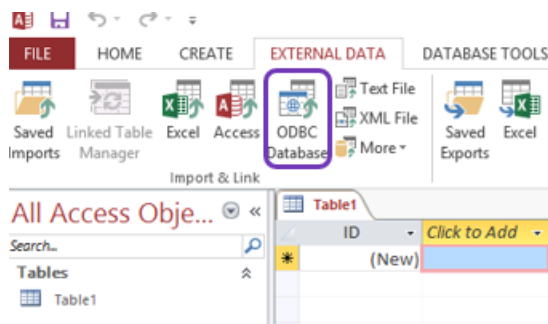
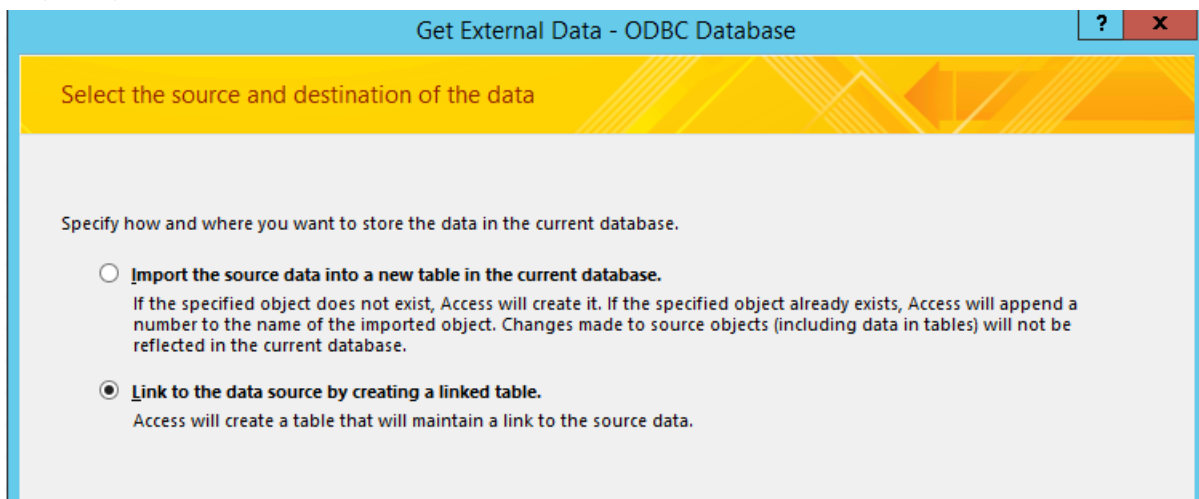


## How to use CONNX with Microsoft Access connect to non-Access data

1. Create a DSN that you can use. Make the DSN using the ODBC Administrator that **matches the bitness of the Access application.**
  - a. If Access is 32-bit, make a 32-bit DSN
  - b. If Access is 64-bit, make a 64-bit DSN
2. Create a new Access database to use.
3. Select the “External Data” ribbon from the menu.
4. Select the “ODBC Database” button as shown below.

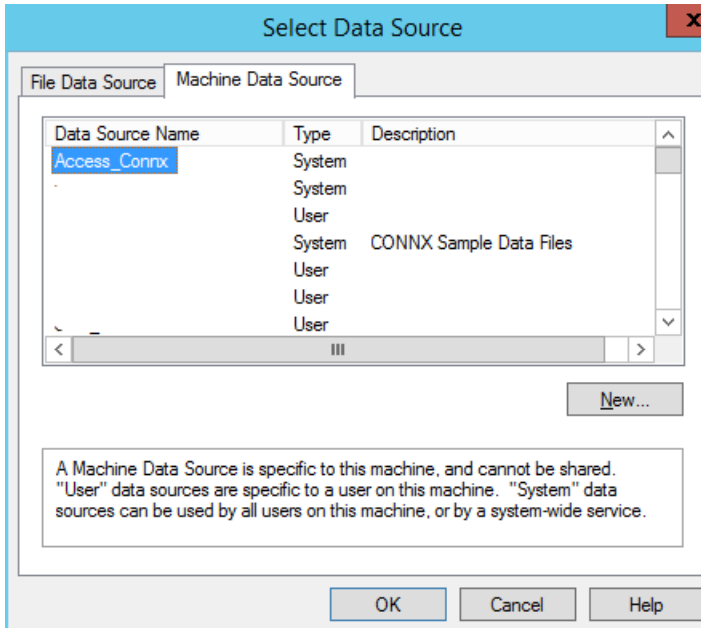


5. This will bring the “Get External Data – ODBC Database” window up. There is a selection to be made. To import the data into the Access database or to link to the database.
  - a. Importing the data will bring in the data as it exists at the time of the import. This is merely a snapshot of the data and will not reflect any changes made after the import process has completed.
  - b. Linking to the database will create a passthrough in the Access database – where all queries will be run against the actual database and not a snapshot, like the import process does.

