

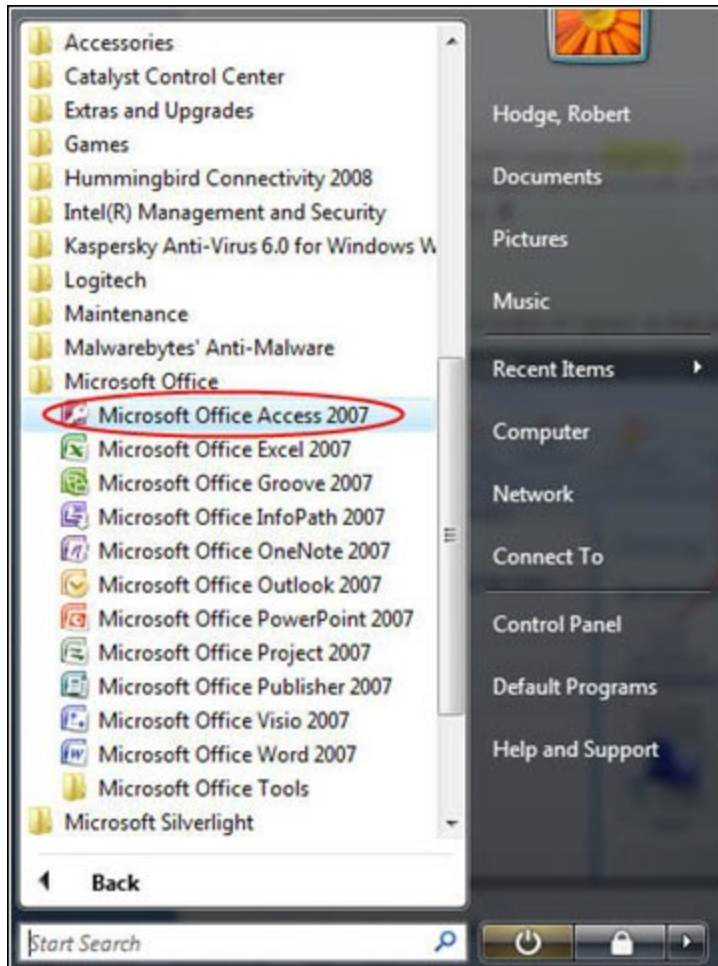
ODBC Setup

MS Access 2007

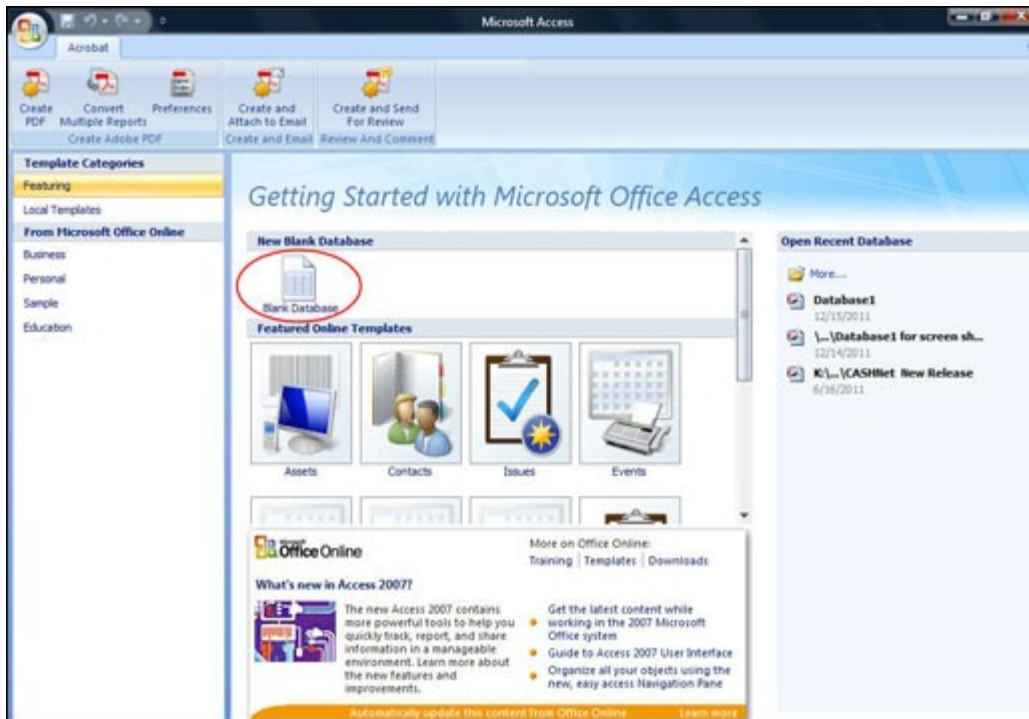
Overview

Microsoft Access 2007 can be utilized to create ODBC connections. This page will show you the steps to create an ODBC connection.

