

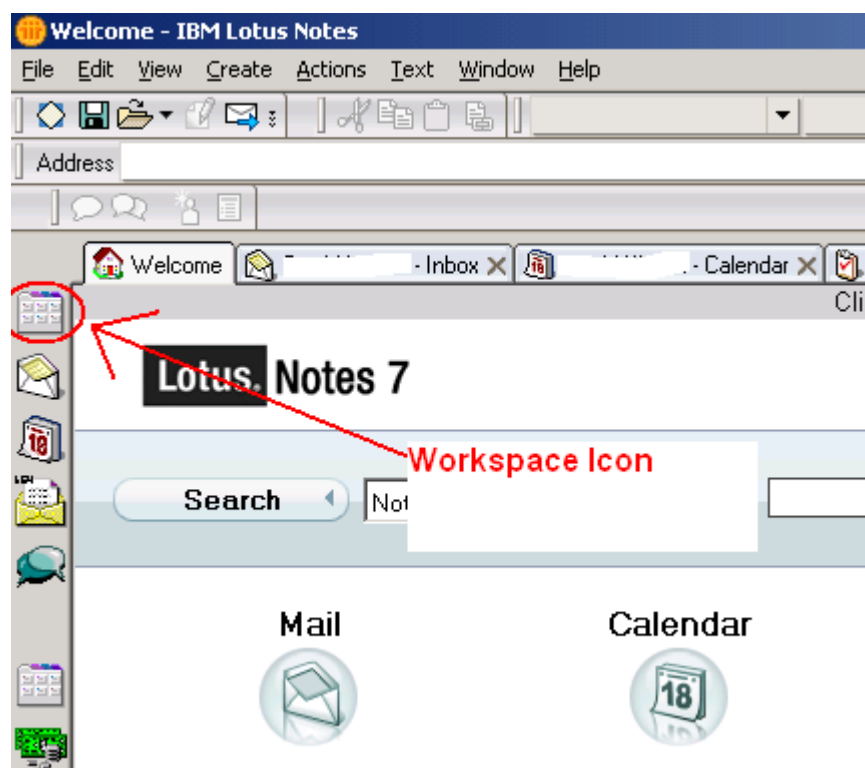
Using and Searching for a Lotus Notes Database

Purpose

The purpose of this document is to provide a tutorial on how to use and search for a Lotus Notes database. The intended audience is new managers, or those who have not searched for or used a Lotus Notes database before.

