

Creating a Desktop Logon Icon for Extension Database (ED) Users

AgIT/YDAE

Procedure No. T5.3.18

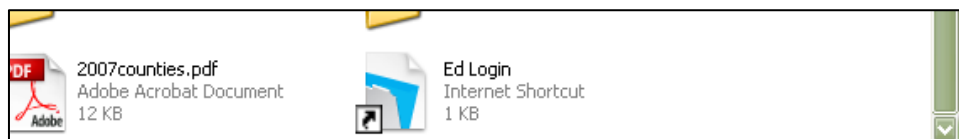
Procedure Statement

This procedure shows any user how to create a new ED logon icon. The icon will be placed on the desktop of the users pc.

Procedure Specifics

The following procedure will create the Ed logon desktop icon.

1. **Exit** ED on the PC that needs the new icon.
2. **Minimize or Exit** all other applications so the desktop is fully visible.
3. **Delete** the old ED Login (FileMaker Pro) icon.
4. Double click to open **My Computer** Icon on your desktop.
5. Double click on the **P** drive.
6. Locate the **Ed Login** drag it onto the Desktop.



7. Exit the **My Computer** Window.
8. Reopen ED.

Note: If you are unable to drag the icon to the desktop please contact AgIT help desk via the desktop AgIT Help icon.