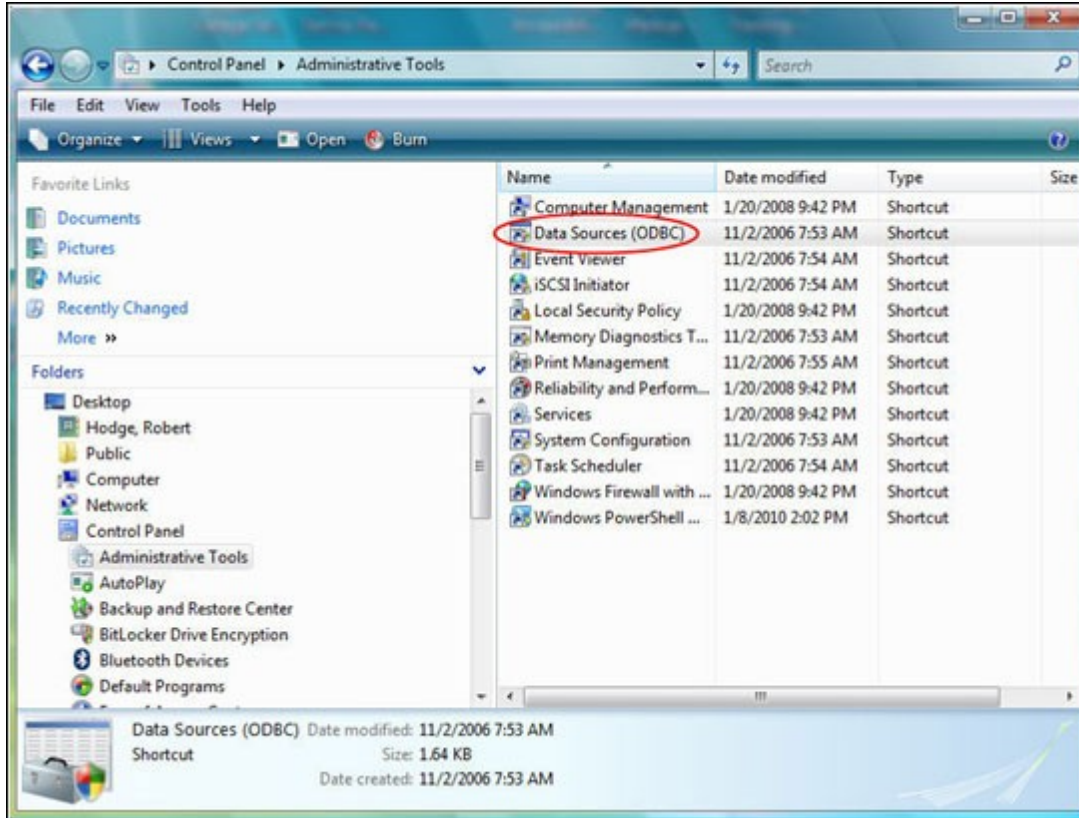


ODBC Setup

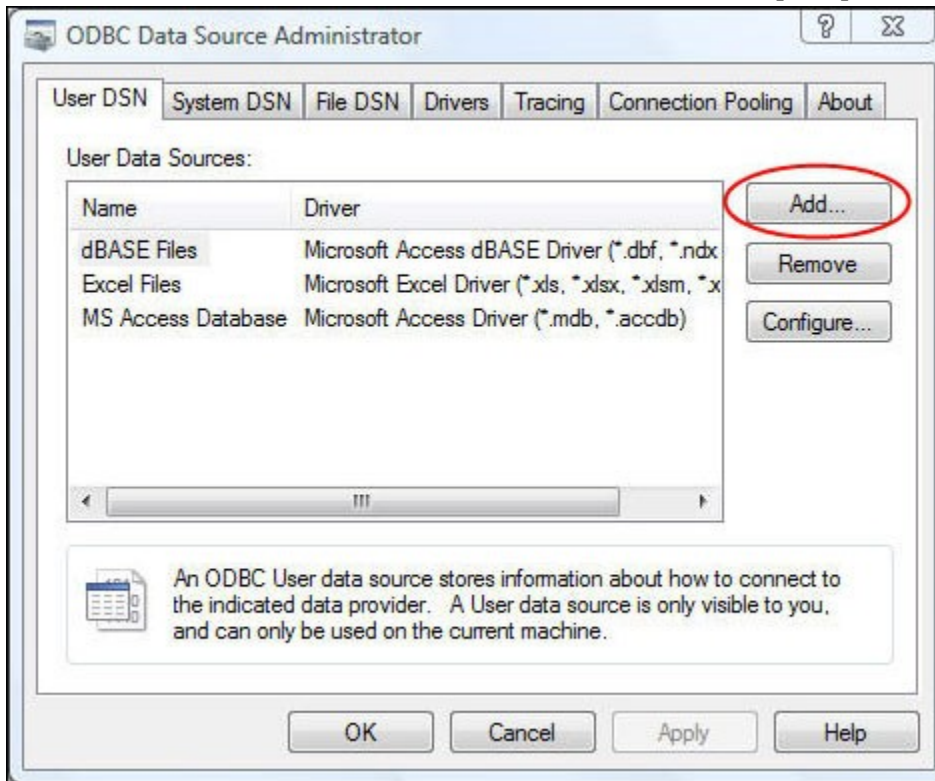
Windows ODBC Data Source Administrator

If you don't use Microsoft Access to get to the data on the SQL servers, you may still need to set up ODB connections. You