

# Fast-Class File

Client Data System

## Volume 126: Creating a CDS Shortcut

To create a shortcut that will launch a CDS login screen with the name of the database and user name already entered:

- Right-click on an open area of the Windows desktop.
- In the desktop context menu, select **New** then select **Shortcut**.

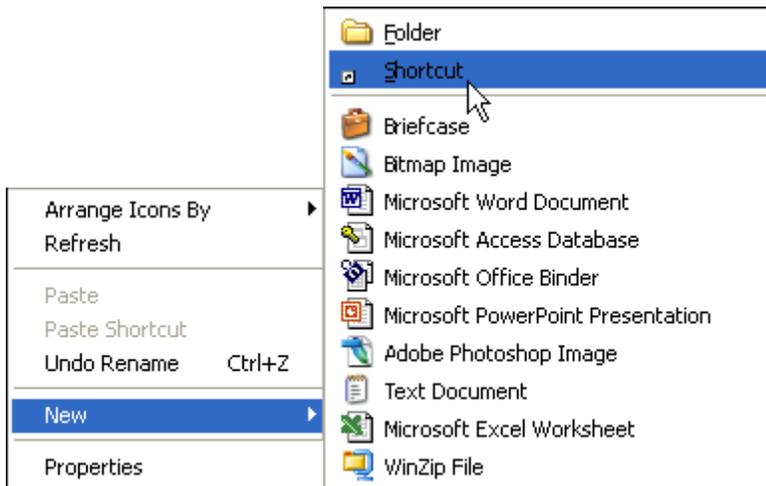


Figure 1: The Windows desktop context menu (New>Shortcut selected).

- Use the **Browse** button in the **Create Shortcut** window to locate the wcds32.exe file.

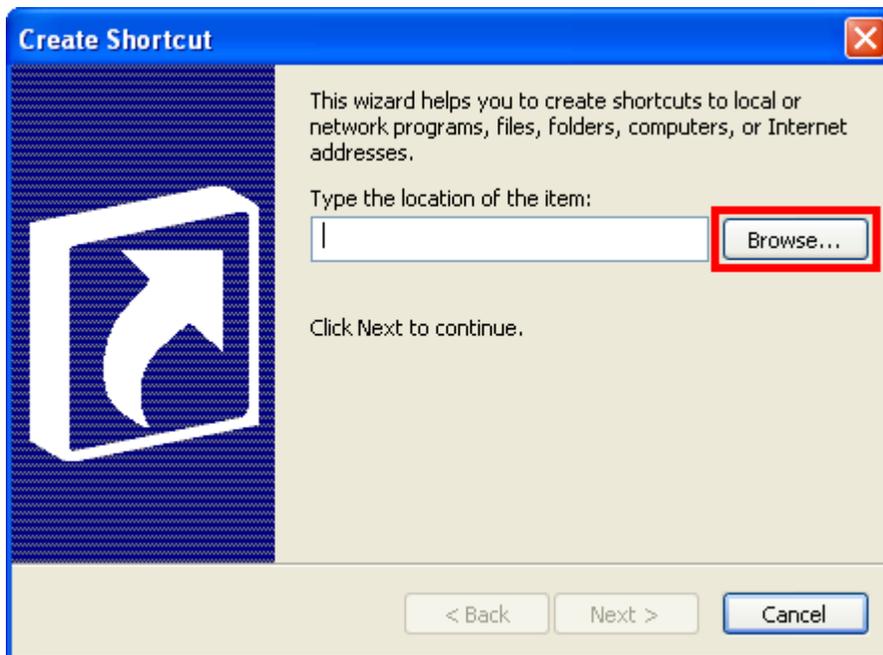
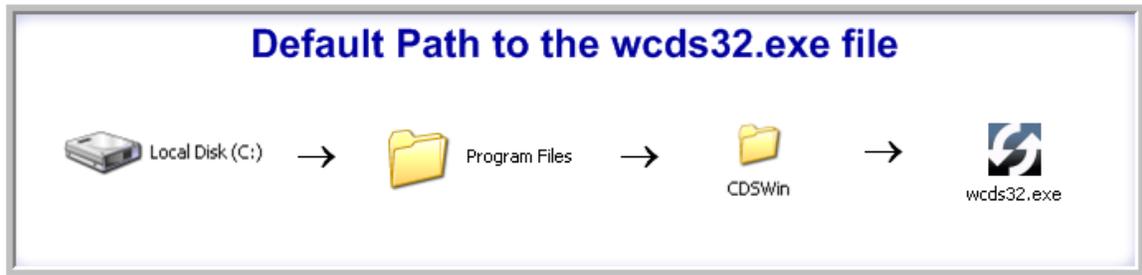


Figure 2: The Browse button in the Create Shortcut window.

