



CUPSS Advanced Features Cheat Sheet



Database Switch

Create Database – creates a new database

- Click the 'Create Database' button
- Enter name [Demo example: 'Create 1']
- Browse to CUPSS database location [Demo example: 'CUPSS Download Files – Feb2010'] and select 'database'
- Click 'Make New Folder button' and name new folder [Demo example: 'Create Example']
- Click Ok
- Click Save
- Database name now appears in dropdown list

Load Database – loads existing database not within the software on this computer

- Click the 'Load Database' button
- Enter name [Demo example: 'Load 1']
- Browse to the folder that contains your database on your thumb drive or CD [Demo example: 'DATABASE SWITCH']
- Click Ok
- Click Save
- Database name now appears in dropdown list

Remove Database – deletes database name within the dropdown list on the software on this computer

- Select a database that has been added to the dropdown
- Click the 'Remove Database' button
- Database name no longer appears in dropdown list
- {Can't delete 'Your CUPSS' or 'Example' databases}
- {This is not deleting the database from your computer, just from this list on this software}

KMZ files and Google Maps

Go to My Inventory within CUPSS

- Make sure that lat/long is entered for the assets that you wish to view in Google Maps
- Click the 'Export to KMZ' link
 - Automatically goes to output, export folder on your computer
 - Save file

Open Google Maps

- Go to google.com and sign in to your Google account
- Click on the **Apps logo** on the top right, and select **Maps**
- Click on the **?** **Help** button in the bottom right corner
- Click **Return to classic Google Maps**
- Click on **My Places**
- Click on the text link below the "Create Map" button: **Or create with classic My Maps**
- Enter a Title and Description in the text boxes
- Click the **Unlisted** radio button
- Click the **Import** link
- Browse to where saved file and upload file
- Add icons: Click on asset name on left side of screen; Click on square on the right of the pop up box; Select the icon you wish to be displayed for the asset

