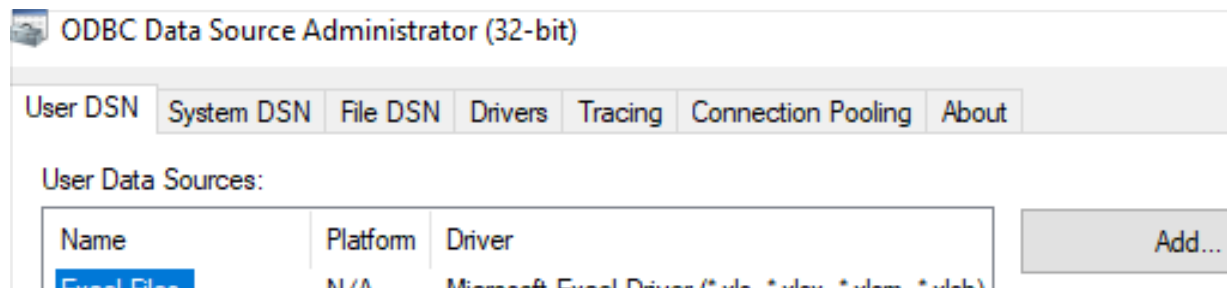
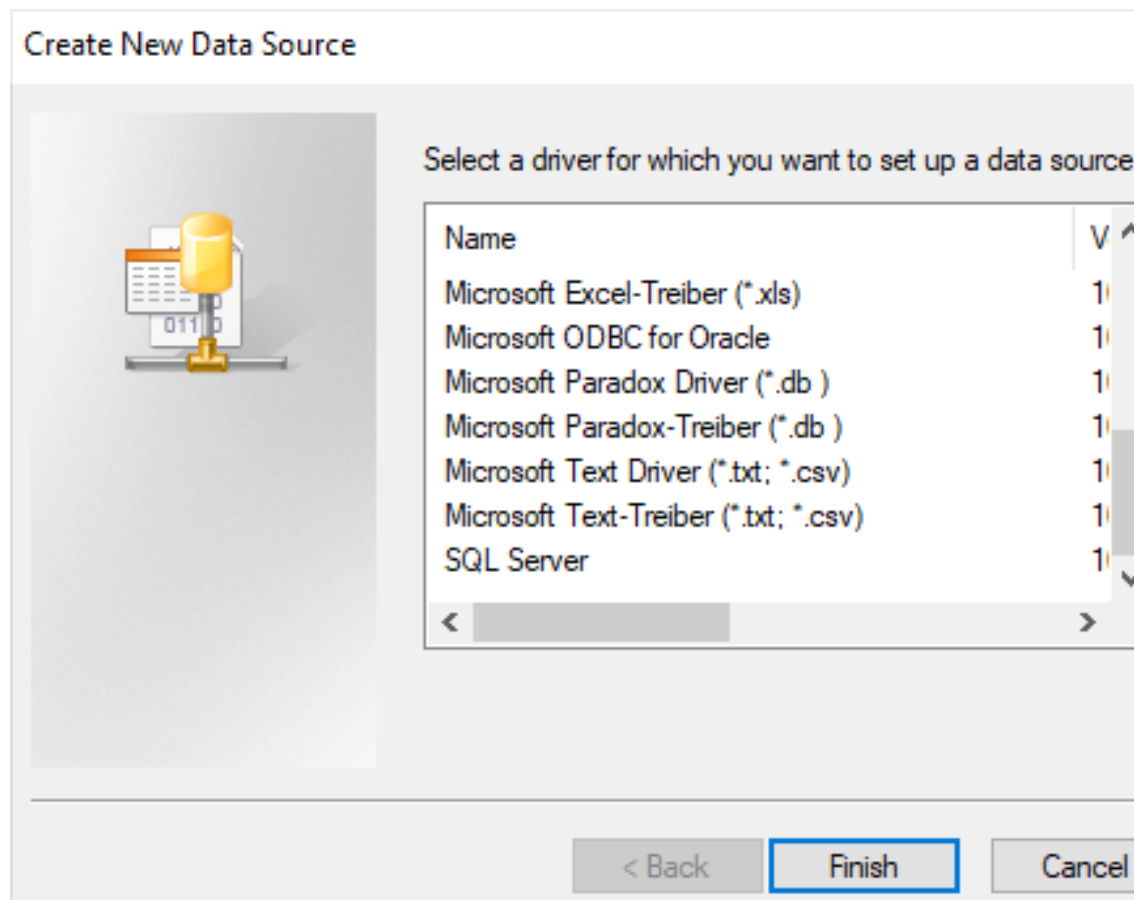