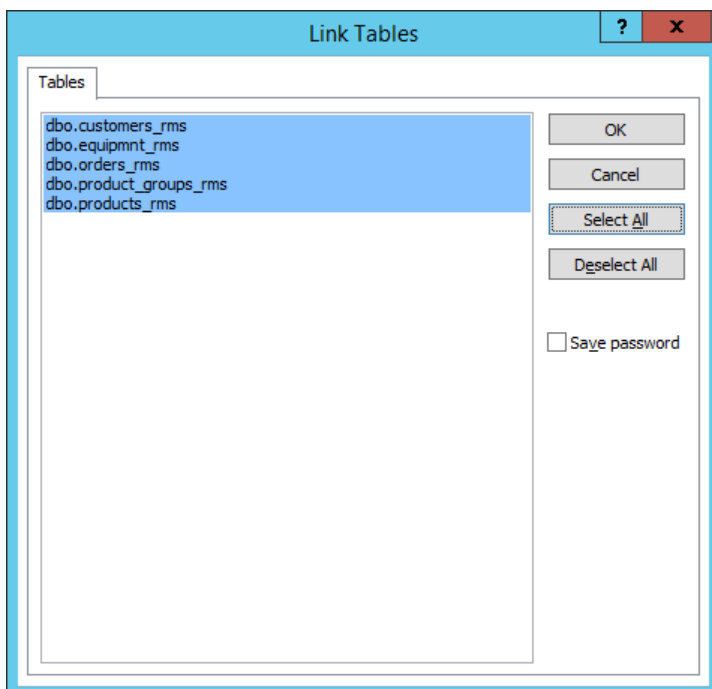


- c. Select “OK” to move to the next screen.

6. This will bring up the “Select Data Source” pop up box. Select the DSN that was created in step 1.

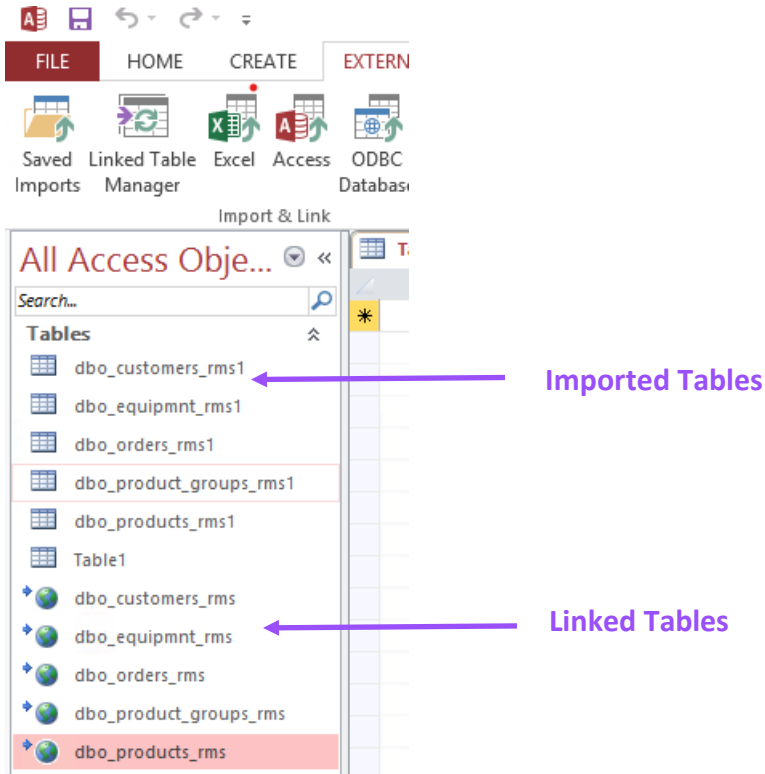


7. Select “OK” this will bring up the CONNX integrated login screen.
8. Enter the username and password that will work with this CDD. Select “OK”.
9. This will bring up the “Link Tables” screen. Select the tables from the database you would like to link to in the Access database. Select “OK”.



10. This will create a “link” in the Access database to be able to query the external database.

11. If the user chooses to import the tables, they will have a different icon listed underneath the ACCESS objects. The screenshot below shows both icons.
- Linked tables have an arrow and a globe icon
  - Imported tables will have a table icon.



12. Double click on either the imported or a linked table. This will show the data, confirming a successful connection.