can do that from the Start button on the desk top. These instructions will take you through the first few steps of the process.

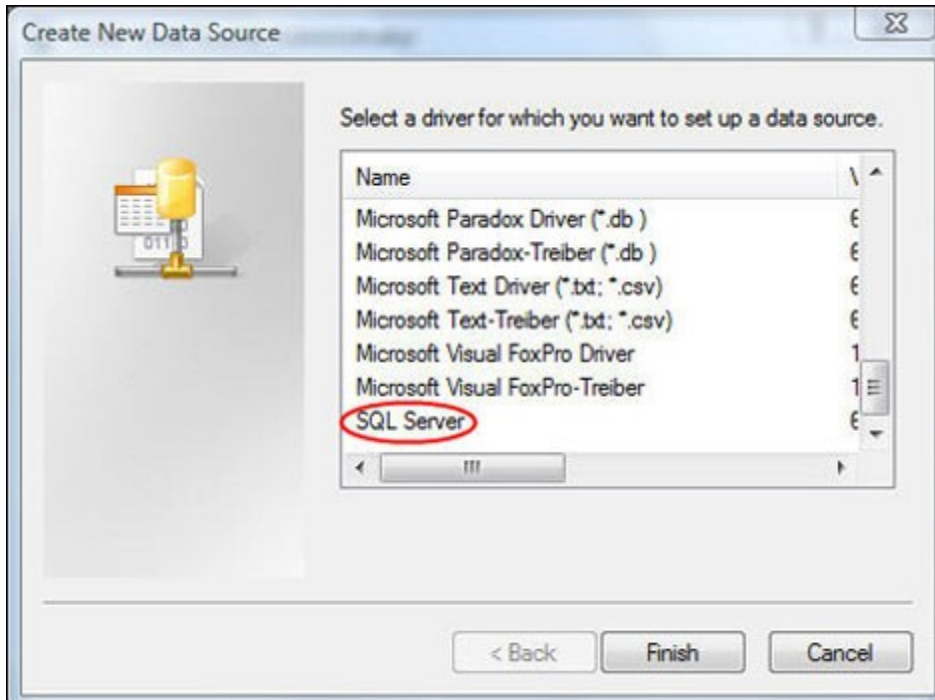
1. Click on Start > Control Panel > Administrative Tools > Data Sources (ODBC)



