.

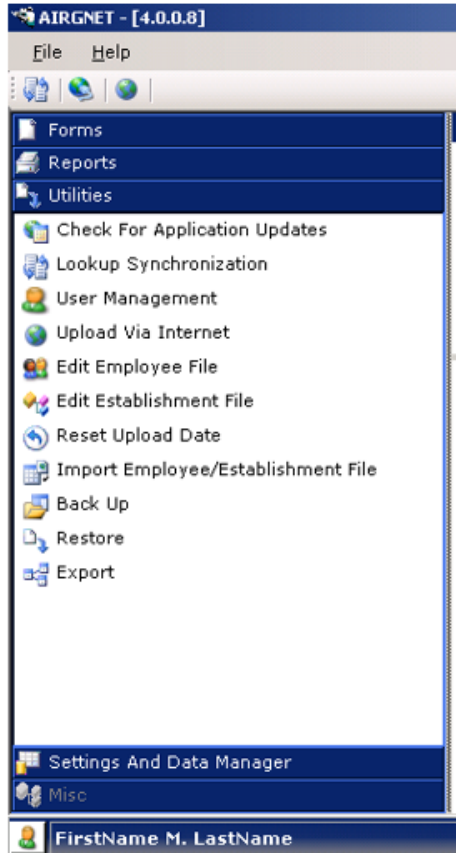


Figure 4 - AIRGNET's Utilities Menu

The **Utilities** menu selections are described below.

Check for Application Updates

The **Check for Application Updates** selection checks if there is a new patch (or new version) of the AIRG application on FRA's server.

If you click on this, on a computer with active Internet Access, FRA's server can check which version of AIRGNET is on your computer. If you have the current version, AIRG will let you know this. However, if you do not have the newest version, AIRGNET can be updated using Check for Application Updates.

Lookup Synchronization

The **Lookup Synchronization** selection synchronizes AIRGNET lookup tables (such as look up tables for: Railroads, Company Codes, Locations, etc.). Note that Part 1 of the User's Guide - Help file covers Lookup tables in detail.

Selecting **Lookup Synchronization**, on a computer with Internet Access, will allow FRA's server to check if you have the most recent look up tables (e.g., updated Railroad table). Once you click on **Synchronize** in the **Synchronizing Lookup Tables** window, you may need to wait a little bit while the look up tables are

being checked, and if any need to be replaced, using this feature should result in the newest look up table(s) being provided for your use. As shown in the below figure, AIRG will list the names of the table(s) updated (in this example, the AIRERROR table was updated).

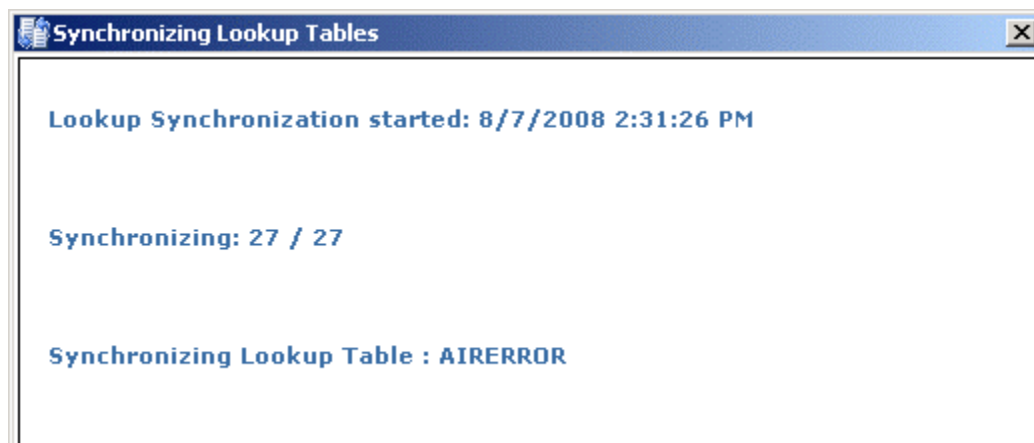


Figure 5 - Synchronize Lookup Tables

User Management

The **User Management** selection allows you to create, update, and delete AIRGNET users in the AIRG Reporting Officer data table, and to select the railroads that the Reporting Officer reports for.

IMPORTANT: You must select a default user in order to create reports in AIRGNET.