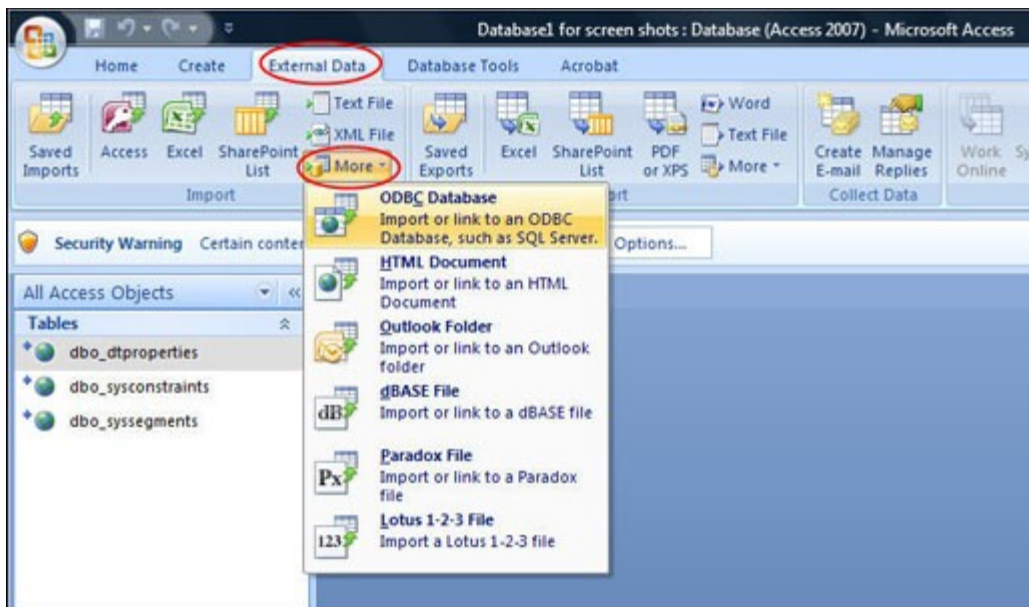
1. To open Access 2007, click Start > All Programs > Microsoft Office > Microsoft Office Access 2007.



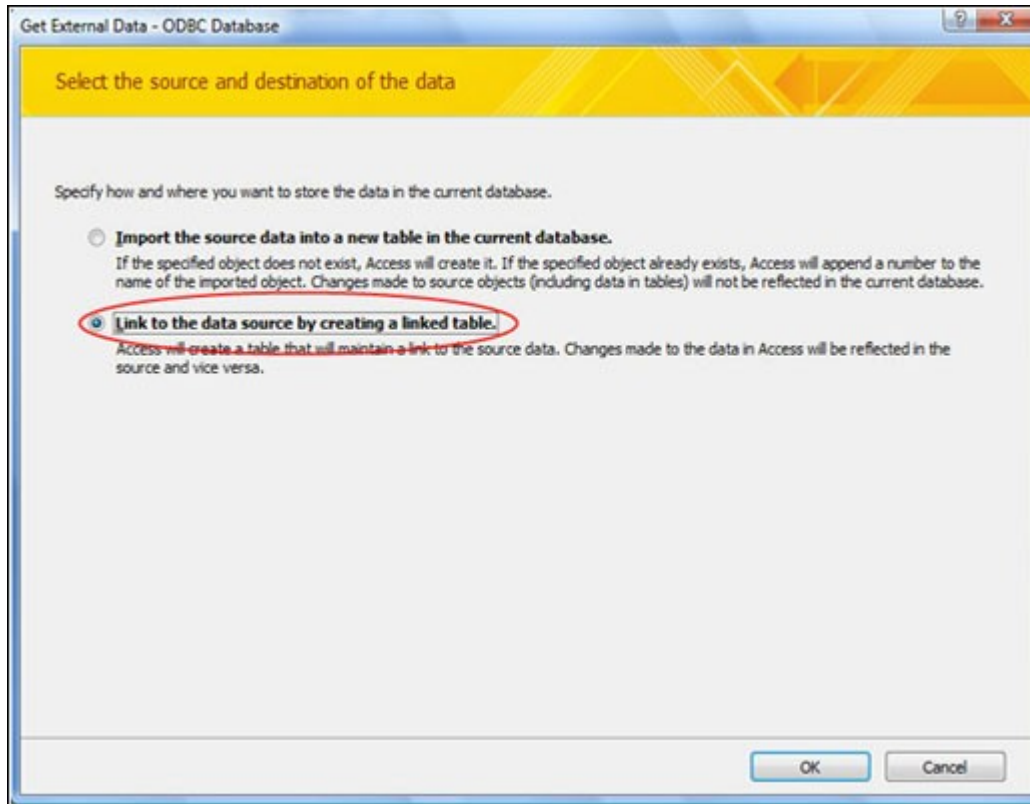
2. Select Blank Database to create a database.



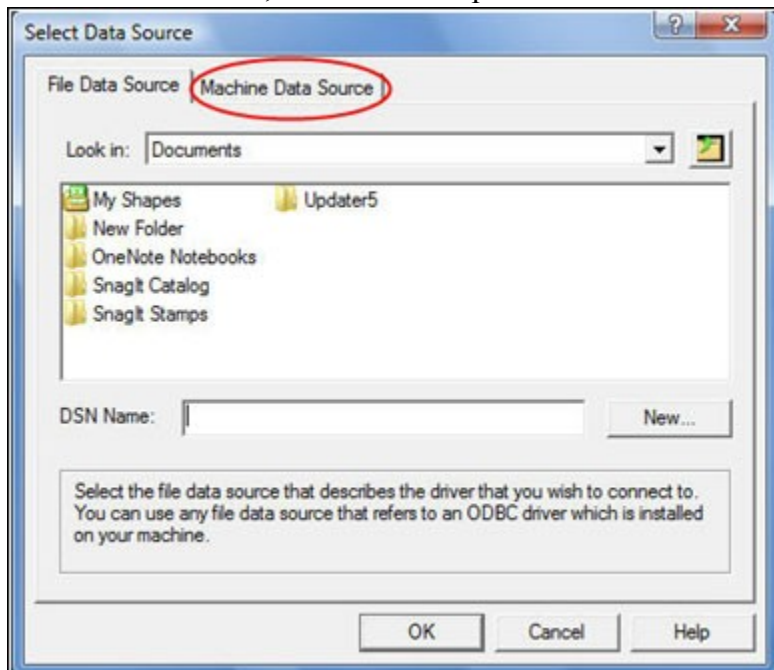
3. Click the External Data tab at the top of the screen. The word "More" appears underneath this tab. If it doesn't, expand the Access 2007 window to the full size of the screen. Click on the More pull-down menu and select ODBC Database from the list.



