

**Configuration Manager**  
**- Crystal Reports Login**

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This document will guide you through the steps necessary to change settings in the Configuration Manager that will allow you to change the Connection Type and Database Name in the stand alone Crystals.

1. You need to **close Crystal Reports** and/or **PeopleSoft** if running.
2. Click the **Start Button** in the lower left side of the desktop and then choose:  
**Programs → PeopleSoft 89 → Configuration Manager**
3. On the **Startup** tab, in the lower left corner in the section '**User Can Override**' put a check in all three of these: **Database Type, Database Name, and User ID.**
4. Click **[Apply]**, next click **[OK]** and then close this window.

Note: You only need to do this once. Now when running a stand alone Crystal, after you click on the Lightning Bolt button to refresh, when the PeopleSoft Login appears you will be able to choose Application Server and CSPROD if necessary. Use your User ID and password.