MySQL Manager is a web based MySQL client that allows you to create and manipulate a maximum of two MySQL databases. MySQL Manager is designed for advanced users.
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**Locate your Advanced Tools and Applications**

Once you log into your Online Presence Portal you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue down arrow, a menu will open; select the Advanced Tools to open a new window with the list of all Advanced Tools that are available with your specific plan. You can also use the Quick Access menu to find Advanced Tools.

When the new window opens, you can choose from various Apps/Tools by choosing to view ALL or a specific category. Tiles for the tools are color coded based on their category. Note that only available tools based on product plan and purchases will be shown.
MySQL is found in the Utilities category.

MySQL Manager is a web based MySQL client that allows you to create and manipulate a maximum of two MySQL databases. MySQL Manager is designed for advanced users. Knowledge of relational databases and SQL is required in order to use this application efficiently. MySQL Manager is best used for creating databases and tables.

For populating a database, you should consider using a script (PHP, ColdFusion) or CGI. MySQL Manager builds SQL statements from the various options that you select. This is the reason for the "Build SQL Query" button. Viewing the Query gives you an opportunity to review the query before running it. Clicking the "Run SQL Query" button submits the query to the SQL server. *Please be advised* that this application replaces the Database Manager application currently active.
To Launch MySQL Manager:

Click MySQL Manager icon.

The application opens in a new window.

Navigation

- MySQL Database Manager: on this page you can manage users as well as databases.
- Support: opens online help files for Manage MS SQL Database in a new window
- Feedback: allows you to send feedback concerning the application
MySQL Database Manager

Add User

Allows you to add new user to the database.

To Add User:

1. Click Add Database User.
2. Complete the following:
   - Database Username – enter a username for database.
   - Enter Password – enter a password.
   - DB Type – choose a database type from the drop down menu.
3. Click Apply.

Change the password of a user

To Change Password:

1. Click on a user from the list of users.
2. Check Yes, I want to change the password for selected user.
3. Complete the following:
• **Enter NEW Password** – enter new password.
• **Confirm NEW Password** – re-enter new password.

4. Click **Apply**.

**Delete a user**

To Delete User:

1. Click **Delete icon**.

2. Click **Apply**.

**Add a database**

**Note:** You cannot add a database without adding a user first.

To Add Database:

1. Click on a user from the list of users.
2. Enter password.

3. Click Login.

4. Select CREATE.
5. Select **DATABASE**.

![MySQL Commands](image)

**Please enter a Database name** – enter a name for your database.

6. Click **Build Query**.
7. Click **Run Query**.
8. Click **Logout**.

**Manage database(s)**

Once a database has been added you may perform several actions within this application.

1. Login in with the user’s credentials.
2. Click **USE**.
3. Select the database you wish to use from the list of databases.
4. Click **Build Query**.

5. Click **Run Query**.