

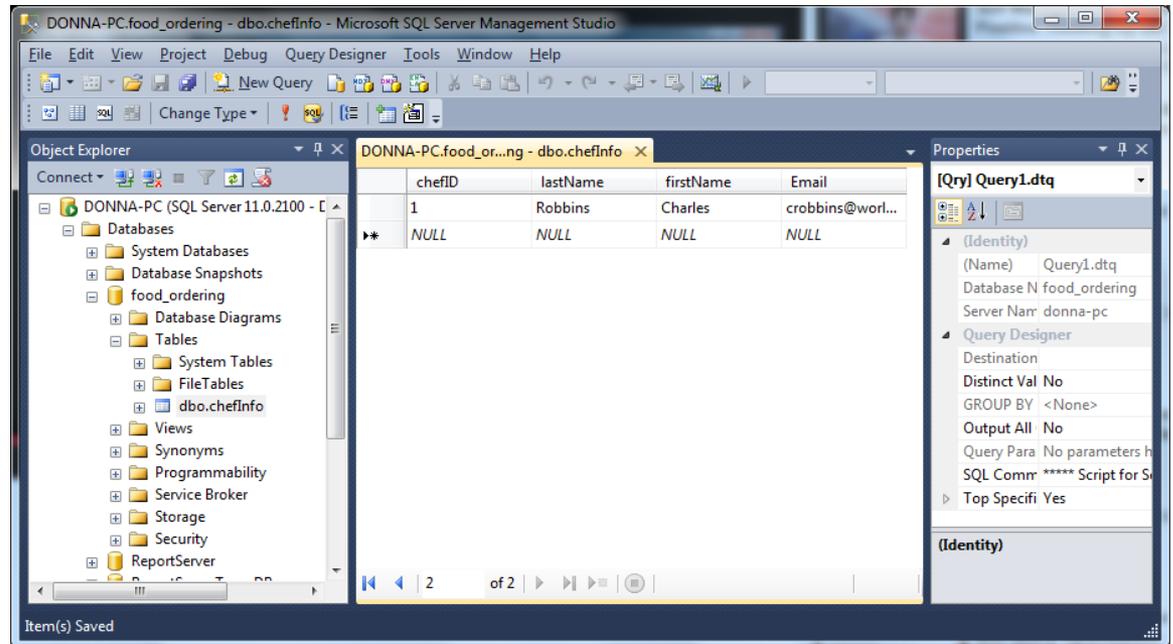
Connect MS Access to SQL Server

October 27, 2013

Open SQL Database

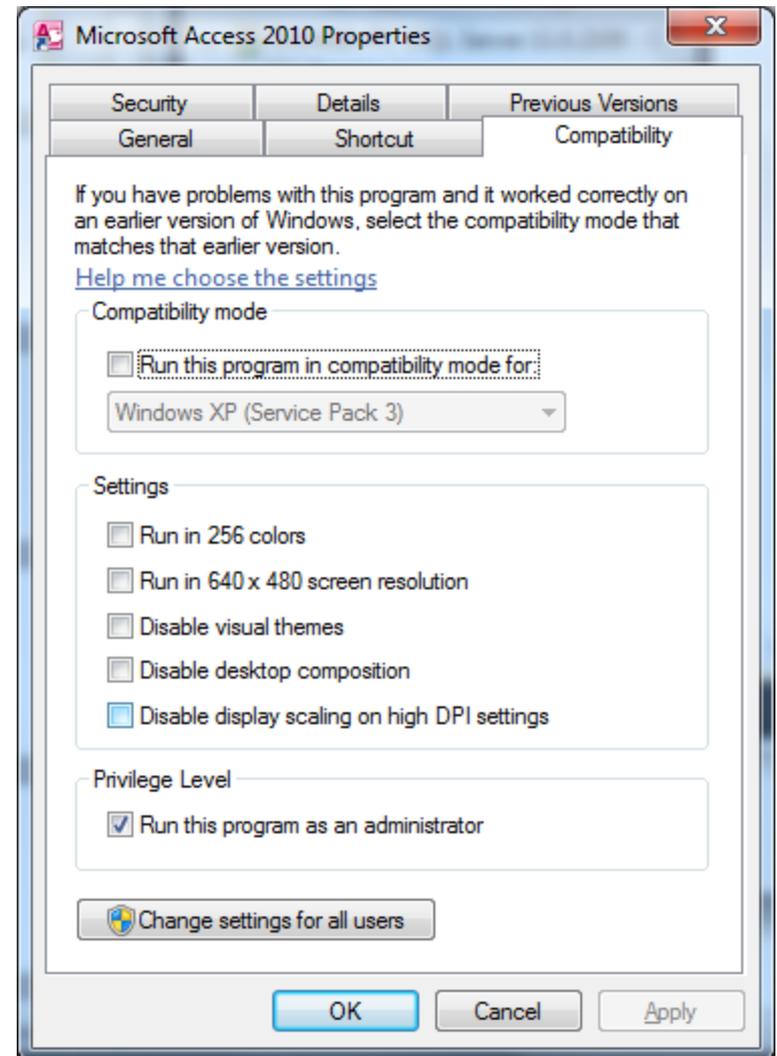
We will open our food ordering database on the SQL server and check the chef information table.

Make sure the chef ID is the primary key otherwise we will not be able to write to the SQL database from the Access front end.



