

SUBJECT: How To Update the Linked Tables From Access To SQL

2019-04-12

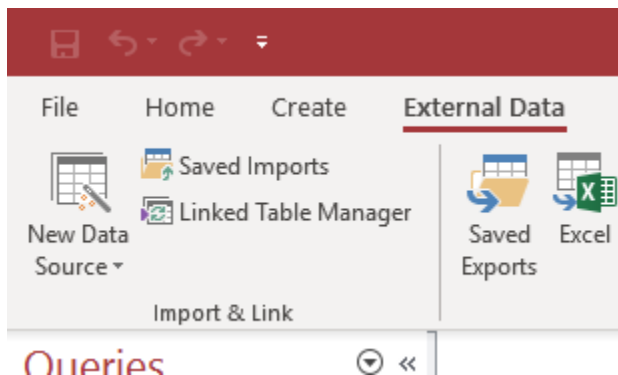
NOTE: This document is customized for MS-Access as delivered by the Office 365 licenses that all State of Vermont employees now have.

MS-Access has a technique called a Linked Table. This appears to be a normal table in your access file, but in reality, it is a linkage to a table on our SQL server. This technique is very useful because you will see data-entry/changes in real-time and the data is safely stored on the SQL server.

The technique has an issue in that the definition of the Linked Table must match the definition of the table on the SQL Server. If a database administrator adds or deletes fields or resizes or renames a field on the SQL side, the Linked Table definition in your Access file is incorrect...so you will get an error if you try to view the data in that table.

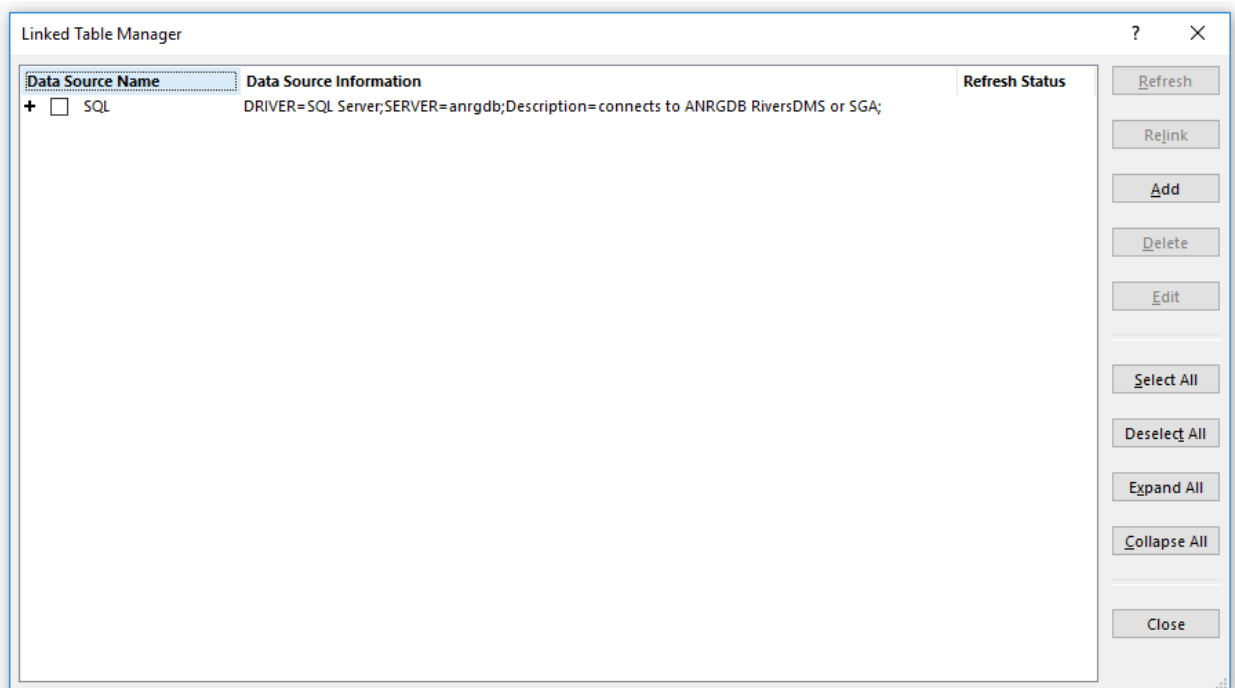
Fortunately, updating existing Linked Tables to match what is actually on the SQL server is very easy.