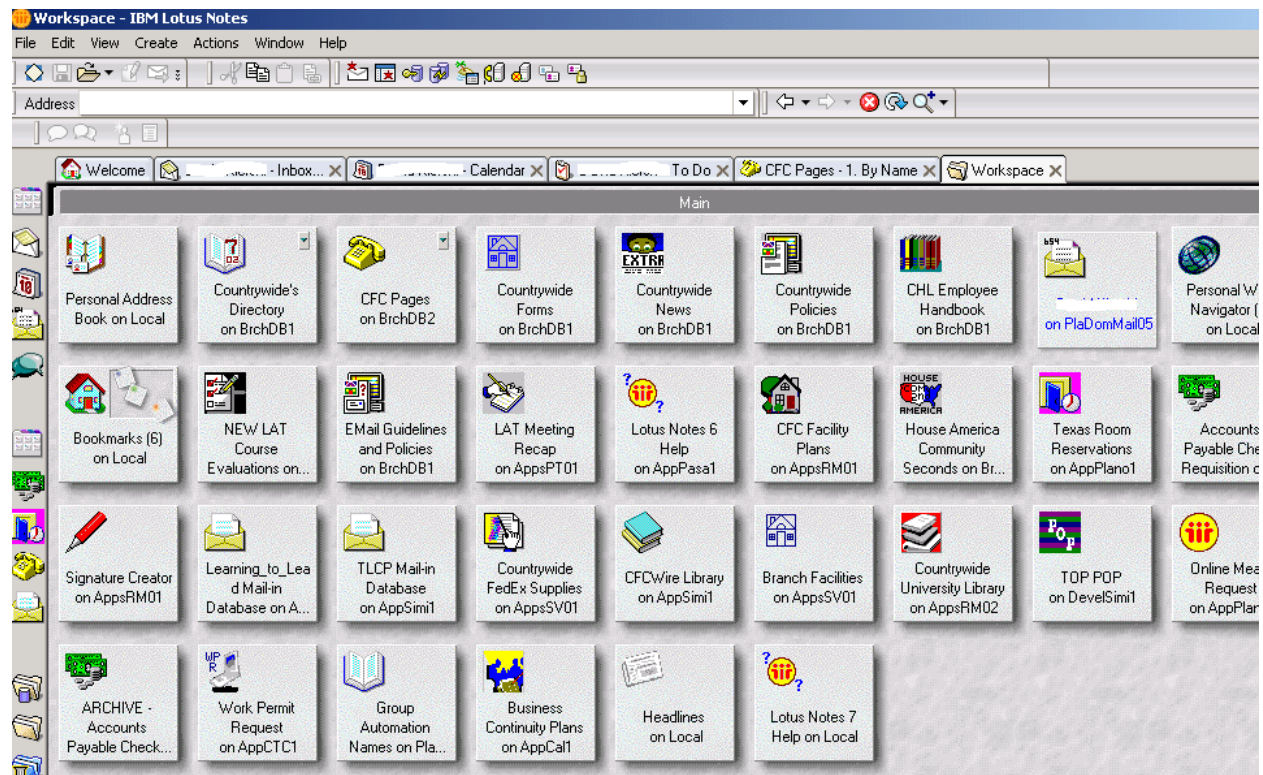
The Workspace

All Lotus Notes databases you have previously accessed can be found in your Workspace. To access your Workspace:



Click on the **Workspace Icon** found in the icon bar on the top left of your Lotus Notes screen.

Your workspace should look something like this:



Each of the boxes represents a database. A database can be accessed by double-clicking a box. This will open a database in a new tab within Lotus Notes.

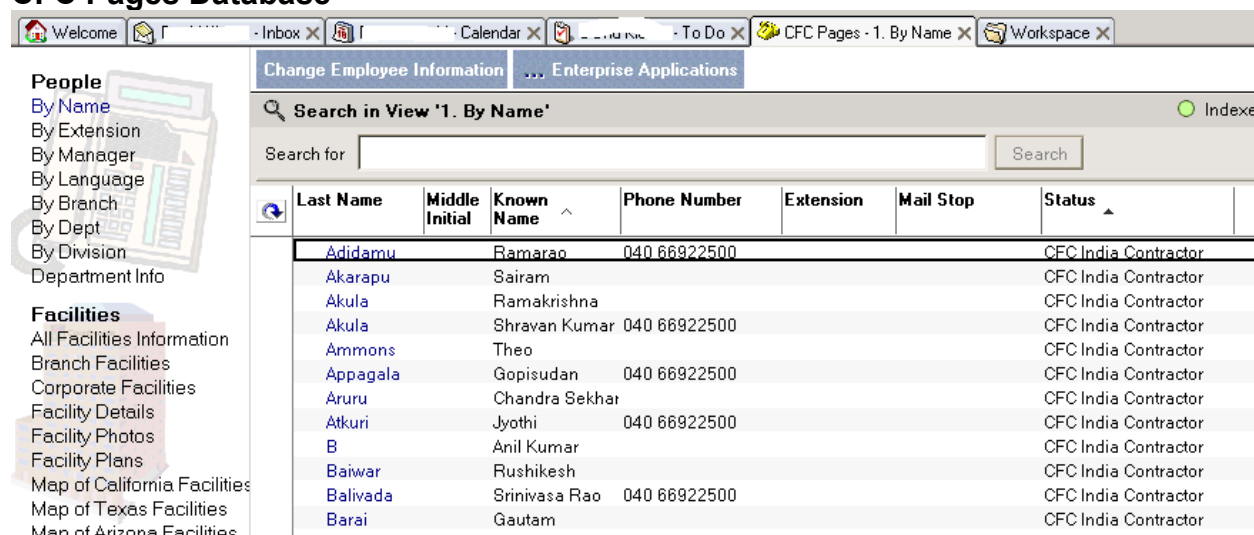
Databases

Databases are the "building blocks" of Lotus Notes. Every different "page" you access on Lotus Notes, such as email, your calendar, or your To Do list, is a database. Databases come in five broad categories:

- Mail files (your email view, with folders such as Inbox, etc.)
- Forms
- Web pages
- Document Libraries
- Contact pages/directories

You may be familiar with some of these. For instance, the CFC Pages database is an example of a contact page/directory database:

CFC Pages Database

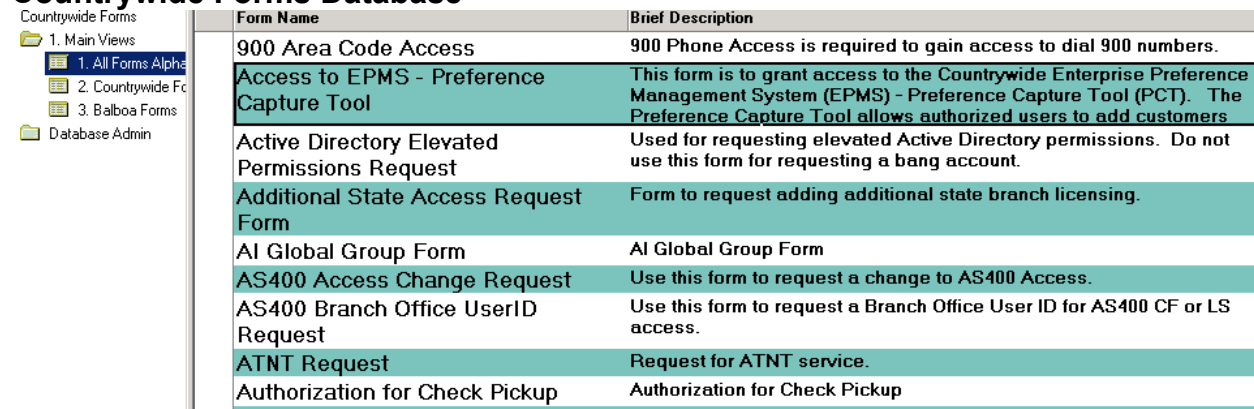


The screenshot shows the Lotus Notes interface for the CFC Pages database. The left sidebar contains navigation options under 'People' (By Name, By Extension, By Manager, By Language, By Branch, By Dept, By Division, Department Info) and 'Facilities' (All Facilities Information, Branch Facilities, Corporate Facilities, Facility Details, Facility Photos, Facility Plans, Map of California Facilities, Map of Texas Facilities, Map of Arizona Facilities). The main window displays a table with columns: Last Name, Middle Initial, Known Name, Phone Number, Extension, Mail Stop, and Status. The table lists various contractors such as Adidamu, Akarapu, Akula, Ammons, Appagala, Aruru, Atkuri, B, Baiwar, Balivada, and Barai.

Last Name	Middle Initial	Known Name	Phone Number	Extension	Mail Stop	Status
Adidamu		Ramarao	040 66922500			CFC India Contractor
Akarapu		Sairam				CFC India Contractor
Akula		Ramakrishna				CFC India Contractor
Akula		Shravan Kumar	040 66922500			CFC India Contractor
Ammons		Theo				CFC India Contractor
Appagala		Gopisudan	040 66922500			CFC India Contractor
Aruru		Chandra Sekhar				CFC India Contractor
Atkuri		Jyothi	040 66922500			CFC India Contractor
B		Anil Kumar				CFC India Contractor
Baiwar		Rushikesh				CFC India Contractor
Balivada		Srinivasa Rao	040 66922500			CFC India Contractor
Barai		Gautam				CFC India Contractor

Another important kind of database is a document library database. Here is an example of one:

Countrywide Forms Database



The screenshot shows the Lotus Notes interface for the Countrywide Forms database. The left sidebar contains navigation options: Countrywide Forms, 1. Main Views, 1. All Forms Alpha, 2. Countrywide Forms, 3. Balboa Forms, and Database Admin. The main window displays a table with columns: Form Name and Brief Description. The table lists various forms such as 900 Area Code Access, Access to EPMS - Preference Capture Tool, Active Directory Elevated Permissions Request, Additional State Access Request Form, AI Global Group Form, AS400 Access Change Request, AS400 Branch Office UserID Request, ATNT Request, and Authorization for Check Pickup.

Form Name	Brief Description
900 Area Code Access	900 Phone Access is required to gain access to dial 900 numbers.
Access to EPMS - Preference Capture Tool	This form is to grant access to the Countrywide Enterprise Preference Management System (EPMS) - Preference Capture Tool (PCT). The Preference Capture Tool allows authorized users to add customers
Active Directory Elevated Permissions Request	Used for requesting elevated Active Directory permissions. Do not use this form for requesting a bang account.
Additional State Access Request Form	Form to request adding additional state branch licensing.
AI Global Group Form	AI Global Group Form
AS400 Access Change Request	Use this form to request a change to AS400 Access.
AS400 Branch Office UserID Request	Use this form to request a Branch Office User ID for AS400 CF or LS access.
ATNT Request	Request for ATNT service.
Authorization for Check Pickup	Authorization for Check Pickup



Accessing a Database for the First Time

Databases that you have never accessed before will not appear on your Workspace. Only databases you have accessed before will appear there. You can access databases for the first time in one of two ways:

- Somebody sends you a link to a database in an email.
- You find a database by searching for it.

Accessing a Database through Email

One way to access a database for the first time is through email. When another person emails you a Lotus Notes database, it will look like this:



Dear Manager,

Here is Countrywide's Employee Handbook database. Please reference this when you are on-boarding new hires.



