

Subject: HOW TO ADD AN ODBC DATA SOURCE TO YOUR PC

An ODBC data source is what tells your computer about a SQL server database. It tells your PC what you will call that database, which of our multiple SQL servers it lives on, what the name of the database is on that server and what security credentials you will use to connect to the server.

You need to define an ODBC Data Source for a SQL database in order to be able to query it with Access or Excel.

Once you have defined an ODBC Data Source for a particular database, it is remembered until your computer is replaced and can be used by any Access database or Excel spreadsheet you run from that computer.

This document is written to describe how to setup an ODBC Data Source to reach to the following database: AirFacilities, DamPermits, FacilitiesFinancialManagement (AKA Unified PTS), ENB, Focus On Floods, GroundWaterInterference, IronPIG, PublicRecordTracking, Rolodex, StreamAlts, WellDrillerReports (the Well Driller Reports area within the WS Inventory), WWInventory, WWRegionalTracking.

You can use this technique with other databases, but there may be differences in the details. You should contact the IT person managing a different database to learn if anything should be different.

The ODBC Data Source Administrator is the program that allows you add, remove and configure ODBC Data Sources on your PC.

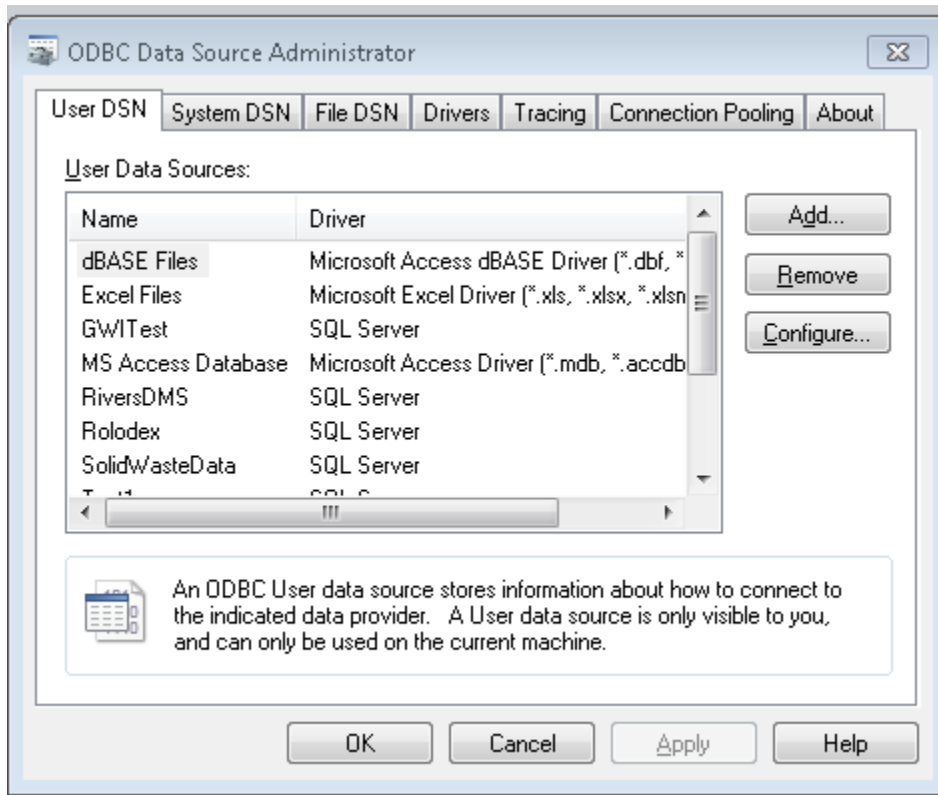
To reach that, you need to Click on the Start Button and select the Control Panel icon.

If on a Windows 7 PC, you may then click on System and Security.

Next, you click on Administrative Tools.

Within the Administrative Tools, you click on Data Sources (ODBC).

This is what the window looks like



The User DSN tab is the one to use.

You can see from this display that I am configured to query against dBase Files, Excel files, the RiversDMS database, Rolodex and SolidWaste database among others.

