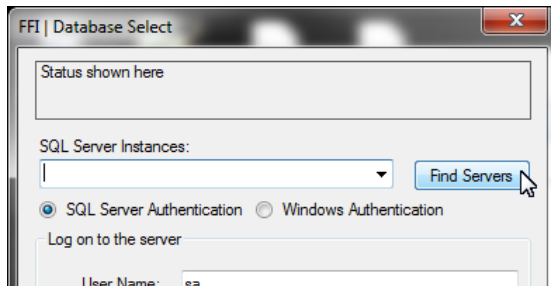# Logging into FFI: Manually entering the SQL Server Instance name
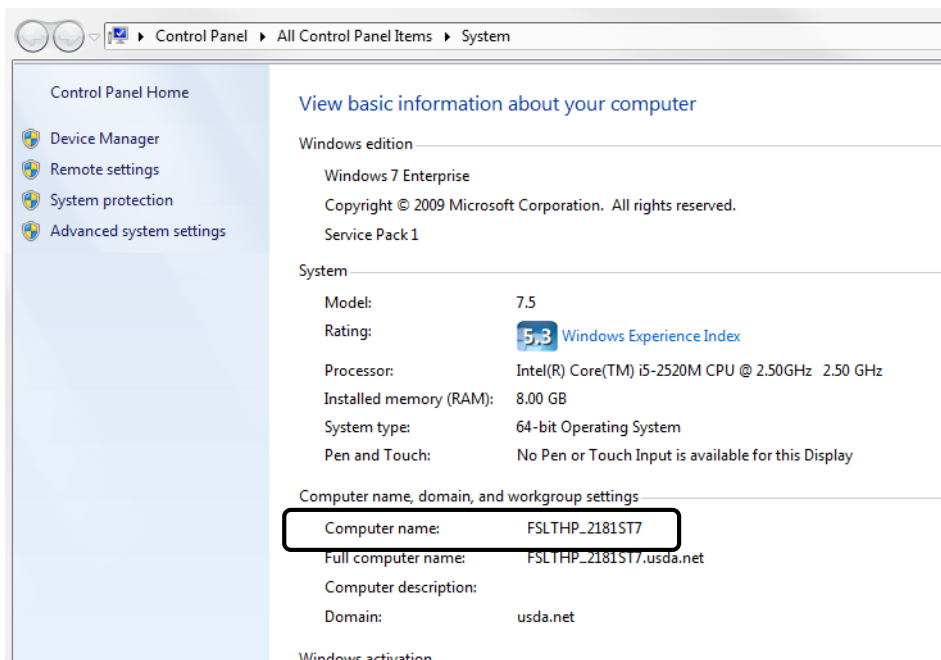
Sometimes clicking the **Find Servers** button on the *FFI Database Select* window does not return any SQL Server instances.
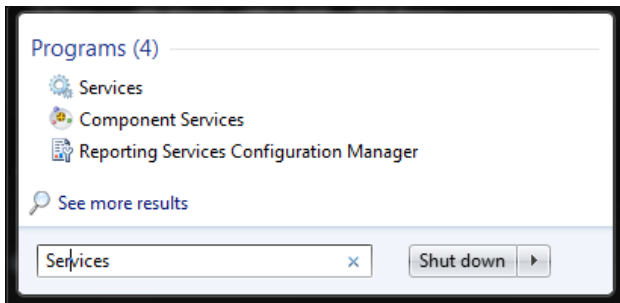

Follow these instructions to find the SQL Server Instance name and log into your FFI database(s).

Once you have successfully logged into SQL Server in **FFI Database Administration** and **FFI** the SQL Server Instance name will be automatically loaded in subsequent logins.
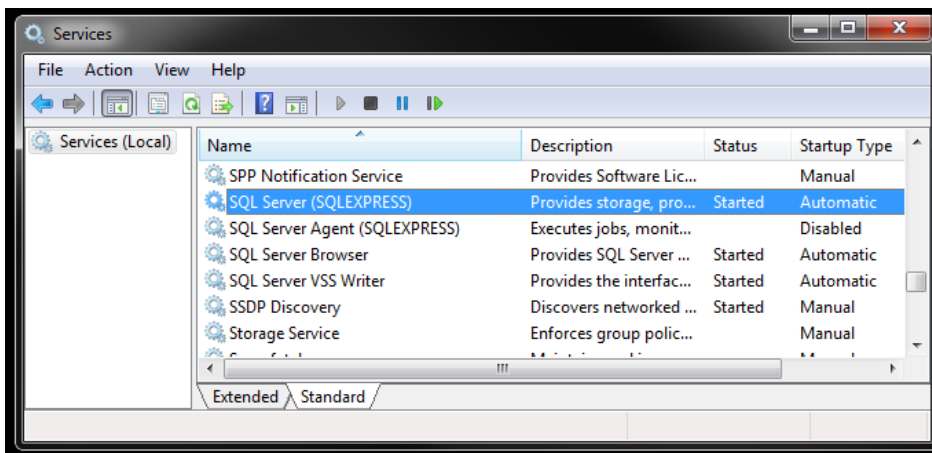
1) Find the two pieces of information that make up the SQL Server Instance name: *Computer Name* and *SQL Server Name*.
   a) The Computer Name is shown on the *System* window in *Control Panel*. You can navigate to the *System* window from the *Start* menu or search **Computer Name** using Windows Search. The computer name for this example is: *FSLTHP_2181ST7*

