

Configuring the ODBC to your database

This article explains how the ODBC connection to either your MS-Access or your SQL database can be configured, for both 32bit and 64bit versions of Windows.

Setting up the ODBC connection to the Access database on a 32bit Operating System:

1. On the client PC, go to **Control Panel**, then **Administrative Tools**.
2. Open **Data Sources (ODBC)**.
3. A screen will open with several tabs along the top. Pick the tab labelled **System DSN**.
4. You will see a list of connections. Two of them will be called **Personnel** and **PersonnelDemo**.
5. Double-click the **Personnel** connection to open its properties.
6. Click the **Select** button underneath where you see a file path to the database. A file selection window will open up.
7. Navigate to your database location and double-click the **person.mdb** file located there.
8. Click **Ok** to save this change.

Setting up the ODBC connection to the Access database on a 64bit Operating System:

1. On the client PC, go to Windows Explorer / My Computer, then Navigate to the following folder: **C:\Windows\SysWOW64**
2. Inside here, search for and open the following file: **odbcad32.exe**
3. Follow the same instructions from Step 3 as above.

Setting up the ODBC connection to the SQL database on a 32bit Operating System:

1. On the client PC, go to **Control Panel**, then **Administrative Tools**.
2. Open **Data Sources (ODBC)**.
3. A screen will open with several tabs along the top. Pick the tab labelled **System DSN**.
4. You will see a list of connections. Two of them will be called **Personnel** and **PersonnelDemo**.
5. Click the **Personnel** connection to select it, then click **Remove**. This is safe to do so – the installer has placed a connection to a blank Access database which we need to change into a SQL connection.
6. **Do not remove the PersonnelDemo connection – it will cause a problem later.**
7. Click **Add**. A new window will open with a list of connection drivers.
8. Scroll to find the **SQL Server** driver and select it.

9. In the next screen, give the connection a Name of **Personnel** – the spelling must be exact or the software will not find it.
10. In the Server drop-down box you should be able to find your SQL server instance, but if not just copy/paste or type the name into this box and press **Next**.
11. The following screen allows you to switch between either **Windows-based** or **SQL-based** authentication. It is recommended that you stay with the default Windows-based method, which will use your Windows User credentials to allow access to the SQL database. If you require an SQL-based authentication instead (generally for cases where you do not use a domain group), please give our support team a call as there are certain credentials required for this. Click **Next** again.
12. In the following screen, check the top-most drop-down box says **Personnel**. If not, simply tick the box and select **Personnel** from the list.
13. Carry on clicking **Next** – the rest of the options are fine as their defaults.

Setting up the ODBC connection to the SQL database on a 64bit Operating System:

1. On the client PC, go to Windows Explorer / My Computer, then Navigate to the following folder: **C:\Windows\SysWOW64**
2. Inside here, search for and open the following file: **odbcad32.exe**
3. Follow the same instructions from Step 3 as above.