Welcome to the *Oracle7 Database Tools User's Guide*!

This *Oracle7 Workgroup Server Database Administration Tools User's Guide* has a dual function. It can be used as a context-sensitive help system directly from the Web-based database administration tools. Alternatively, it can be read like a book from beginning to end.

If you choose to read the entire guide, Oracle Corporation suggests you print out the entire guide from the PostScript files shipped with this product. You can also read the guide online, beginning at Table of Contents.

Topics are divided into three categories:

1. Concept
   - This section defines terminology used in the tools and documentation. Additional information is provided to explain the purpose of the tasks you will perform. Access these pages from the table of contents, or from the documented procedure page for a particular tool.
2. Procedure
   - This section lists, step by step, the tasks you must perform in each tool. Access these pages from the table of contents, or by clicking on the "Help" button on any tool screen.
3. Elements
   - This section describes the elements of each tool screen. Access these pages from the table of contents, or from the documented procedure page for a particular tool.

Unless otherwise noted, the database must be up at all times to perform any of the tasks. Only users with the DBA privilege or users with the sysoper or sysdba roles can use the Oracle7 Workgroup Server web administration tools.

All screens of the Oracle7 Workgroup Server have the following elements in common.

Screen Element	Type	Description
Traffic Light	Graphic	Indicates the status of the database, either running (green), not running (red), or in flux (yellow).
Login	Button	Sends you to the Login screen.
Database Manager	Button	Sends you to the first Database Manager screen.
Security Manager	Button	Sends you to the first Security Manager screen.
Data Manager	Button	Sends you to the first Data Manager screen.
Session Manager	Button	Sends you to the first Session Manager screen.
Tablespace Manager	Button	Sends you to the first Tablespace Manager screen.
Backup / Recovery	Button	Sends you to the first Backup Manager screen.
Help (?)	Button	Sends you to the help screen for the tool you are currently using.

Folder tabs appear toward the top of each screen for tools encompassing more than one function. Click on the appropriate tab to move from screen to screen.

See the *Oracle7 Server Administrator's Guide* for additional information about anything discussed in this documentation.