SQLWorks

Title of document	0.1 - How to Access and Close the SQLWorks Client
Author	Kieran Tennant
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Purpose

This procedure has been created to detail the methods through which a user can open, log into and close the SQLWorks client application on both Mac and Windows operating systems.

The initial installation of SQLWorks is relatively simple and will be done for you by one of our SQLWorks team or technical engineers. Once the application has been saved onto your system, it is easily accessible and conveniently located on your desktop or navbar for quick and easy connection.

Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at the end user, who will be operating the SQLWorks client for the first time.

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Change History:

Date	Version	Created by	Description of change	Approved by
21.04.20	1	Kieran Tennant		

Opening SQLWorks

The SQLWorks client can be opened in several ways, depending on your choice of operating system.

Mac OSX

1. Click (or double-click) on the SQLWorks shortcut, which will be located on the desktop and/or in the dock.

2. Run the application from the SQLWorks installation directory, which can be accessed via Finder on the Mac.
   - By default, the application will be located in Applications, in the Lineal SQLWorks Folder.
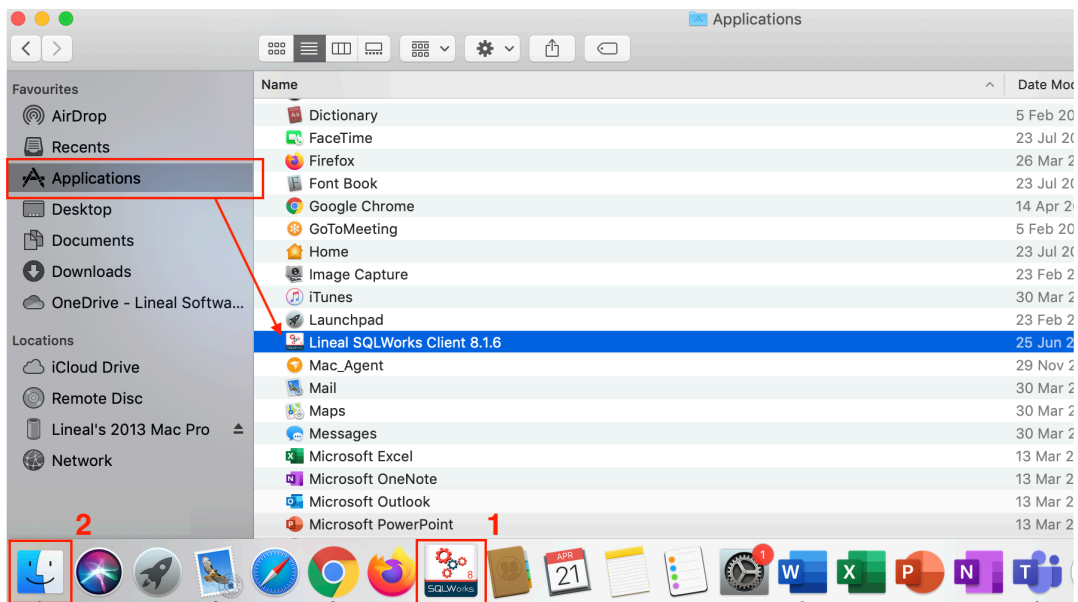
Microsoft Windows

1. Double-click on the SQLWorks shortcut, which will be located on the desktop and/or on the taskbar.

2. Run the application from the SQLWorks installation directory, which can be accessed via Windows' File Explorer.
   - o By default, the application will be located in Program Files on the C: Drive (or the drive chosen during the installation process), in the Lineal SQLWorks Folder.

Logging into SQLWorks

Upon opening the application, following a short wait for the application to load you will be presented with the SQLWorks login screen, as shown below;

- To connect to the SQLWorks server, enter your User ID and Password into the designated fields and click the Sign In button. These credentials will be provided to you by your system administrator.

1. If you require any help, click on the question mark next to the User ID field, this will take you to the help page on the SQLWorks website. Here you will find a number of 'Introduction's to' and 'How to' guides on the various capabilities of SQLWorks.

   You can also access this page by clicking on the link below:
   https://www.sqlworks.co.uk/help/

2. If necessary, you can click the 'Show Hide Password Text' icon next to the Password field to reveal the password to ensure you have entered it correctly.

3. Once the User ID and Password have been entered click on the Sign-In button.

Closing SQLWorks

When you are ready to close the SQLWorks client, there are many ways you can do so, depending on your operating system.

Mac OSX

1. Right-click on the SQLWorks Client icon in the Dock and select Quit.

2. Click on SQLWorks 2020 in the top toolbar and select Close SQLWorks 2020.

3. Simultaneously press cmd & Q on your keyboard.

4. Force the application to close by either clicking the Apple logo in the top-left and selecting Force Quit, or by right-clicking the SQLWorks Client icon in the Dock, holding the Alt Key and selecting Force Quit.

   o **Please note** - This method may result in lost data and therefore should only be used in instances where the SQLWorks client is otherwise unresponsive.

Microsoft Windows

1. Click the cross icon at the top-right of the SQLWorks window.

2. Right-click the SQLWorks Client icon in the Taskbar and select Close.

3. Simultaneously press Alt and F4 on your keyboard.

4. Force the application to close by opening the Task Manager (Ctrl, Alt and Delete), selecting the SQLWorks Client task and clicking End Task.

   o This method may result in lost data and therefore should only be used in instances where the SQLWorks client is otherwise unresponsive.