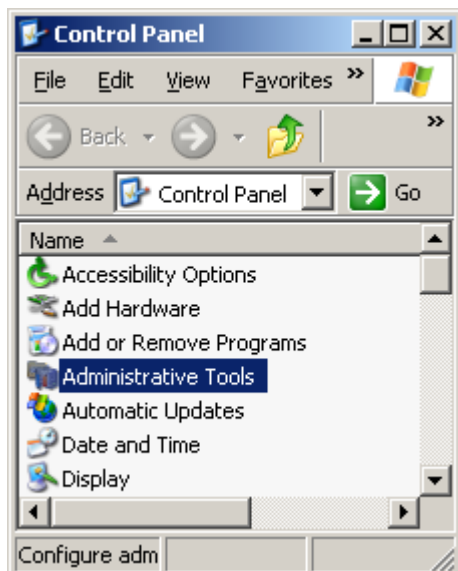


Chapter IV. User's Directions:

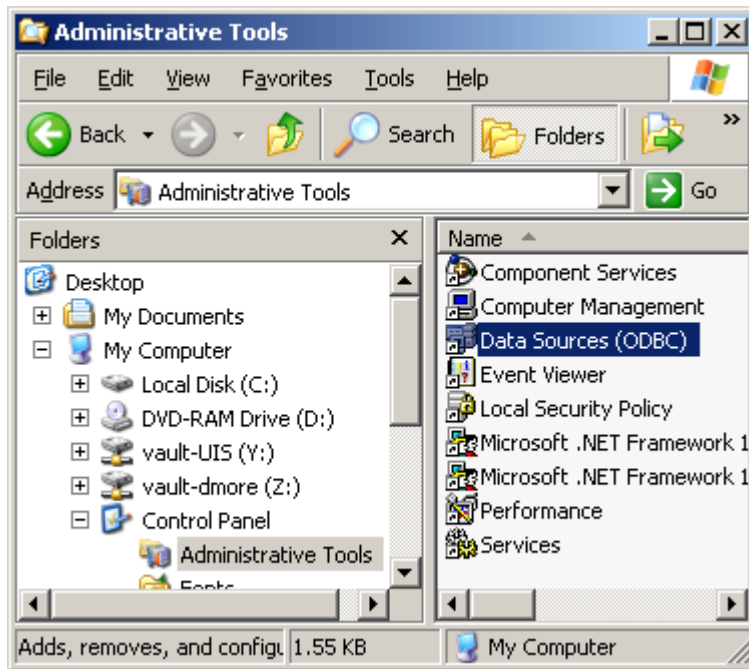
- 1) Once for each machine, establish the ODBC Connection data.
 - a) Use the Control Panel.



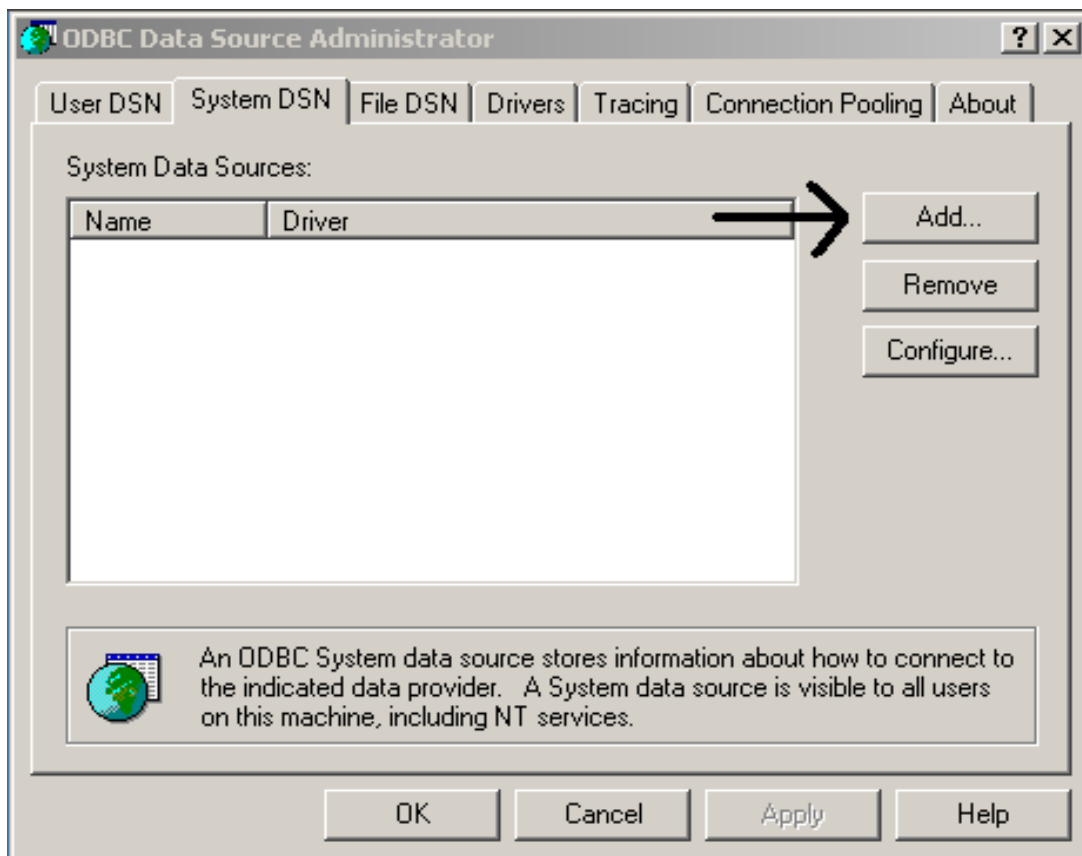
- b) Use Administrative Tools.