b) The SQL Instance name in shown in the *Services* window. The easiest way to get to the *Services* window is using Windows Search. Type **Services** in the Search field hit **Enter**.
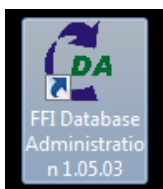

c) The Services window will open. Scroll down to find *SQL Server*. The text in parenthesis that follows *SQL Server* is the SQL Server name. In this example (and in most cases) the *SQL Server* name is *SQLEXPRESS*.
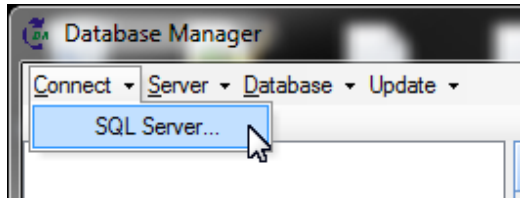

2) Now you know the information that makes up the SQL Server Instance name, which is in the form *Computer name\SQL Server Name*. In this example the SQL Server Instance name is: *FSLTHP_2181ST7\SQLEXPRESS*

> *NOTE: If you have FFI setup in an office network configuration the SQL Server Instance name you want to use is the one for SQL Server on the master computer. Follow the steps above to find the SQL Server Instance name on the master computer then enter the SQL Server instance name on the client computers that you use to log into FFI on the master computer (i.e., do steps 3 through 7 on the client computers).*
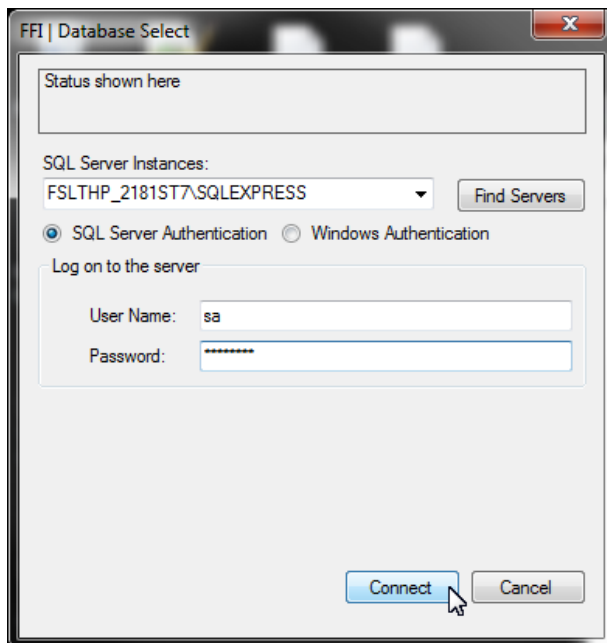
3) Open FFI Database Administration using the desktop icon.

4) Select **Connect > SQL Server...**

5) Here you will manually type in the *SQL Server Instance*, *User Name* and *Password***.**
   a) From the steps above you know the *SQL Server Instance* name is: *FSLTHP_2181ST7\SQLEXPRESS*
   b) The *User Name* is *sa.* (The *sa* password is always used in FFI when initially installing SQL Server. Most people continue to use it because that is easiest)
   c) The *Password* is what you selected when you installed SQL Server.
   d) Click *Connect* to log into SQL Server using **FFI Database Administration**. Once logged into **FFI Database Administration** you can *Create*, *Restore* and do other FFI database management.

6) In **FFI**, you will also have to manually enter the SQL Server Instance name when you log into a FFI database the first time. You can type in the SQL Server Instance name or use *Copy* and *Paste* commands to move the instance name from the *FFI Database Select* window in **FFI Database Administration** to **FFI**.
7) Write down the SQL Server Instance name in case you need it in the future.