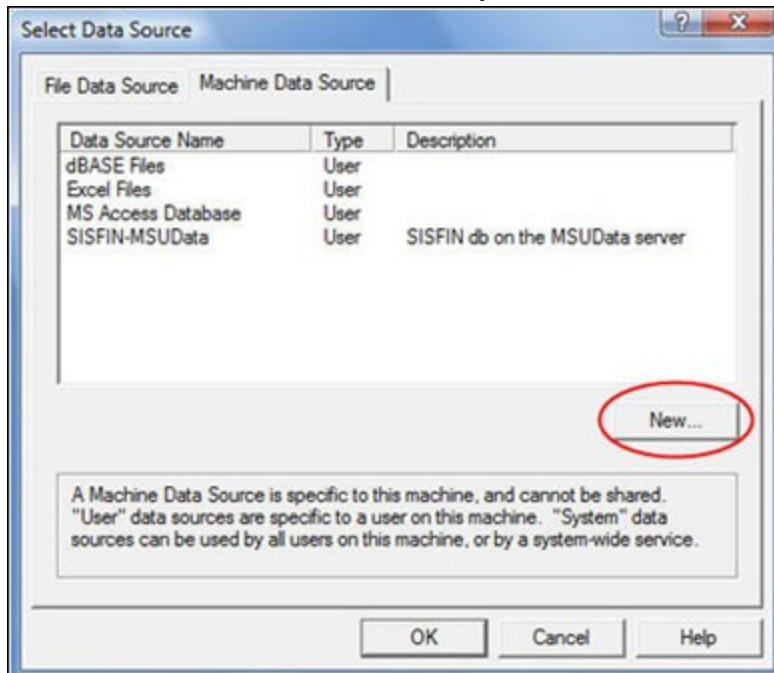
4. The Get External Data — ODBC Database screen appears. Click on the [Link to data source] radio-button, and then click the [OK] button.



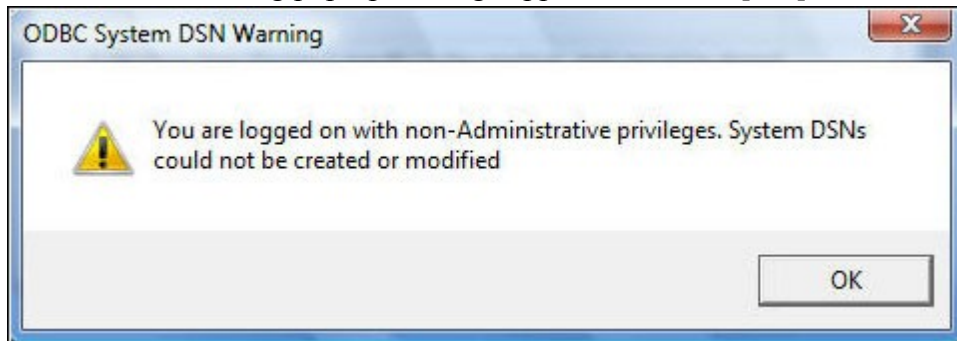
5. The Select Data Source window will appear. Click on the Machine Data Source tab at the top of the screen. A list of the data sources already defined will appear. If one of the sources on this list is for the data you need, click on it and then click the [OK] button. You will be taken to a screen where you will enter your user name and password. Scroll down to [Step 14](#) of this document for instructions on how to continue. Otherwise, continue to Step 6.



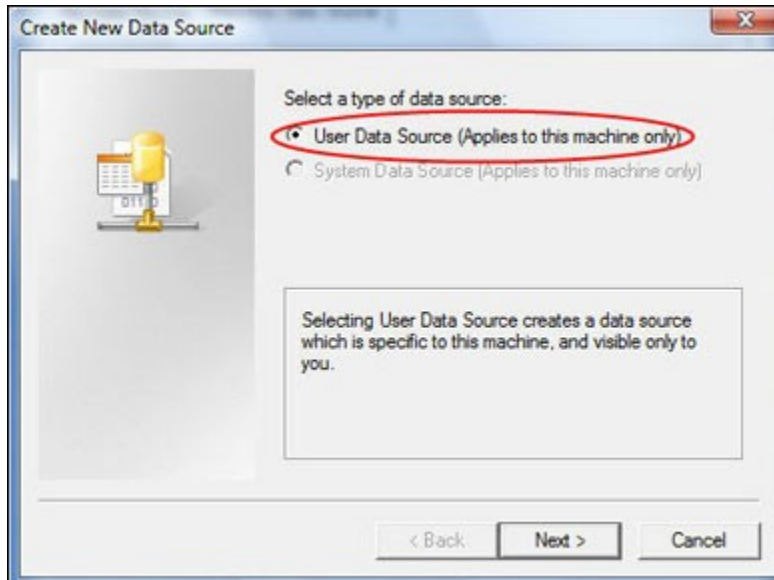
6. If no data source is found that meets your needs, click on the [New...] button to create a data source.