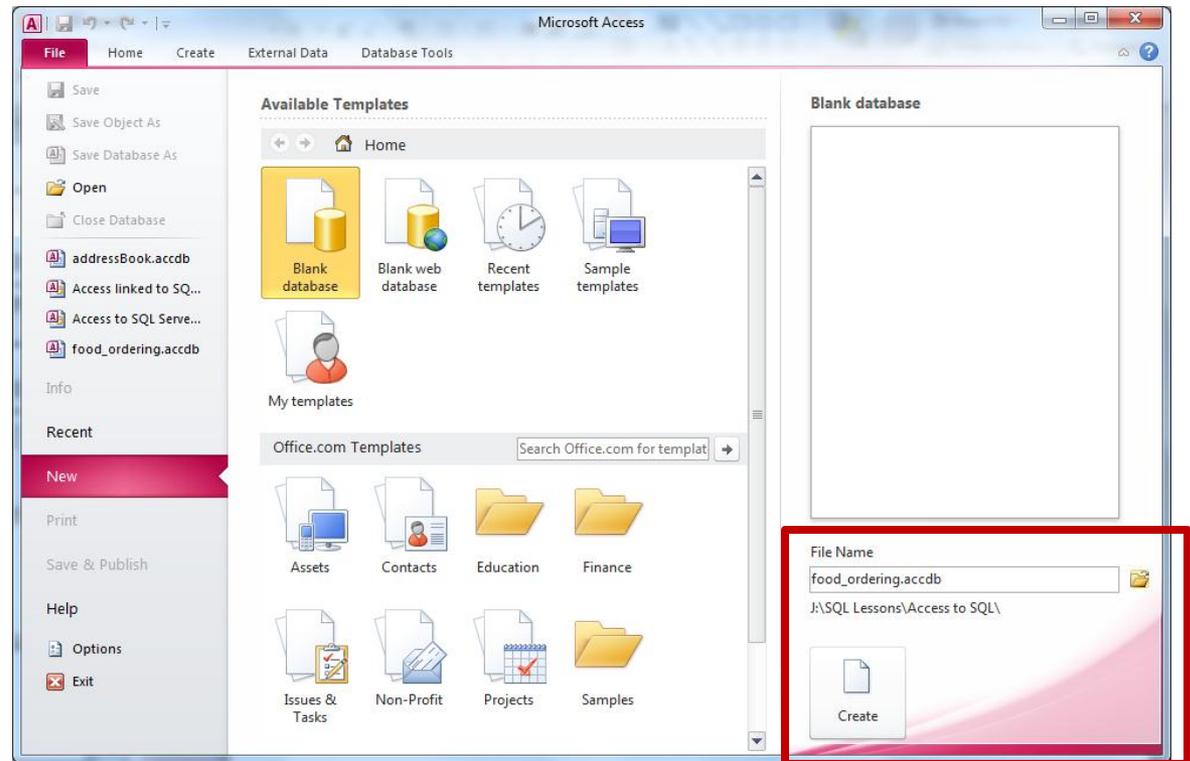
Run as Administrator

We then right click on the MS Access program on the Start menu and we choose Properties. On the Compatibility tab, we annotate the Run this program as an administrator checkbox. We press the OK button and open the program.



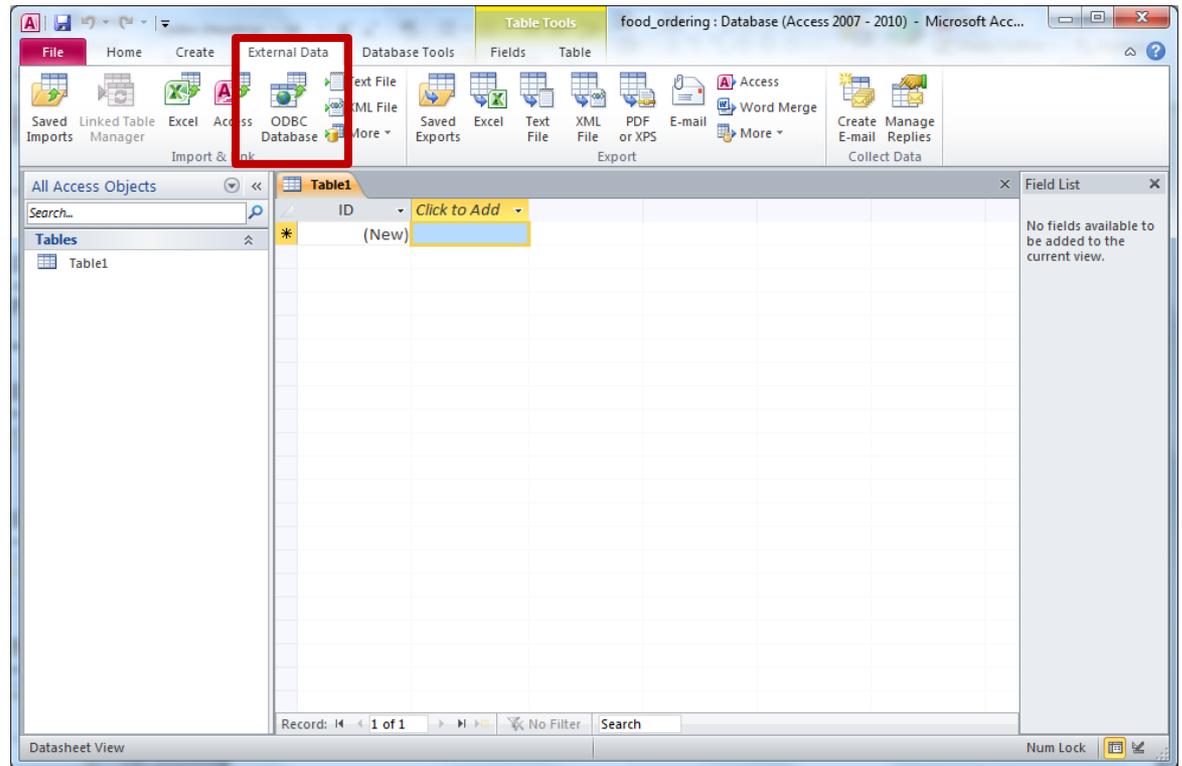
Open a New Database

We select a new database filename and create it.