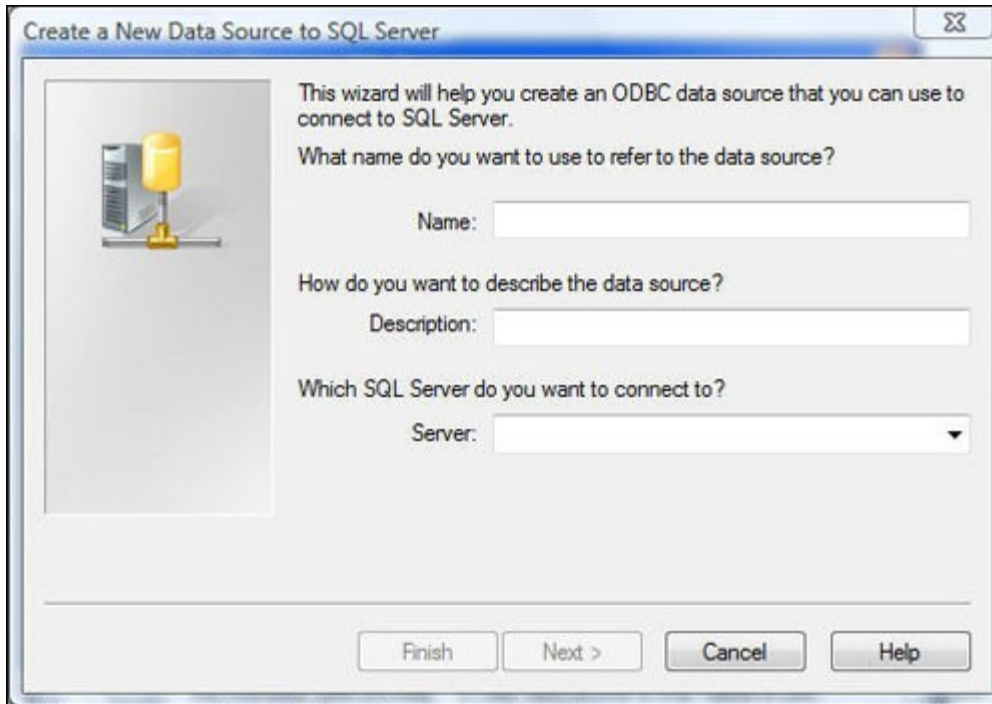
2. At the ODBC Data Source Administrator window, click the [Add] button located at the top right.



3. The next window will prompt you to create a new data source. Scroll to the bottom of the list, and select "SQL Server", and then click the [Finish] button.