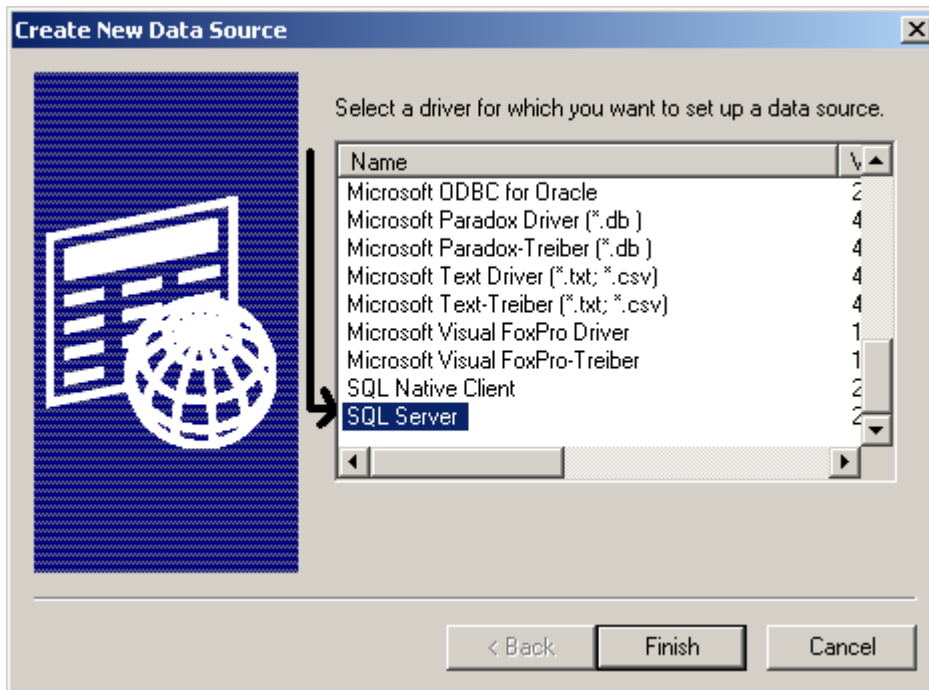
c) Use Data Sources (ODBC).



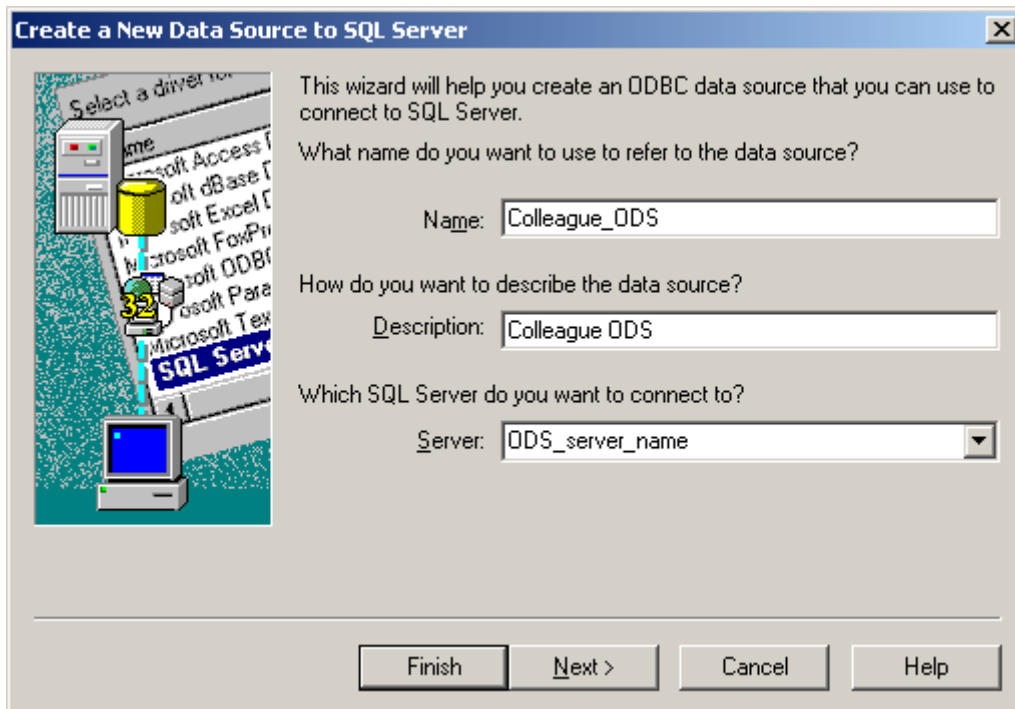
d) Choose the "System DSN" tab.
Click the "Add" button.