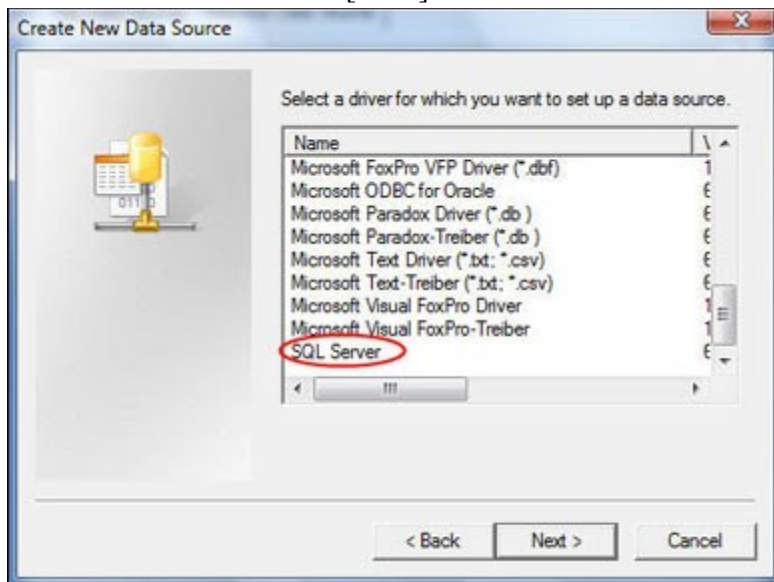
Note: If the following pop-up message appears, click the [OK] button.



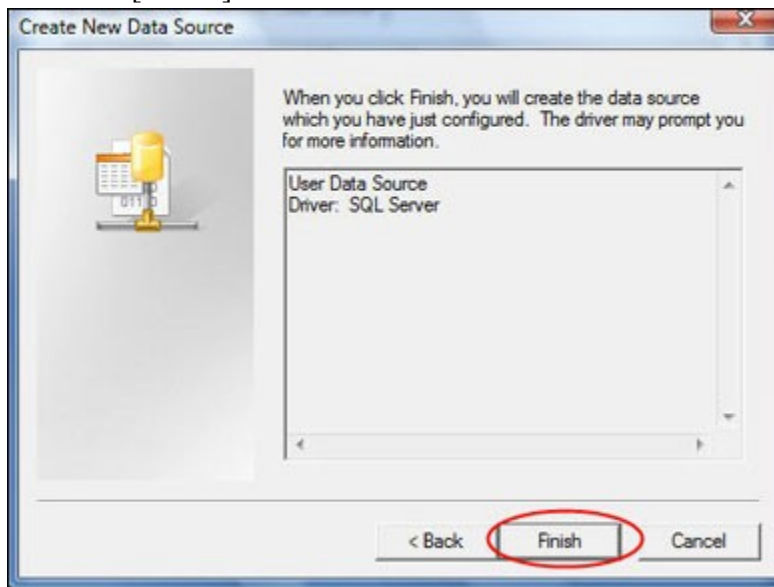
7. On the Create New Data Source window, click on the User Data Source radio-button, and then click the [Next] button.



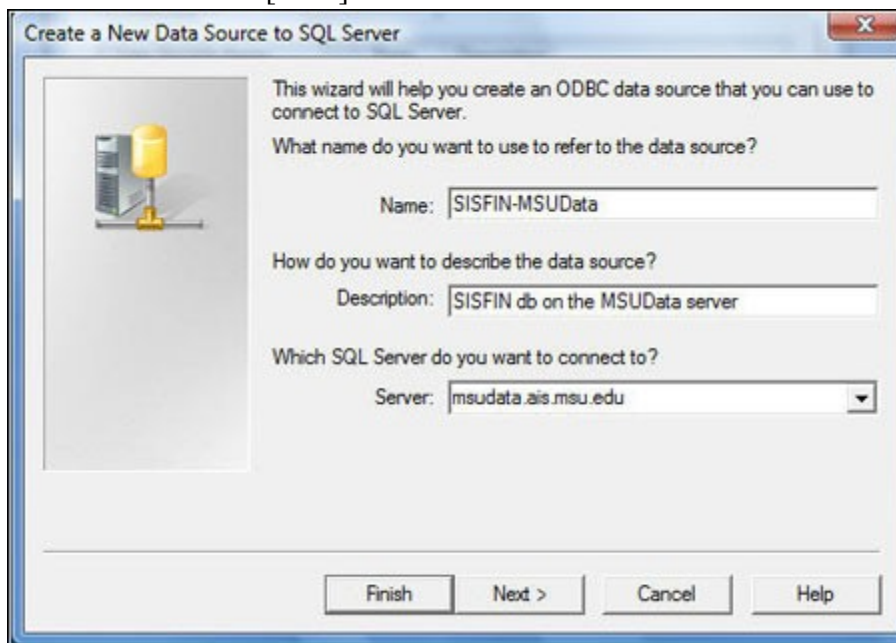
8. Select the driver needed to set up the data source. Scroll to the bottom of screen, and select "SQL Server" and then click the [Next] button.



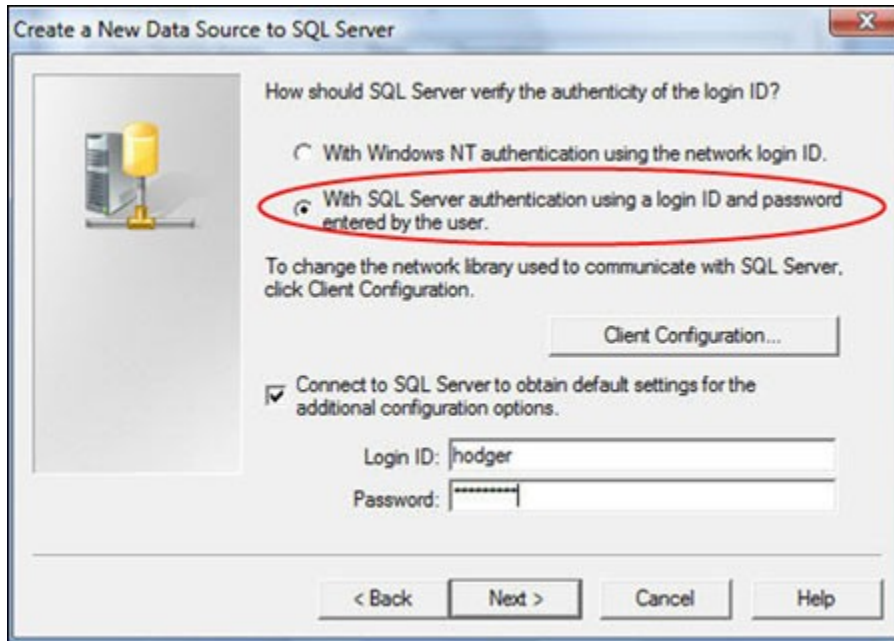
9. Click the [Finish] button on the next screen.



