

Setting Up Access 2000 to Query the Data Warehouse

Overview: Access does not talk directly to a Sybase database like Brio does. The Sybase Open Client software (that Brio needs) is still needed for Access to connect to the server, but Access needs another piece of software to connect the Sybase Open Client Software to Access. That extra piece is Sybase ODBC. Sybase ODBC allows you to build an ODBC Machine data source on your computer that will connect to the Warehouse. Access talks to Sybase ODBC.... Sybase ODBC talks to Sybase Open Client..... Sybase Open Client talks to the Warehouse.

- 1. Make sure you have an ODBC 32 bit Control Panel.** (In Windows 2000 Click Start, Settings, Control Panel., Administrative Tools, Data Sources (ODBC)). This should come from the Access install.



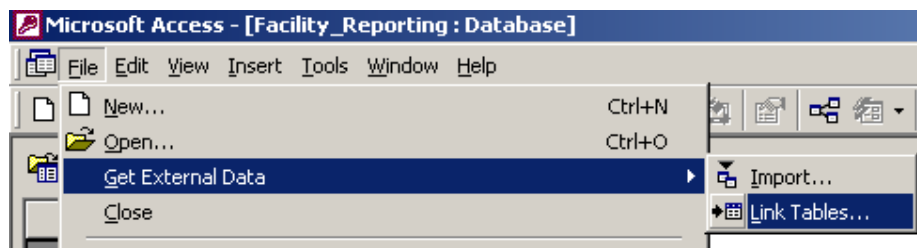
- 2. Obtain and Install the Sybase Open Client and ODBC Software.** They are provided by IT under a campus wide site license on the web at <http://www.asu.edu/it/acit/web/html/sybase12/sybase12.html> (as of 8/03).

This web site includes step-by-step instructions. You can also print out the install instructions contained in the sybase12.doc file.

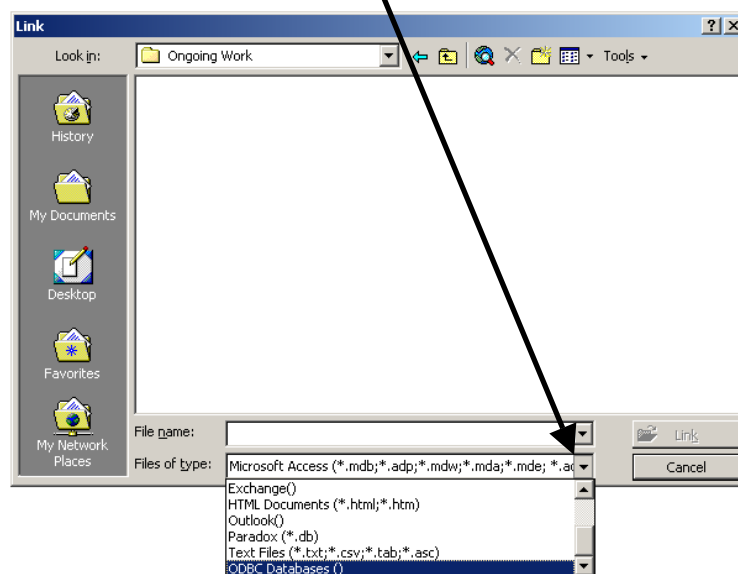
NOTE: If you already have Brio and Sybase 12 on the machine, you already have all the Sybase software you need. If you have Brio and Sybase 11 you will need to install the newer Sybase 12.

- 3. Link Your Access Database to the Warehouse.**

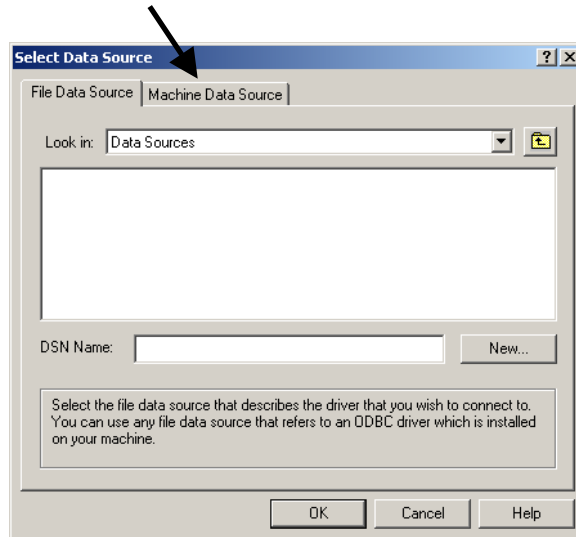
- Open an existing Access database or create a new one.
- Click File/Get External Data/Link Tables (as shown below).



- In the Link box, change the Files of Type: to ODBC Databases(). (see below). You have to scroll down to it, it is on the very bottom.