- e) Scroll Down to the bottom of the "Create New Data Source" list, select 'SQL Server', & 'Finish'.



- f) Fill in the fields using your real ODS_server_name.



g) Fill in Microsoft SQL Server DSN configuration window.

Microsoft SQL Server DSN Configuration

Select a driver name

How should SQL Server verify the authenticity of the login ID?

- With Windows NT authentication using the network login ID.
- With SQL Server authentication using a login ID and password entered by the user.

To change the network library used to communicate with SQL Server, click Client Configuration.

Connect to SQL Server to obtain default settings for the additional configuration options.

Login ID:

Password:

Microsoft SQL Server DSN Configuration

Select a driver name

Change the default database to:

Attach database filename:

Create temporary stored procedures for prepared SQL statements and drop the stored procedures:

- Only when you disconnect.
- When you disconnect and as appropriate while you are connected.

Use ANSI quoted identifiers.

Use ANSI nulls, paddings and warnings.

Use the failover SQL Server if the primary SQL Server is not available.

Microsoft SQL Server DSN Configuration

Select a driver name

Change the language of SQL Server system messages to:

Use strong encryption for data

Perform translation for character data

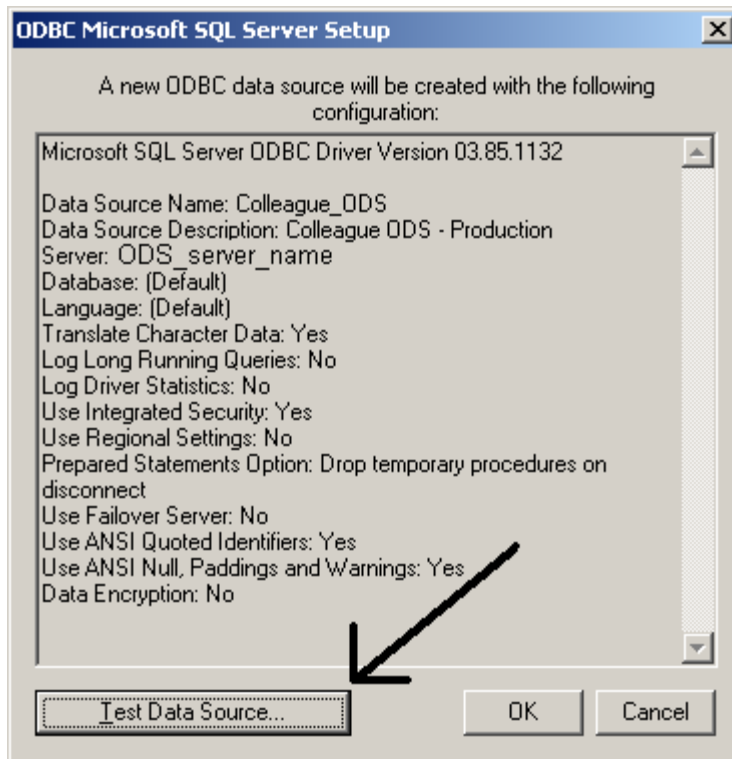
Use regional settings when outputting currency, numbers, dates and times.

Save long running queries to the log file:

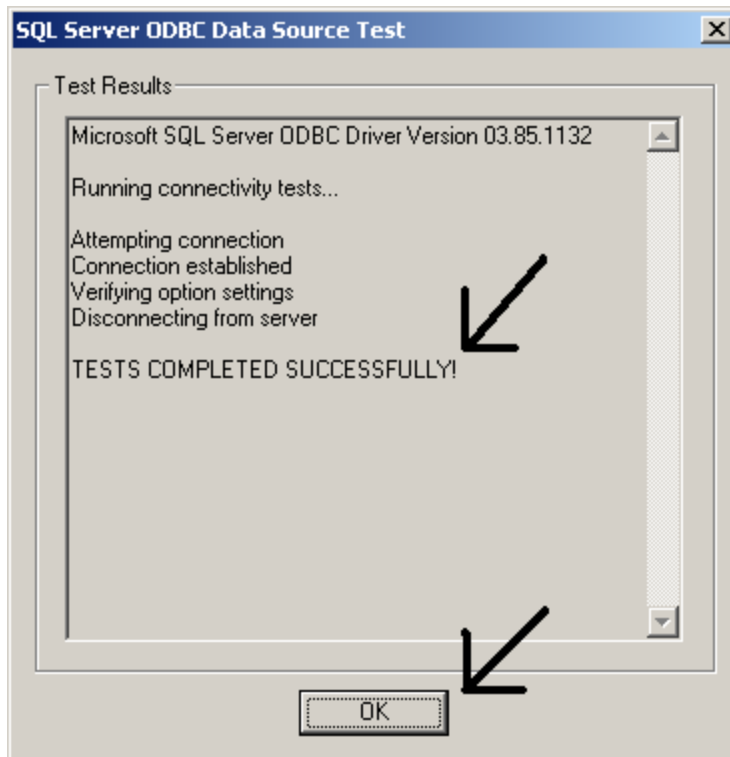
Long query time (milliseconds):

Log ODBC driver statistics to the log file:

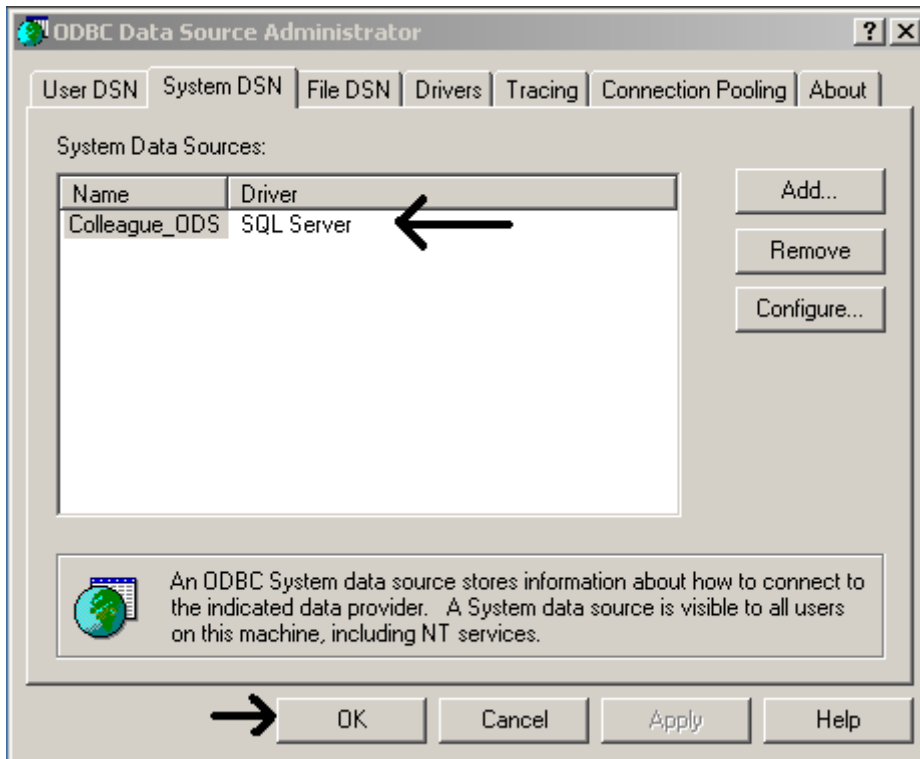
f) Test Data Source.



h) Expect "TESTS COMPLETED SUCCESSFULLY!"



- i) The System DSN tab should now include Colleague_ODS, click 'OK'.

