

How to Manage the Database Table of a Database Form Block

Follow these step-by-step instructions for managing the database table of a database form block.

- [Locate a database table to create, update, export or clear](#)
- [Locate a database table to only export or clear](#)
- [Create or update the database table](#)
- [Export the database table](#)
- [Clear the database table](#)

Step-by-step guide

Refer to the appropriate instructions for the desired database table management.

Locate a database table to create, update, export or clear

1. Log into the [Database Services Management System](#).
2. Input the web address of the database form webpage into the **Form Address** field.

Management Options for a Specific Form

Enter the web address of a form to update the table structure, export records, or clear records for the table associated with that form.

Form Address Example: <https://www.missouristate.edu/web/form.htm>

3. Select **Lookup Form** to finish.

Management Options for a Specific Form

Enter the web address of a form to update the table structure, export records, or clear records for the table associated with that form.

Form Address Example: <https://www.missouristate.edu/web/form.htm>

Locate a database table to only export or clear

1. Log into the [Database Services Management System](#).
2. Input the web address of the site where the form is located into the **Site Address** field.

Management Options for All Tables in a Site

Enter the web site address to export or clear records for any table in the database associated with that site.

Site Address Example: <https://www.missouristate.edu/web>

3. Select **Lookup Database**.

Management Options for All Tables in a Site

Enter the web site address to export or clear records for any table in the database associated with that site.

Site Address Example: <https://www.missouristate.edu/web>

4. Select the **Select** link in the row with the desired database table name to finish.

Create or update the database table

1. Locate the desired database table in the [Database Services Management System](#).
2. Select **Update Table Structure**.

3. Review the **Existing Structure** table and the **Proposed New Structure** table (differences between them will be marked in red).
4. Select **Update Table** to finish.

Export the database table

Related articles:

- [How to Enable JavaScript in Firefox](#)
- [How to Request a Standard Website](#)
- [How to Log In to Your University Blog](#)
- [How to Request Editor Access for a Standard Website](#)
- [How to Edit a Faculty and Staff Directory Profile](#)

1. Locate the desired database table in the [Database Services Management System](#).
2. Select **Export Records**.

Export Records*

3. Download the prompted Excel document of the current database table records to finish.

Clear the database table



Warning

Since database records **cannot** be recovered after clearing them, we highly recommend exporting the current records before clearing the database table.

1. Locate the desired database table in the [Database Services Management System](#).
2. Select **Clear All Records**.

Clear All Records

3. Select **Ok** to finish.

Ok

For questions or comments, contact the Computer Services Help Desk
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