AIRGNET maintains a file of data on the Reporting Officers who use AIRGNET. AIRGNET will automatically enter data from the User Management file into forms. For example, AIRGNET will enter the name of the current default Reporting Officer, title, address and telephone number into form 6180.55. In AIRGNET, you can make yourself the current Reporting Officer by selecting your user record as the default.

You can see if you are already the default Reporting Officer, by looking either at the bottom of the AIRGNET main window, where the default Reporting Officer's name and title is listed, or looking at the default Reporting Officer's name that appears on the right side of the window, after **User Name**.

When you want to list your records for a particular form, that you have entered for a railroad, after you click on the form in **Forms** menu, you will need to select the railroad that you want to list the form for (this is covered in more detail in Part 1 of the User's Guide - Help file).

To work with the user data ([Reporting] Officer's List), click on **Utilities**, from AIRGNET main menu, and then click on **User Management**.

The **User Management** window should appear. A sample window with "dummy" data is shown in the figure.

The screenshot shows a 'User Management' window with the following sections:

- Reporting Officer:** Name (dimmed, containing 'FirstName M. LastName'), Title (containing 'Reporting Officer').
- Street Address:** Street (containing '123 Sample Street'), City (containing 'CITYNAME'), State (containing 'VA'), Zip Code (containing '12345').
- Contact Info:** Phone No (containing '(123) 456-7890'), Fax No (containing '(123) 345-6789'), Email (containing 'FNLastName@email.com').
- Reporting Railroads:** A list box containing 'UVW' and 'XYZ', with 'Add Railroad' and 'Delete Railroad' buttons to its right.
- Navigation Buttons:** Officers List, Add Record, Save, Delete, Exit, Set Default.

Figure 6 - Sample User Management Window, with Reporting Officer Information

If the **User Management** window is displaying the name and data of another Reporting Officer, or is blank, you can click on **Officers List**, to display a list of Reporting Officers in the AIRGNET user table. You can sort this list by clicking on a column heading. From this list, click on the Reporting Officer record that should be the current AIRGNET default reporting officer, and click on **Select**. Then click on **Set Default**.

If the default user is not in the Officer's List, you will need to add it in. To do this, in the **User Management** window (which is accessed from **Utilities, User Management**), click on **Add record**, and AIRG will display a blank **User Management** window for you to enter data into. Click on the box you want to enter data into, and key in the data.

Note: In the **User Management** window, when trying to add a record, if the "Name" box is dimmed (or gray background color), which prevents you from entering your User Name, click on the **Add Record** button. This should allow you to enter your name, if you are trying to add a record for yourself.

When adding a user, in the **User Management** window, you can click on the field you want to enter data into (or press the tab key to move from field to field). To enter your reporting railroad(s), click on **Add Railroad**, and select the railroads that you are reporting for. Once you have completed entering your User Information, click on **Save**. If the record you just entered is going to be the current Reporting Officer, when you are finished saving the user information, click on the **Set Default**, and on **Yes** to select the Reporting Officer as the default user. To delete the Reporting Officer from the file, click on the **Delete** button when the Reporting Officer's record is currently being displayed in the **User Management** window. To exit, click on the **Exit** button.

Note: AIRG will only display those records for the current default user's Railroad, as selected at the bottom

of a list of records for a particular form (see AIRGNET User's Guide - Help file, Part 1, for displaying a list of records for a particular form (based on the default Reporting Officer and selected Railroad).

Upload via Internet

The **Upload via Internet** selection allows uploading accident/incident reports via the Internet, to the FRA Project Office.

Selecting **Upload via Internet**:

1. uploads the most recent month's accident/incident reports,
2. uploads changed records,
3. uploads records to be deleted.
4. Note that AIRGNET upload differs from the previous version of AIRG (AIRG 3.1), as AIRG 3.1 uploaded year-to-date data. If you want to upload year-to-date data, see **Export** below.
5. FRA reporting forms will be extracted, but no initial log information will be collected. This means that Forms FRA F6180.97, F6180.98, and F6180.107 data are not included in the upload file.
6. **IMPORTANT:** In AIRGNET, **Upload via Internet** will upload to FRA, the records for the reporting forms for all of the AIRGNET users, not just the default Reporting Officer's records.

If you instead want to submit your data on diskette or cd, or as an e-mail attachment, you will need to use AIRGNET's Utilities - Export feature to do this. If on cd or diskette, put a label on the cd or disk and submit it to the FRA.

If you choose to upload your file via Internet, click on Utilities then select Upload Via Internet.

