

**Subject:** HOW TO EDIT THE SQL SERVER POINTED TO BY AN ODBC DATA SOURCE ON 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.

Sometimes a database gets moved between SQL servers. This document shows how to edit an existing ODBC Data Source to correctly point to a different server.

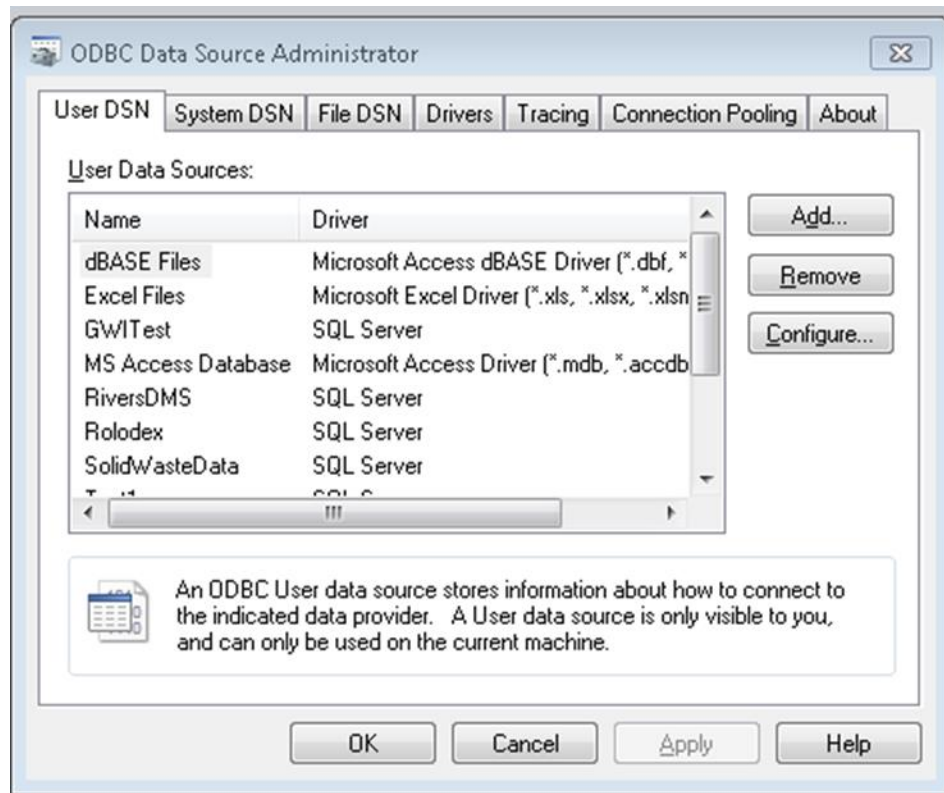
The ODBC Data Source Administrator is the program that allows you add, remove and configure ODBC Data Sources on your PC.

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

Within the Control Panel window, you click on Administrative Tools.

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

This is what the window looks like

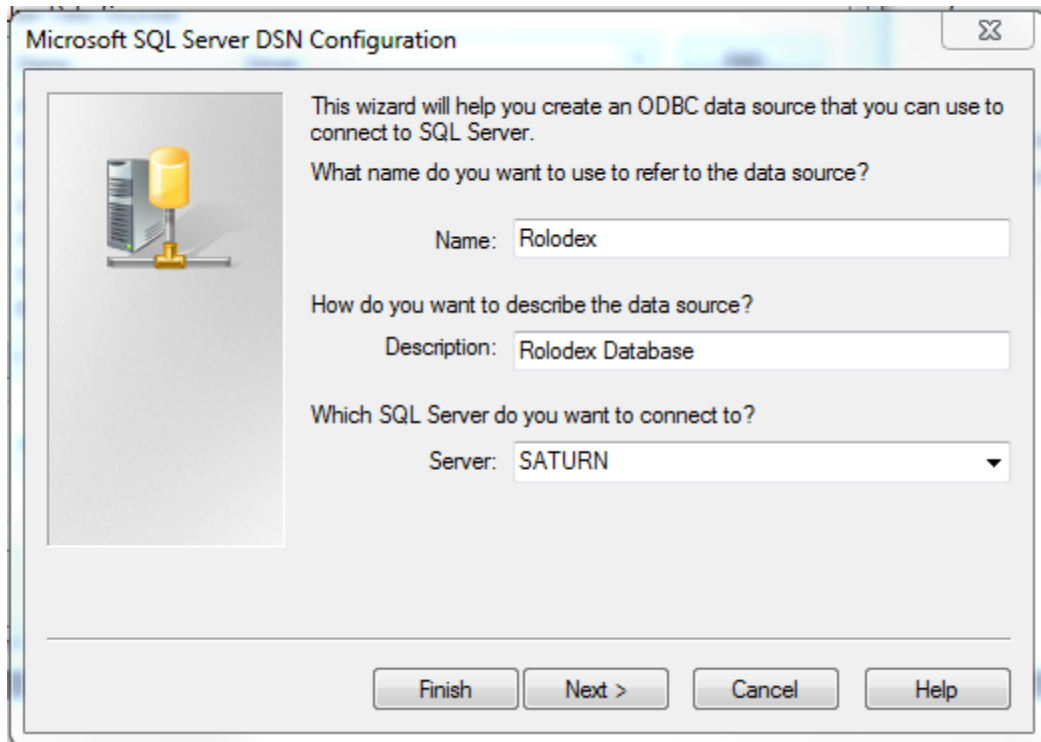


The User DSN tab is the one to use.