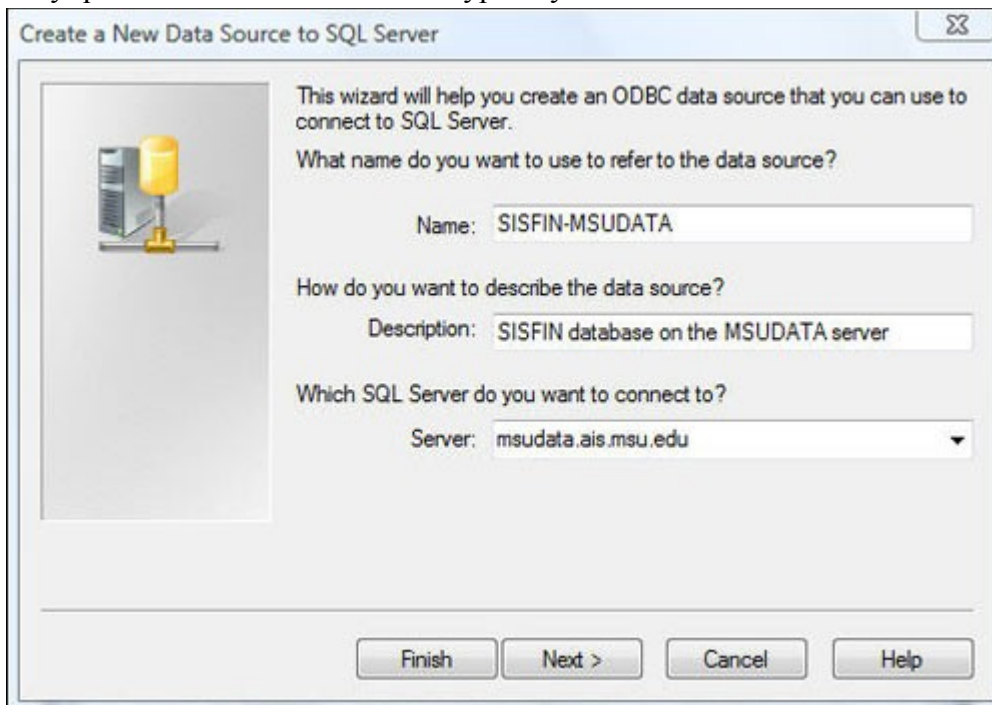


4. Enter a name, a description, and indicate what server the new data source resides upon. Once you complete these fields, click the [Next] button.

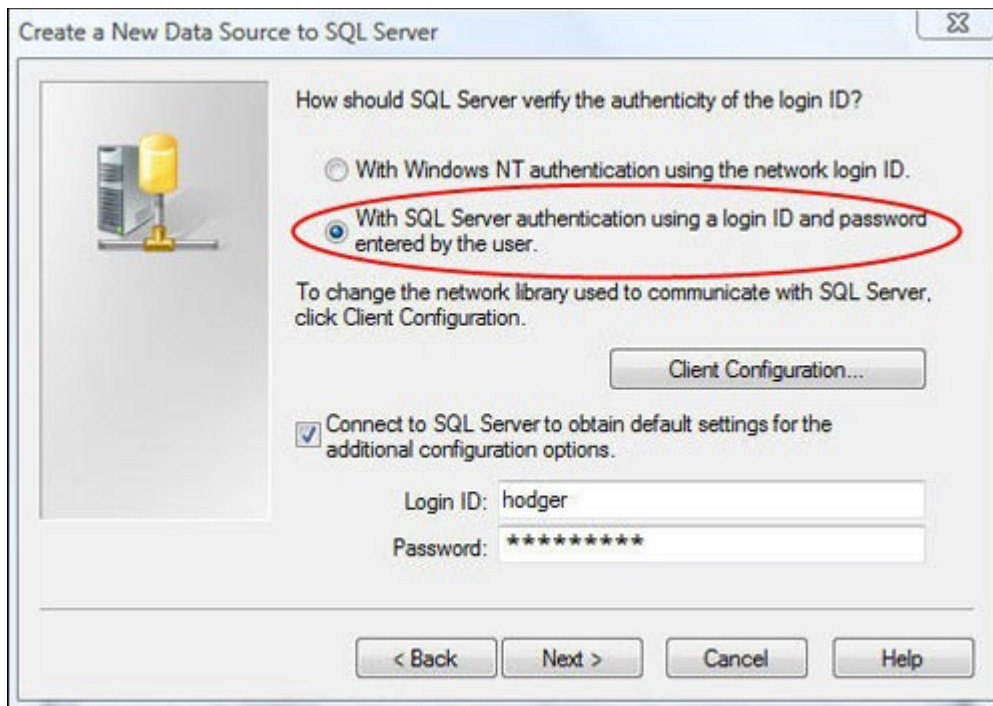


Note: When defining a name, AIS suggests using a combination of the desired database and the server it resides upon. In the example below, the name is "SISFIN-MSUDATA". This name indicates that this data source connects to the SISFin database on the MSUDATA server.