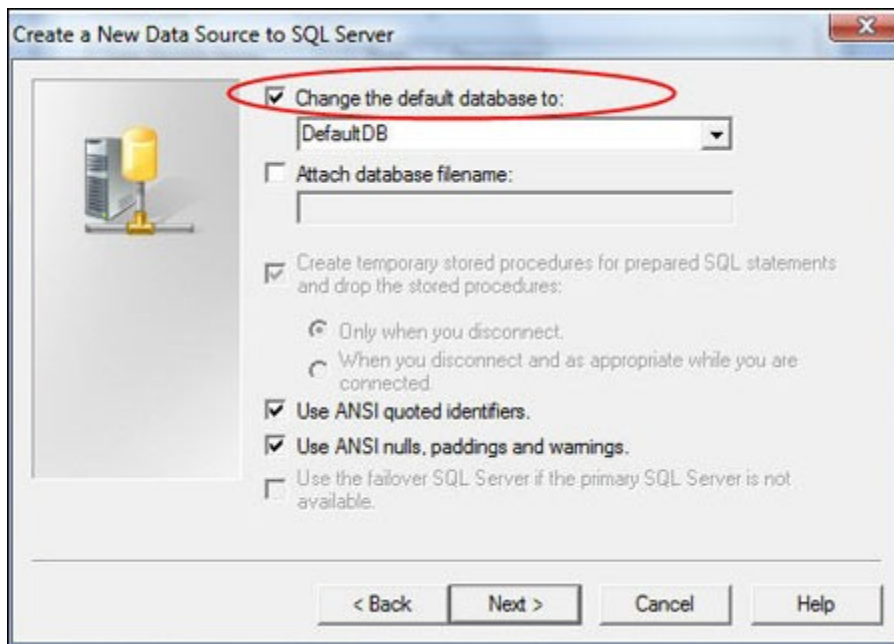
10. On this screen you will give your data source a name, a description, and indicate what server it will connect to. The name of the data source can be anything you want that has not already been used. However, the IT Services Data Admin team recommends that you use a name that describes the database and the server where the data resides (refer to example below). This will make it easier to recognize and use the data source on later dates. The description can be any free-form text that will help you recognize the data source at a later date. The server needs to be a fully qualified server name. At MSU, that will probably be "msudata.ais.msu.edu", as shown. Click the [Next] button when finished.



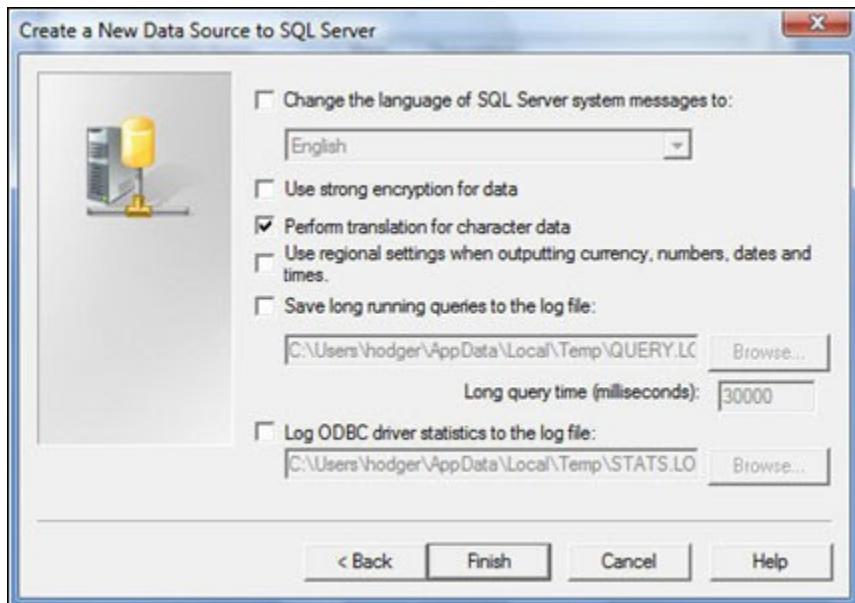
11. Click on the radio button (as shown below) so that SQL Server will prompt for a password. Then enter your password in the text box at the bottom of the screen, and then click the [Next] button.