In MS-Access, click on External Data at the top. This window should appear



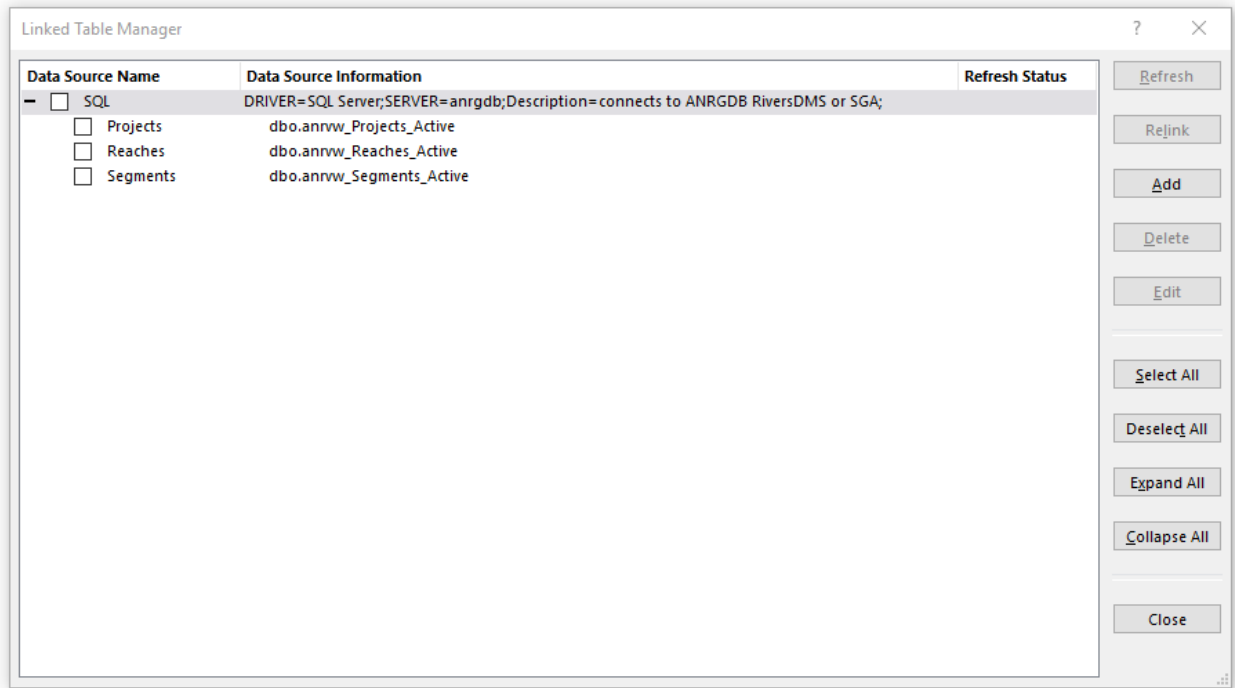
Click on Linked Table Manager.

This window should appear.



Click on the + sign in front of the little square box with your mouse.

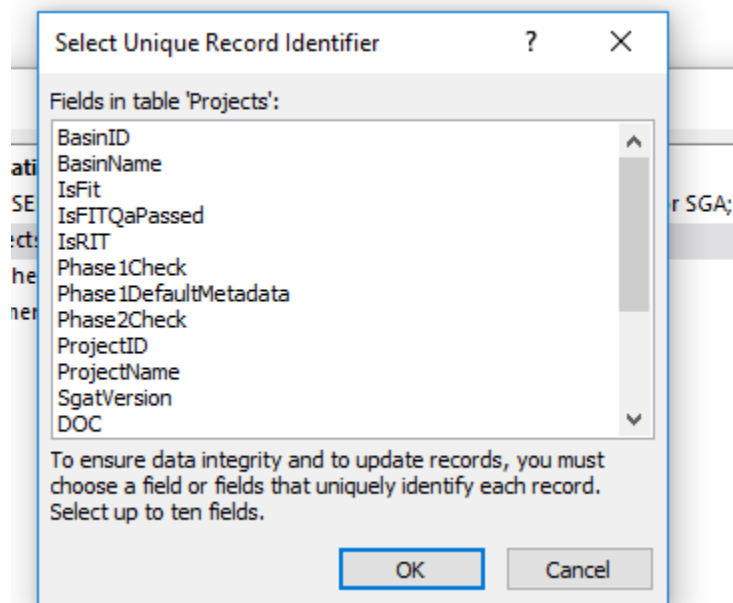
A window like this should appear to show the tables/views on SQL that are linked to this Access file



You can use the checkboxes to the left of the table names to select specific tables to update the links for...or you can use the SELECT ALL button to check all the checkboxes at once.

When you have selected the linked tables you want to refresh, press the REFRESH Button.

You will get a window like this for each linked table you are refreshing.



You need to select the identity field for the table. Normally, this is a field that has the name of the table plus the phrase ID (so the Facility table will have a FacilityID field, Permits will have PermitsID). Select the correct field in the list and press the OK button.

When you have handled all the Select Unique Record Identifier windows that appear, you should be set. Just click CLOSE on the Linked Table Manager window and you should be ready to work again on your queries/reports.