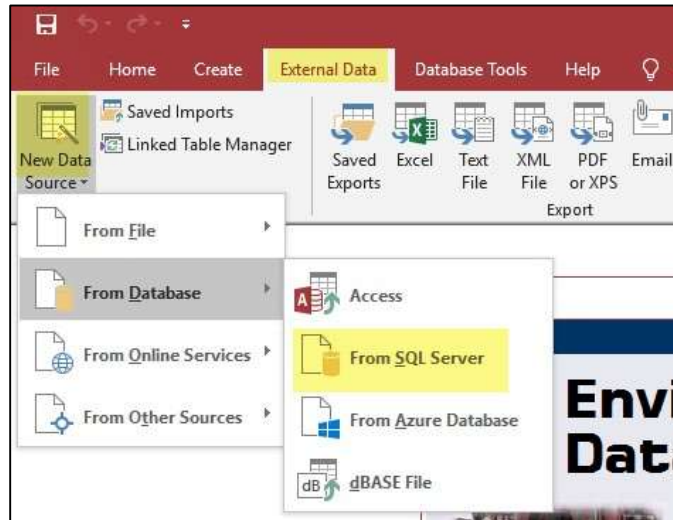


Creating an ODBC Data Source to SQL Server

As mentioned at the top of this document, creating an ODBC Data Source **may** require Microsoft SQL Server Management Studio (SSMS) to be installed if you do not know the server or database name.

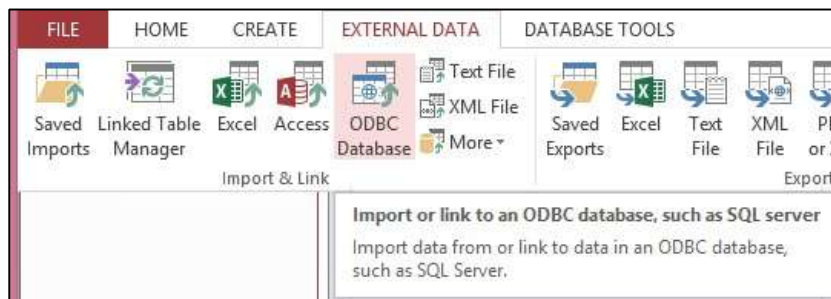
1. Open the Enviro Data **EDITOR** from the desktop shortcut.
2. In Access 2016-2019 including Office 365 versions, go to *External Data* → *New Data Source* → *From Database* and then *from SQL Server*.



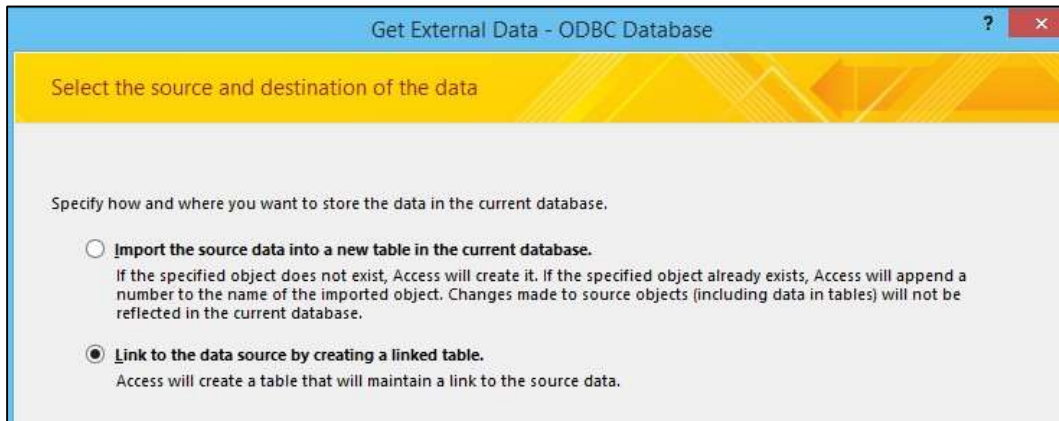
Note if you are using an Azure SQL, you should choose *From Azure Database*.

