

Instructions for Viewing the California Lotus Notes Database

We will modify the CA Lotus Notes application. To see what that looks like now,

Opening the Database for the first time.

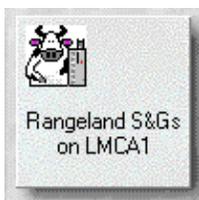
Procedures for placing the Rangeland Standards & Guidelines icon on your Lotus Notes desktop:

NOTE: This only has to be done ONCE to get the database icon on your desktop!!

1. From the Lotus Notes Main Workspace choose **File, Database, Open**
2. From the "Open Database" window, choose **LMCA1/BLM/DOI** from the Server drop down list, (**you may have to choose "Other" in the drop down list first to get the list of servers**), then highlight the **Rangeland S&Gs** database and click **Open**.
3. This places the "Rangeland S&Gs" Icon on your desktop and opens the database for use.

When finished using the database, close by clicking the "x" in the upper right hand corner of the database window. Note, this will not remove the icon from your desktop.

4. To open the Rangeland database in the future, double click the Rangeland S&Gs icon on your desktop.



To see the data entry screen, click on **Create New Document** in the upper left hand side. That is what has been modified, see Attachment 2.