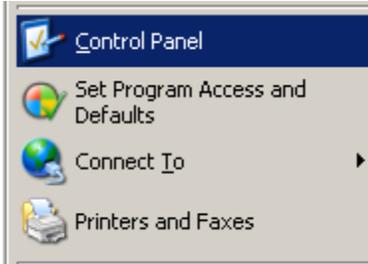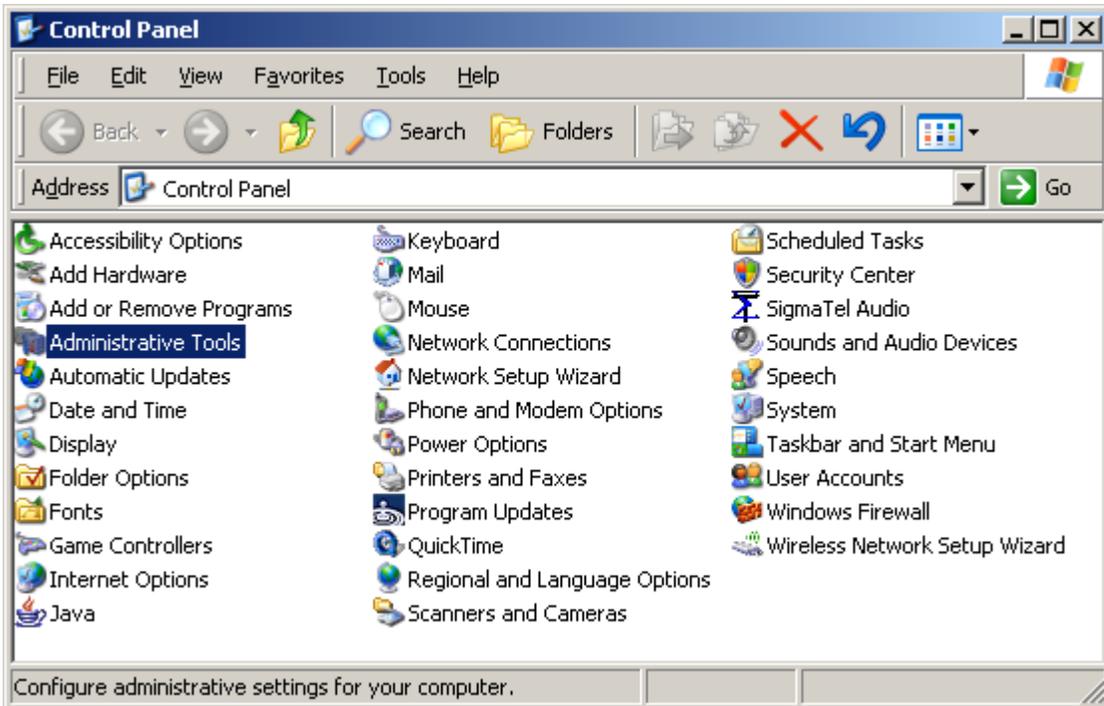# Connecting to the Centricity Practice Solution® database

