

## Exercise 2: Database Management

### Goal

Locate the database management functionalities and create a new empty database.

### Introduction

The management functionalities of the databases used by GIMS are grouped within the database toolbar, on the left side of which is the list of currently open databases, and also in the "Database" menu.

By default, when starting up, GIMS will always attempt to open a connection to the reference database (REFDB). This behaviour can be changed in the GIMS options, which can be accessed by selecting the **Edit | Preferences** menu and then clicking on the "Database" tab.

In the **Database | REFDB Setup** menu, you can change the options relating to the reference database. It is, however, recommended that you keep the default options unless you really need to change them (for example, in order to share REFDB within a folder on your internal network).

The **Database** menu takes you to the management functionalities of the databases used by GIMS.

### Task 1 : Create a New Empty Database

For example, we can create a new, empty database by selecting the **Database | New** menu. We must then select a folder in which the database will be saved (e.g. *C:\Br\_soft\Workshop\*) and give it a name (e.g. *work*).

The new database appears in the list of open databases and is now the **current database**.

REFDB has taken second place in the list. Later on, we will be able to save diagrams in this new database. Remember that REFDB cannot be modified.

### Task 2 : Close the Current Database

To close the connection to the new database, select the **Database | Close** menu in order to close the current database.

### Task 3 : Open an Existing Database

To open an existing database, select the **Database | Open** menu.

For quick opening of the new database, double-click the corresponding line in the list of recently opened databases.

Otherwise, double-click on "More files ..." and locate the database you wish to open.

Note that the same dialogue box is used for creating and opening a database: simply select the option "Create a new empty database" or "Open an existing file".