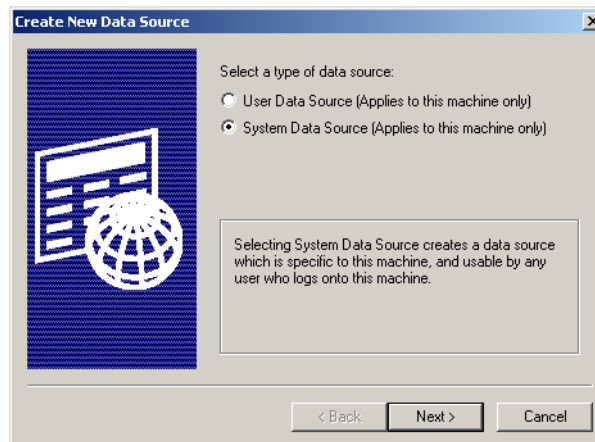


d. Click on the Machine Data Source tab in the Select Data Source box.



If you do not have a data source set up, you will need to proceed with the next 5 steps. Otherwise you may skip them and go to step e.

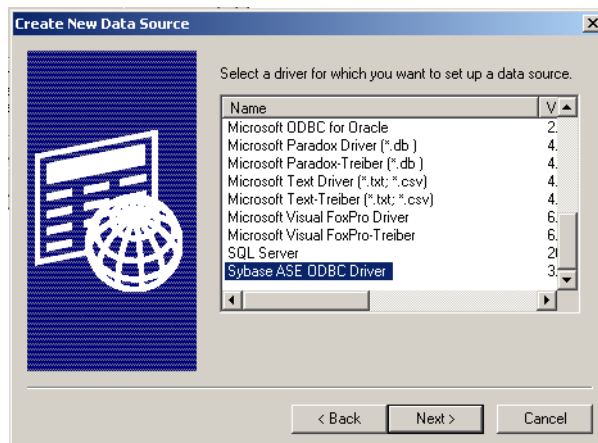
1) **Configure the Data Warehouse as an ODBC source.** After you click on the Machine Data Source tab, click on the New button. This will start a wizard to help set up a new Data Source. Select the System Data Source option.



NOTE: To configure an ODBC Source, you must be an administrator on your machine!

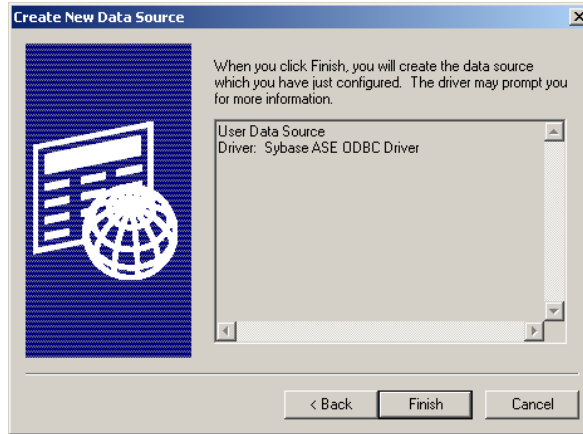
Click the Next button.

2) Select the Sybase ASE ODBC Driver. This could also show as Sybase System 11 if you have the older Sybase driver installed.

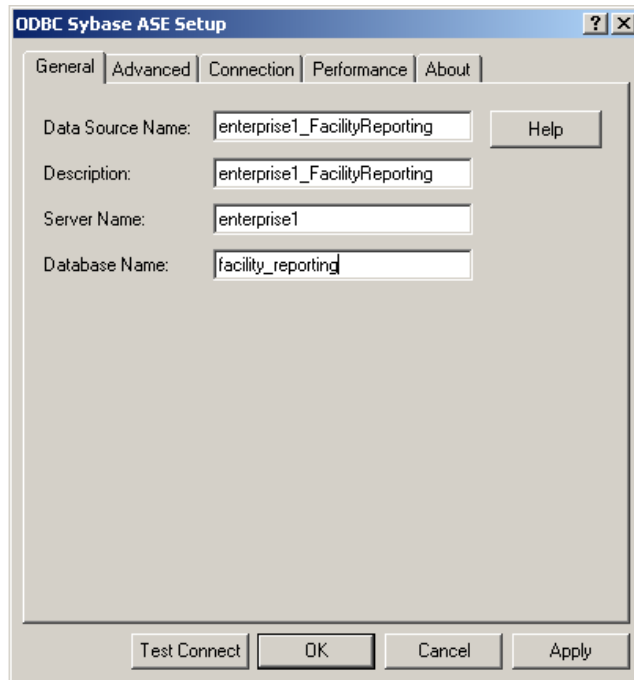


Click the Next button.

3) In the Create New Data Source box, click Finish.