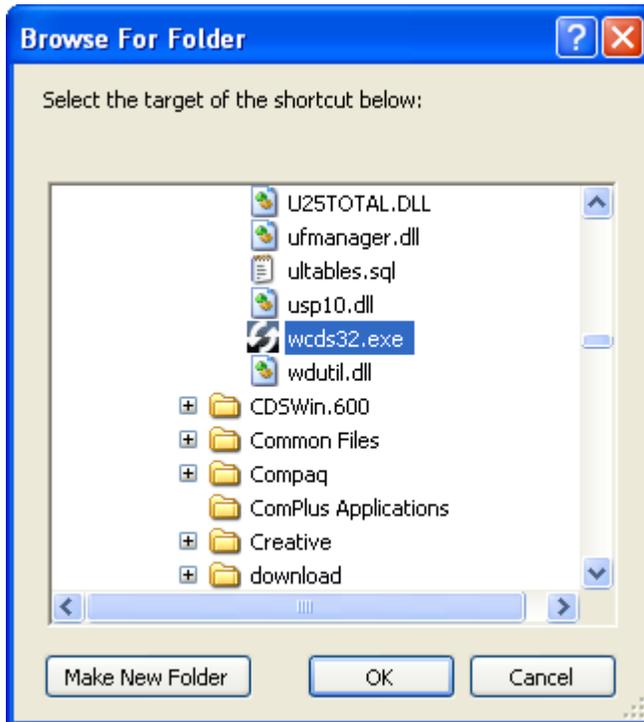
The `wcds32.exe` file is always located in the `CDSWin` folder or directory. The default location of the `wcds32.exe` in both stand-alone and network versions of CDS is `C:\Program Files\CDSWin\wcds32.exe`.



**Figure 3: The default path to the `wcds32.exe` file (stand-alone and network installations)**

If the `CDSWin` folder is not in the default location use the Windows search utility to find the location, then use the **Browse** button in the **Create Shortcut** window to find the `wcds32.exe` file.

- Select the `wcds32.exe` file.
- Click **OK**.



**Figure 4: The `wcds32.exe` file selected in the Browse for Folder window.**

- The path will be entered in the **Location** field of the **Create Shortcut** window.
- Left-click the mouse at the end of the file path for an active cursor in the **Location** field.
- Enter one space then type the name of the database. Enter another space and type the user name. The database name and user name entries are **not** case sensitive.

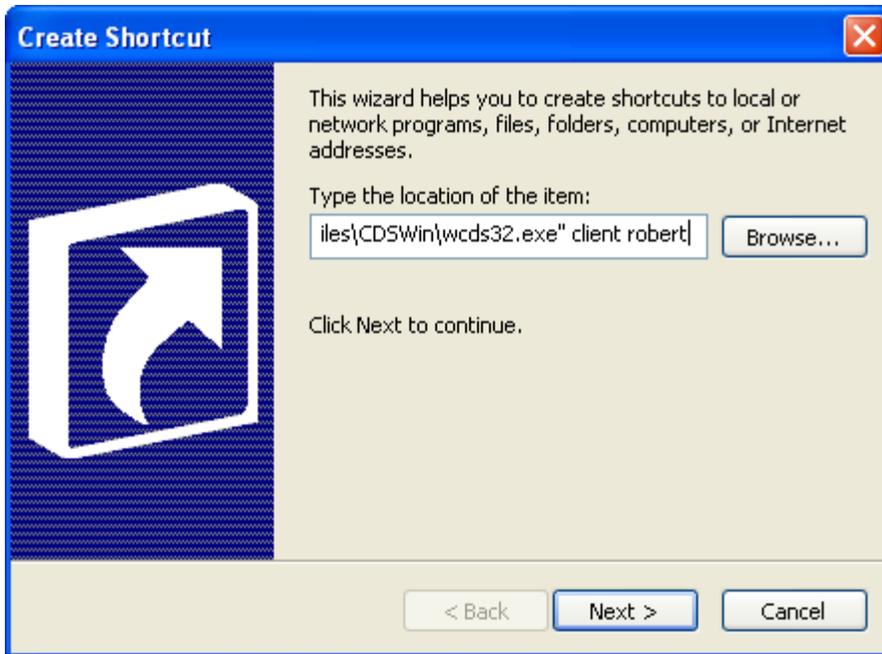


Figure 5: The database name – client – and user name – robert – entered in the Type the location of the item field of the Create Shortcut window.

- Click **Next**.
- The name of the selected file (*wcds32.exe*) will be entered by default in the **Name** field of the **Select a Title for the Program** window. The entry in the **Name** field will be the name of the shortcut on the desktop. For ease of use, the name can be changed to reflect the name of the application (Client Data System).