Because the name of the SQL Server™ database associated with Centricity Practice Solution® is different for every installation, this connection must be configured manually using the Database Options dialog. The following steps should allow you to configure Visual Form Editor to access this database.
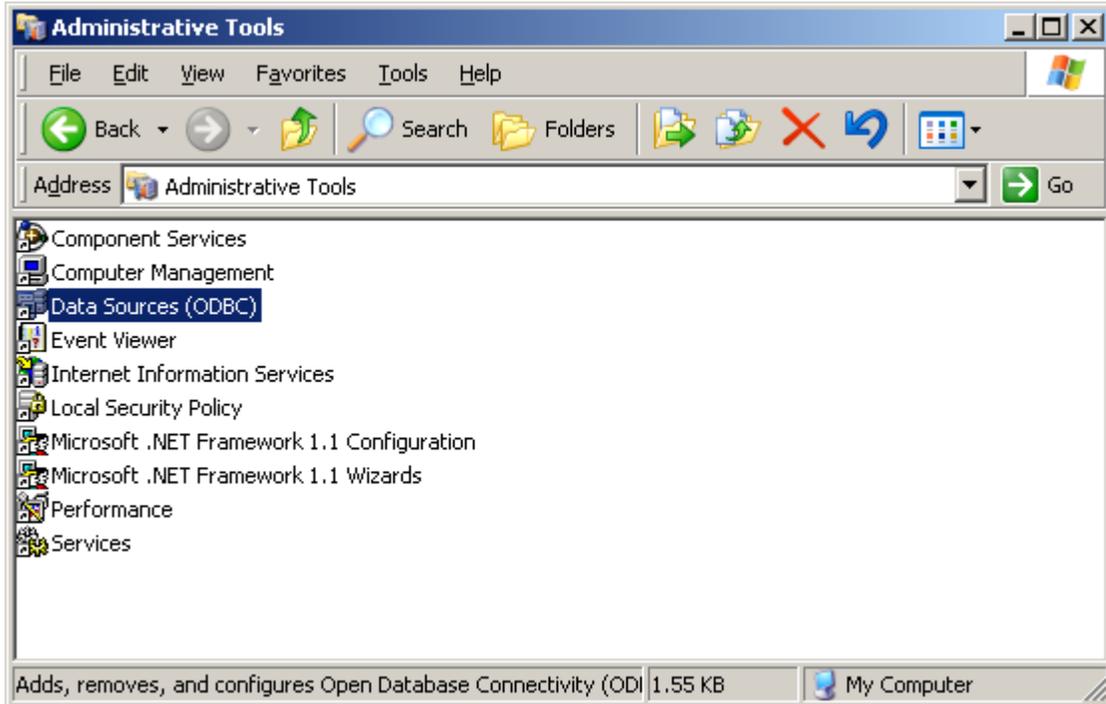
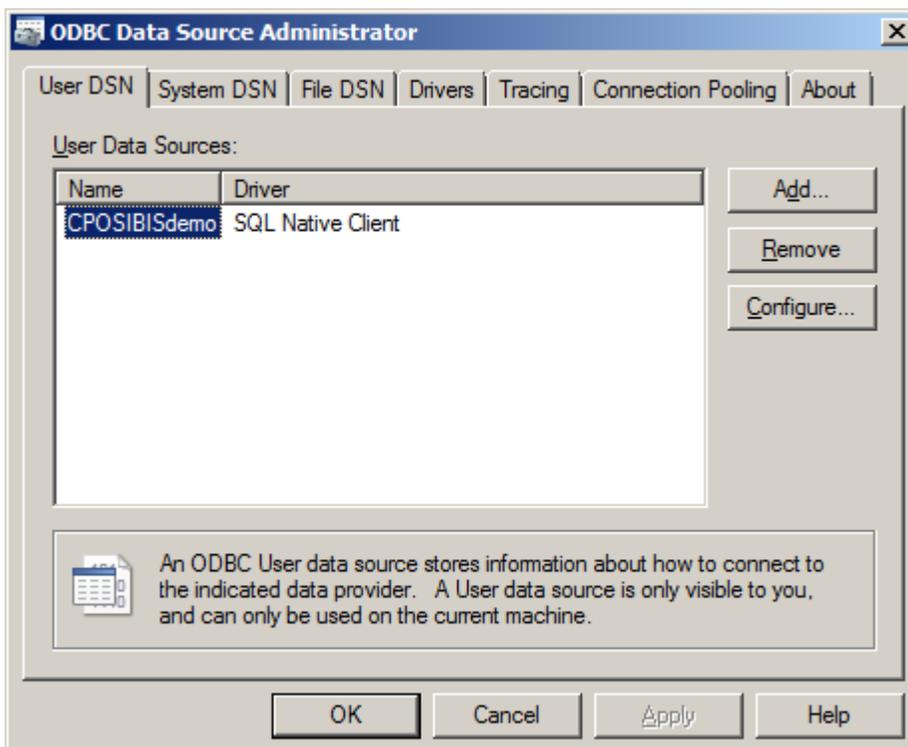1. From the Start menu, go to the Control Panel.

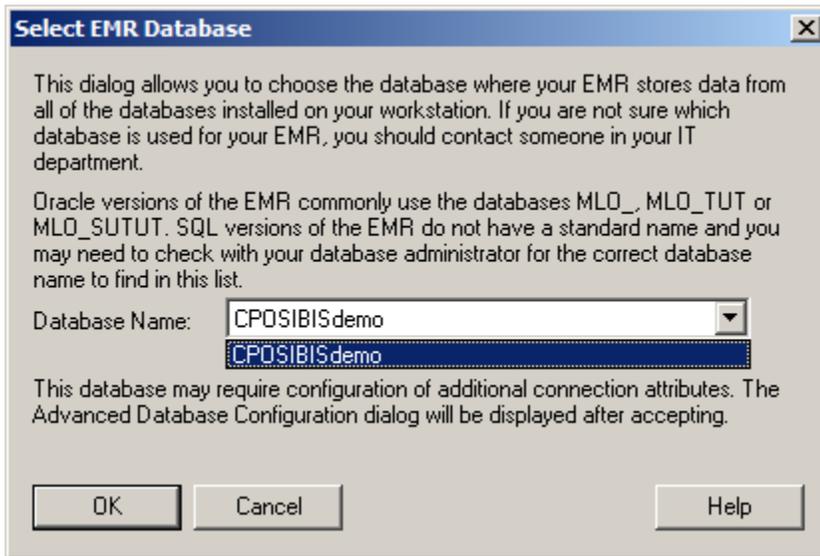2. Choose Administrative Tools.

