

## **BPP SQL Database Setup**

The BPP SQL database is the replacement for the Access database that we've used for many years but have just outgrown. The SQL version will provide for much faster, efficient queries and allow the database to grow beyond what Access is capable of.

There will be a couple of steps involved to convert each person's computer over to use the new SQL database. First, we'll have to link your PC to the appropriate ODBC driver and connect it to the SAGO-SQL database. Then you'll have to actually convert your existing Access database (the one where all your queries, reports, etc. are saved) to "point to" the new database structure.

We have written a migration tool that will do this second step for everyone.

Almost all the table and field names have been changed to work better in the SQL format. Specifically, all the spaces have been removed from any names and we've standardized the naming of fields across tables. For instance, what use to be "ESH Payroll History" is now "ESHPayrollHistory" and what use to be "Last Name" is now "LastName". The migration tool will do several things to your current database. It will rename all the table and field names the new names, it will delete the links to the current Access tables, it will add links to the new SQL tables and set up the relationships between tables. You will see a log of all the changes that were made to your access database.

The changes should be fairly "transparent" to you since everything you do will still be done through the Microsoft Access interface as it has been done before. The difference in the background will be that the tables your individual Access database points to will be SQL now instead of an Access format (and most processing will now be done on the SQL server rather than your desktop).

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### **Setup ODBC Datasource and convert to the BPP SQL Database**

#### **Create a Drive Map**

***NOTE:** This step (Create a Drive Map) is only necessary if you were provided a 'SAGO\UserName' logon and are not in the SAGO domain (i.e. you are logging in from a remote campus or you are not part of an existing TAMU domain). If you're unsure whether you need to perform this step or not, feel free to call and ask.*

1. Right click on "My Computer" and select "Map Network Drive"  
Select a drive letter
2. Under "Folder:", enter [\\sago-sql.tamu.edu\sqldummy](http://sago-sql.tamu.edu/sqldummy)
3. Make sure that Reconnect at logon is turned on
4. If prompted for a user name and password, use your SAGO\UserName and password
5. Click Finish

## **Setup ODBC Datasource**

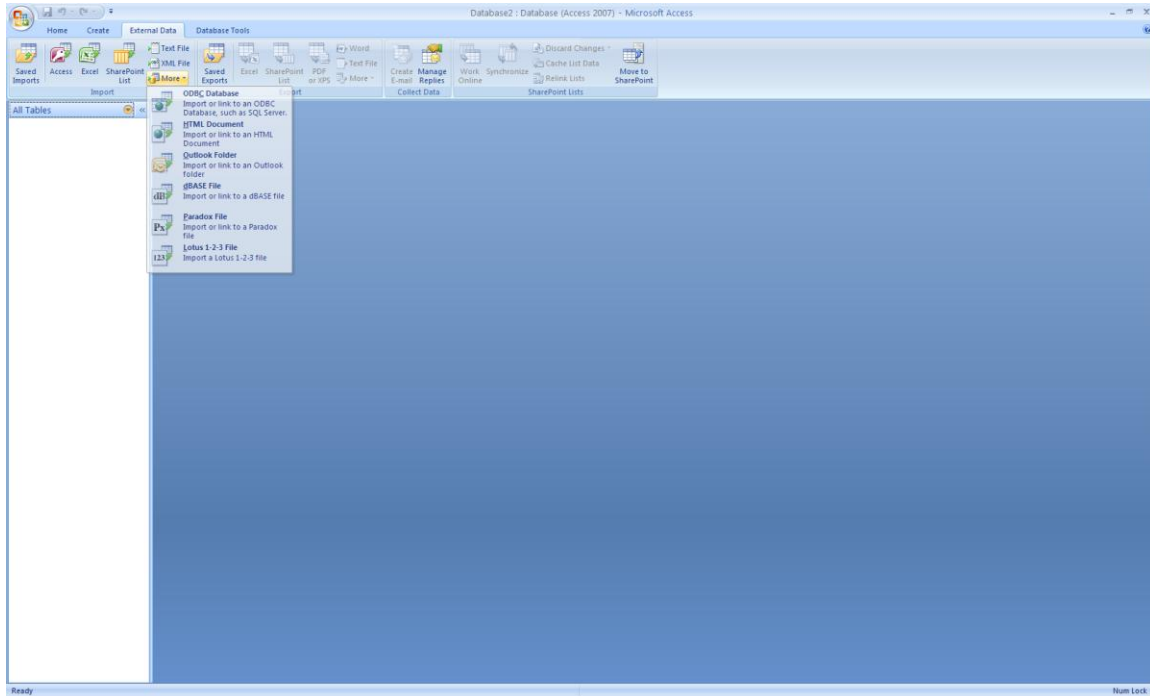
*Note: There is a document on our website that takes you step-by-step through this process with screen shots of the dialog boxes you'll see. It is located at <http://sago.tamu.edu/bpp/access.html>.*