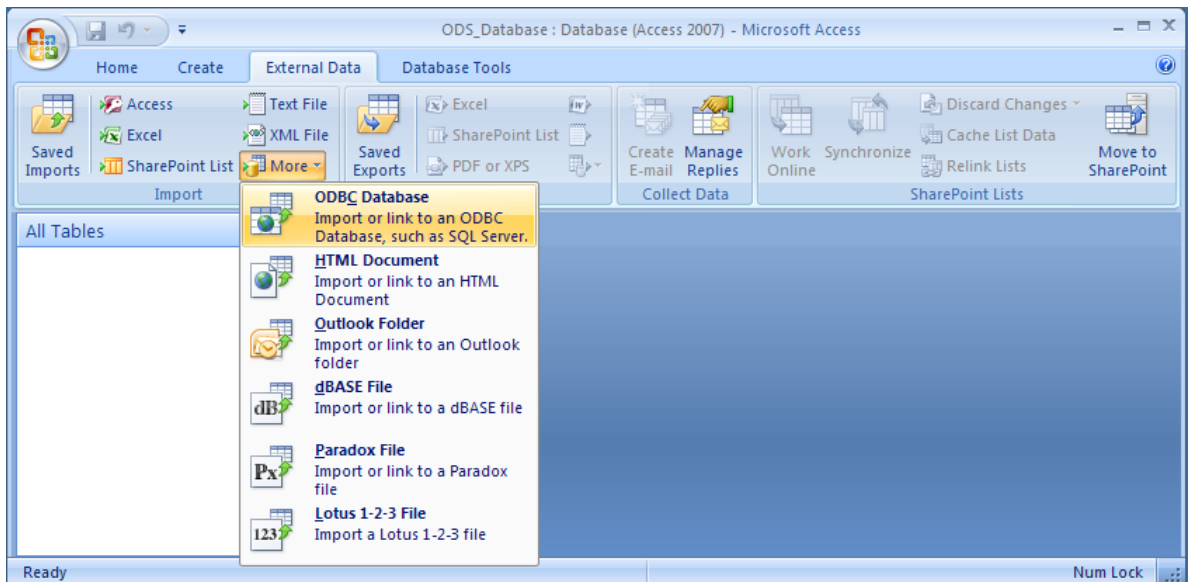


2) Connect Access to ODS via ODBC

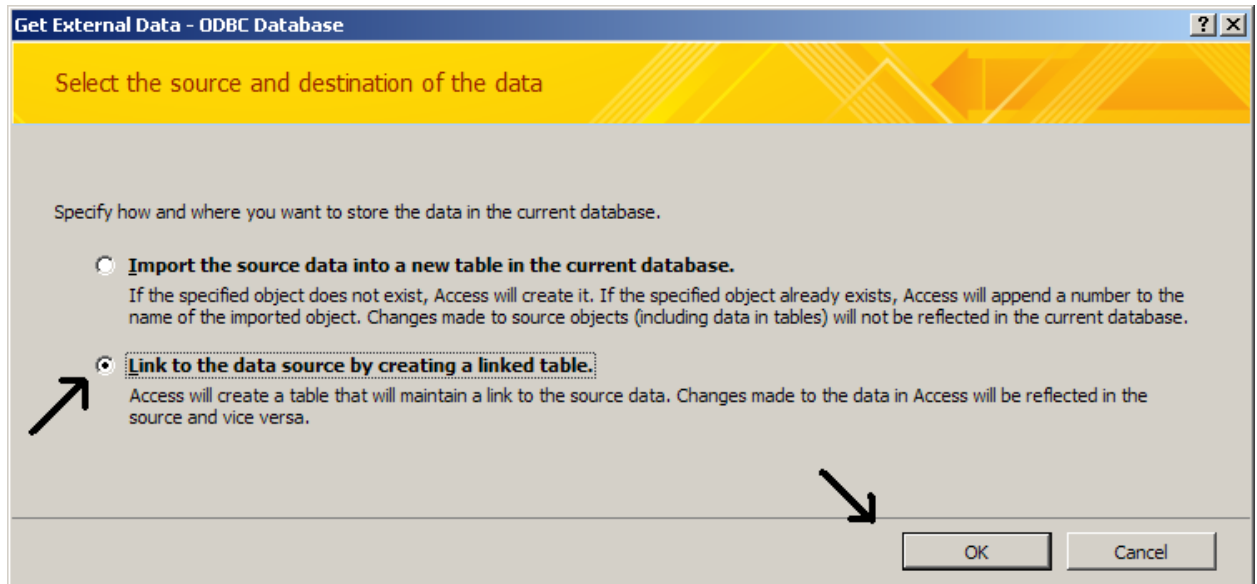
- a) If it does not already exist, open Access application and create an ODS database front end. Or, use any existing Access database.



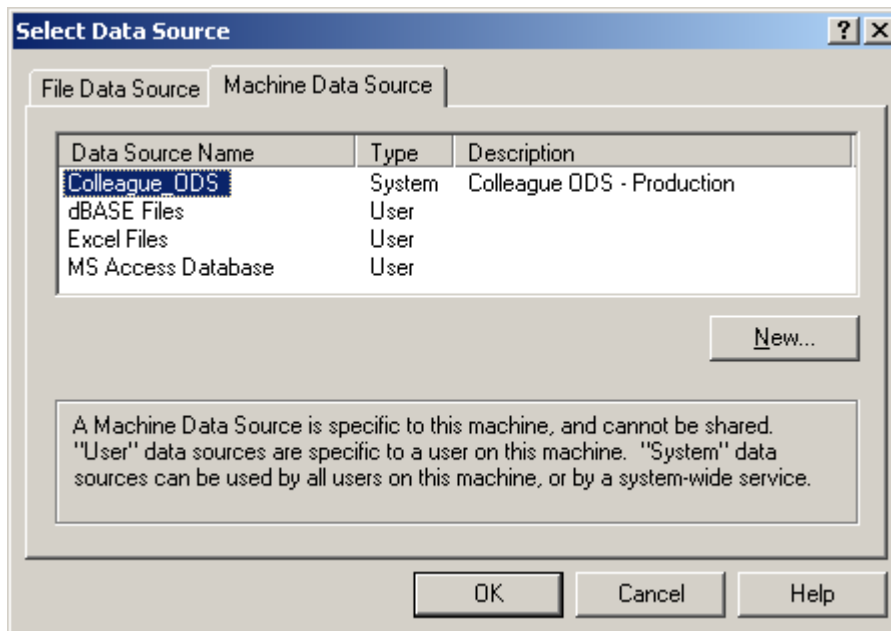
- b) Use External Data tab, select ODBC Database.