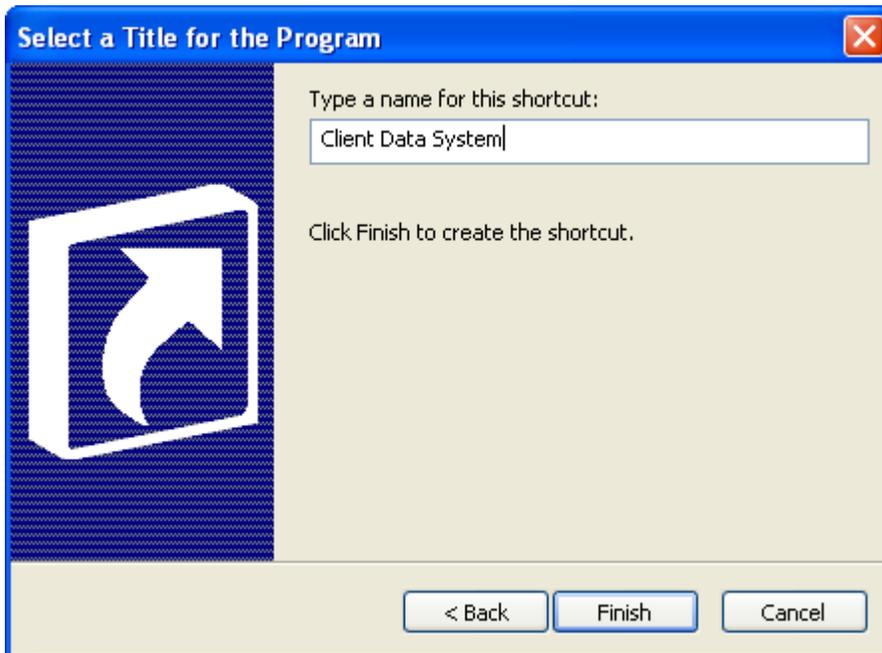


Figure 6: The Select a Title for the Program window with the name of the application entered in the Name field.

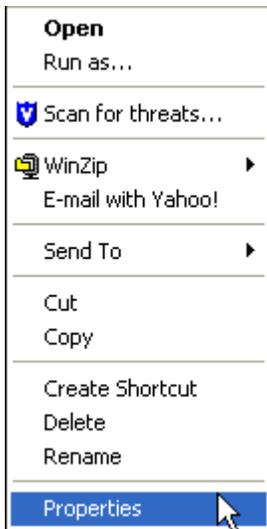
*Note: If more than one database is in use, the name of the database can be added to the smart shortcut to identify which database will be opened.*

- Click **Finish** to create the shortcut.

*Note: If the user name entered in the Create Shortcut window does not have a CDS password, the shortcut will open CDS directly without displaying a login screen. For security purposes, it is **not recommended** that the shortcut open CDS directly. If there is not a password assigned to the user creating the shortcut, assign a password in CDS before a shortcut is created.*

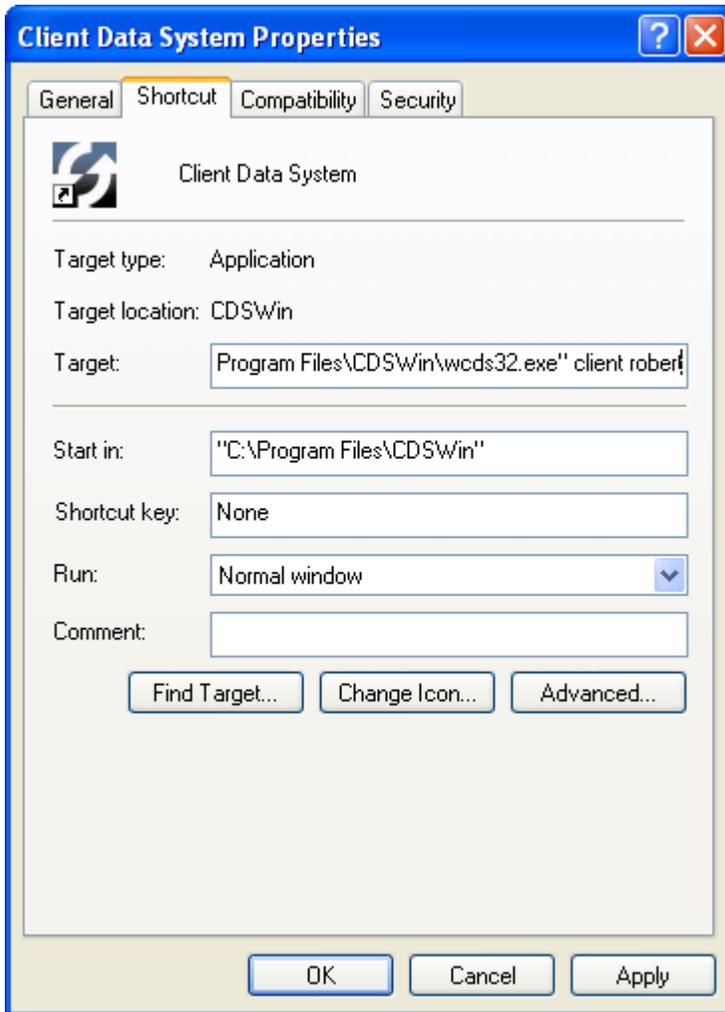
**To make an existing CDS shortcut that will add the database and user name to the shortcut:**

- Right-click on the existing CDS shortcut and select **Properties** in the context menu.



**Figure 7: The Shortcut Context menu (Properties highlighted)**

- On the **Shortcut** tab of the **Properties** window, enter the name of the database and the user name in the **Target** field after the path to the `wcds32.exe` file.



**Figure 8: The Shortcut tab of the Properties window (database name and user name added to the Target field after the path to wcds32.exe)**

- Click **OK** to create the shortcut.