In earlier versions of Access, on the menu you had to go to *External Data* and select *ODBC database*.

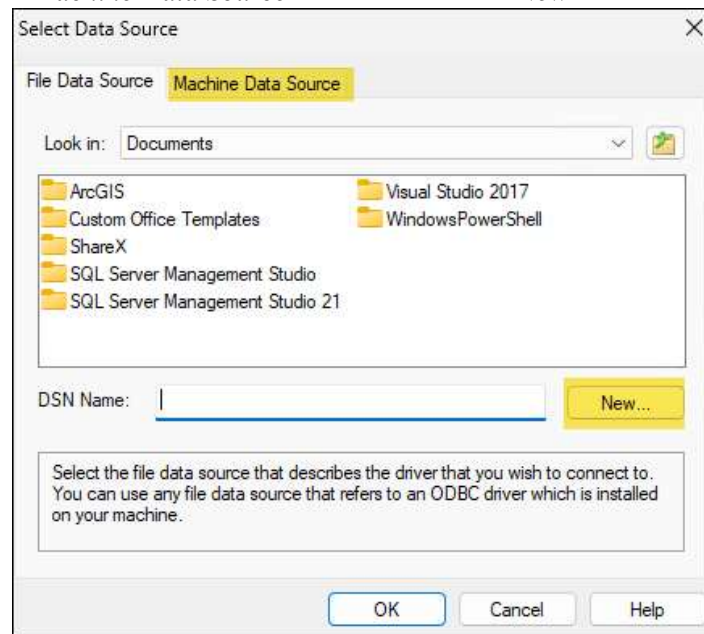
You might need to click *More* to display the ODBC option on the list.



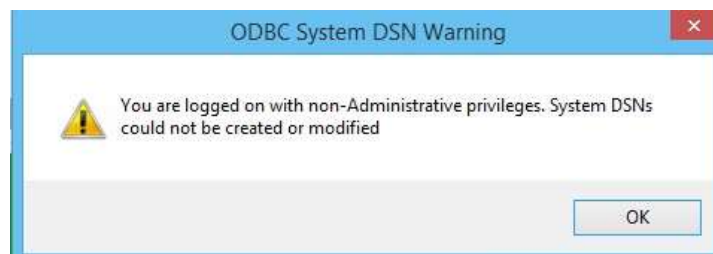
3. Select the *Link to the data source* option and then click *OK*.



4. Note that you may only have a few entries in this form.
5. Now go to the *Machine Data Source* Tab and then click *New*.



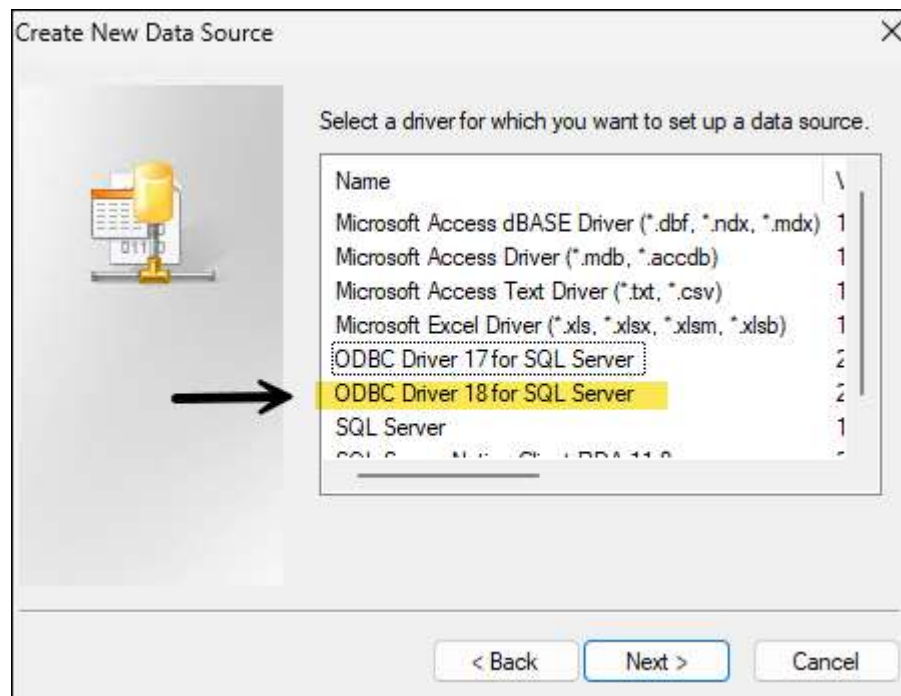
6. Click *OK* if this message appears.