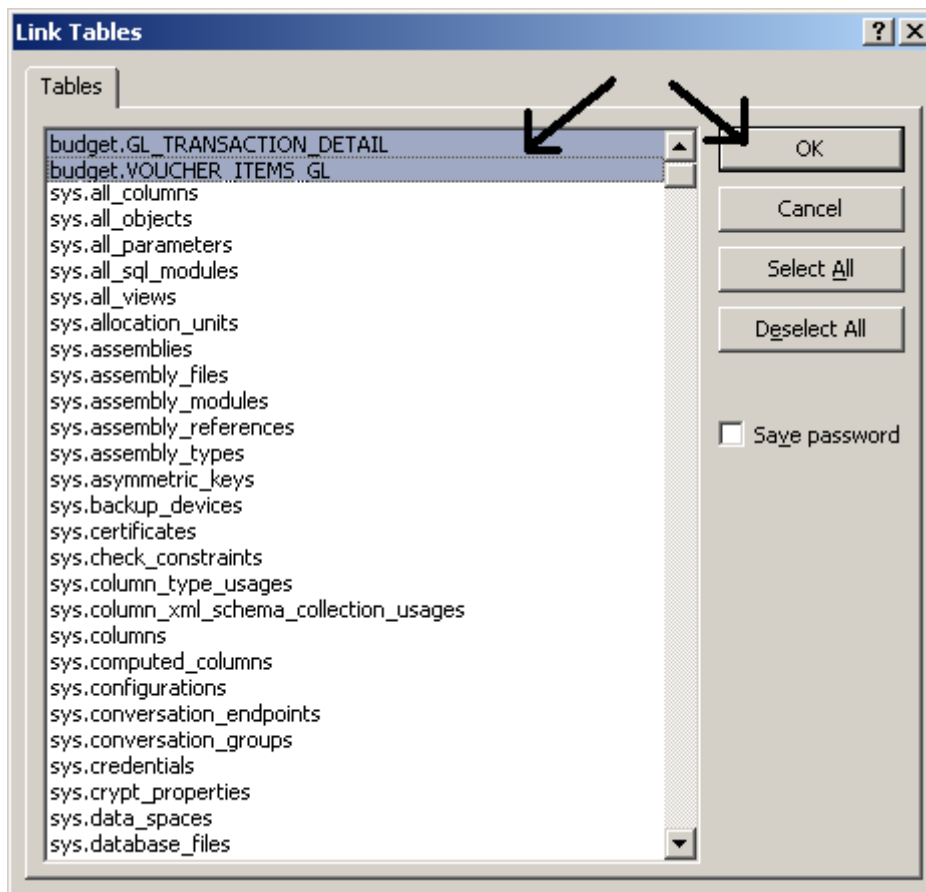
- c) Link to the data source by creating a linked table. Link will use the latest ODS data. Use import to take a snapshot of the data. There are situations that favor each.