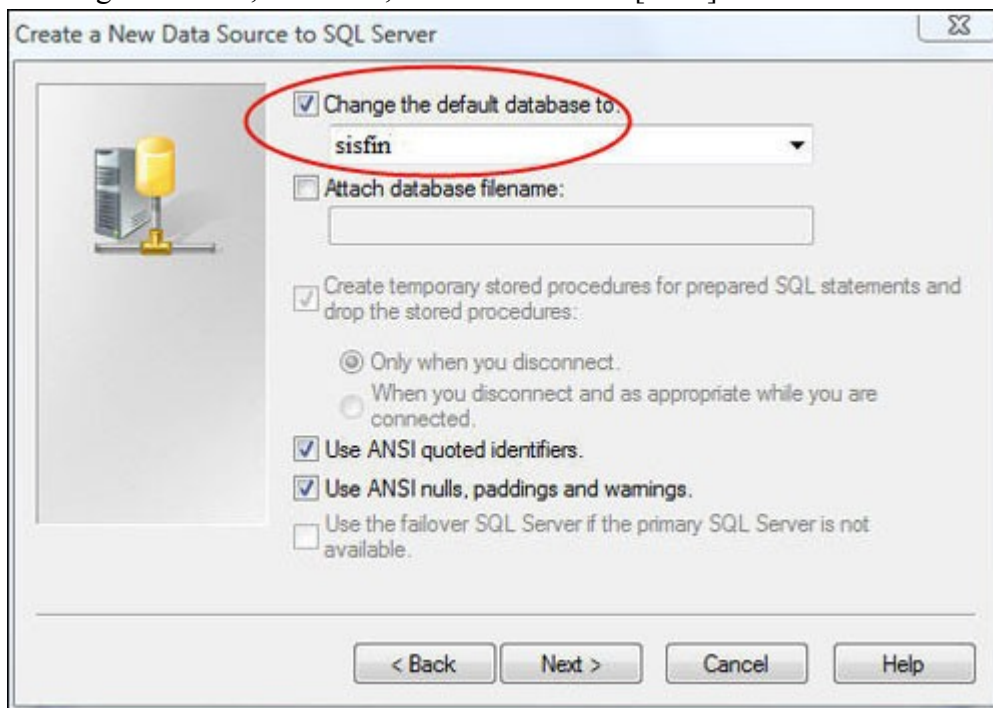
The Description field can be any text to help you remember the data source. The server name will be the fully qualified name of the server. Typically this will be "msudata.ais.msu.edu".



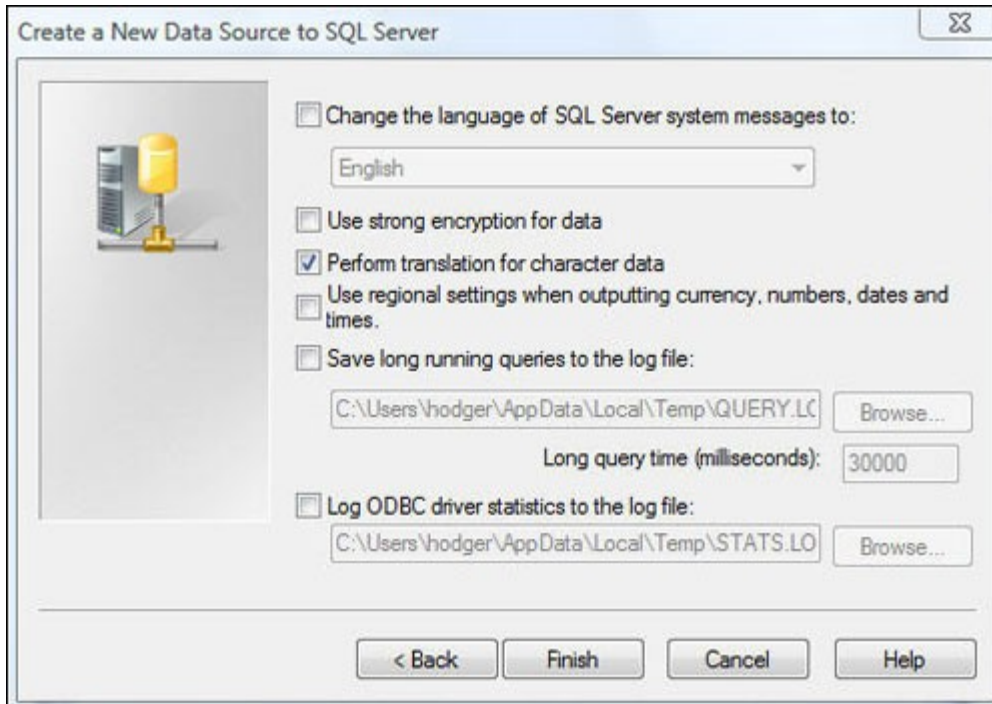
5. At the Create a New Data Source to SQL Server window, verify that the radio button "With SQL Server authentication using the network login ID" is selected. Enter your ID and password, and then click the [Next] button.