1. Choose Start > Control Panel > Administrative Tools, then double-click Data Sources (ODBC).
2. In the ODBC Data Source Administrator dialog box, click the System DSN tab
3. Click Add
4. Scroll down and highlight 'SQL Server', click Next
5. Fill in the following fields:  
Name: **BPP-SQL**  
Description: **BPP SQL Database**  
Server: **SAGO-SQL.TAMU.EDU**
6. Click Next
7. Take defaults on next screen, click Next  
*If you get an error at this point saying "Connection Failed", click the button labeled "Client Configuration" and change the "Network libraries" on the left side to be "Named Pipes" rather than "TCP/IP", click OK, then click Next again to continue.*
8. Take defaults on next screen also, click Next again
9. Take defaults on next screen again, click Next yet again
10. Click 'Test Data Source...'
11. Should say "TESTS COMPLETED SUCCESSFULLY!", click OK
12. Click OK
13. Click OK to close ODBC Data Source Administrator dialog box

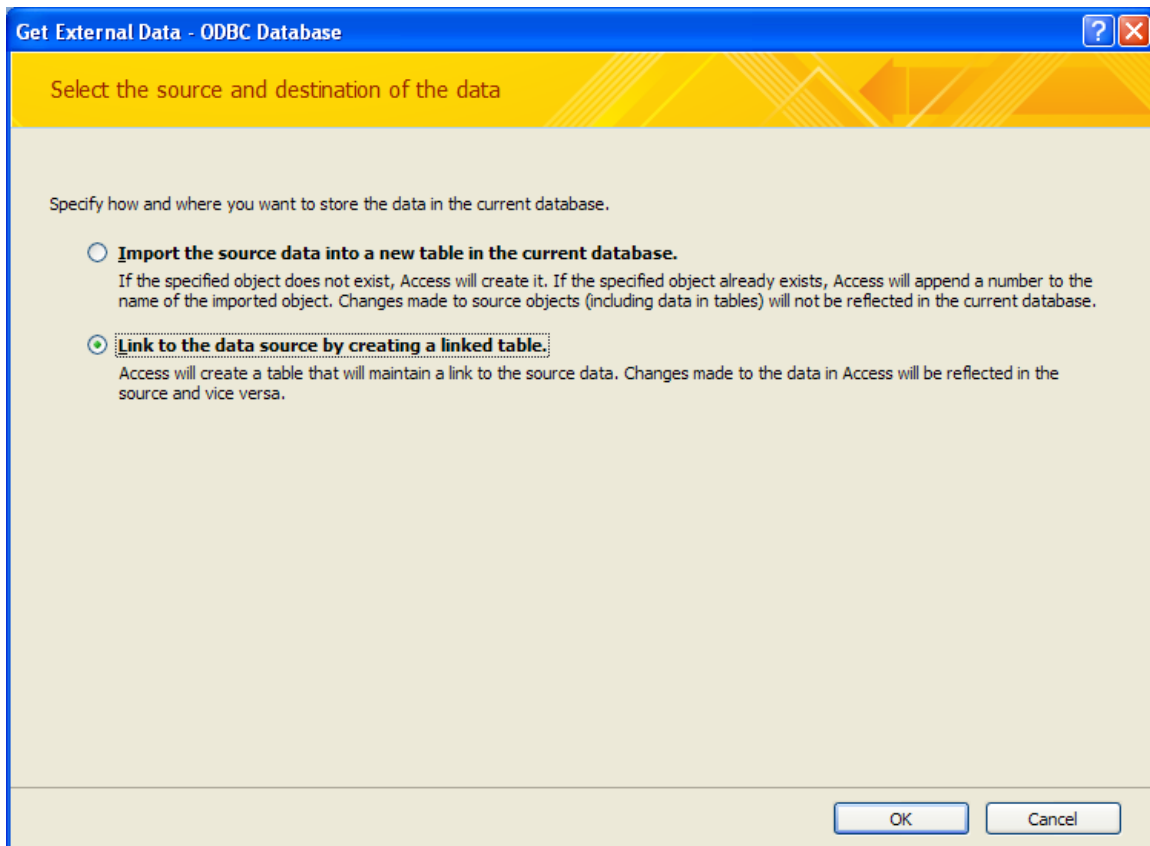
## **Creating your own Access Database and Linking Tables**