Note: In order to complete an upload, you will need to enter a valid login and password.

AIRG will display a preliminary upload statistics window, as shown in the example in the below figure:

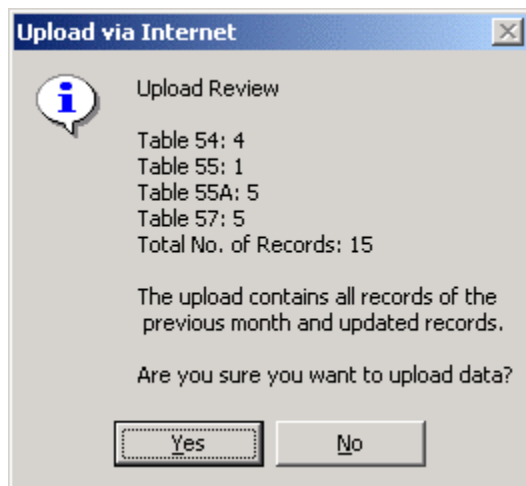


Figure 7 - Sample Upload Statistics

AIRGNET will let you know if the upload was successful or not, and will provide you with a receipt.

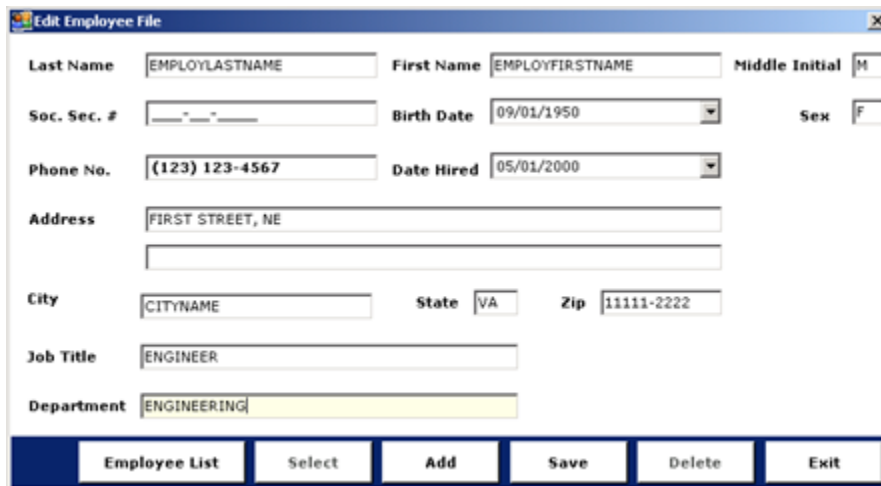
Edit Employee File

The **Edit Employee File** selection, from the **Utilities** menu, will allow you to create, update, or delete Employee data from an Employee data table.

AIRGNET lets you maintain an employee data table. You can access this table when completing forms 6180.98, 6180.78, 6180.81 and 6180.107 (by clicking on [Table] **Lookup** from the appropriate item in a form), and can select an employee name from the table and AIRGNET will automatically enter employee data into these forms. If you do not have any employee information entered in your file you can add employee records to it; or you can import an employee file into AIRGNET (see section on Importing Employee/Establishment files).

To access the employee file from the main AIRGNET screen, click on **Utilities** and click on **Edit Employee File**.

The **Edit Employee File** window will be displayed. To display data for a particular employee, you can click on **Employee List**.



The screenshot shows a window titled "Edit Employee File" with a standard Windows-style title bar. The form contains the following fields and values:

- Last Name: EMPLOYLASTNAME
- First Name: EMPLOYFIRSTNAME
- Middle Initial: M
- Soc. Sec. #: [Empty]
- Birth Date: 09/01/1950
- Sex: F
- Phone No.: (123) 123-4567
- Date Hired: 05/01/2000
- Address: FIRST STREET, NE
- City: CITYNAME
- State: VA
- Zip: 11111-2222
- Job Title: ENGINEER
- Department: ENGINEERING (highlighted in yellow)

At the bottom of the window is a dark blue bar with six buttons: Employee List, Select, Add, Save, Delete, and Exit.

Figure 8 - Employee File Data can be pulled into FRA Forms 6180.98, 6180.78, 6180.81, and 6180.107

In the list, if you click on a column heading, the records will be sorted by column heading by ascending or descending order, depending on whether the arrow in the column heading is pointed up or down. You may use the horizontal scroll bar to scroll left and right to see more fields. You can click on a record you wish to retrieve and then click on the **Select** button. This will display the record, in the **Edit Employee File** window, for the employee record selected.