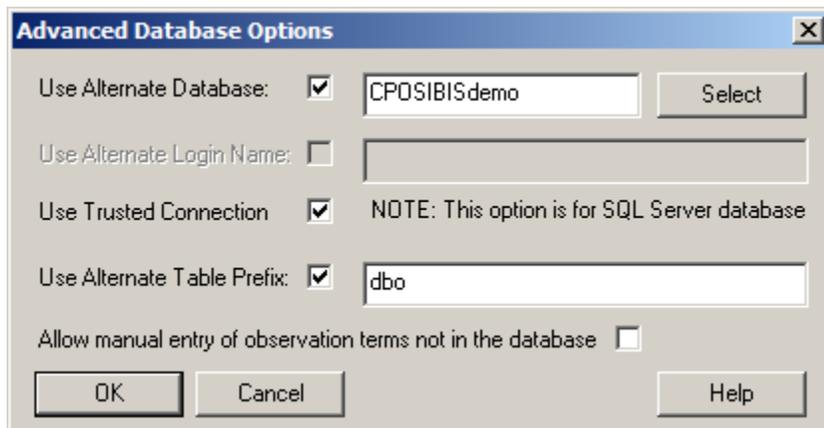3. Choose the Data Sources (ODBC) Tool.

4. Find the name of the SQL Server™ database that holds the EMR information (e.g. CPOSIBISdemo). If you are not certain which database is the correct one or you don't see the connection here contact your database administrator for assistance as the ODBC connections may not have been created appropriately during EMR installation.
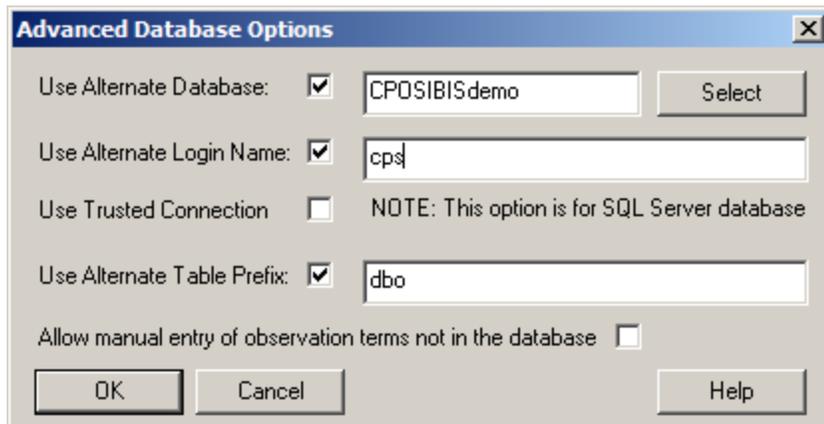
5. Now open Visual Form Editor.
6. If a valid database is not configured accept the error message that will be displayed indicating that Visual Form Editor can not open the database. (If there is already a valid database configured this error message will not appear. In that case follow the separate instructions at the bottom of the page to open the Select Database dialog and skip the next step here.)
7. After this a prompt will be displayed to "Open Select EMR Database dialog". Choose "Yes" to open the dialog.
8. The Select Database dialog will open displaying a list of the configured ODBC connections that are available.

9. Choose the name corresponding to the Centricity Practice Solution database identified in Step 4 above from the list.
10. Press the OK button to accept this choice.
11. The Database Options dialog will be displayed for further configuration of the database. The box for Use Alternate Database should already be checked and the selected database should be displayed in the adjacent field.
12. SQL Server™ allows access to the database through a "Trusted Connection" rather than requiring a user name/password. If your system is configured to perform validation using a trusted connection, you can check this box and ignore the "Alternate login name options" referred to in the next two steps. This is a much easier method for connecting to the database if available.

13. If you do not use a "Trusted Connection" to access the database, you will need to check the "Use Alternate Login Name" option.
14. Enter the user name that you use to Login to the database in the Login Name field. If you do not know the login name and password to use, you should get this information from your database administrator. (Because it is not possible to have an identical user name and password with SQL Server™, you will be prompted to enter your password every time that you launch Visual Form Editor unless you use a trusted connection.)

15. Check the box for Use Alternate Table Prefix.
16. Enter the Table Prefix which precedes the table names when accessing the tables in the database. For example, when connecting to the evaluation version this should be "dbo". This would be the same name that is used when creating a Crystal report or viewing the table through SQL Server™ (e.g. dbo.obshead to view the obshead table).

Connecting to the Centricity Practice Solution® database when already connected to another database

1. From the Tools menu, select the Options dialog.
2. Next to Select Database press the Advanced Options button.
3. Press the Select Button.
4. Continue with the instructions above, starting with Step 8, to complete the database configuration.