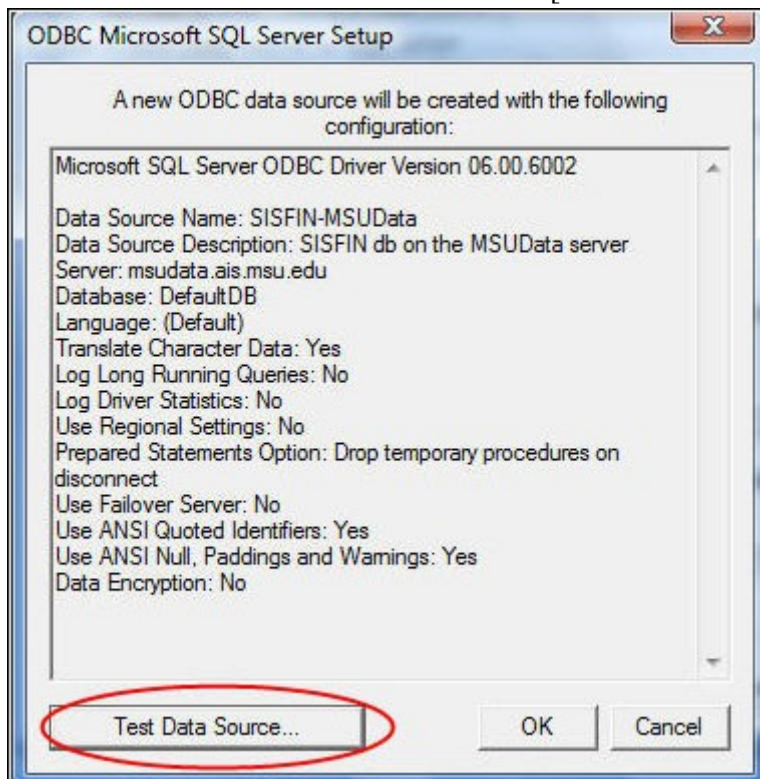
12. Set the default database to use with this data source. Click the check box at the top of the window as shown below, and scroll up or down to find the database you need. Verify that the "Use ANSI quoted identifiers" and "Use ANSI nulls, paddings, and warnings" boxes are checked, and then click the [Next] button.



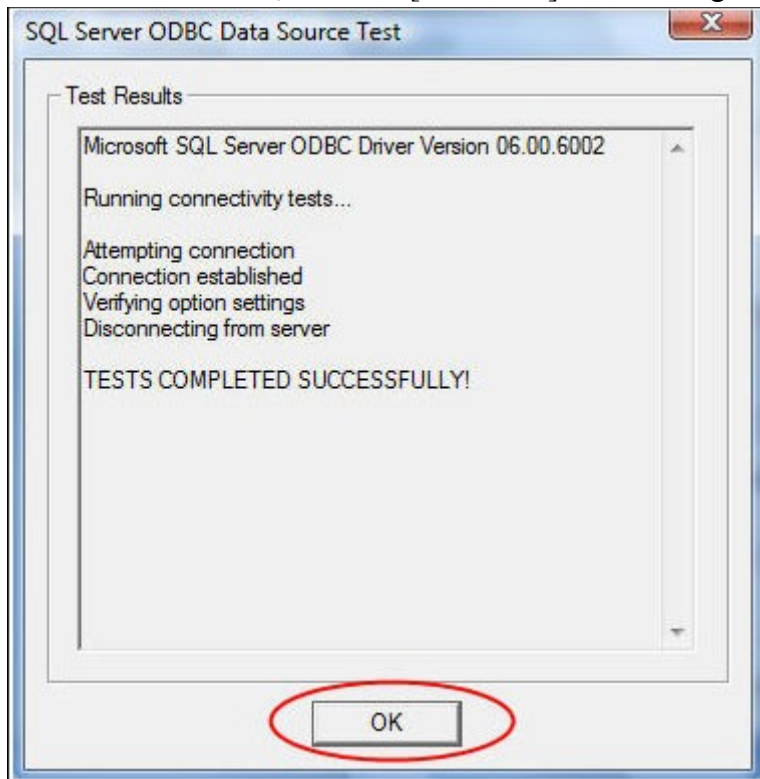
13. Verify that the Perform translation for character data check box is selected and then click the [Finish] button.



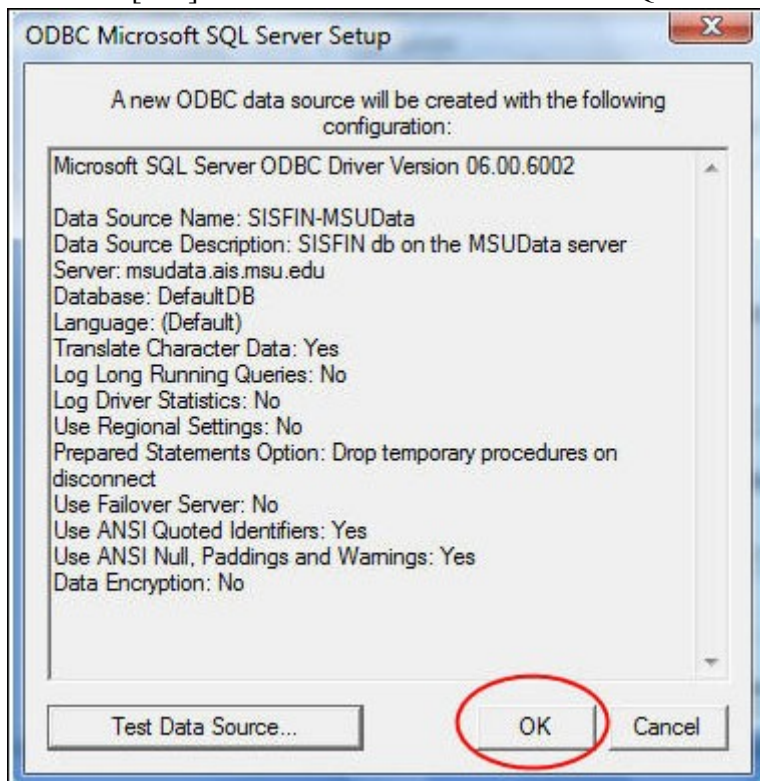
14. The ODBC Microsoft SQL Server Setup window is a summary of all the selections and parameters associated with this data source. Click the [Test Data Source] button.