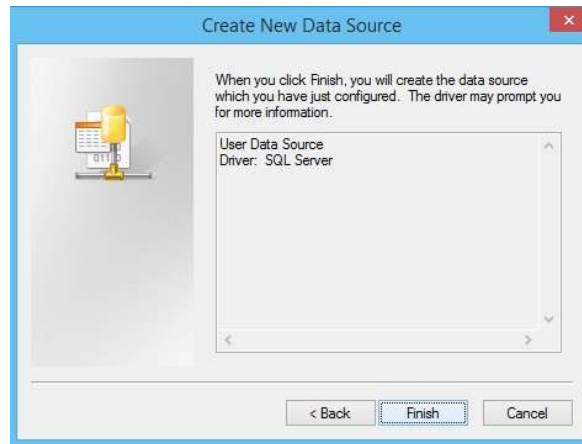
7. Select *User Data Source* and then click *Next*.



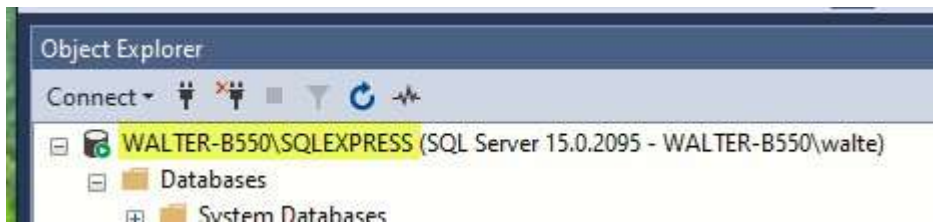
8. In this next screen you may need to install the current ODBC SQL Driver for your system if it is not available on your computer. As of this date, the current one is Driver 18. The driver can be downloaded from Microsoft. You also might need an older or newer version of this driver depending on your version of SQL Server. There may also be a different driver for Azure SQL Databases.
9. Select the correct driver for your system and database.
10. Click *Next*.



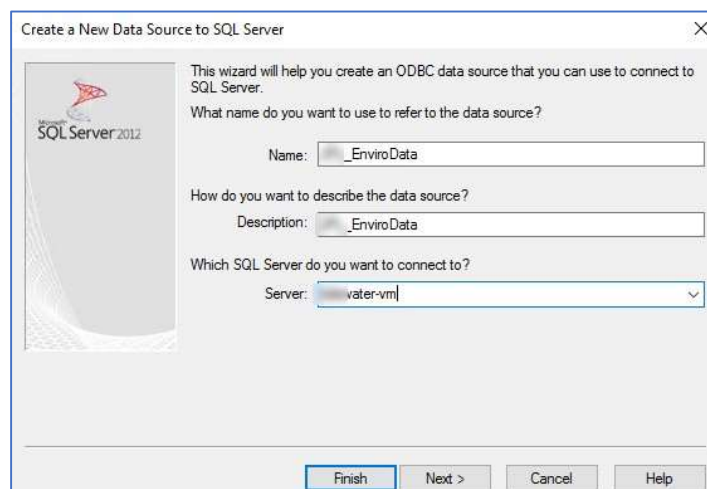
11. Click *Finish*.