Accessing employee data - from a form: If you are accessing (by using [Table] **Lookup** from the appropriate items in the forms) the employee file from forms 6180.98, 6180.78, 6180.81, or 107, you can click on the **Select** button to have AIRG enter this data. For example, to access the employee data file from Form FRA F6180.98, item 3 (Last Name, First Name, Middle Initial), or from form 6180.78, "Employee's Name", or from form 6180.81, "Name of Railroad Employee", click on [Table] **Look up** button, after clicking in one of these items (for example, in form 6180.98, data is automatically into items 3 through 12, and 18 through 19).

If you do not want to select an employee record, click on the **Exit** button, which exits the **Edit Employee File** window (exit also cancels any employee data you have entered but have not saved).

You can add a record to the employee file by clicking on the **Add** button in the **Edit Employee File** window, then enter the employee data, then click on the **Save** button. You can delete a record from the employee file. To do this, from the **Edit Employee File** window, click on the **Employee List** button, click on the employee record that you wish to delete from the file, then on **Delete**.

Edit Establishment File

AIRGNET has the ability to maintain an establishment/facility data table. You can access this data when completing form 6180.98; and then you can select a facility (by using [Table] **Lookup** from the appropriate item on the form) and AIRGNET will automatically enter the facility data into the form 6180.98.

If you do not have any facility information entered in your file you can add establishment records to it; or you can import an establishment file into AIRG. If your entire Railroad is classified as a single establishment (System), create an entry for it in the Establishment file. Make sure you assign an establishment code (1-4 characters, e.g., "HQTR"). The code you assign is entirely up to you and is used for classification purposes only.

To access the establishment file, from the main AIRGNET screen, click on **Utilities** and then on **Edit Establishment File**. The **Edit Establishment Table** window displays the data for each facility's record. To display data for a particular establishment, you can click on the **Establishment List** button, and select a record. This will display the record, in the **Edit Establishment File** window, for the facility selected.

Accessing establishment data from a form: To access the establishment file, from Form FRA F 6180.98, item 13 (Name of Facility), click on the [Table] **Lookup** button from this item. If you accessed the establishment file from form 6180.98, you can click on a record and then on the **Select** button to have AIRG enter this data into items 13 through 17 of the form. If you do not want to select a facility record, click on the **Exit** button to exit the **Edit Establishment File** window (exit also cancels any facility data you have entered but have not saved).

You can add a record to the facility/establishment file by clicking on the **Add** button and keying in the facility data, then click on the **Save** button. You can then either click on the **Select** button to select this facility (for example, if you are accessing the establishment file from form 6180.98) or click on the **Exit** button to exit).

You can delete a record from the establishment file. To do this, from the **Edit Establishment File** window, click on the **Establishment list** button, click on the facility you wish to delete from the file, and then click on **Delete**.

You can sort the columns in the **Establishment List** by clicking on column heading (e.g., click on FACILITY to sort by city).

Note: *For facilities that are entered in your establishment file, AIRG can generate a Monthly Listing of Reportable Injuries and Occupational Illnesses which is posted at the railroad establishment. If a facility name that is not in the establishment table is entered in item 13 of form 6180.98, AIRG will let you know*

that the injury may not show up in the Monthly Listing of Reportable Injuries and Occupational Illness. Add the facility to the establishment table, in the form 98 select the establishment from the table, and make sure 55a establishment information is either generated from form 98 or entered into the 55a by using [Table] **Lookup**. See the User's Guide - Help file, Part 1, for instructions on generating Monthly Listing of Reportable Injuries and Occupational Illnesses (generate Establishment Report).

Reset Upload Date

Reset Upload date to one month earlier.

Import Employee/Establishment File

AIRGNET allows users to add, modify, or delete Employee and/or Establishment information. For Railroads with a large number of employees who do not want to build their AIRG Employee file from scratch, there is an Import option. Two empty database format (.DBF) files, EMPLOAD.DBF (Employee information) and ESTLOAD.DBF (Establishment information) (employee file name can only be Empload.dbf and Establishment file name can only be Estload.dbf.). Blank files are provided with each AIRG installation set, and the structure for each file is described in the following page. Railroads who use commercial database (or spread sheet) programs which can read and create xBASE files should be able to load their personnel information into the Employee (or Establishment) file. Before attempting to load data into either table, it is recommended that a back up be performed. To start importing, click on **Utilities** from the main AIRGNET menu, and then select **Import Employee/Establishment File**.