To create a new Access database to link to the BPP-SQL tables, start Microsoft Access and create a Blank Database and save it where you normally save your files (i.e. My Documents, one of your network drives, etc.).

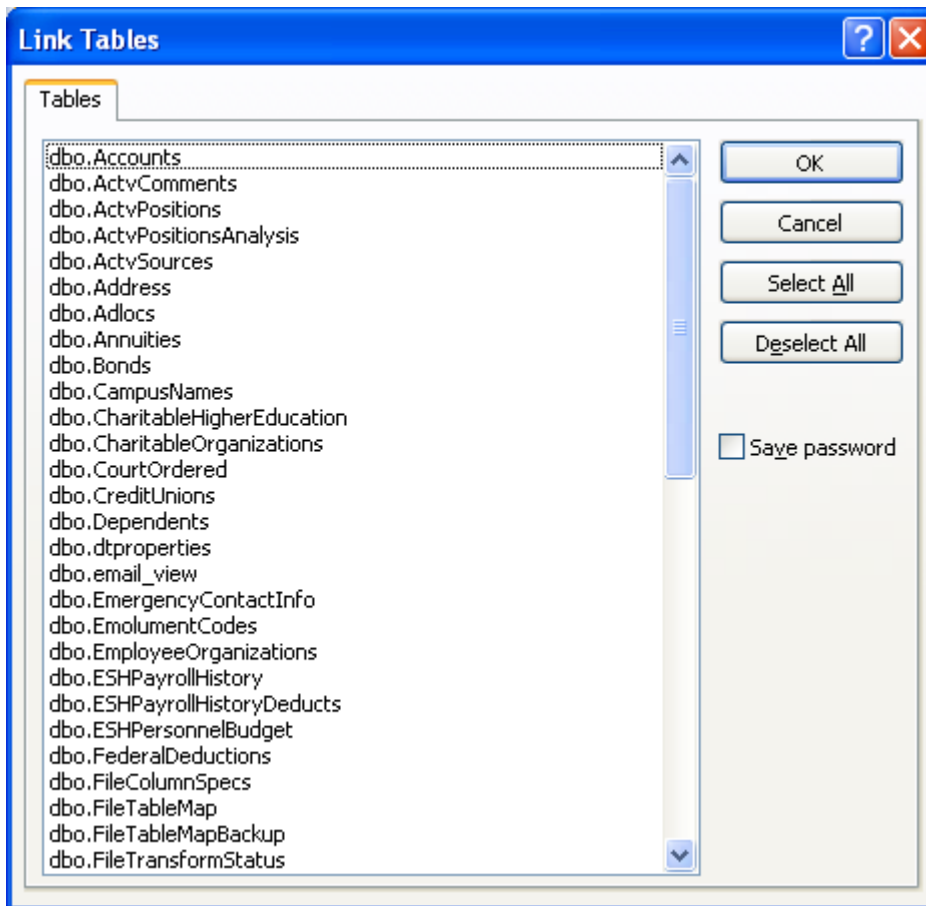
Click on the tab, *External Data* and then on *More...*



Click *ODBC Database* and then click the button "Link to data source by creating a linked table" when the following pop-up box appears.



Click OK and the "Select Data Source" box will appear. Click on the tab *Machine Data Source* and click "BPP-SQL" (created in a previous step). Then click OK and the following box should appear.



Click "Select All" and click OK.

You will also be prompted to assign a primary key for each table that is linked in. Just click OK or hit the "Enter" key in all these cases to continue, no selection is necessary.

Once complete, you will see all the BPP SQL tables linked into your Access database in a list on the left side of the screen. Linked tables appear with a "globe" to the left of them.

Any queries, tables, etc. that you create will be saved in this personal Access database you have created.