## ODBC Report Setup for Access Database for Bowman Computers

1. Bring up ODBC 32 bit (in Control Panel or use the Windows search bar)
2. Click on the User DSN tab (after Windows10 you only need the User DSN tab)...and click Click "Add"...:

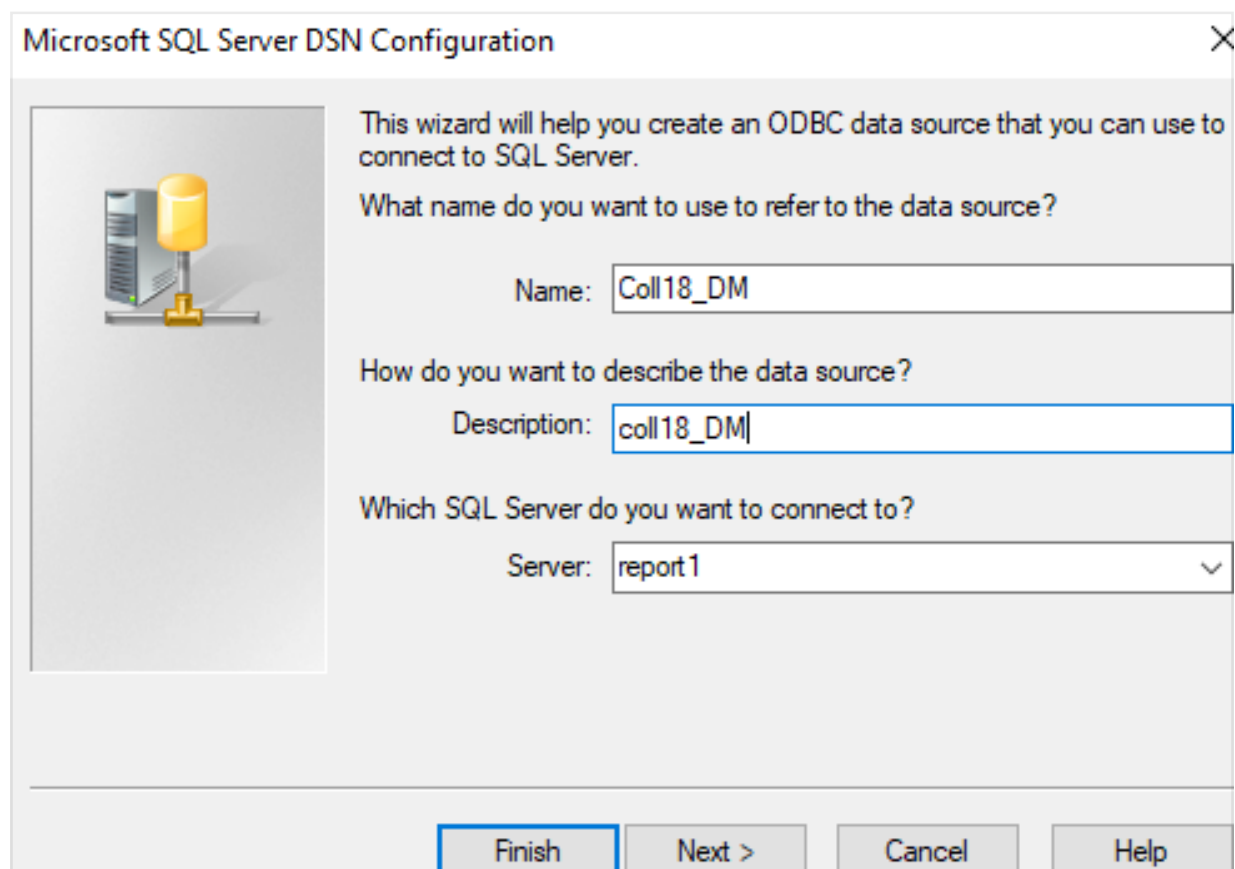


3. Highlight "SQL Server" at the bottom of the list and click "FINISH"



4. Fill in the fields (verbatim) on the next screen to look like

below.....



