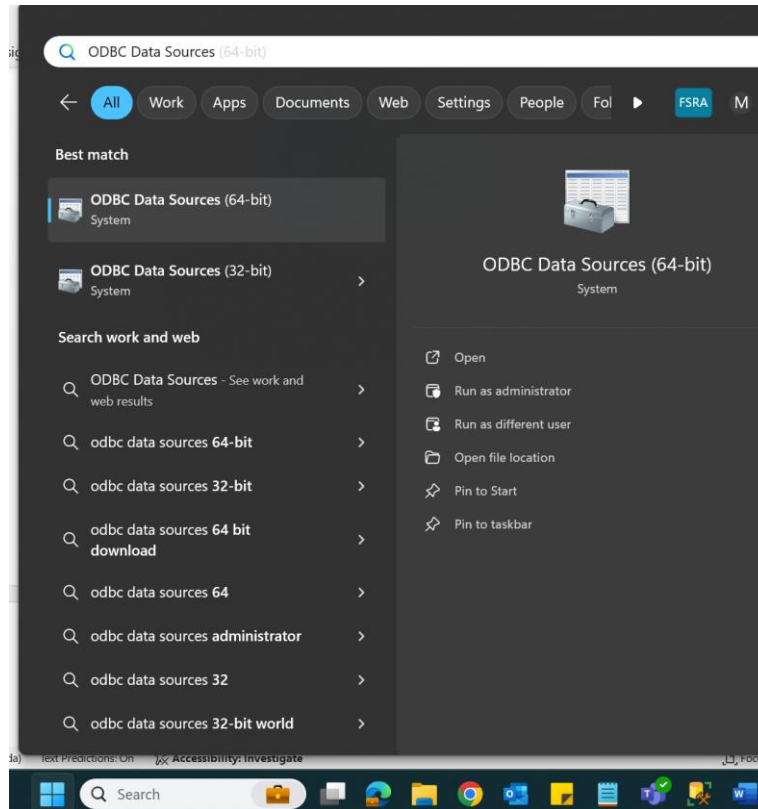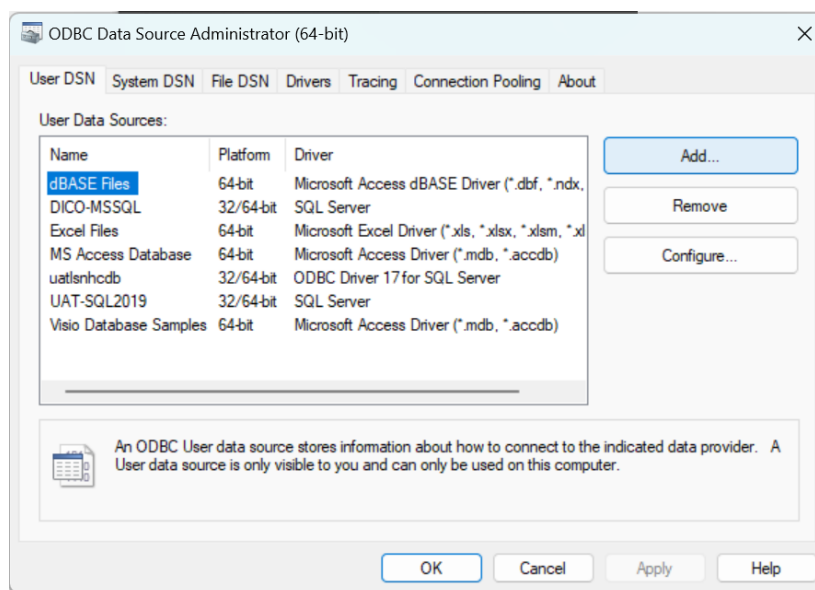**Instructions to Add New ODBC Connection for Production Database (prdlsncuip,5039)**