CW Employee Handbook

Database Link

Sincerely,

Your Boss

To access the database, double click on the database icon, and the database will open in a new tab in Lotus Notes:

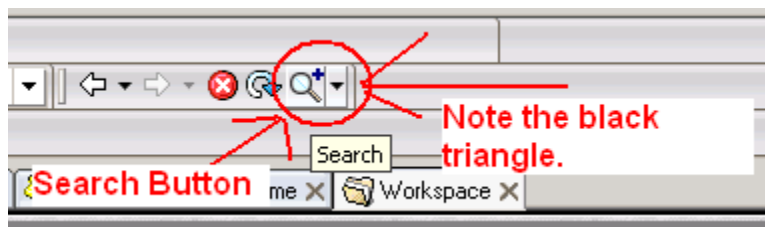


After you have accessed the database, it will be added to your workspace.

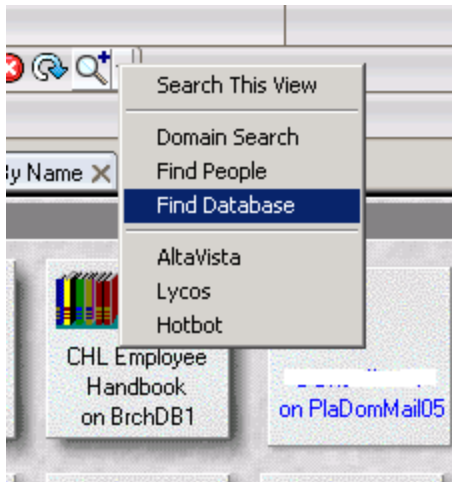
Searching for a Lotus Notes Database

If you know the name of the database you want to access, and it does not appear on your Workspace, you can search for it using Lotus Notes' Database Search feature.

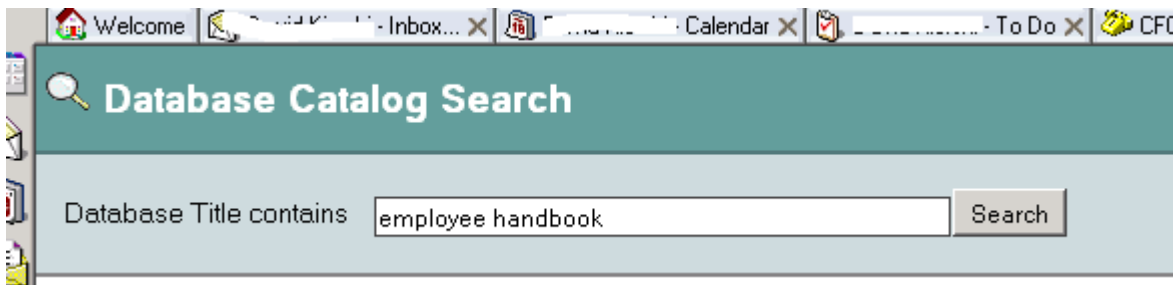
To access the Search Feature, click on the triangle next to the magnifying glass near the top of the page. The button should look like this:



After you click the black triangle, a menu will appear. Select the "Find Database" option.



Once you click the "Find Database" option, a search page will appear. Type in the name of the database you are looking for and click "Search."









A list of results will appear. Click on the database icon in the left-hand "Link" column to access the database:

Database Catalog Search

Database Title contains

Found 16 database(s) that match. Tip: To add a database to your book "Create Bookmark from Link..." from

Link	Title	Server
	CHL Employee Handbook	AppBalboa1/Servers/BalboaInsurance
	CHL Employee Handbook	AppsSV01/Servers/CF/CCI
	CHL Employee Handbook	CalDomApar01/Servers/CF/CCI
	CHL E . . .	FTWVMDOMCFCEV/Servers/CF/CCI

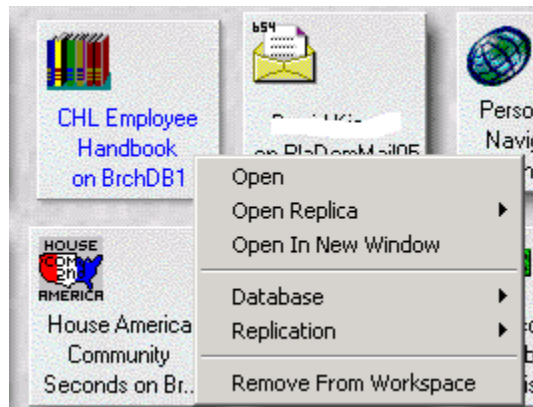
Click to access database

*****Note:***** A list of identical databases will appear, with different information listed under the "Server" column. These are all duplicate databases hosted on different servers to insure the database will always be accessible. If they have the same name, they should be exactly the same.