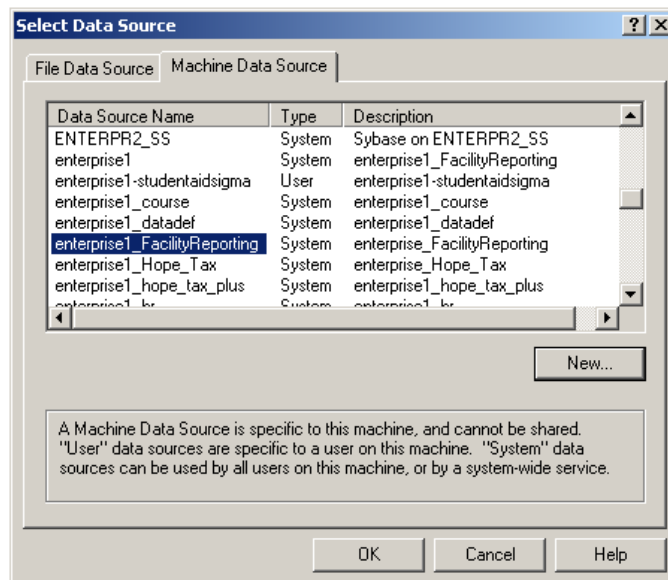


4) Enter info as shown below in the ODBC Sybase ASE Setup window. It is good to give each data source a unique name so you know which database you are connected to. If you want to save your userid as a default, put it in under the Advanced tab. Passwords should NOT be saved however.



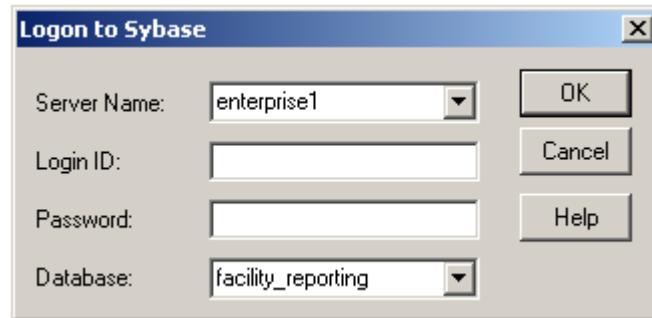
NOTE: Each data source can only connect to ONE database name. If you want to link to two or more databases, you must have two or more ODBC sources made and will have to log to each to link tables.

5) Click OK and you should see your new data source in the Select Data Source window (as below).

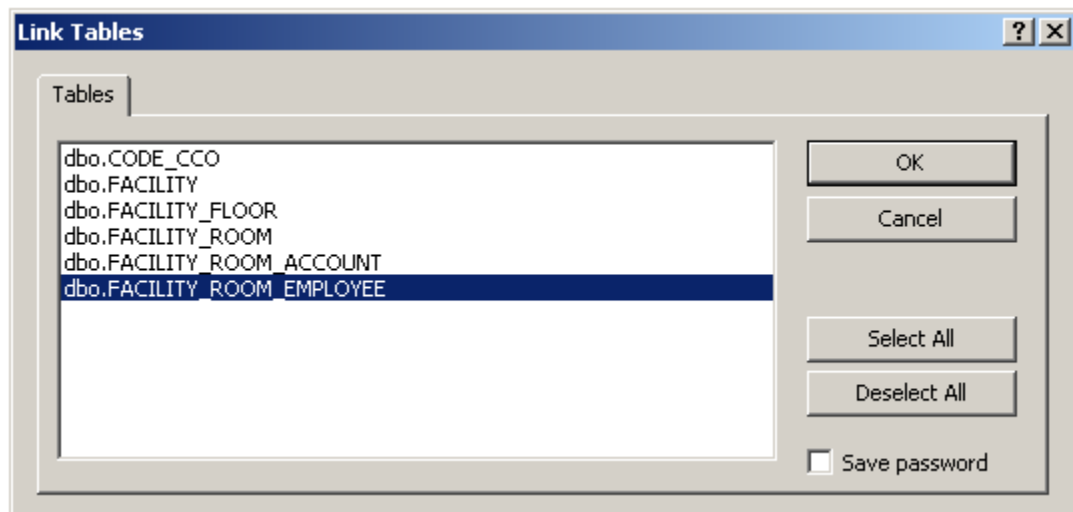


BACK TO: Link Your Access Database to the Warehouse.

- e. After selecting your Data Source click on OK.
- f. Enter your Data Warehouse logon information and click OK. In Access you can only connect to one database with each connection.



- g. Click on all of the tables you want to link to. To select more than one, hold the shift key down as you click on subsequent tables. After all the tables you want are highlighted, click OK.



The table(s) you have selected will now show up in the Tables tab ready for you to use in your Access database.

