

This guide will explain how to clone an existing a database using Mydatabase. **Cloning** is the process of making an identical database which can be edited.

You will need to **Register** your school so make sure you have your **DFCS number** and **Cost Centre code** at hand.

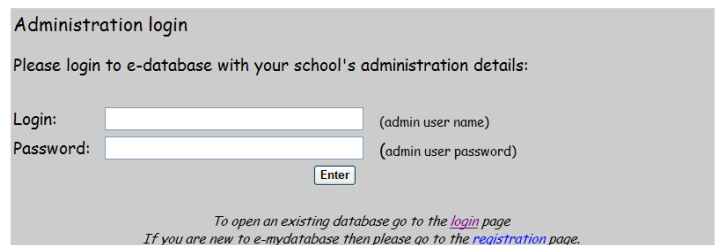
You will be sent an **Admin username** and **password** which you will need to create any new databases.

How to clone a database

Go to <http://e-mydatabase.org/adminlogin.aspx>

where you will be presented with this screen.

Type in your **Login** and **Password** details and then select **Enter**.



Administration login

Please login to e-database with your school's administration details:

Login: (admin user name)

Password: (admin user password)

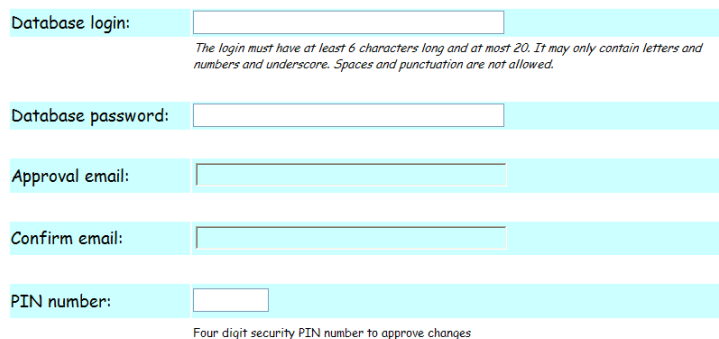
*To open an existing database go to the [login](#) page
If you are new to e-mydatabase then please go to the [registration](#) page.*

You can now choose from these options:

Setup a new database table	<input type="button" value="New"/>
View all database tables	<input type="button" value="View"/>
Delete a database table	<input type="button" value="Delete"/>
e-mydatabase home page	<input type="button" value="Home"/>

You will be presented with these four options:

Select **New** to the right of **Set up a new database table**. You will need to choose a unique name for your cloned database.



Database login:

The login must have at least 6 characters long and at most 20. It may only contain letters and numbers and underscore. Spaces and punctuation are not allowed.

Database password:

Approval email:

Confirm email:

PIN number:

Four digit security PIN number to approve changes

You will be prompted to set up some database security details. Type the required information into the boxes and select **Update Account**.

The following message will appear:

Your database table called 'database_name' has been created.

Select **Continue** and then **Home** to the right of **e-mydatabase home page**.

In order to clone the database you will need to login using the details set up previously.

Press **Enter**.

Please login to e-mydatabase with your database details or select an [example](#)

Login: database name
Password: database password

The following message will appear: **Your database needs to have files updated.** Press **Continue**.

adding fields - one at a time: Select **Clone**.
cloning an existing database:
choosing items from the main menu:

Now, choose the exemplar database you wish to clone or enter the database name.

Choose exemplar database table Select **clone**.
 Enter an existing database name

return to previous screen

You will now have to decide whether you want to copy the entire database including fields and records, or whether you simply want to clone the field names.

You have chosen to setup the database table - **example**
with the same fields as the old database table - **clowns**

Do you wish to copy ALL the records into the new database table?
Copy the records
Don't copy the records

Do you wish to continue?


No - Cancel cloning

A message saying **The database table, folders, graphics etc have been copied and are ready for the records to be added.**

Your database is now ready for you to begin adding individual **records**.

Note: If you want pupils to add or edit records you will need to login as administrator and make the **user can add a record** and **user can edit a record** options available to pupils in the cloned database.

You can now choose from these options:

See data collection sheet & tasks	 Tasks	 Collect
View all records in database	 One by One	 Table
Search & Sort the database table	 Search	
Display data as graphs or charts	 Display	
Display data visually	 Carroll	 Pictogram


Administrations options require authorisation
enter PIN

[mydatabase home](#)

In order to allow pupils to add or edit a record you will need to authorise it.

Enter your chosen **PIN**.

You can now choose from these options:

See data collection sheet & tasks	 Tasks	 Collect
View all records in database	 One by One	 Table
Search & Sort the database table	 Search	
Display data as graphs or charts	 Display	
Display data visually	 Carroll	 Pictogram

Administrations options require authorisation
enter PIN

Options - user can add a record	<input type="button" value="Show"/>	<input type="button" value="Hide"/>
Options - user can edit a record	<input type="button" value="Show"/>	<input type="button" value="Hide"/>
Options - user can upload image	<input type="button" value="Show"/>	<input type="button" value="Hide"/>

Select **Show** to allow users to **add** or **edit** a record or **upload an image**.

You can **Hide** the option later on.