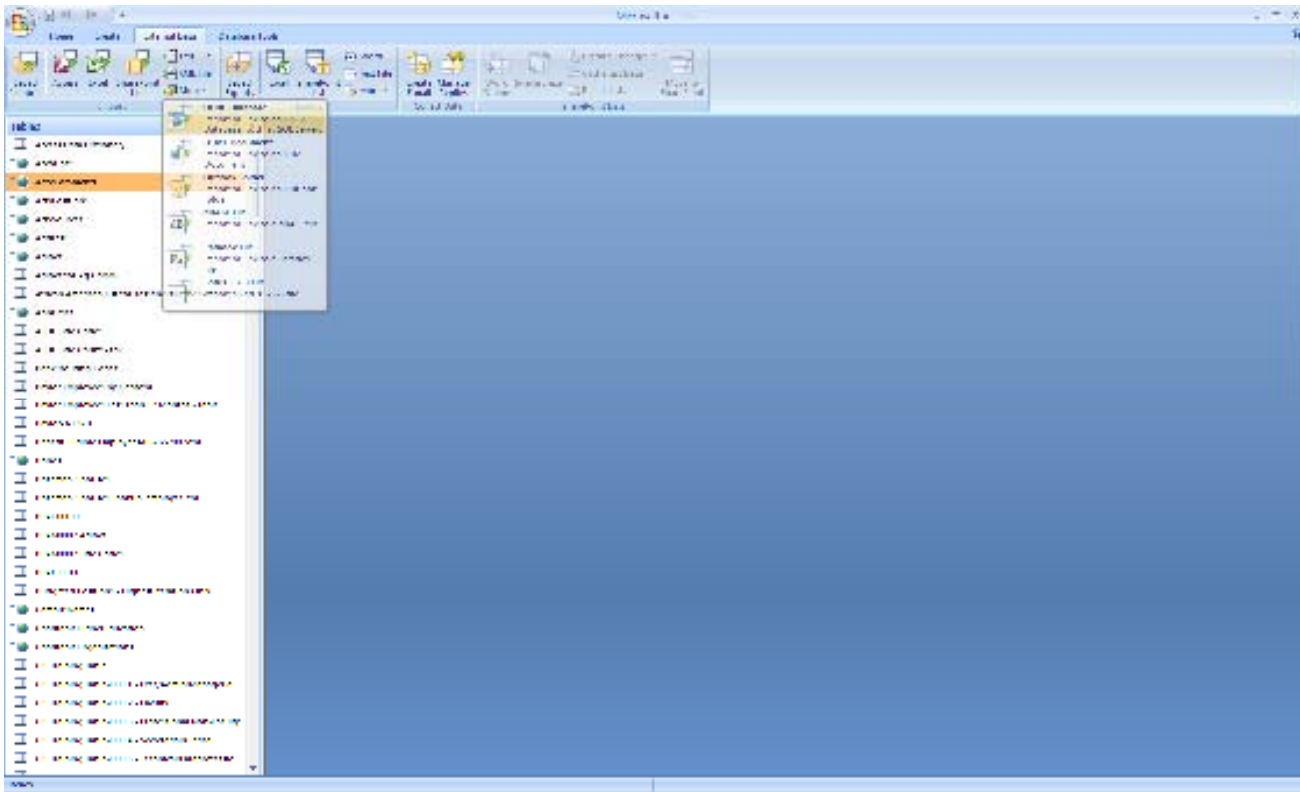


## Adding a new SQL table to an Access Database

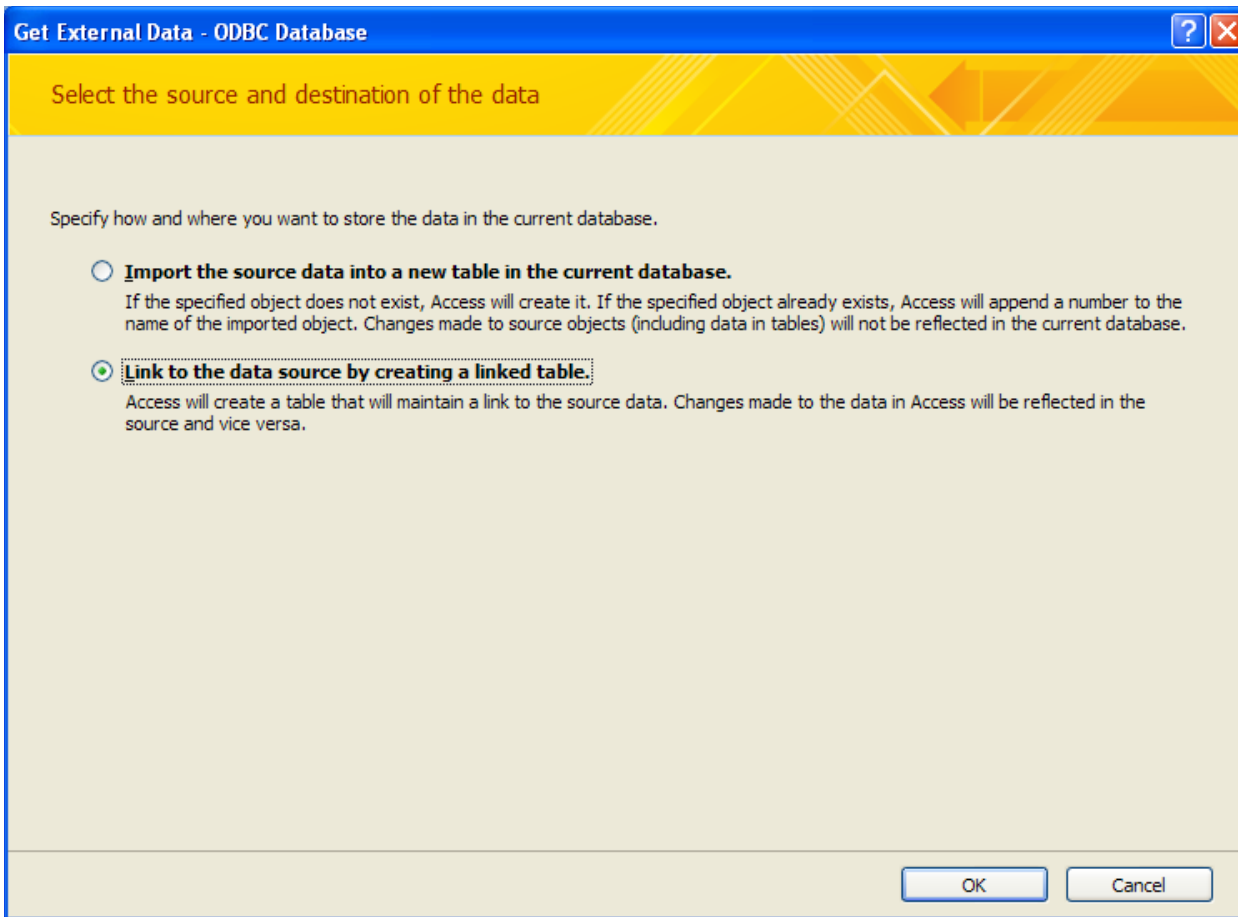
To add a new table to your Access database from the BPP SQL database, follow these instructions.

Open your Access database and do one of the following depending on the version of Microsoft Access you have:

Click on the *External Data* tab and click *More* to see the below drop down box.



Select the first option, *ODBC Database* and it will bring up the *Get External Data* dialog box.

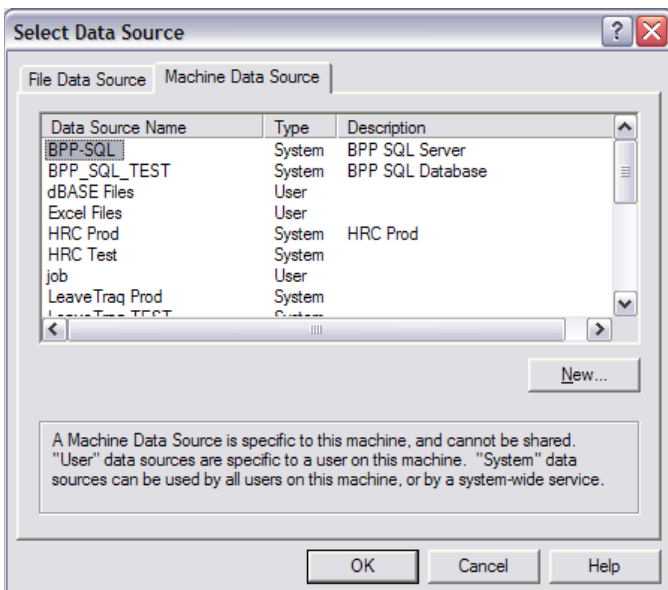


Select *Link to the data source by creating a linked table* and click *OK*.