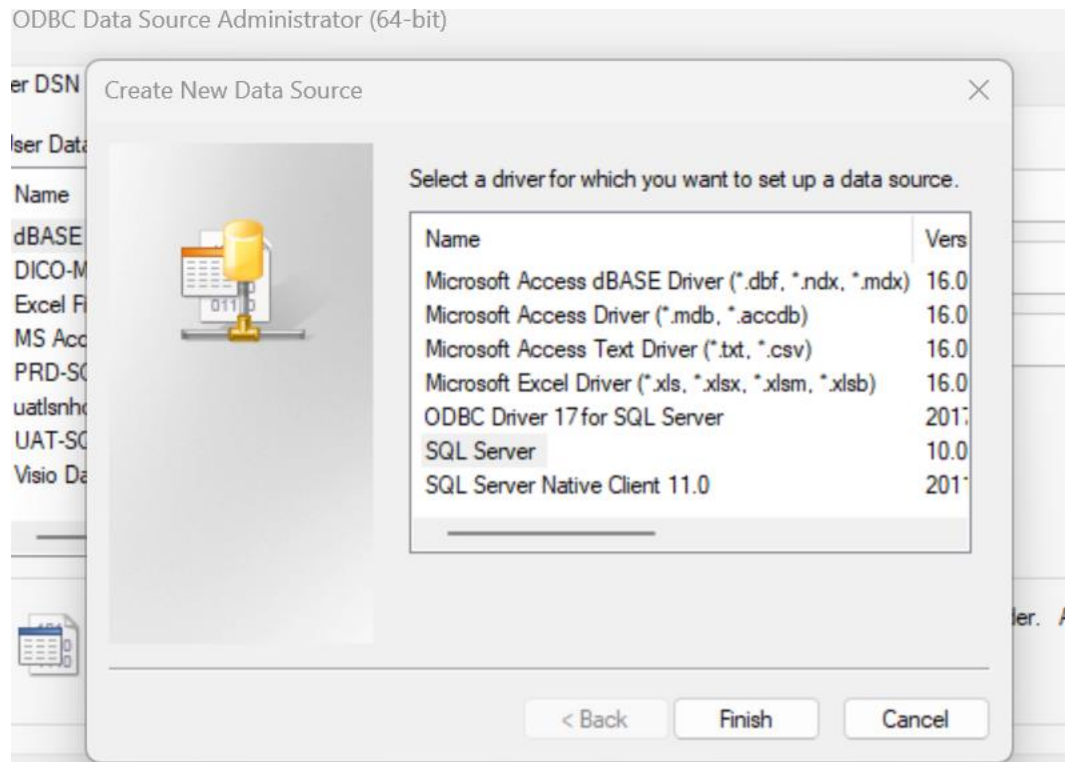
I.   From the Start Menu, type or look for ODBC Data Sources (64-bit), click to open the application.