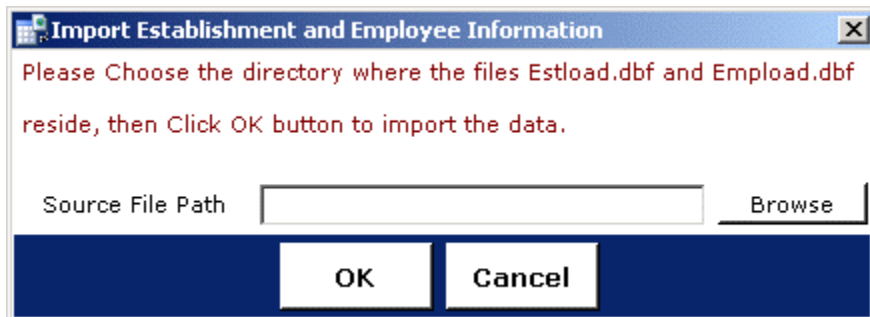


Figure 9 - Import Establishment and Employee Info Window

Select the folder you are importing from, then choose the appropriate .DBF file and click on **OK**. Please make sure the data in the load files conforms to the structure provided below, for the type of file you are importing.

Import Establishment and/or Employee Information into AIRG

EMPLOAD.DBF and ESTLOAD.DBF Structures:

EMPLOAD.DBF:

Structure for table: empload.dbf

Field Field Name Type Width Description

- 1 EMPL_NAME Character 20 Employee Last Name
- 2 EMPF_NAME Character 20 Employee First Name

3 EMP_MI Character 1 Employee Middle Initial
 4 DOB Date 8 Date of Birth - 'MM/DD/YY'
 5 SEX Character 1 'M' or 'F'
 6 SOCSTNO Character 11 Social Security No. 'NNN-NN-NNNN' (or employee ID #)
 7 HIRED Date 8 Date Hired 'MM/DD/YY'
 8 ADDRESS1 Character 30 Employee Street Address1
 9 ADDRESS2 Character 30 Employee Street Address2
 10 ADDCITY Character 20 Employee Address City
 11 ADDSTATE Character 2 Employee Address State Code (alpha)
 12 ADDZIP Character 10 Employee Address Zip Code
 13 PHONENO Character 20 Employee Home Phone No. '(NNN)NNN-NNNN'
 14 JOBTITLE Character 30 Employee Job Title
 15 DEPARTMENT Character 30 Employee's Assigned Department
 ** Total ** 242

ESTLOAD.DBF:

Structure for table: estload.dbf

Field Field Name Type Width Description

1 FACILITY Character 40 Establishment Name
 2 FACLTY_CD Character 4 Establishment Code
 3 FACADDR Character 30 Establishment Street Address
 4 FAC CITY Character 20 Establishment City
 5 FACSTATE Character 2 Establishment Alphabetic State Code
 6 FACZIP Character 10 Establishment Zip Code
 7 TOTAL_EMP Numeric 10 Average No. of Employees at Establishment
 ** Total ** 117

Backup

You should make regular back ups of your AIRGNET data to diskette or cd. If for some reason your data is lost on the hard drive, you can restore your previous data from the back up diskette. Because FRA does not collect your initial log records, FRA will not be able to restore all your files for you in the event of data loss. This is why it is critical for you to back up your files routinely.

To back up, from the **Utilities** menu, click on **Backup**. Specify the location where to back up the file (in an AIRG Archive file), and then save. AIRGNET will let you know if the Backup was successful.

Restore

To restore data, that you have backed up in AIRGNET, click on **Utilities**, and then on **Restore**. Then select the file containing the data to be restored and click on **Open**.

Note: *This procedure will overwrite existing data for the forms selected and replace it with the data in the back up file.*

Export

AIRGNET is able to export reports, to a file.

If you choose to send FRA your accident/incident report data on diskette, cd, or as an e-mail attachment, instead of uploading via the Internet (See **Upload via Internet**), you can select **Export**. Enter the start and end dates of the accident/incident reports you want to upload. If you want to export year-to-date data, the start date would begin on January 1 of the current year.

To export, click on **Utilities**, and then on **Export**. First specify the date range of the report data you want to export to a file.