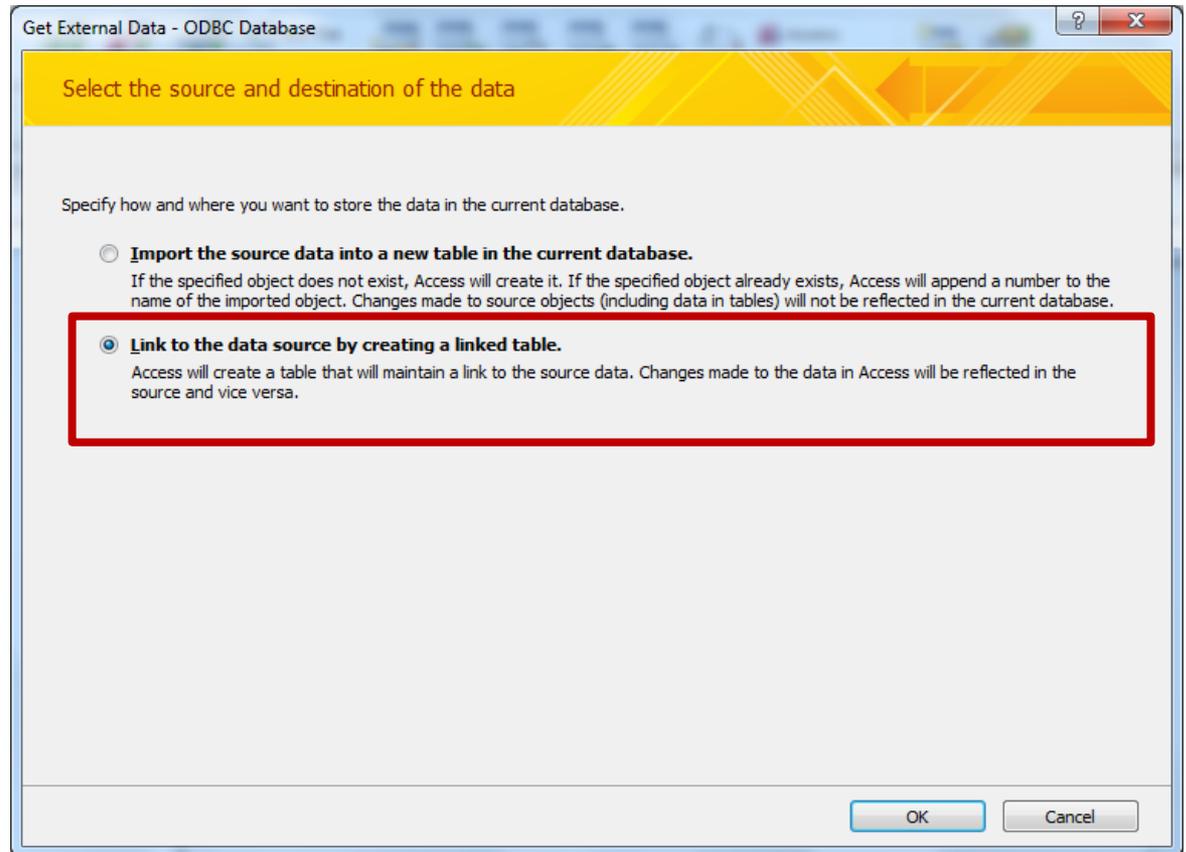
External Data – ODBC Database

We then will select External data on the ribbon menu. We will choose the ODBC Database icon.



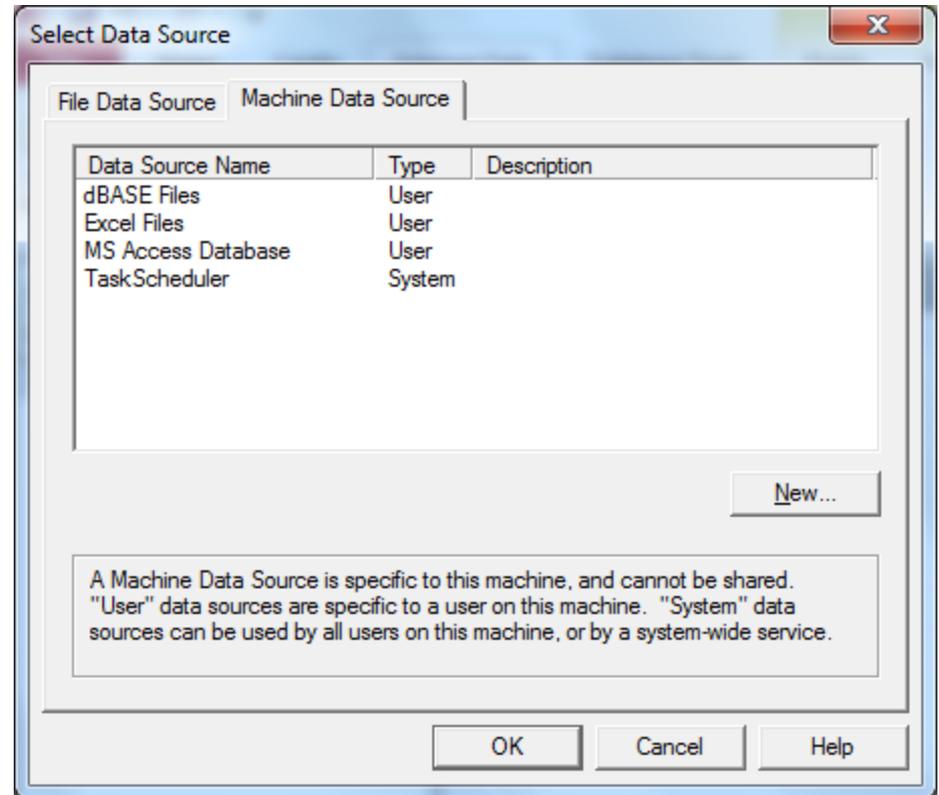
Get External Data

We opt for the link to the data source by creating a linked table.



