ODBC Setup

Multiple Links to the Same Table

It is possible to create more than one link to the same table. When Access finds a link to a table that already has an established link, it will create another link to the table, and append a number to the end of the table name. In the example below, the tables SAMAWD2 and SAMBIO3 are linked to twice, and SAMAWD1 is linked to 3 separate times. While this will not hurt your queries, it can cause confusion about what data you are seeing. You can delete the extra linked tables by right-clicking on the extra table, selecting "Delete", and confirming the operation. Be aware that SOME table names do end with a number, though. For example, there are several sets of tables such as SAMADS1, SAMADS2, and SAMADS3, SAMBIO1, SAMBIO2, SAMBIO3, etc. If you have any questions about whether you have duplicate linked tables, feel free to contact the IT Services Support Desk:
Telephone: (517) 884-3000
Email: ais311@msu.edu
Chat: Live Chat service
Hours: Monday thru Friday, 7:00am to 5:00pm
Linked Table Manager

Refreshing links to an existing Data Source

If you already have tables linked to this database, but the links are not working, you may want to use the Linked Table Manager tool instead to restore the links. This utility will reset the links to the data tables much faster than by creating a new ODBC connection.

To use it, click on the "Tools" menu, then "Database Utilities", then "Linked Table Manager".

Select the tables to be relinked by checking the boxes to the left of the table name. If you want to relink all of the tables, click on the "Select All" button.

Click on "OK" to relink. Access should display a message saying that all selected tables were successfully refreshed. Click "OK", then "Close".