Microsoft SQL Server DSN Configuration

This wizard will help you create an ODBC data source that you can use to connect to SQL Server.

What name do you want to use to refer to the data source?

Name: Coll18\_DM

How do you want to describe the data source?

Description: coll18\_DM

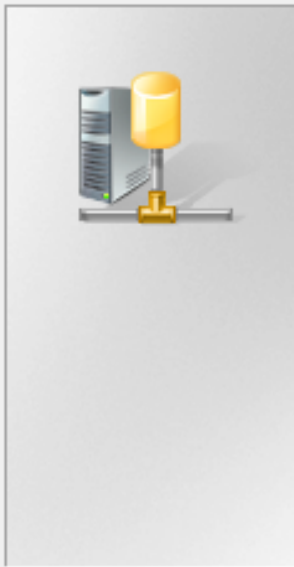
Which SQL Server do you want to connect to?

Server: report1

Finish Next > Cancel Help

5. Click Next until you see Finished..... screens look will look like below (well except my name won't be on them)

# Microsoft SQL Server DSN Configuration



How should SQL Server verify the authenticity of the login ID?

- ☒ With Windows NT authentication using the network login ID.
- ☐ With SQL Server authentication using a login ID and password entered by the user.

To change the network library used to communicate with SQL Server, click Client Configuration.

Client Configuration...

- ☒ Connect to SQL Server to obtain default settings for the additional configuration options.

Login ID: rcalendi

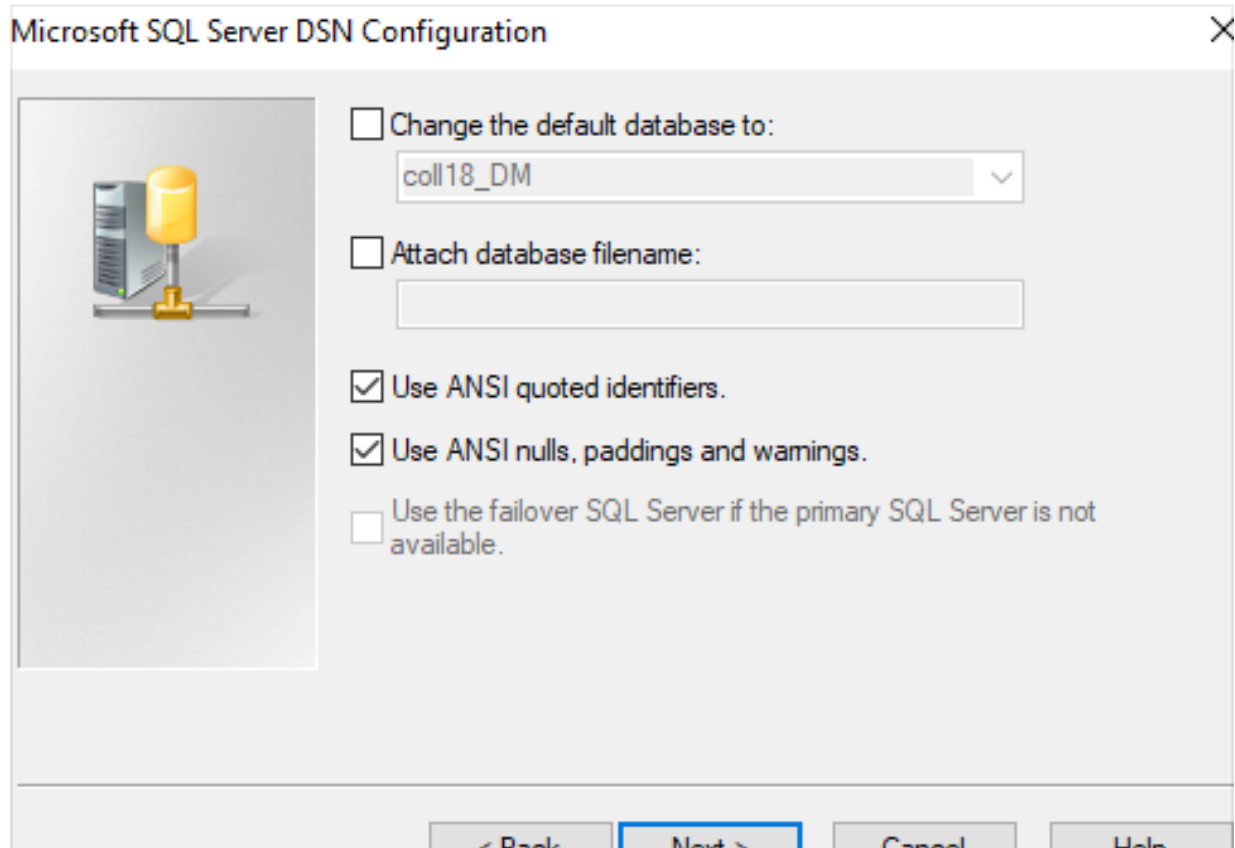
Password:

< Back

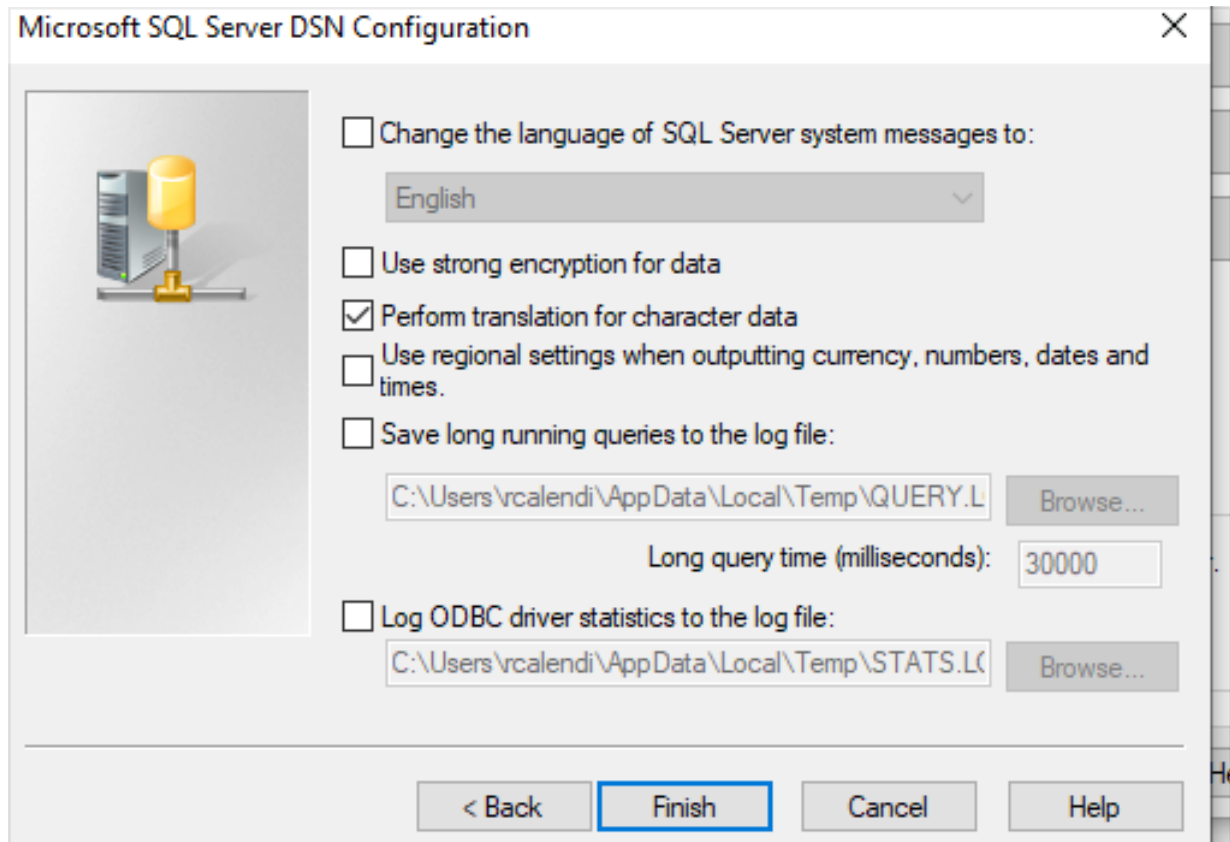
Next >

Cancel

Help



**Here make sure to select the check box next to CHANGE the DEFAULT Database to:  
Select coll18\_DM in the drop down list and select it!**



**Click "Finish"**