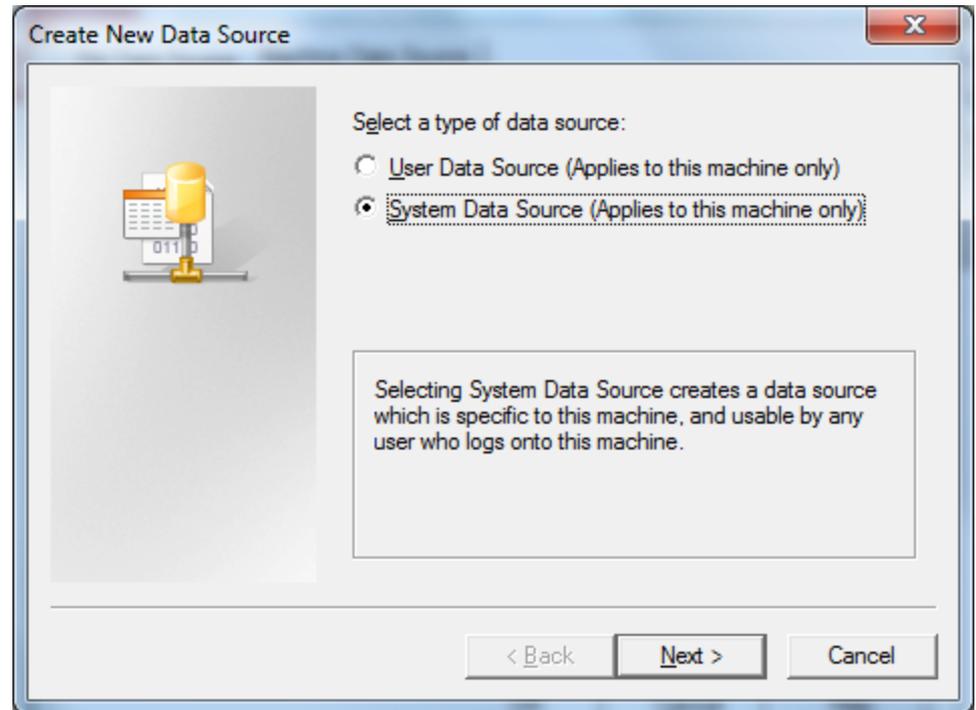
Select Machine Data Source

On the Machine Data Source tab, we will select the New button to locate the database on the SQL server.



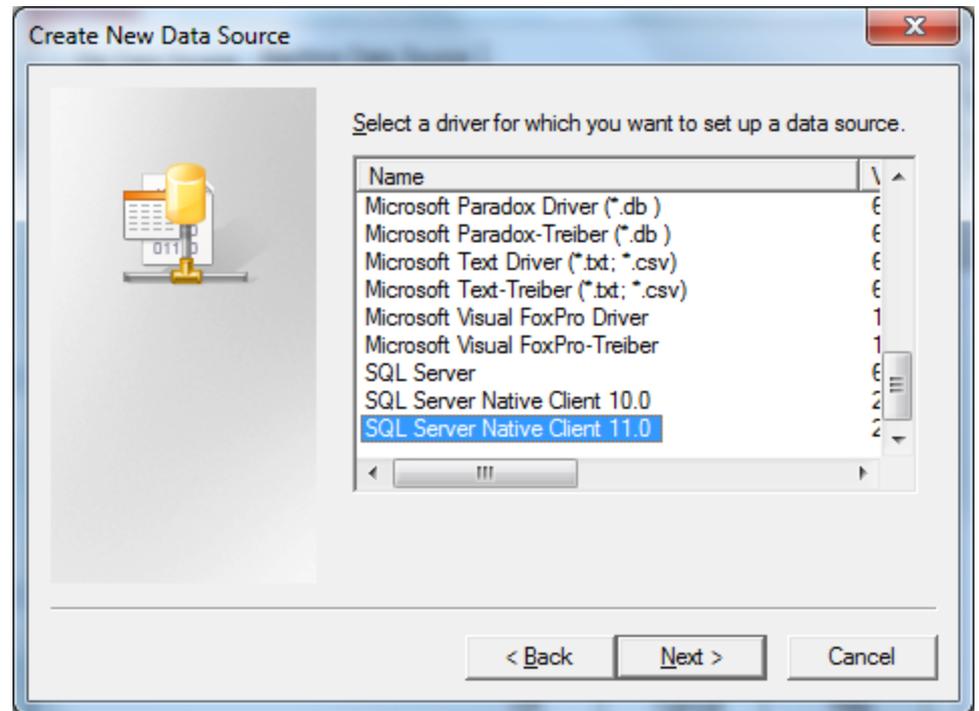
System Data Source

Then we opt for the system data source.



