## <u>Adding an ODBC connection to RPS for OutpostAnywhere:</u>

1. Windows Start Menu > Search 'ODBC' > ODBC Data Source Administrator (64-bit)

2. Select the 'User DSN' tab if you want to create a connection exclusive to the current user, or select the 'System DSN' tab if you want to create a DSN available to all users of the PC.

3. Add > Select the appropriate SQL Anywhere 12 driver
   - 'SQL Anywhere OA' if you used the SDG-provided Powershell to install the driver

4. On the 'ODBC' tab, fill in the 'Data source name' input with a name of your choosing, and optionally, a description.

5. On the 'Login' tab, select the type of Authentication you want to use.
   - Select 'Database' from the dropdown if you used the SDG-provided SQL script to create a database user for this application.
   - You should select the 'Encrypt Password' checkbox if using Database Authentication.

6. If you selected 'Database', enter the User ID and Password.

7. From the 'Action' dropdown, select the appropriate option for your setup, and fill necessary values.
   NOTE: 'Server name' refers to the name of the SQL Anywhere 12 server, which your SysAdmin should be able to provide you
   NOTE: the default port for SQL Anywhere 12 is 2638

8. Back on the 'ODBC' tab, click 'Test Connection'. If the test succeeds, click 'OK'. If the test fails, review the settings you used.