Figure 10 - Sample Export Window

Then specify the location to export the data to. AIRGNET will provide you with statistics, by reporting form, of the number of records exported.

Settings and Data Manager

The **Settings and Data Manager** menu, can be accessed by clicking on **Settings and Data Manager** from the AIRGNET main menu, and is shown in the following figure:

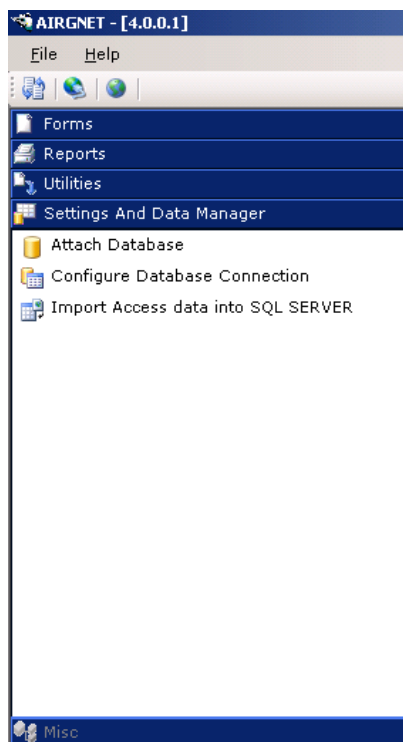


Figure 11 - Settings and Data Management Menu

The **Settings and Data Manager** menu allows you to attach the AIRGNET database to a SQL Server database (this can be used in the multi-user configuration), and also to initially import your AIRG data from the previous version of AIRG (AIRG 3.1).

Attach Database

This feature describes how to attach the database files to SQL Server (currently SQL Server 2005). When selecting, **Attach Database**, you can specify the database location. You will need to attach both the .mdf, and the .ldf files to SQL Server.

Attaching the database files to SQL Server, allows multiple users, from different computers to access and use AIRGNET.

After attaching the database to SQL Server, go to **Configure Database Connection**.

Configure Database Connection

This feature is used to change the database connection string. In this feature you can configure SQL Server for multiple users.

First **Attach Database** (see above), then select **Configure Database Connection** in order to specify the connection string (e.g., Server=RRServ1, Database=AIRG, Userid=UserID of RR's Database Administrator, etc. You can then go ahead and change the connection string to the string that you have specified.

Then, for any users that have AIRGNET.exe installed on their computer, and are connected to AIRG.mdf and AIRG.ldf, on SQL Server, these users can access AIRGNET as a multi-user application.

Import Access Data into SQL Server

This feature is used to import old AIRG data (AIRG 3.1) into the new AIRGNET database.

This will append your AIRG 3.1 data into AIRGNET, and should not delete any new records that you have added. It is suggested that you do this when you first start using AIRGNET, then make any additional updates or add new records to AIRGNET.

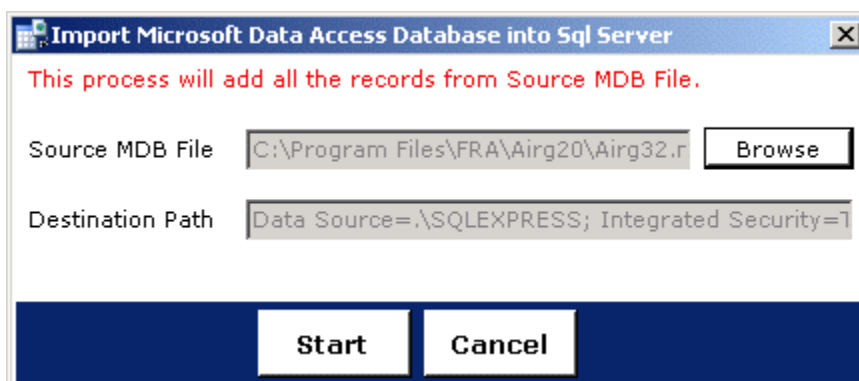


Figure 12 - Import AIRG 3.1 Data into AIRGNET

Creating a Multi-User Environment.

1. Create a database name "AIRG" in SQL Server Database. Assign a user who has read and write permission to AIRGNET database.
2. Select **Attach Database** item from **Settings and Data Manager** menu. Click on **Database Location** from the dialog box and locate the MDF and LDF files.