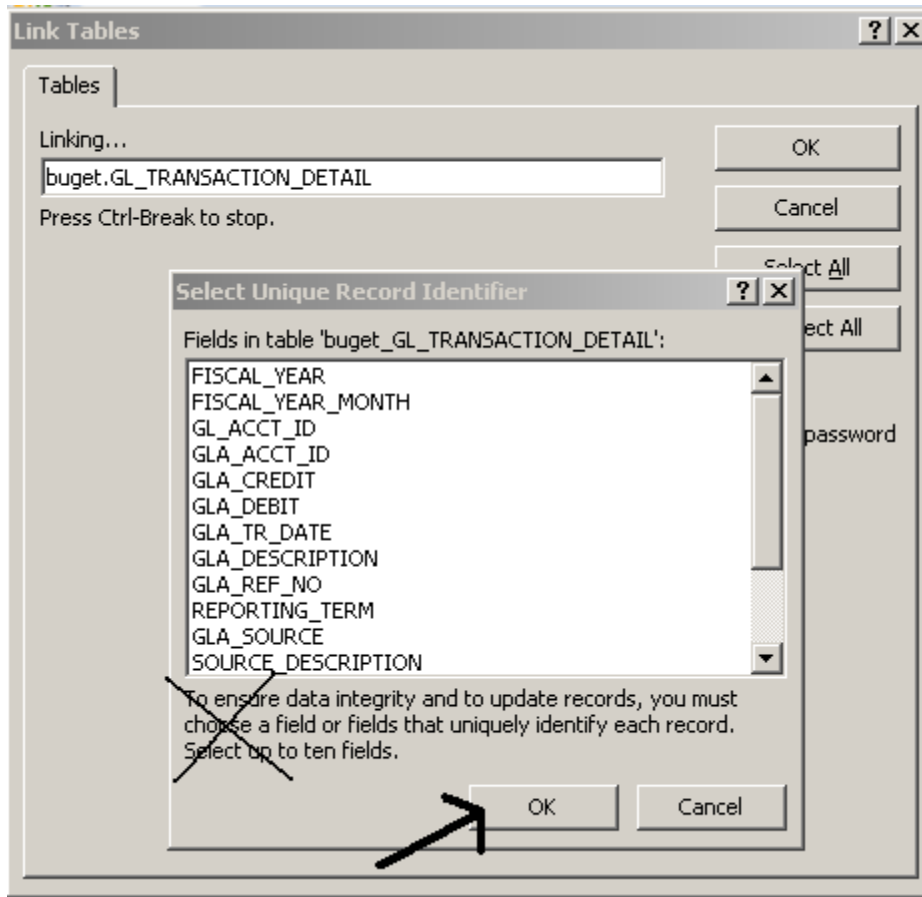
- d) Use Machine Data Source tab, and select the Data Source Name.



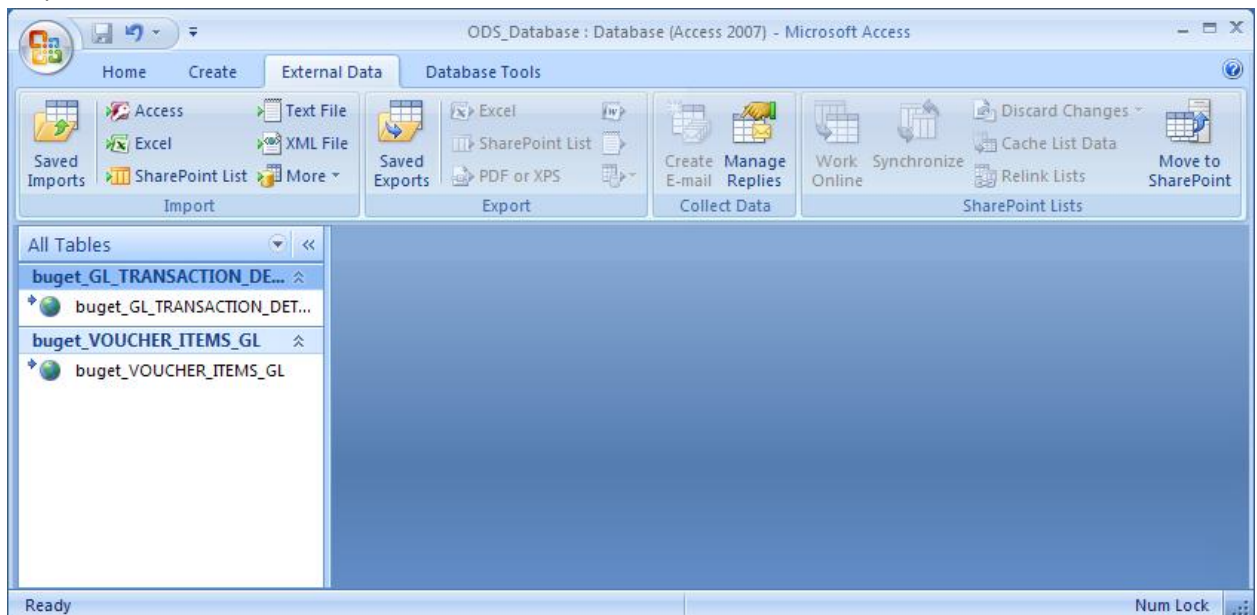
- e) When offered a list of tables, single click each budget table to highlight all of them. Ignore the “sys” tables. I would really like a method to hide the “sys” tables, as they are not used by the users.



- f) Every chosen table will request a Unique Record Identifier. We choose to not do this. As a result there is no record key and we are able to link any field. YMMV.