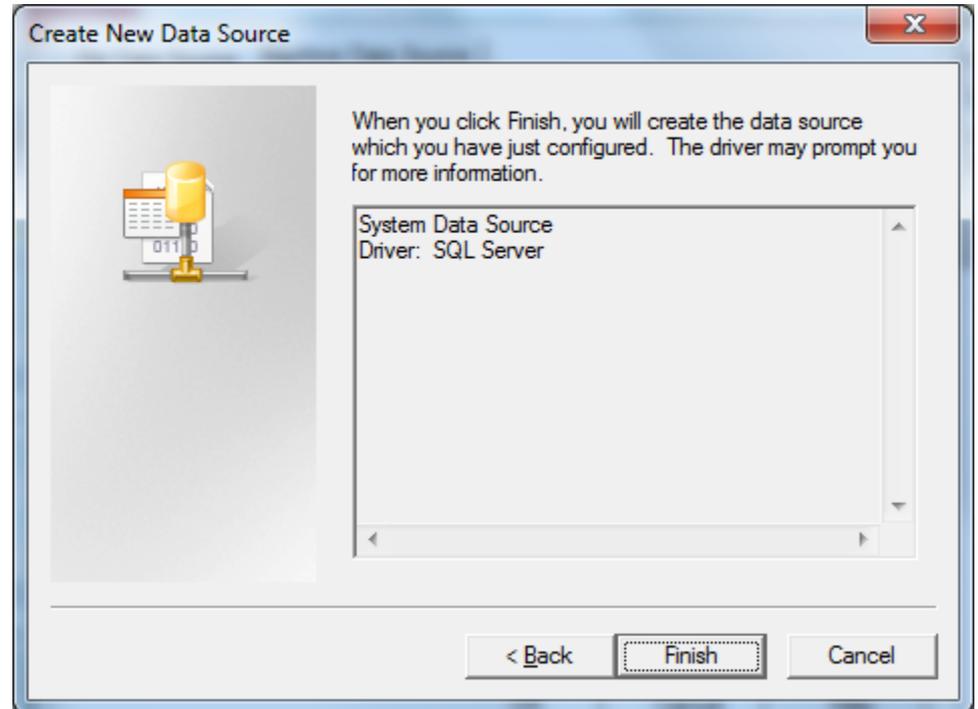
Select the SQL Server

We then select our SQL server driver. We will highlight the SQL Server Native Client 11.0 and press the Next button.



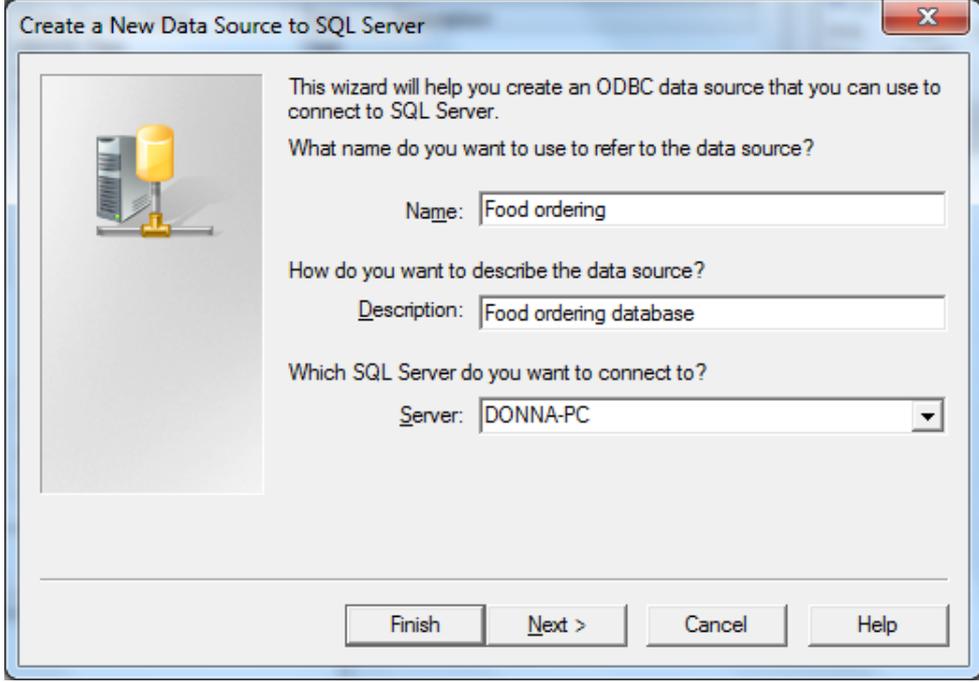
Create the Data Source

When we click the Finish button, we will go to the next step which will identify the database on the SQL server.



Create a New Data Source to SQL Server

On the Create a New Data Source to SQL Server, we will input the name of the database to which we will connect. Following that will be a good description and then the name of the SQL server.



The screenshot shows a Windows-style dialog box titled "Create a New Data Source to SQL Server". On the left side, there is an icon representing a server rack with a yellow cylinder on top. The main area of the dialog contains the following text and input fields:

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:

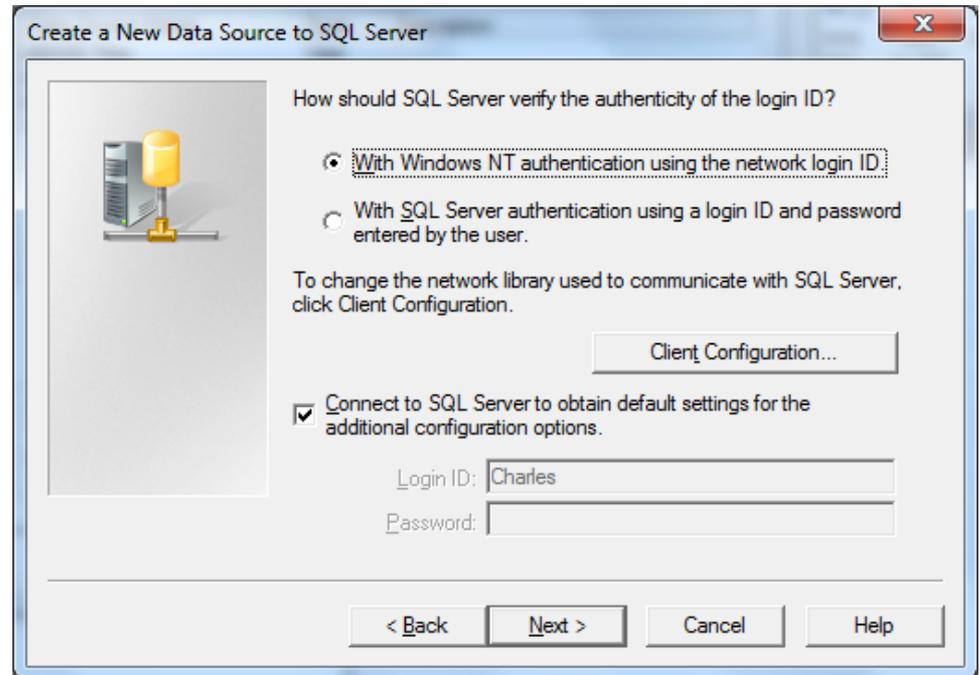
Which SQL Server do you want to connect to?

Server:

At the bottom of the dialog, there are four buttons: "Finish", "Next >", "Cancel", and "Help".

Authentication

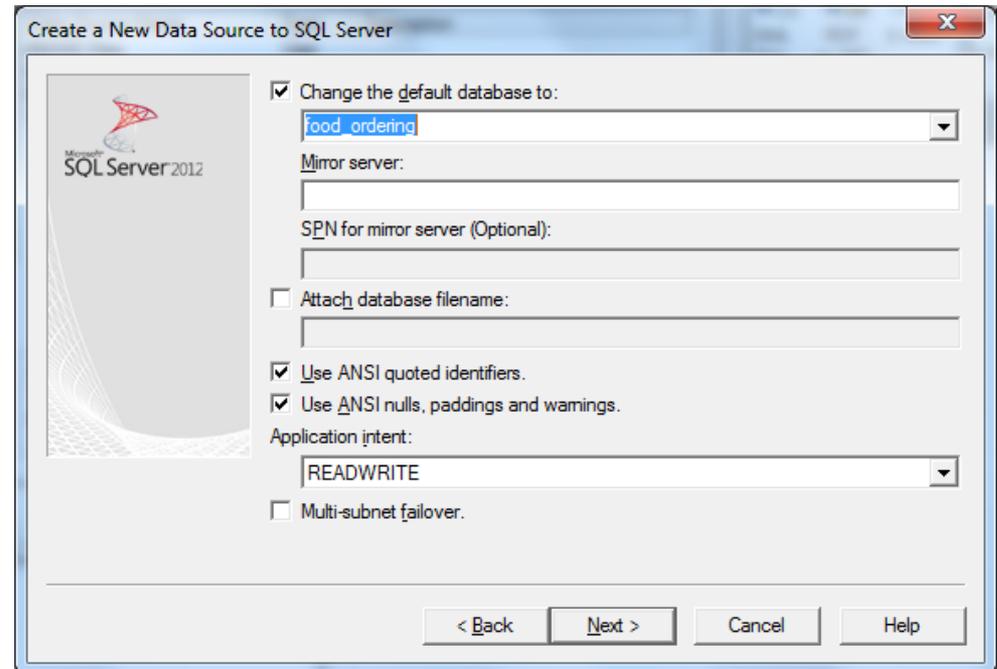
We will default to our Windows authentication. However, we could opt to use a specified login and password.



Change to the Desired Database

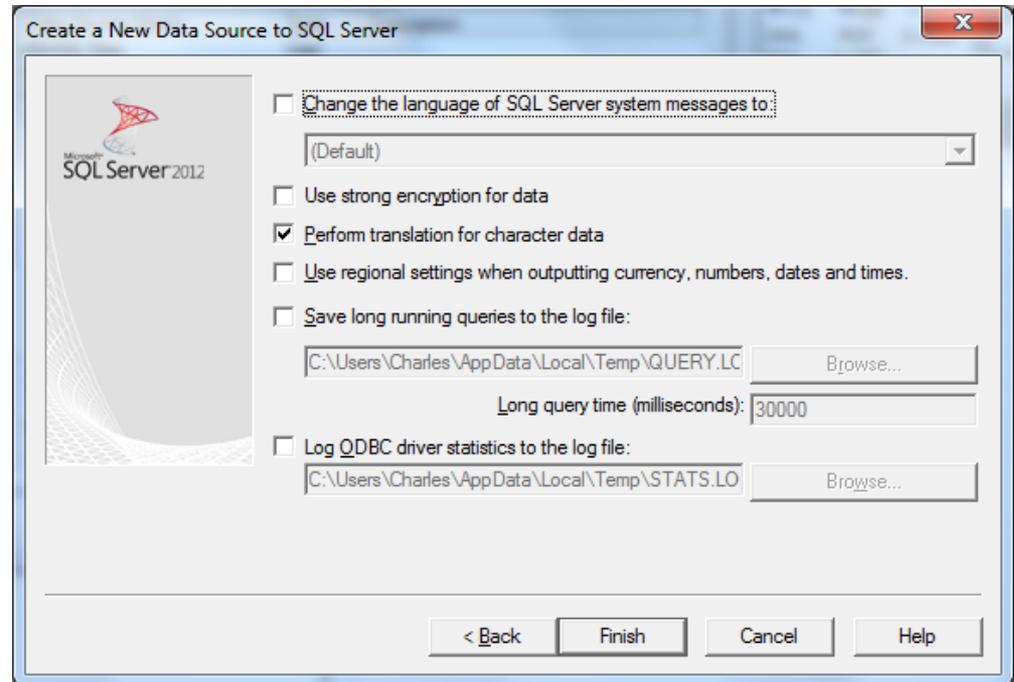
The ensuing window will have us select the database to which we will connect. By default, we will have the master database in the SQL server. We will annotate the change the default database checkbox and highlight the desired one from the list box.