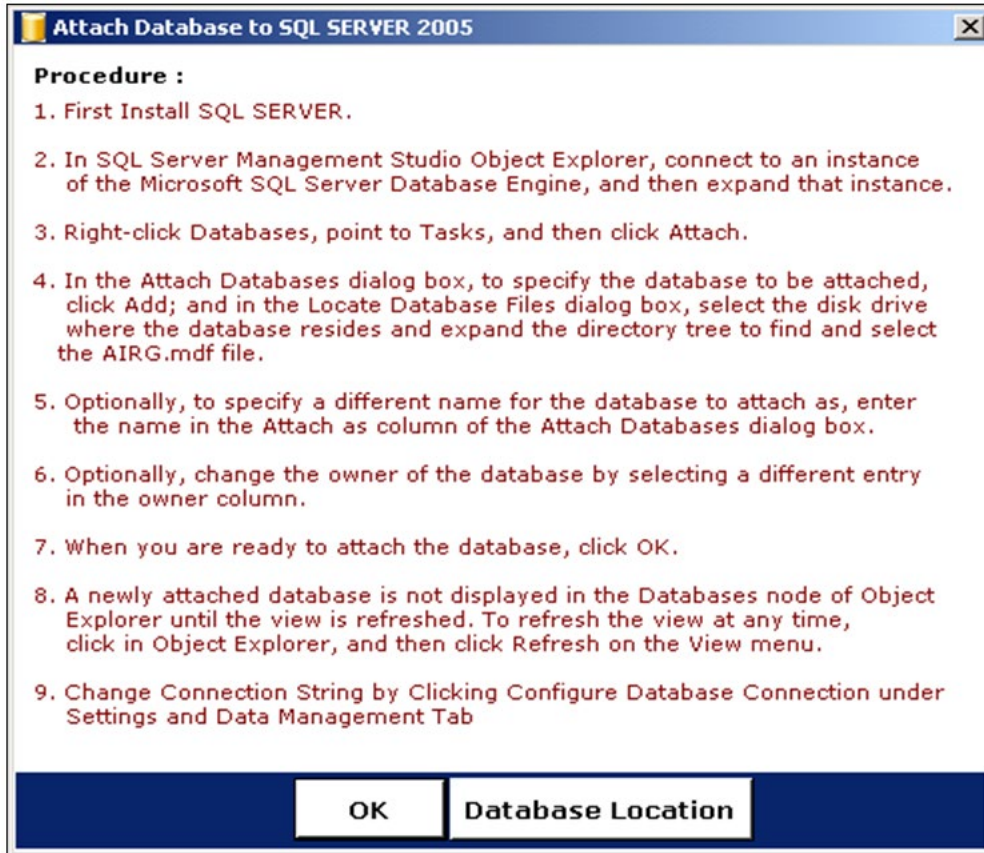


Figure 13 - Attach AIRGNET Database to SQL Server

3. Go to SQL Server and attach the MDF and LDF files to the AIRGNET database that you created in step 1.
4. Select **Configure Database Connection** from **Settings and Data Manager** menu. Enter the new connection string and click on **Update**.

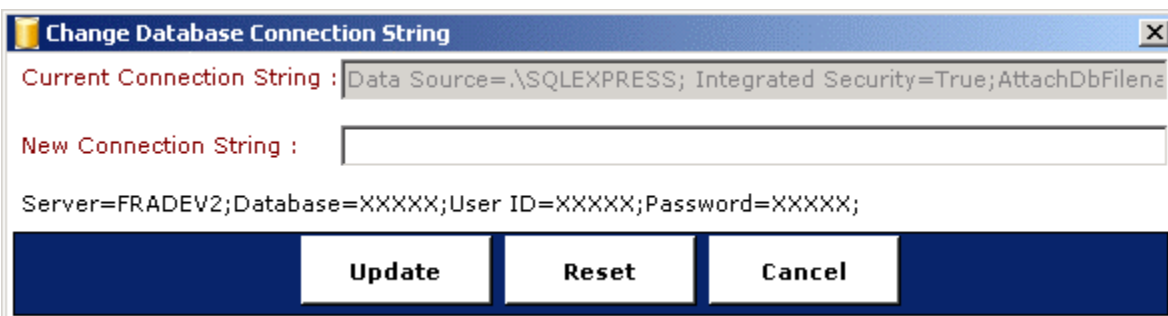


Figure 14 - Change Database Connection String

5. Select **Import Access Data into SQL Server** from **Settings and Data Manager** menu to import existing data (see **Import Access Data into SQL Server**).