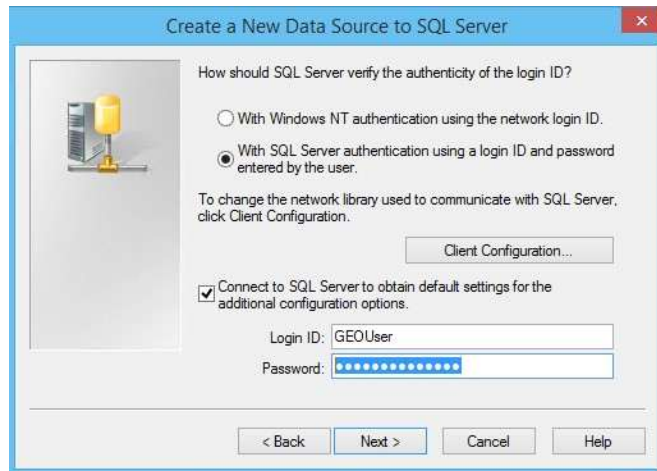
12. Enter a *DSN Name* and *Description*. Select the *Server* or type the server's name in the dropdown. If you do not know the server name, you can get it from SSMS as shown below.



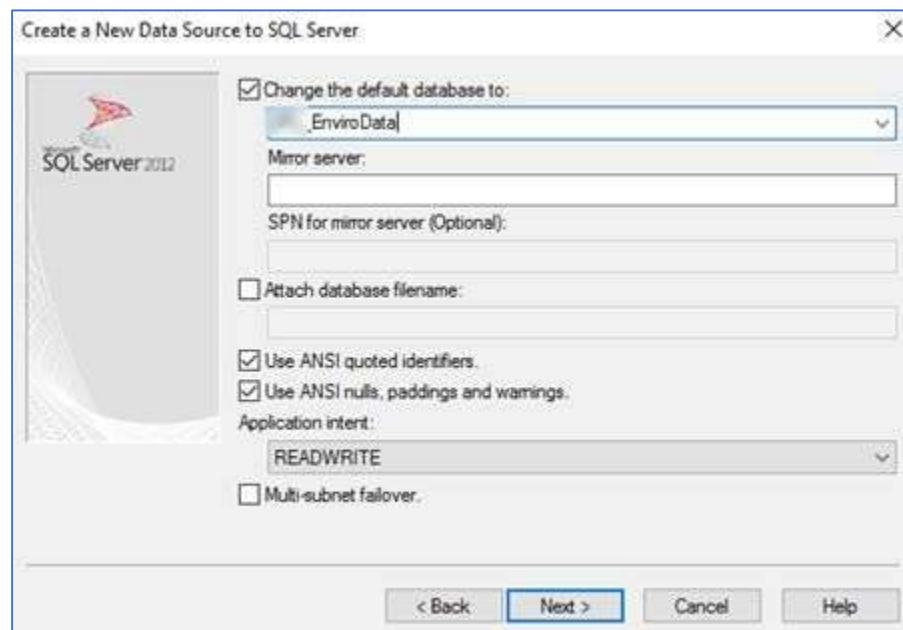
- 13.
14. Click *Next*.



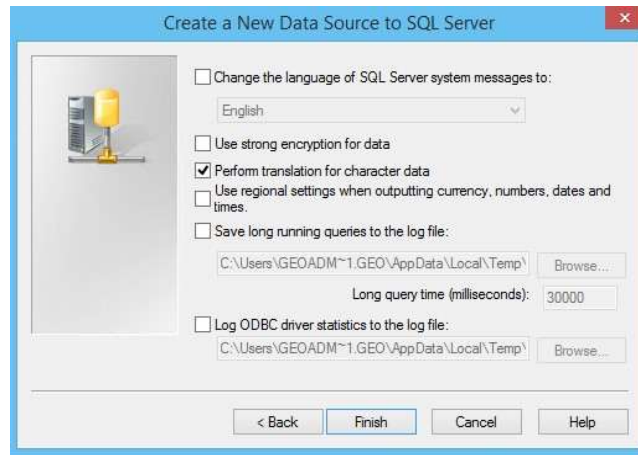
15. Select the "SQL Server Authentication" login option, enter the *Login ID* and *Password*. If you are using Integrated Windows authentication, you do not have to add anything. Click *Next*.