The rest of the settings we keep the same.



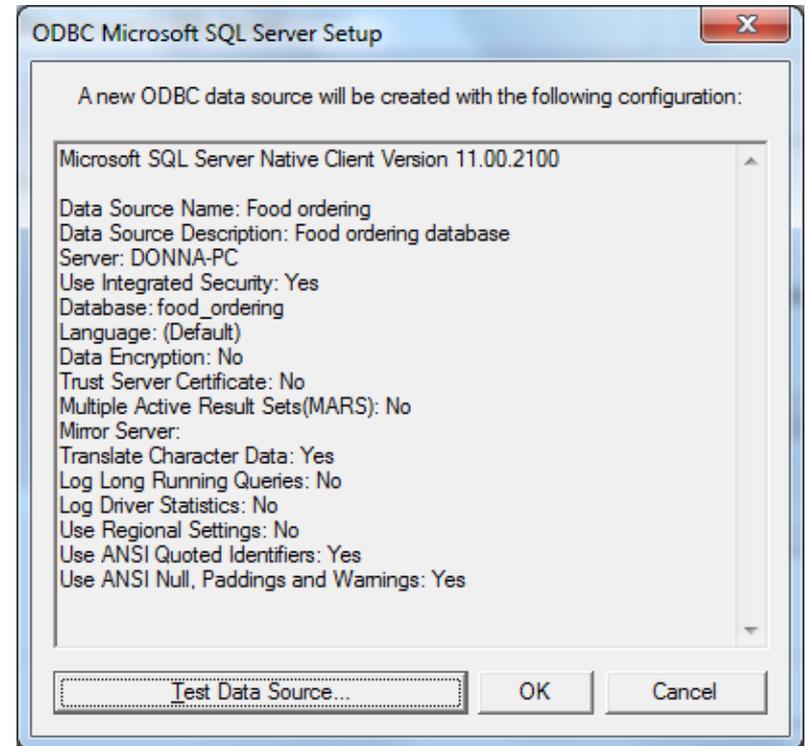
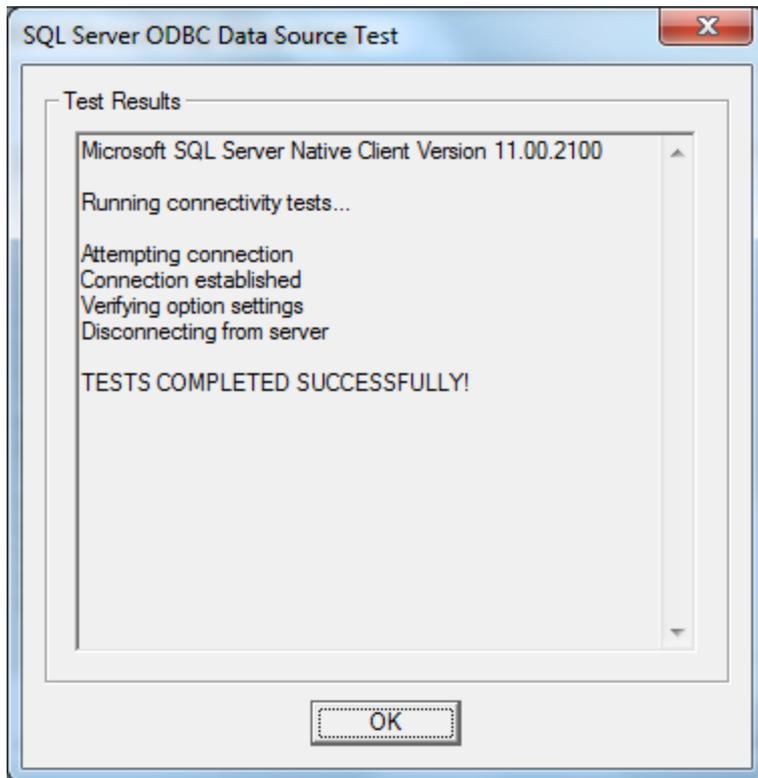
Finish Identifying the SQL Connection

We will maintain the settings on this page and push the Finish button.