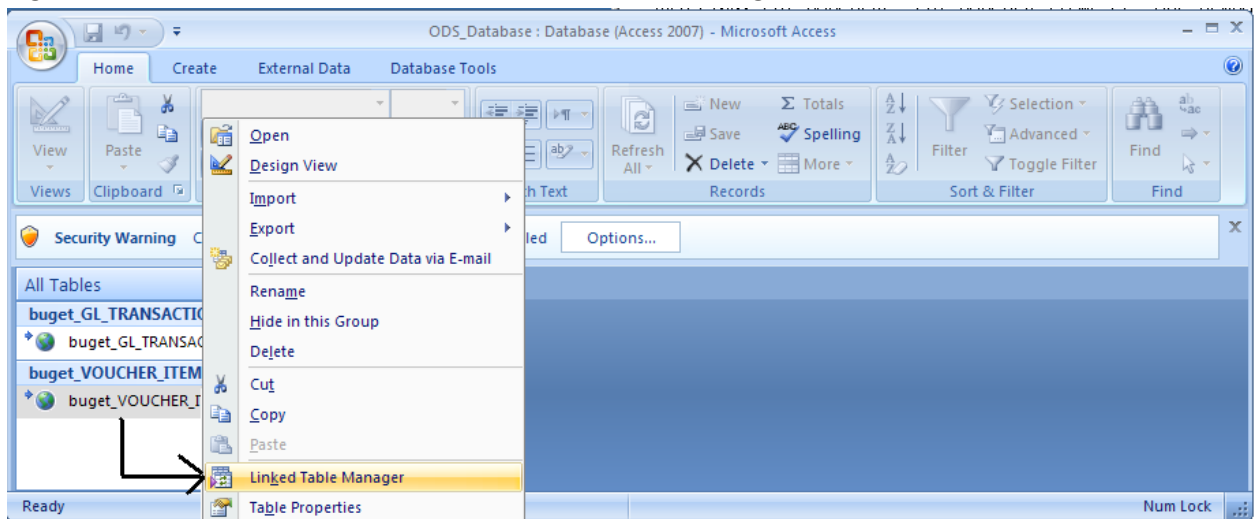


- g) The linked tables are available for Access use, and they refresh every time that they are opened or queried.

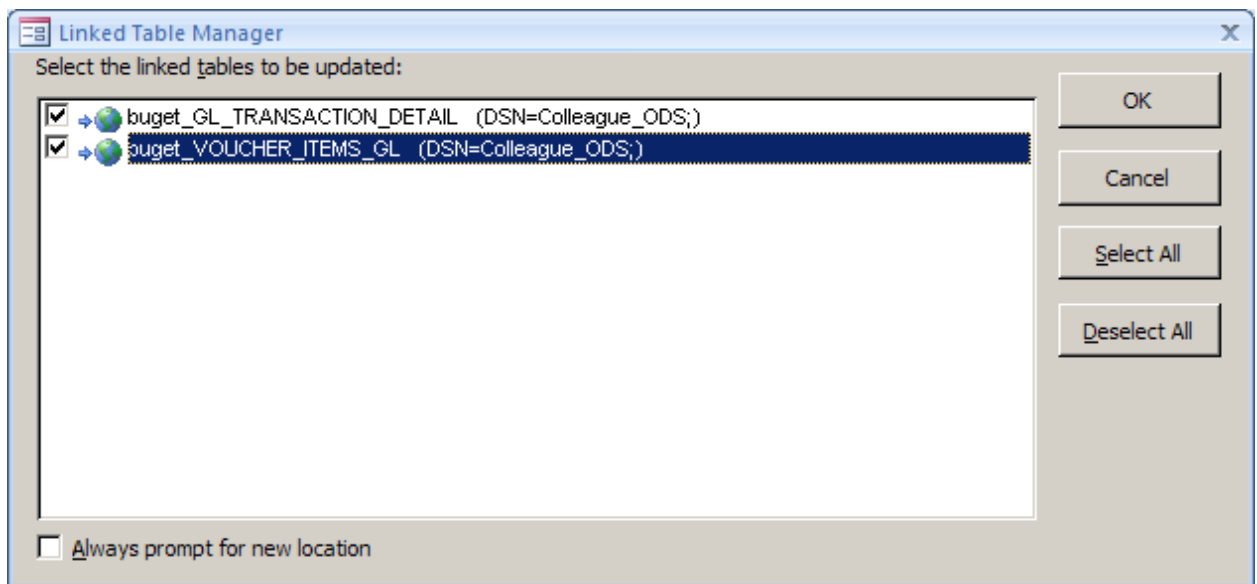


- h) EXCEPT... when a base table has been modified or the system decides to make things difficult. Then it is necessary to refresh the links.

[right click] on one of the tables and select “Linked Table Manager”.



- i) In the Linked Table Manager window select the tables to be updated (usually all of them) and then click “OK”.



After you are informed that the update is complete, close the window. Done.
There is a similar function for older versions of Access.