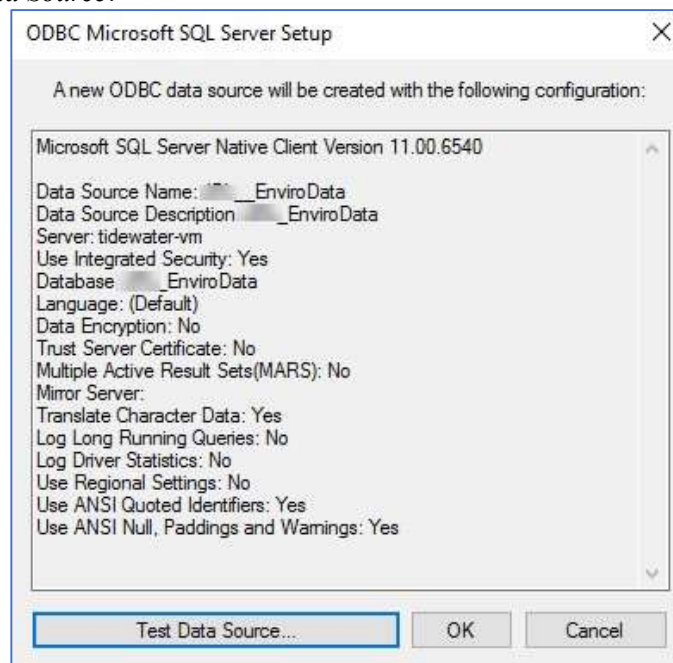
16. Check the *Change the default database to* checkbox. Select the Enviro Data database from the dropdown, and then click *Next*.