Test the Data Source

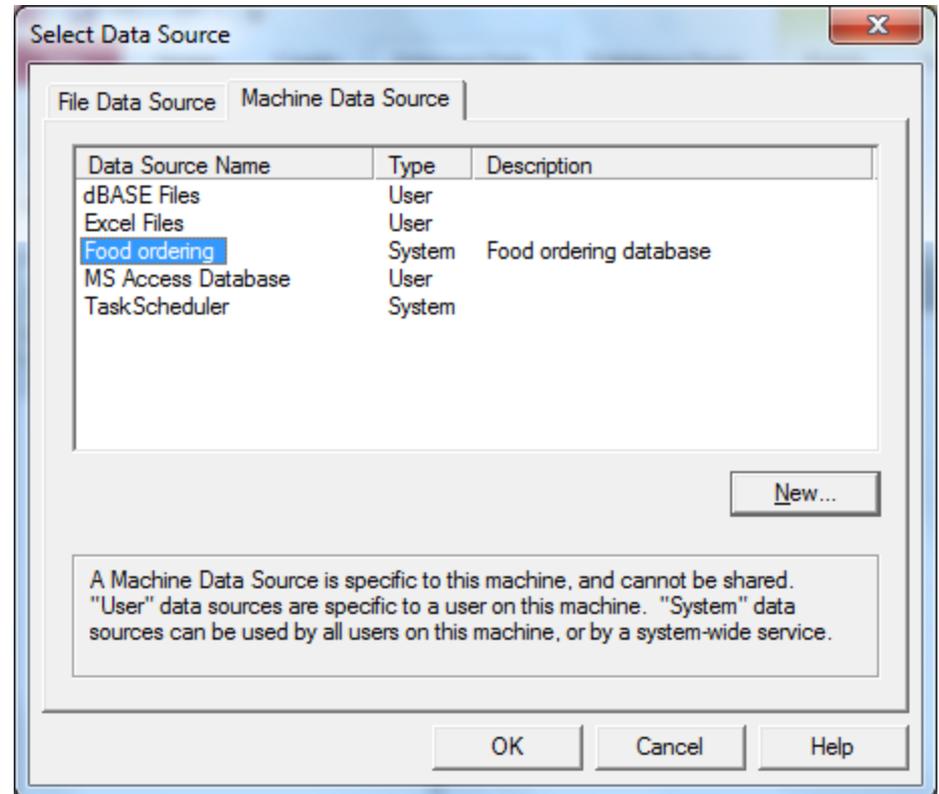
Next, we will click on the Test Data Source button and the test should be completed successfully.



ODBC Date Source Created

We now have the database connection to the SQL server showing on the System DSN tab.

Highlight the database and press the OK button.



Link Table

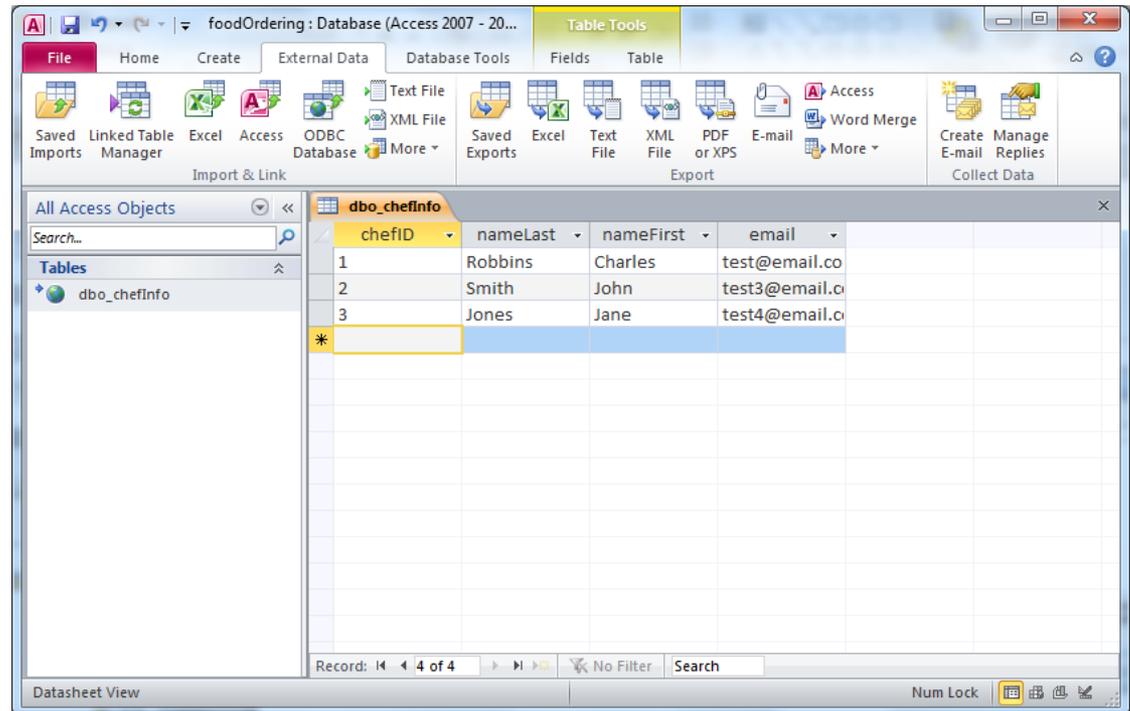
We will highlight the table called chefinfo and press the OK button.

The screenshot shows the Microsoft Access interface with the 'Link Tables' dialog box open. The 'Link Tables' dialog box has a list of tables, with 'dbo.chefinfo' selected. Below the list are buttons for 'OK', 'Cancel', 'Select All', and 'Deselect All', along with a 'Save password' checkbox. In the foreground, the 'Select Unique Record Identifier' dialog box is open, showing a list of fields for the table 'dbo.chefinfo': 'chefID', 'lastName', 'firstName', and 'Email'. The 'chefID' field is highlighted. Below the list is a message: 'To ensure data integrity and to update records, you must choose a field or fields that uniquely identify each record. Select up to ten fields.' and 'OK' and 'Cancel' buttons.

On the smaller window to select unique record identifier, we press the OK button.

Access Linked to the SQL Database

We can see the dbo table in the list of tables and we can add records to that table.



Verify the Changes in the SQL Database

We can see the records show up on the table on the SQL database.

