

# TOAD SETUP

For new installations or use in the Computer Labs

## Step 1: Add a connection

- In the Navigation Manager section (defaulted to window at top-left), click the **Create a Connection** icon



- Select  Oracle from the drop-down menu

- Fill out the following information:

- ▣ Database name: **rptp.alaska.edu**
- ▣ User: **Banner username (ie. fnxxx)**
- ▣ Password: **first-time users will default to lowercase s + SSN (ie. s12345678)**

*If incorrect password is entered 3x in a row, the account will be locked. Call Lynn Wrightsman x6969 for a password reset.*

- Click 



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## Step 2: Customize view

- From the top menu, click **Tools – Options...**
- From the left menu in the Options window, click **Explorer – Objects** and uncheck all items except Synonyms (2) and Tables (1):

Environment

- General
- Interface
- Grid
- Confirmations
- Quick Search
- Desktops
- Keyboard
- Extensions
- Network Share
- Collaboration
- Connection Manager
- SharePoint
- One Click Export
- Security

Explorer

- General
- Objects**

Editor

Database

**Explorer - Objects** [RestoreDefault](#)

Database type: Oracle

Name	Caption	Visible	Category
Public Synonyms	Public Synonyms	<input checked="" type="checkbox"/>	Synonyms
Synonyms	Synonyms	<input checked="" type="checkbox"/>	Synonyms
Tables	Tables	<input checked="" type="checkbox"/>	
Views	Views	<input type="checkbox"/>	
Triggers	Triggers	<input type="checkbox"/>	
Users	Users	<input type="checkbox"/>	
Procedures	Procedures	<input type="checkbox"/>	
Functions	Functions	<input type="checkbox"/>	
Packages	Packages	<input type="checkbox"/>	
DBLinks	DBLinks	<input type="checkbox"/>	
Materialized Views	Materialized Views	<input type="checkbox"/>	

- In the same Options window, click **Database – General** and change the number in the top box to 20000:

Numbers of rows to initially fetch in data tab:   Unlimited

- Now click **Database – Oracle** and change that number to 20000
- Click **Apply** and **OK**
- **You are now ready to start running queries!**