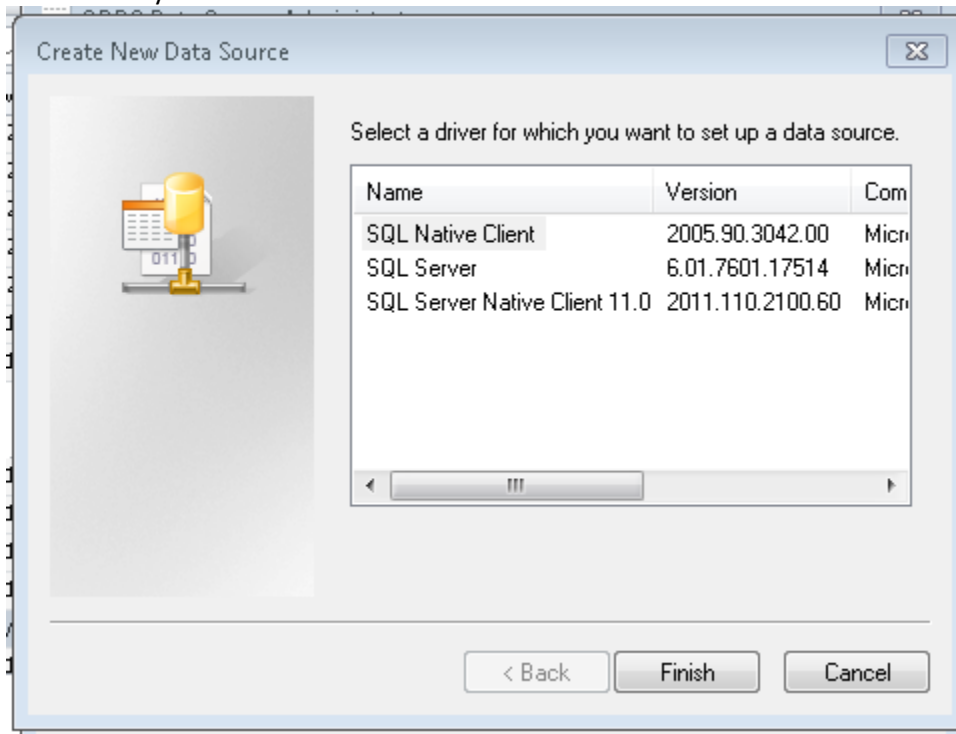
To add a new Data Source, you press the ADD button at the top right of the window.

You can remove an existing Data Source by high-lighting it and pressing the REMOVE button.

You can edit an existing Data Source by high-lighting it and pressing the CONFIGURE button.

Since we want to add a new Data Source press the ADD button

This is what you will see



Here I need to select the driver to use to make the connection. I believe any of the 3 entries here would work, but I would use the SQL Server Native Client 11.0 entry as the Date on it is the most recent (you can see the Date column if you scroll to the right in the above window).

High-light the driver you want and press the FINISH button.

This window will appear.

Create a New Data Source to SQL Server

This wizard will help you create an ODBC data source that you can use to connect to SQL Server.

What name do you want to use to refer to the data source?

Name:

How do you want to describe the data source?

Description:

Which SQL Server do you want to connect to?

Server:

Finish Next > Cancel Help

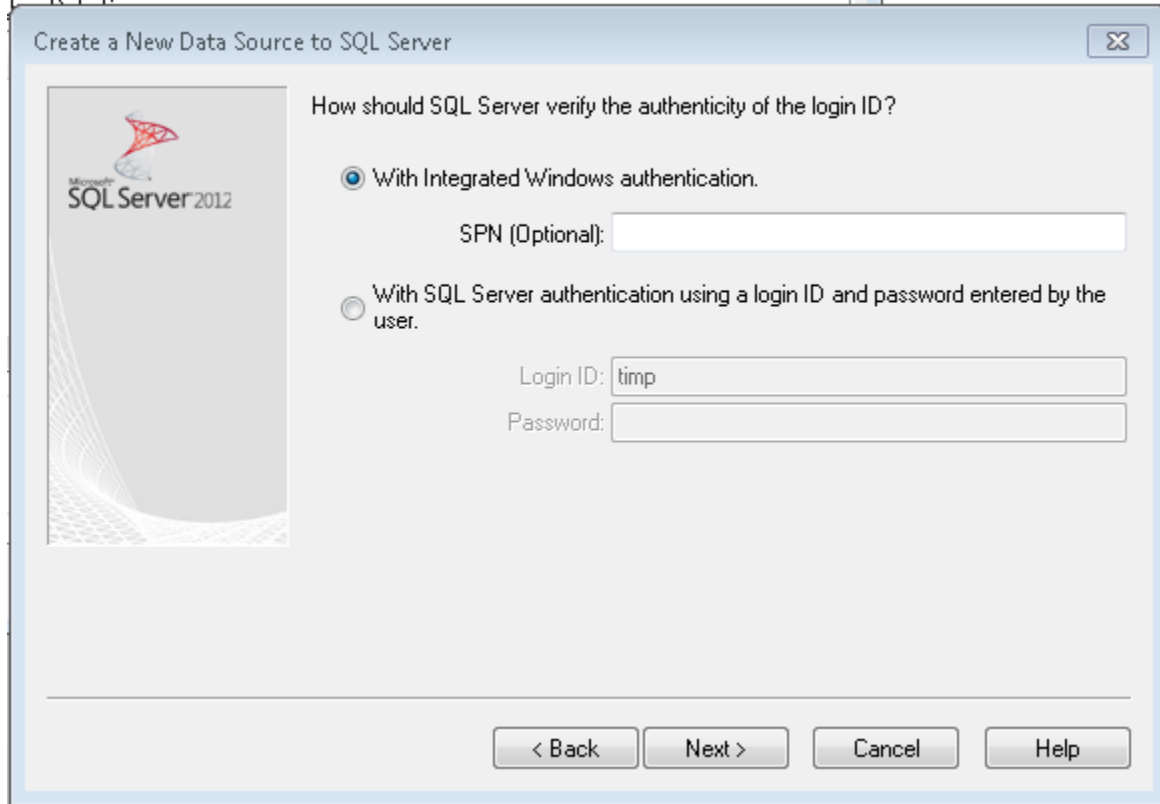
In the 1st field (Name), you need to enter the name of the Data Source you are creating. You can call the data source anything you want, but I tend to use the "common" name of a database (Rolodex, WAARF, WWRegional...). The name should be something obvious to you as it will be how you will select the Data Source in the future.