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 edit a Data Source, you high-light it with your mouse and press the CONFIGURE button.

This is what you will see.



In this case, the Rolodex data source is pointed to the database on the SATURN server .

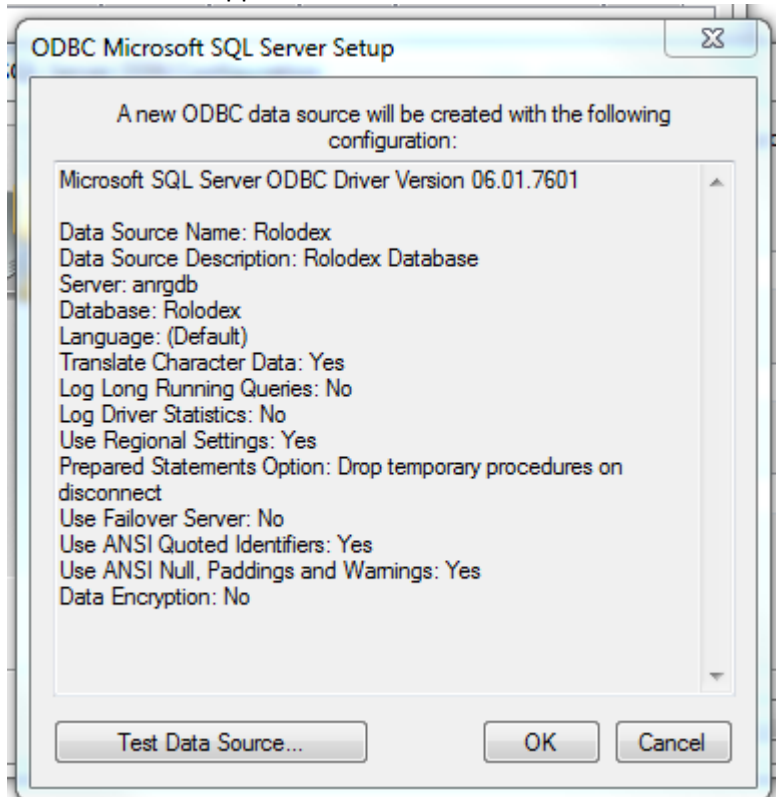
To change the name of the sql server being used, simply type the name of the “new” server in the Which Server Do You Want To Connect To? field and press the FINISH button.

NOTE: as of this edit (2014-10-13), the SATURN server is just about retired. The current active SQL server is named anrgdb, so this is the name of the server you want to connect to.

Our "other" sql server is the testing server which is named testsql.

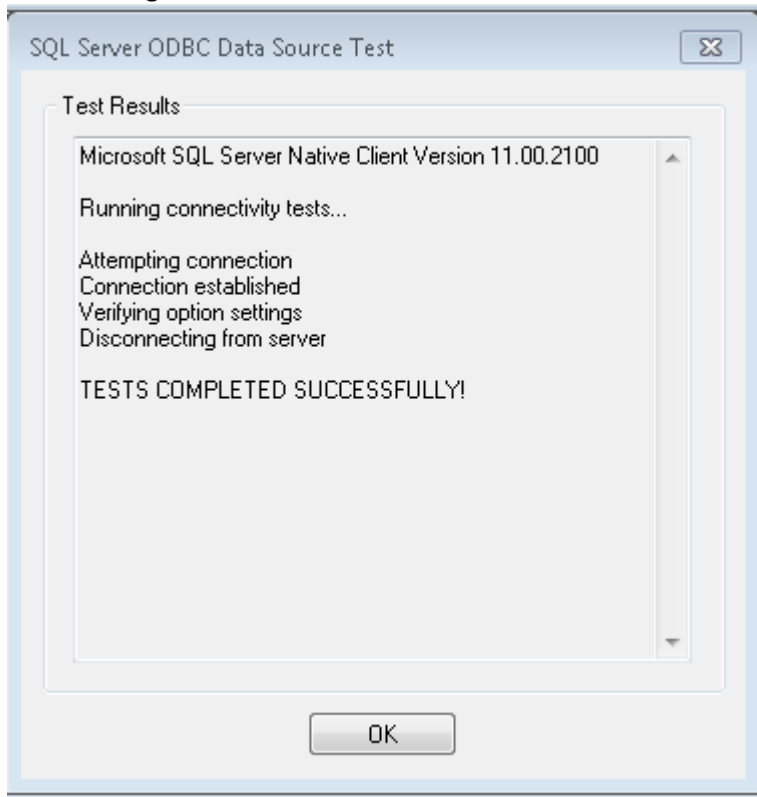
WARNING: the data on our testing server is old, erratically refreshed and subject to destruction without any advance notice.

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.

The ODBC Data Source Administrator window should reappear.

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

End