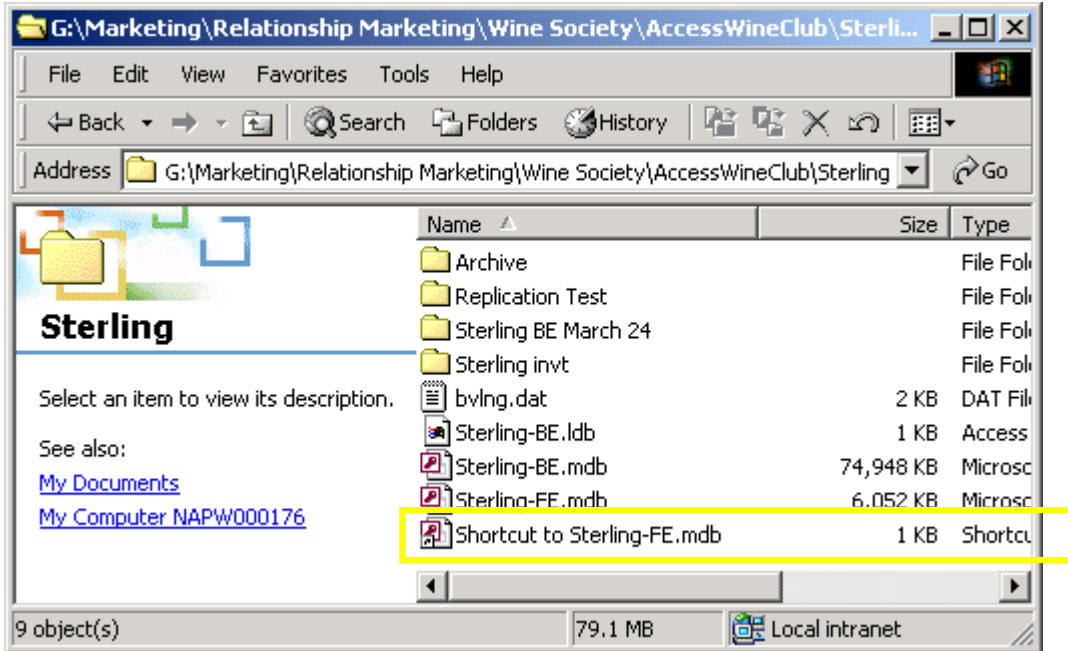


Accessing the Winery Databases

Generally, shortcuts for each winery’s database will already be on each clerk’s computer desktop. If not, go to the *Napa* shared drive>*Marketing*>*Relationship Marketing*>*Wine Society*>*AccessWineClub*. For Beaulieu Vineyards, open the *BV Database* folder, then locate the *BV Wine Club – FE.mdb* file. For Sterling, open the *Sterling* folder and locate the *Sterling-FE.mdb* file. For Chalone (or Founder’s Club), open the *Chalone* folder and locate the *Chalone.mdb* file.

Right-click the appropriate file and select *Create Shortcut*. A shortcut file will appear in the same folder. Drag it to the computer desktop.



Double-click the new icon on your desktop to open the database.



No logon is necessary.

This process is also required after work has been done on the programming of the database. You will be instructed by the IT department to “pull down new copies” of the databases, periodically.