In the 2nd field (Description), you can enter a brief Description for the Data Source. You will see this field also when you are selecting a Data Source in the future. I might use this field by entering a Name of WWInv and a Description of Waste Water Inventory.

In the 3rd field (Server), you need to provide the name of the database server managing your database. All our active databases are on a server named anrgdb, so that is what you should enter here (the name anrgdb might not be in the drop-down list. simply type it into the field and it will be in the dropdown if you make a 2nd Data Source)

When your 3 fields are filled in, press the NEXT button.

This is the window you will see.

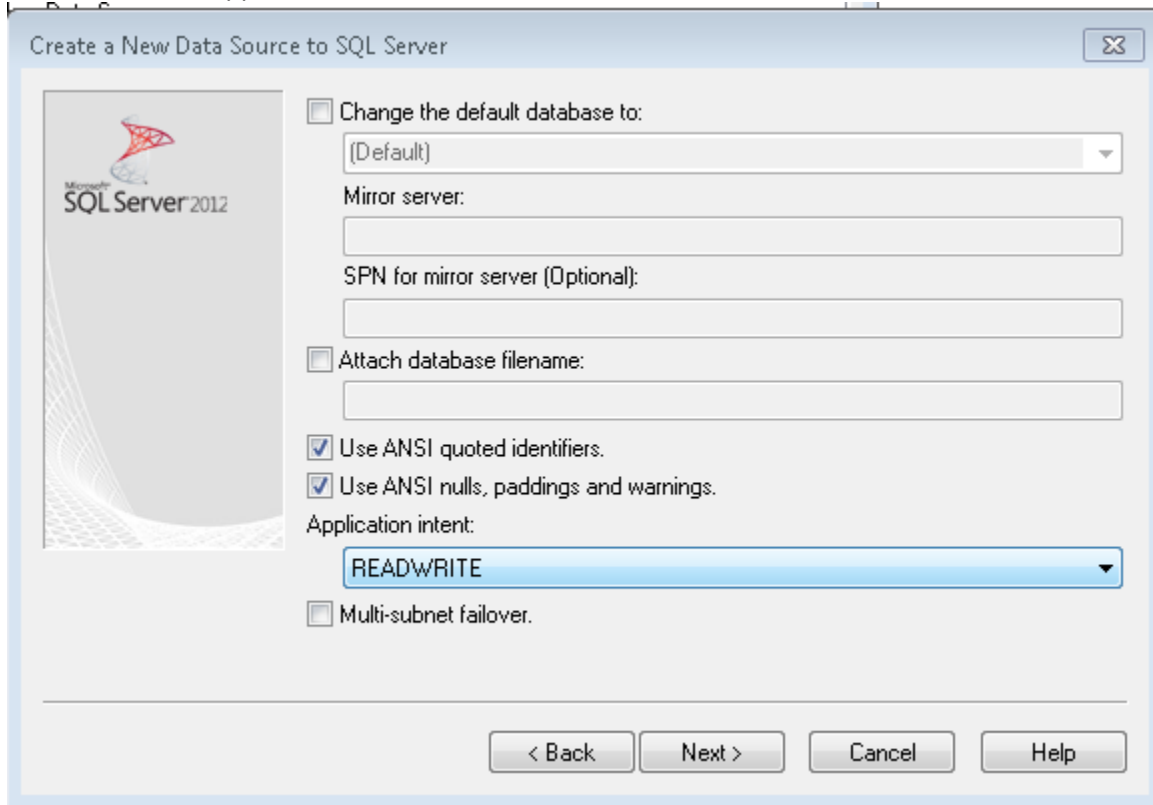


This window is asking what security credentials you will use when connecting to the SQL server.