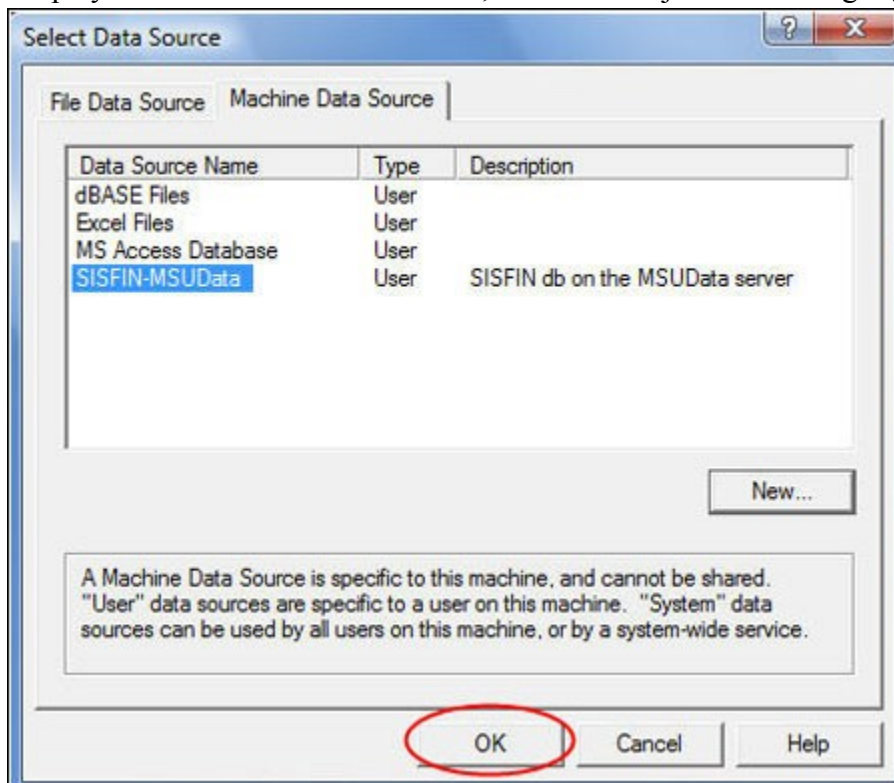
15. The "TESTS COMPLETED SUCCESSFULLY!" message will display. Click the [OK] button.
Note: If this test fails, click the [CANCEL] button and go back to Step 5.



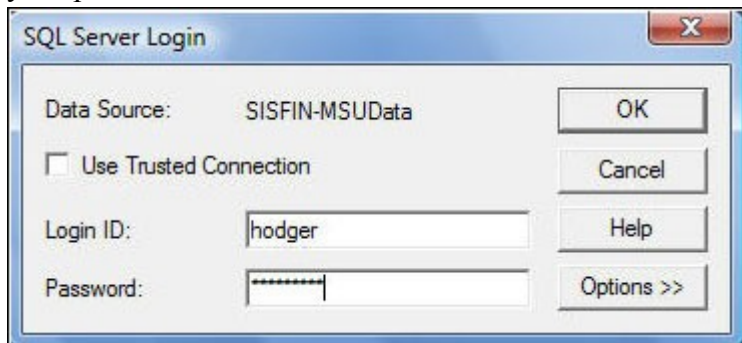
16. Click the [OK] button on the ODBC Microsoft SQL Server Setup window again.



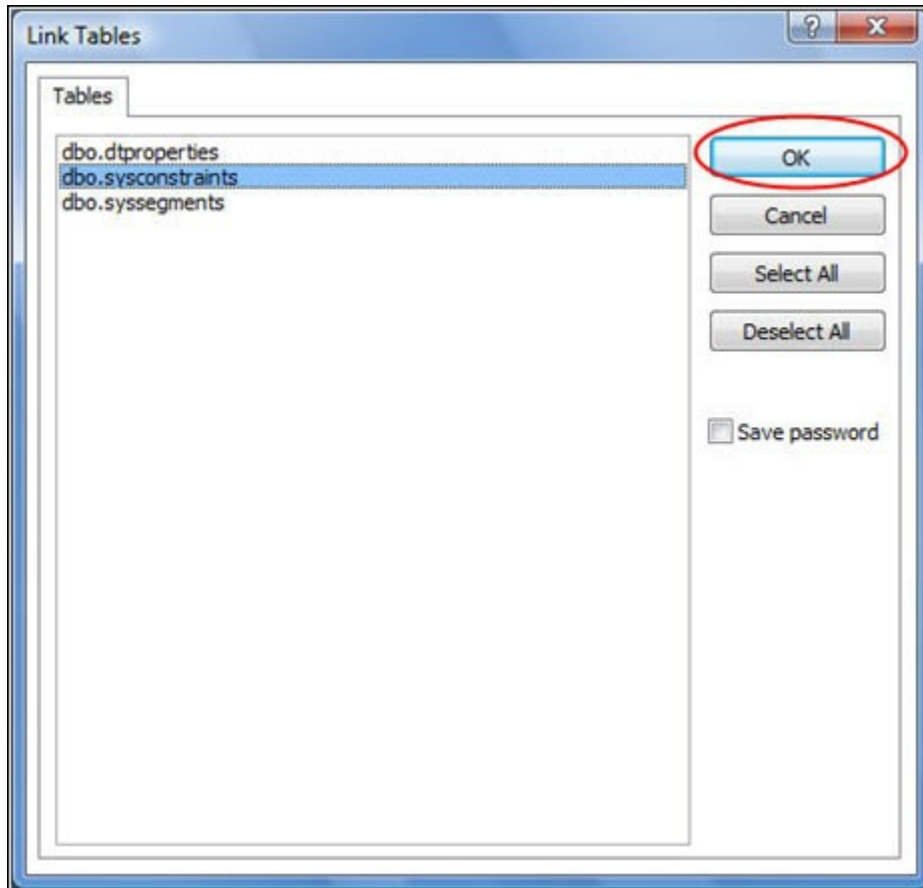
17. Displayed is a list of the data sources, with the one just created highlighted. Click the [OK] button.