**Continue here (after doing one of the above for your specific version of Access)**

This will bring up the *Select Data Source* box.

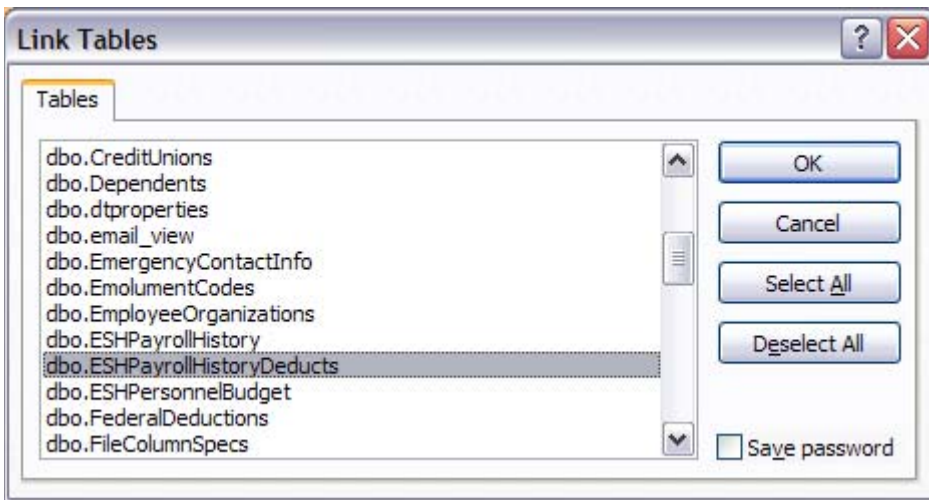
Click on the tab *Machine Data Sources* and you should see the box below:



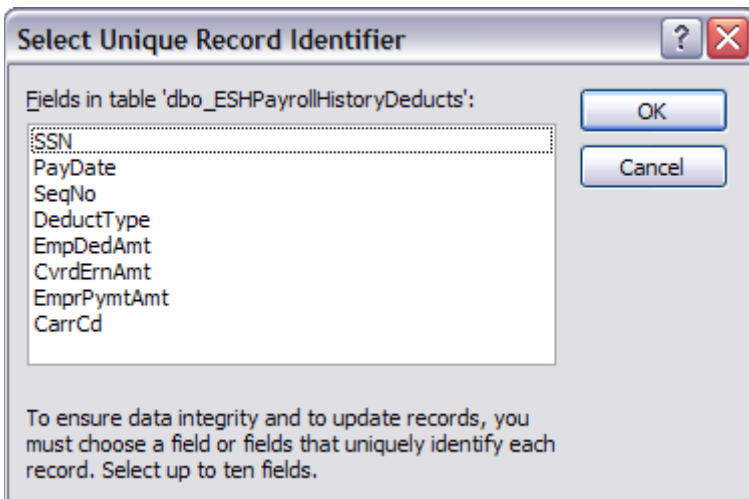
Click on *BPP-SQL* to highlight it and click *OK*.

This will bring up the following box showing all the tables in the BPP SQL database. Click on the **new tables only**, otherwise you will end up with duplicate table links in Access.

In this example, I've highlighted *dbo\_ESHPayrollHistoryDeducts*.



Click 'OK' and you'll see a box like the one below. Just click 'OK' and accept the defaults on this one.



The new tables will now appear in your Access database as indicated here. As you can see, the "dbo\_" prefix is on the new tables. To remove this prefix, highlight the table and click <F2> to rename it. Remove the "dbo\_" and you should be left with *ESHPayrollHistoryDeducts* in this case.