All of my databases are setup to provide read-only connections to anyone with a valid network login to our network. So, leave the default With Integrated Windows authentication option selected. With that, our network server will tell the SQL server who you are and nothing further needs to be done.

Press the NEXT button.

This window will appear

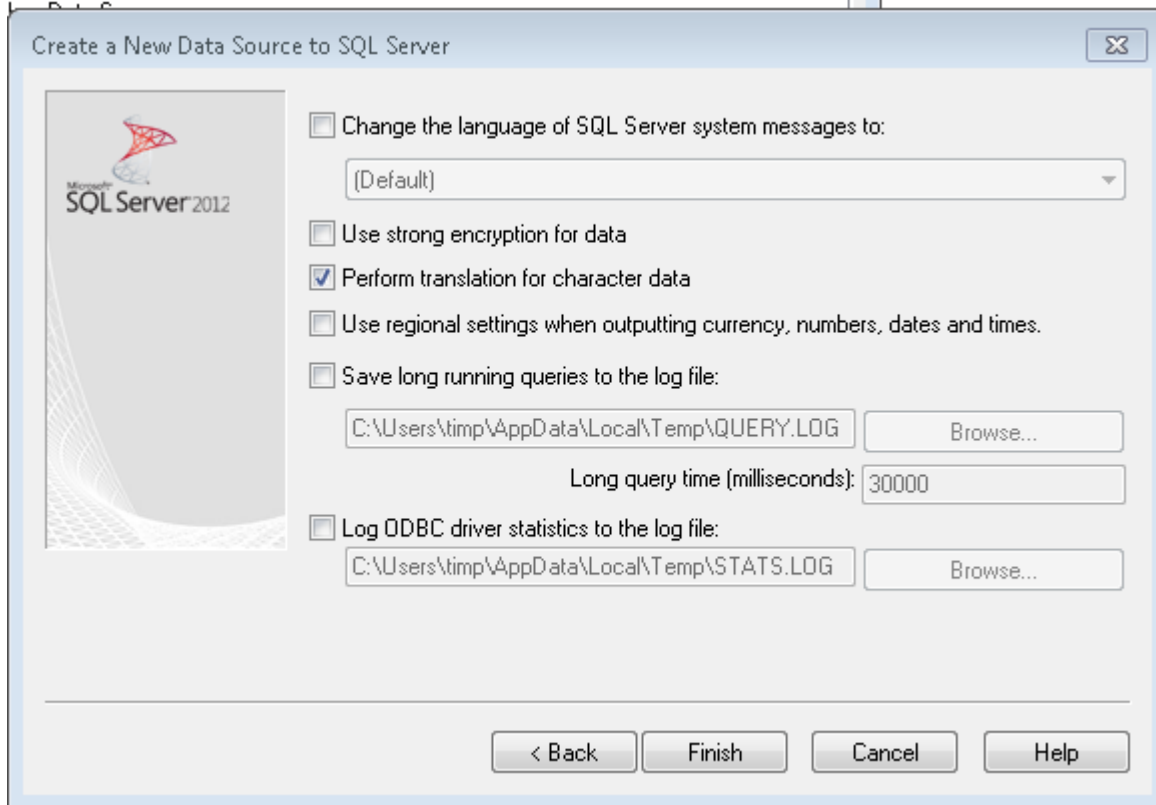


On this window, check the CHANGE THE DEFAULT DATABASE TO checkbox. That will make the dropdown list below it active. Pull down on the dropdown list and find the database you want to connect to when you reference this ODBC Data Source.

You should see all the databases you are authorized to access based upon your network permissions. IF you don't see a database you want to query (and it is in the list of databases I manage above), you need to let me know that there is an error and I will get your permissions working. If you need access to a database not on my list, you will need to figure out who controls that database and coordinate permissions with them.