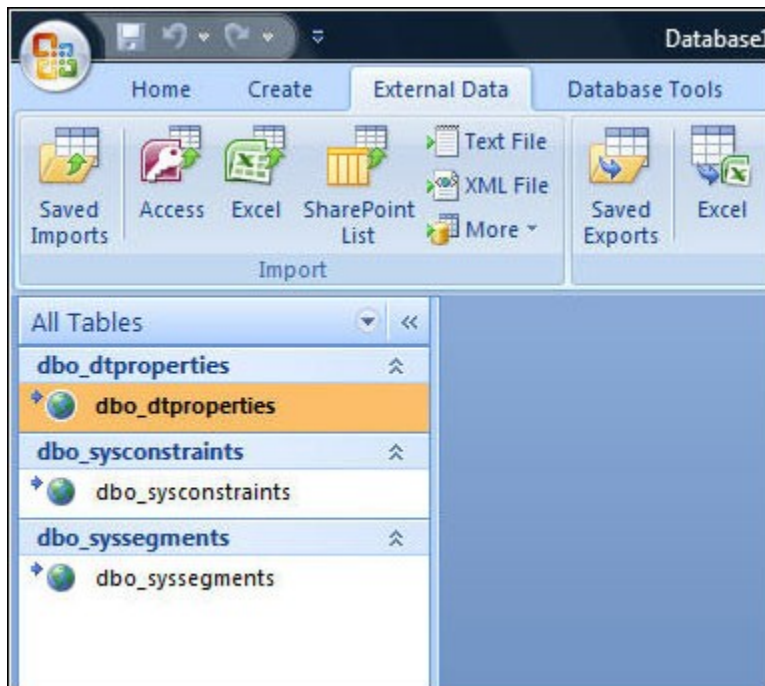
18. Microsoft Access will next prompt you to enter your password. Click the [OK] button after entering your password.



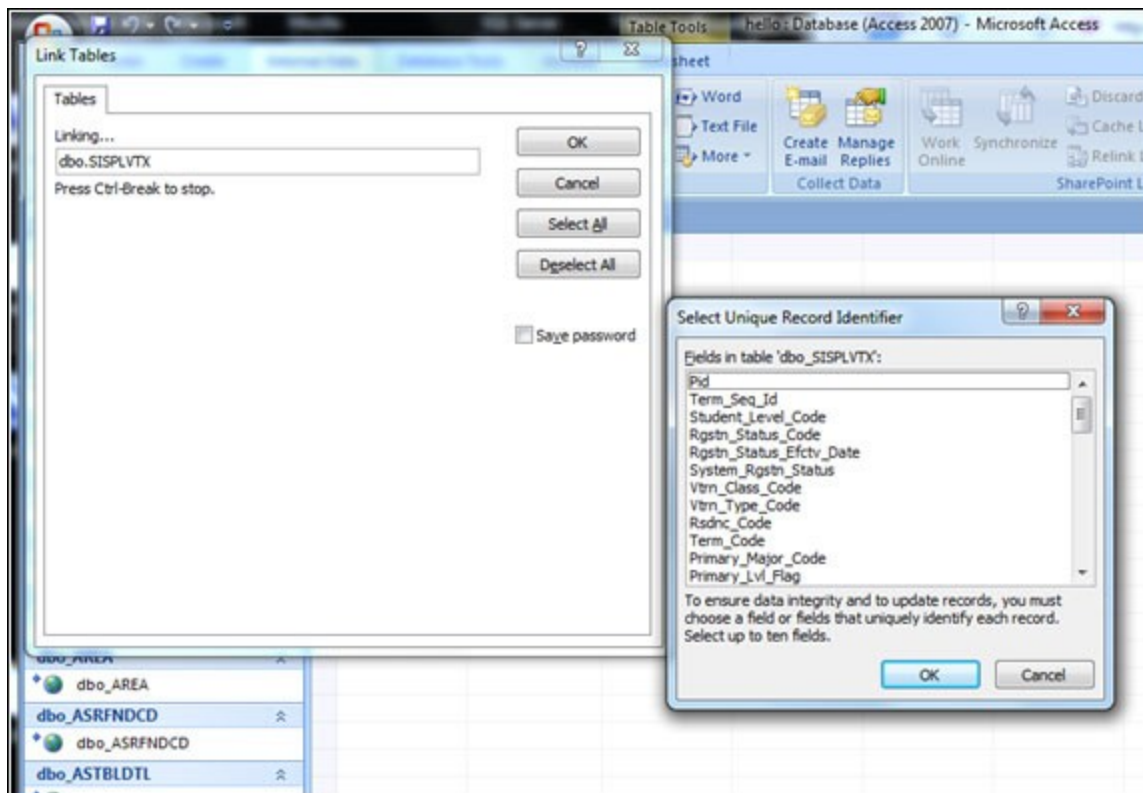
19. The Link Tables window lists the tables in the database that you are authorized to access. Click on the individual tables to highlight them and select them, or click on the [Select All] button. Click the [OK] button when finished.



20. Microsoft Access will process the list of selected tables and create links to them. These will be displayed in the "All Tables" view of MS Access 2007.



For some tables, Access will display a pane labeled "Select Unique Record Identifier" and a list of the columns in that table. Click the [OK] button.



Note: It is possible to have more than one link to the same table that resides on a SQL Server. In that case, Access will append a number at the end of the table name. To delete the duplicate table links, right click on the extra ones, and select "delete".