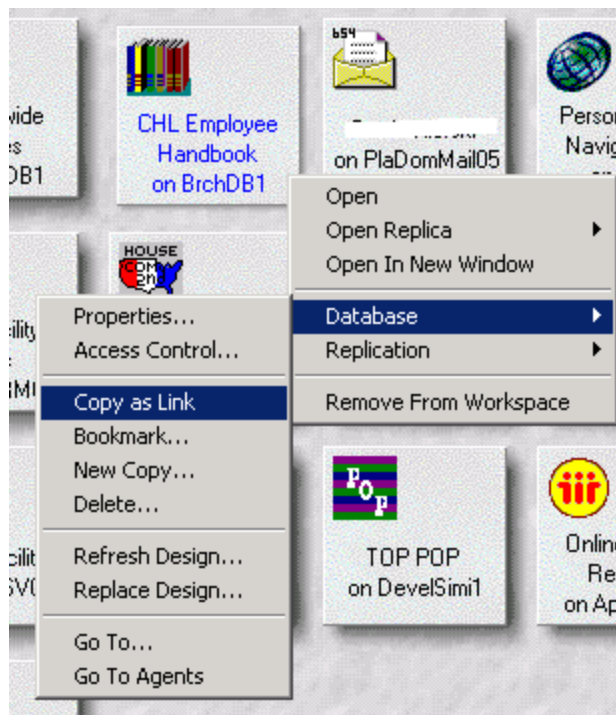
After you have accessed this database, it will be added to your Workspace.

Appendix 1: Sending a Lotus Notes Database

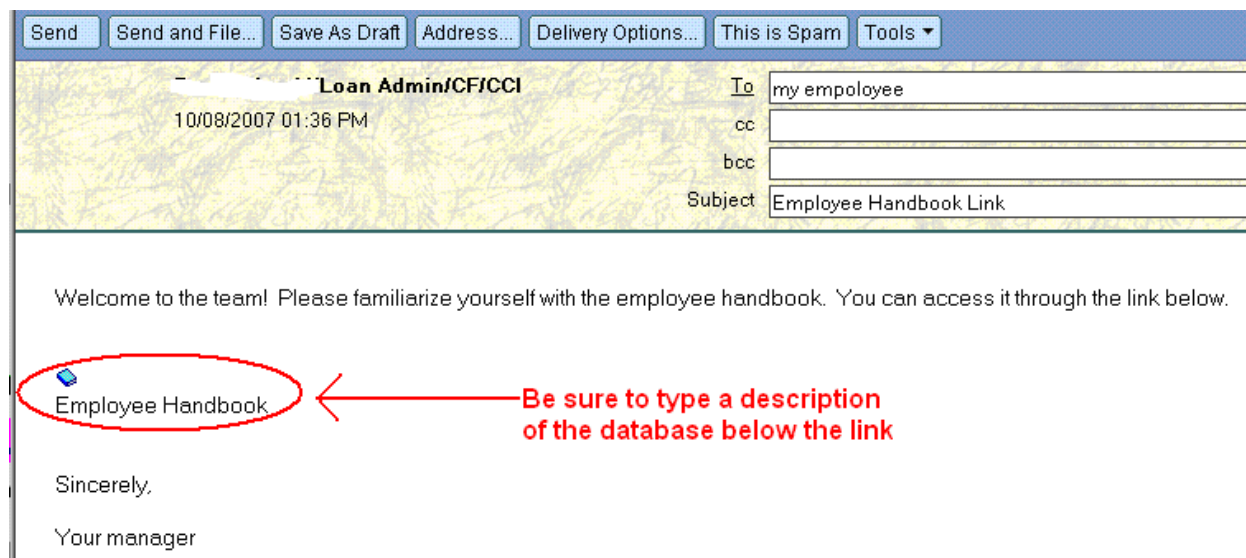
To send a Lotus Notes database to another person, find the database in your Workspace and right-click on it:



Highlight the "Database" selection to open a sub-menu, and select the "Copy as Link" option:



Paste the database link into the body of your email by either pressing Ctrl+V on your keyboard or selecting Edit-->Paste in your email menu:



*****Note:***** Be sure to type a description of the database below the link. This lets the person receiving the link know what the database is.



Support Contacts

For support on using or accessing a Lotus Notes database, call the Help Desk (dial 4357) or log a ticket through the Help Desk website at <http://helpdesk/tss/>.