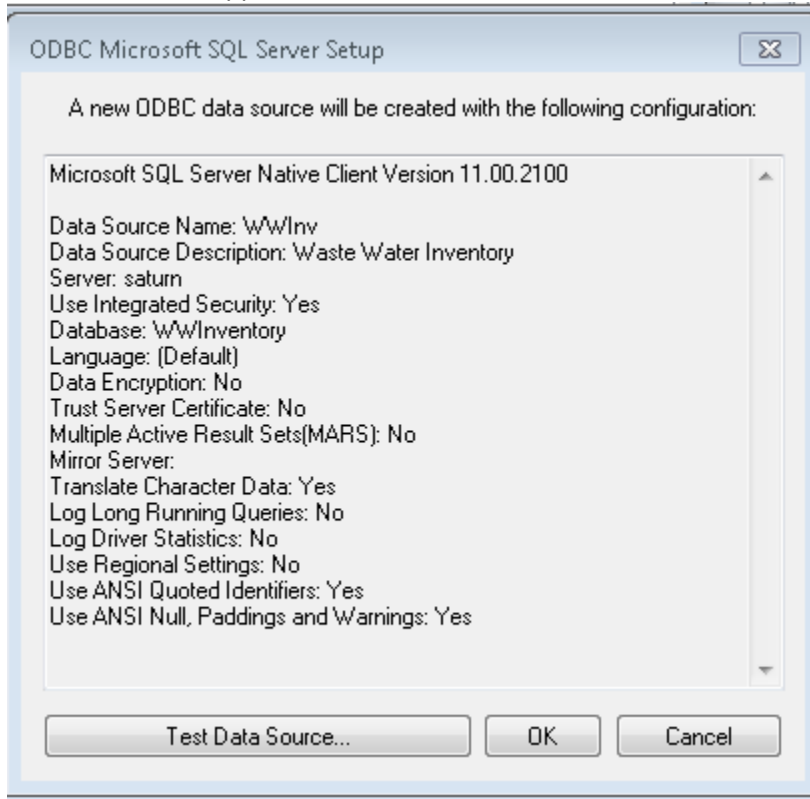
Press the NEXT button

This window will appear



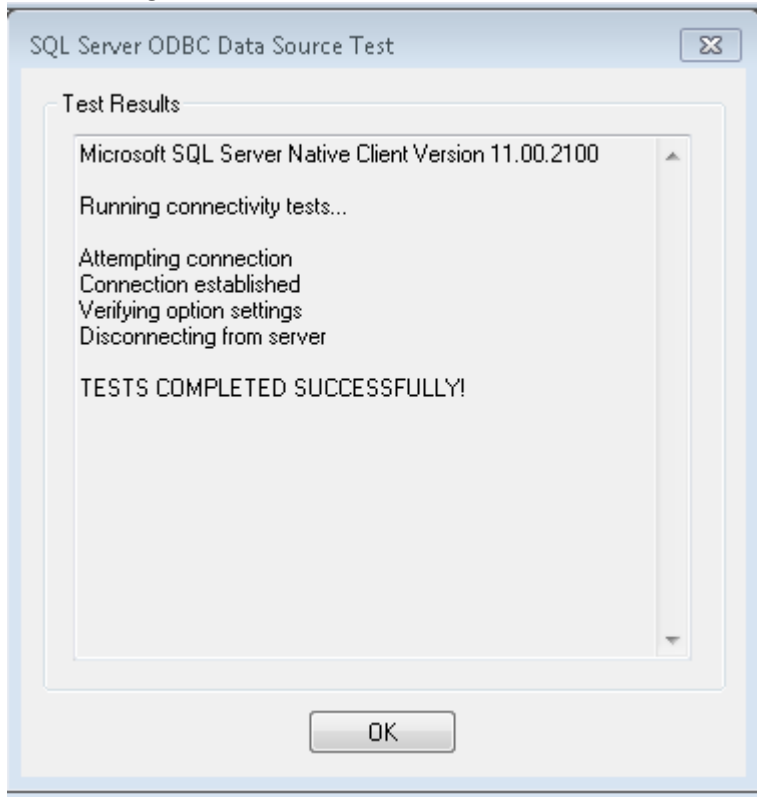
The values on this window are all OK as is. Just press the FINISH button.

This window will appear.



I would suggest pressing the TEST DATA SOURCE button to make sure everything is configured OK.

You should get this window



Press the OK button to clear this window.

On the ODBC Microsoft SQL Server Setup window, press the OK button.

The ODBC Data Source Administrator window should reappear. If you scroll around, you should find the new Data Source you've created sitting ready for you to use.

If you want to create Data Sources for other databases, you can press ADD and follow through with the process above for a different database.

If you are finished creating Data Sources, you can press the OK button and close the window.

End