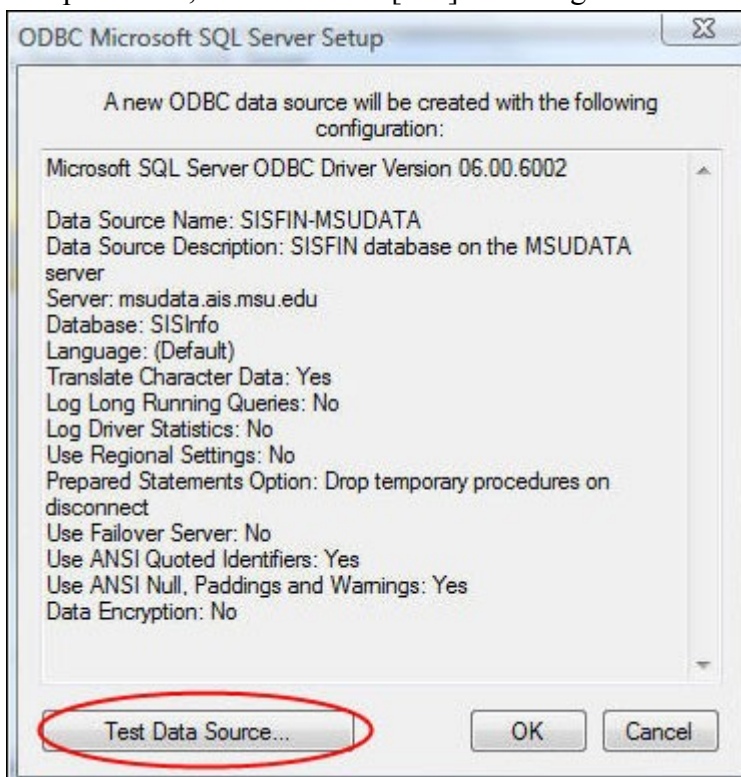
6. Click the "Change the default database to:" checkbox. Select the database you want to access from the pull-down list. Leave the checkboxes "Use ANSI quoted identifiers" and "Use ANSI nulls, paddings and warnings" checked, as shown, and then click the [Next] button.



7. Check the Perform translation for character data check box, all the other check boxes on this window should be unchecked. Click the [Finish] button.



8. The window titled ODBC Microsoft SQL Server Setup will display listing the parameters you have selected in this process. Click on the [Test Data Source...] button at the bottom. A confirmation message "TESTS COMPLETED SUCCESSFULLY" will display. Click the [OK] button to return to the Server Setup window, and then click [OK] button again.



9. The ODBC Data Source Administrator window will display with the new connection defined. Click the [OK] button to close this window. Open the program that you will use to access the SQL server, and connect to the server using the ODBC connection you just created.