17. Click *Finish* without making any changes on this screen.

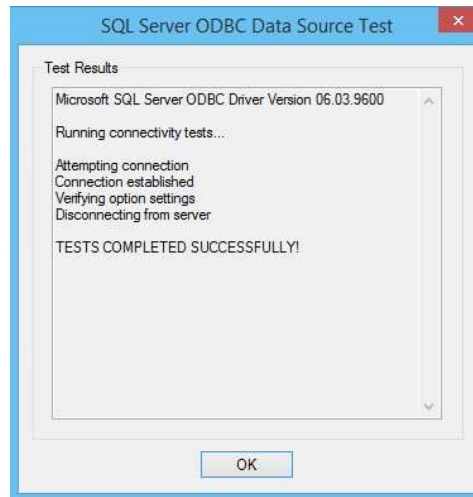


18. Click *Test Data Source*.

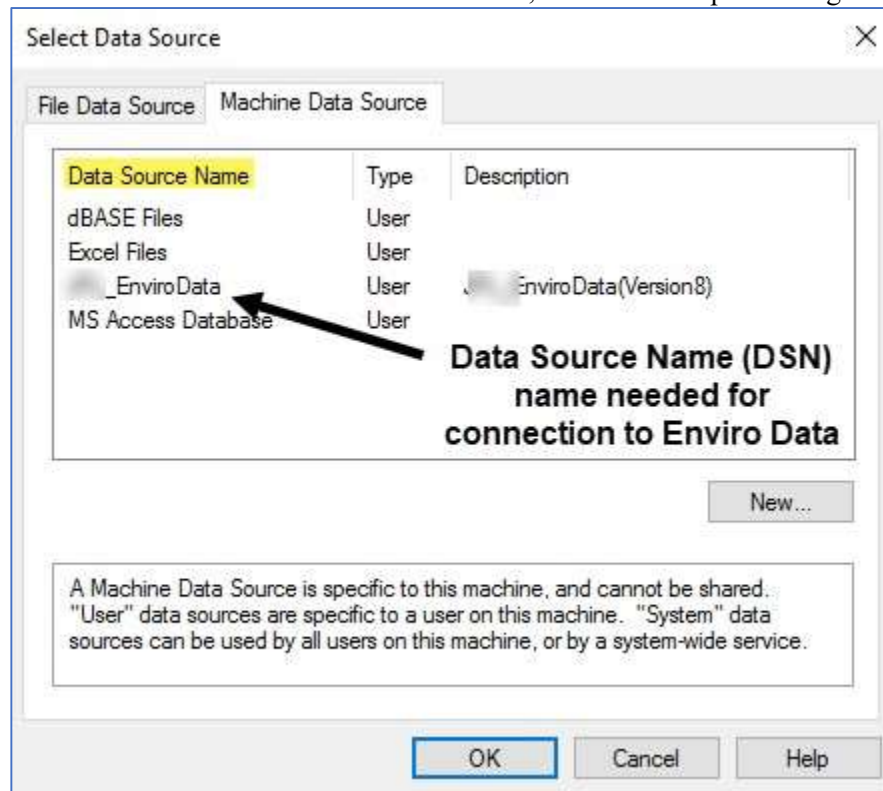


19. Note that the DSN and Database names needed to connect to Enviro Data are also provided on this form.

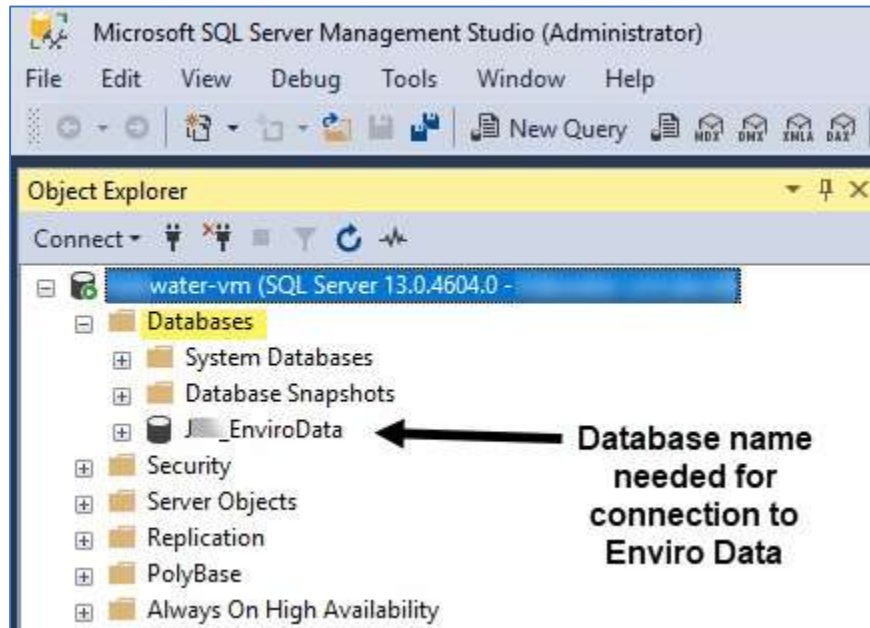
20. If you see the list of tables, ignore them. Click *OK*.



21. Back on the **Select Data Source** screen verify that your new data source is on the list, and then click *Cancel*.
22. If you did not record the DSN and Database name, do this before proceeding.



23. If necessary, you may need to open the SQL Server Management Studio on the Server to see the second form below to get the database name.



24. From the above, write down the *Data Source Name* (DSN) and *Description* (Database) for your database, which will be needed in the next step. NOTE that regardless of what is in the Description field, the Database name should match what actual database name as found in SQL Server Management Studio as seen below.
25. Click OK and move the next step, *Connecting Enviro Data to the Database*.