II.   Under User DSN tab, click Add Button

III.   Select SQL Server and click Finish.

IV.   Create new Data Source with details as follows:
Name: **PRD-SQL2019**
Server: **tcp:prdlsncuip,5039**
Click Next.

V. Click Next button, until you reach the prompt below.
Toggle the "Change the default database to:" and change from master to **xfer_1**.
You may type the database name if it's not showing up in the dropdown menu.
Then click Next, then Finish, and Test. Once successful, click Ok and Close.
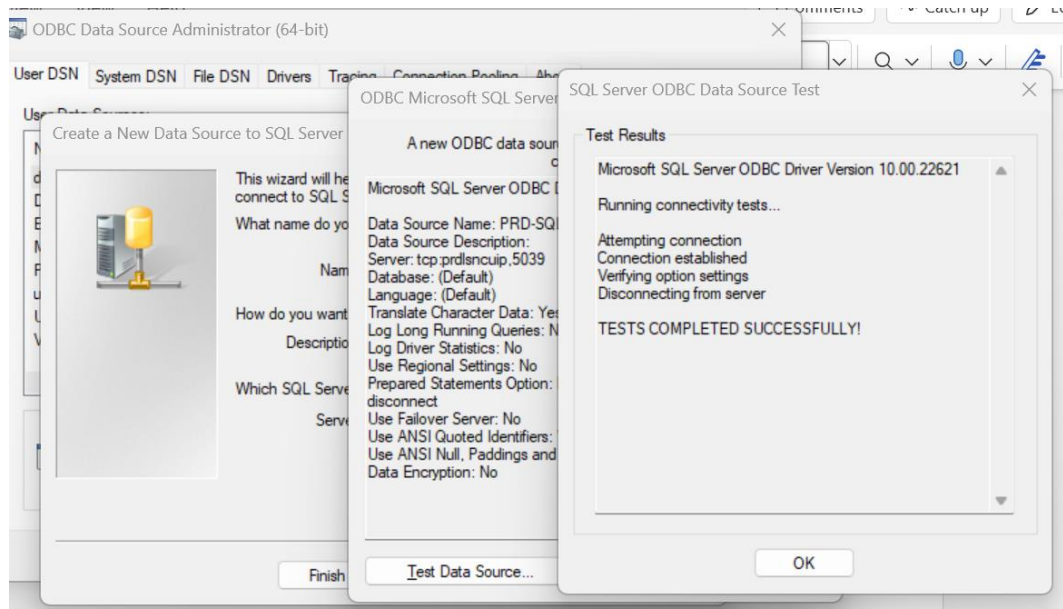
Instructions to Change Excel connection from DICO-MSSQL to Production Database
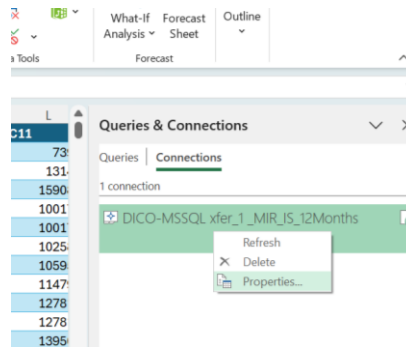
I. In the excel copy of your spreadsheet, Go to Data Ribbon, then click Queries & Connections
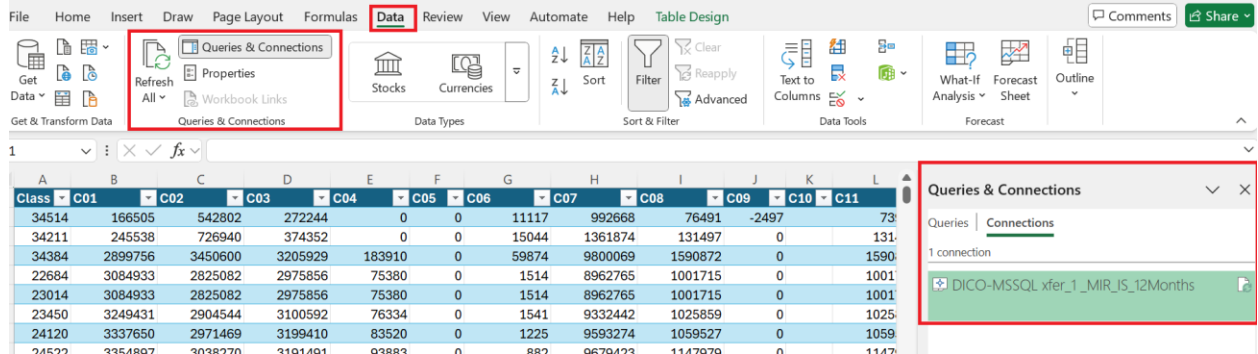
II. Navigate to the Queries & Connections panel on the right side of the screen. For each saved connection, right click, and open Properties.

III.   In the Connection Properties, go to the Definition Tab, and change these details in the Connection String.

    a. Remove the first two parameters: **DSN=DICO-MSSQL; UID=dcui;**

    b. Replace with: **DSN=PRD-SQL2019**

    c. Other details will remain as is. Click OK.

IV.   Refresh Connection then repeat step 3 and 4 on all connections with DSN=DICO-MSSQL.

V.   If you see Connection string with values other than DICO-MSSQL, **please do not change**. See example below.