

The following procedure describes how to change a field name in a halFILE database.

NOTE: Always make sure you have a good database backup being making any database changes.

Steps:

1. Run SQL Server 7.0 Enterprise Manager. This will be found in the Microsoft SQL Server 7.0 program group on the SQL Server.
2. In the left handle box is a tree of SQL Server components. Traverse the tree until you find the halFILE database. This will take you down through:

```
Console Root
  Microsoft SQL Servers
    SQL Server Group
      <your SQL Server's name>
        Databases
          <your halfile database name>
            Tables
```

3. Click on Tables, which will list the tables in your halFILE database in the right hand box.
4. Right click on primetable and select Design Table. This lists the fields for the primetable table.
5. Change the field name as desired. Do not change any of the first 7 fields because the system expects to find those fields.
6. Click the small diskette icon in the upper left corner of the Design Table form to save the changes.
7. Exit out of the Design Table form.
8. Right click on primetable and select All Tasks | Manage Indexes.
9. Indexes are built on all fields in primetable except fields defined as multi-entry. So, if you do not find the old field name in the list of indexes shown, then you can proceed to step 13.
10. Delete the index that is named with the old field name.
11. Click New and add a new index. Enter the new field name and select the field from the list. The default properties should work, primarily make sure that the Unique values box is NOT checked.
12. Save the index settings, which will build the new index and close out of the Manage Indexes screens.
13. Right click on multi and select Design Table. This lists the fields for the multi table.
14. If your old field name is not in the list then you are finished and you can close out of Enterprise Manager and test your changes.
15. If the old field name is in the list, then change the field name as desired. Do not change any of the first 2 fields because the system expects to find those fields.
16. Click the small diskette icon in the upper left corner of the Design Table form to save the changes.
17. Exit out of the Design Table form.
18. Right click on multi and select All Tasks | Manage Indexes.
19. Delete the index that is named with the old field name.
20. Click New and add a new index. Enter the new field name and select the field from the list. The default properties should work, primarily make sure that the 'unique values' box is NOT checked.
21. Save the index settings and build the new index and close out of the Manage Indexes screens.

Now you are ready to test your changes. Note that other changes may be necessary if you have a special configuration involving the field name. This would possibly include Text Import, Custom Search, Lookups, Field Masks and other parameters. If you experience problems, call hal Technical Support.