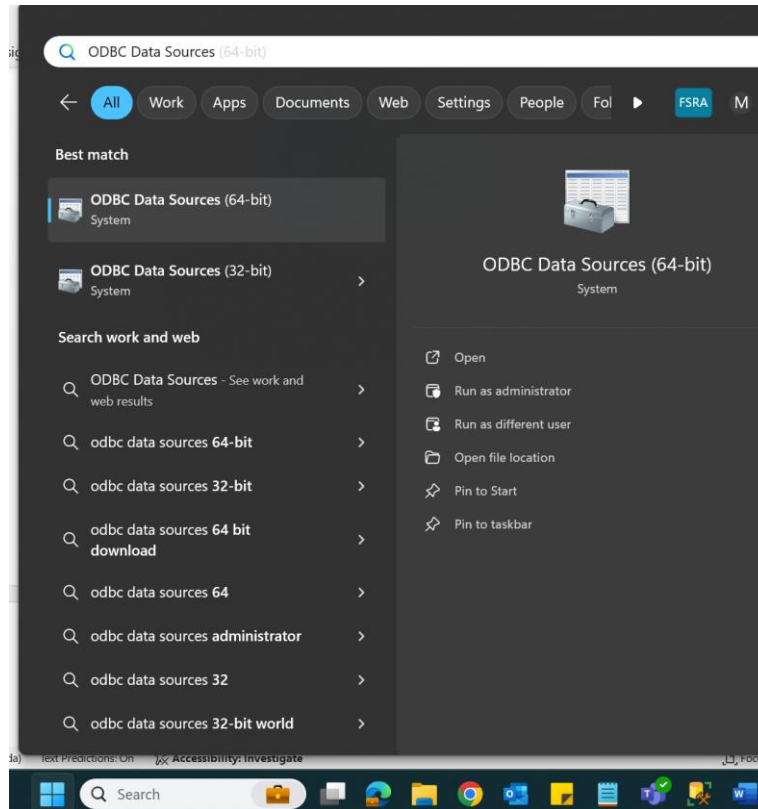
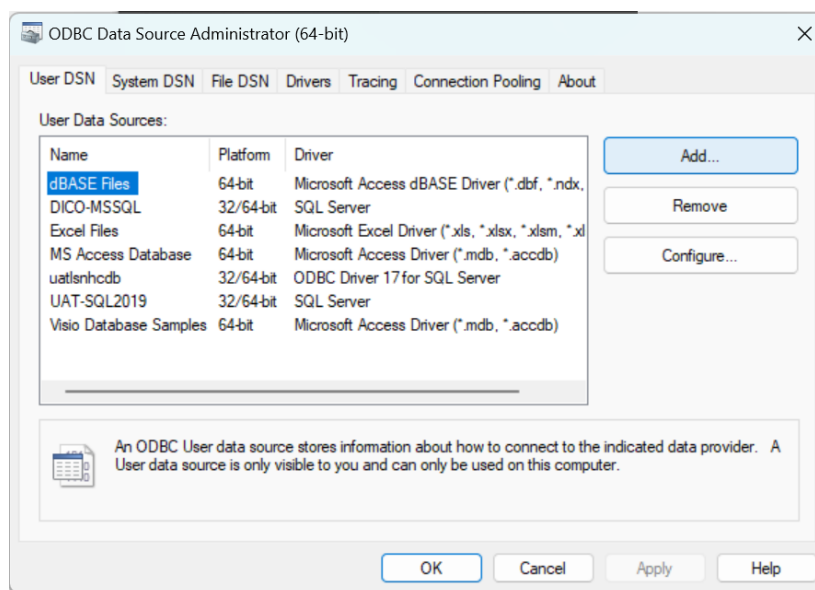


Instructions to Add New ODBC Connection for Production Database (prdlincuip,5039)

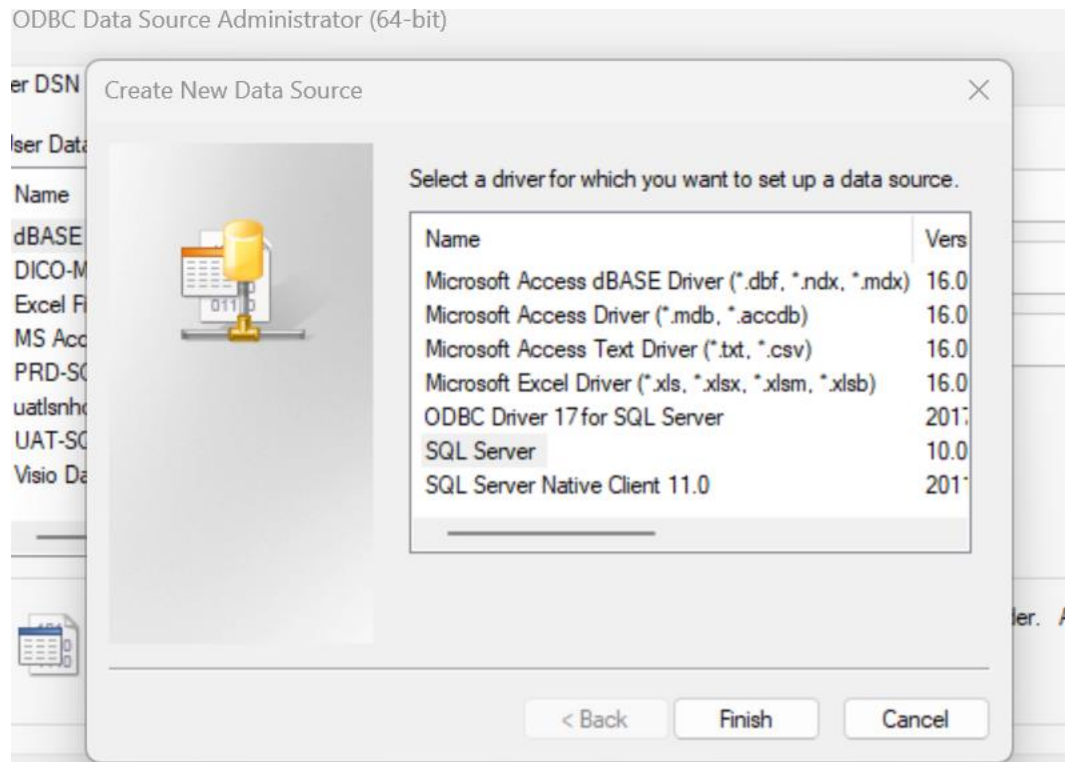
- I. From the Start Menu, type or look for ODBC Data Sources (64-bit), click to open the application.



- 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:prdl\$ncuip,5039**

Click Next.

Create a New Data Source to SQL Server

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: PRD-SQL2019

How do you want to describe the data source?

Description:

Which SQL Server do you want to connect to?

Server: tcp:prdlsnculp,5039

Finish Next > Cancel Help

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.

Create a New Data Source to SQL Server

☒ Change the default database to:

xfer_1

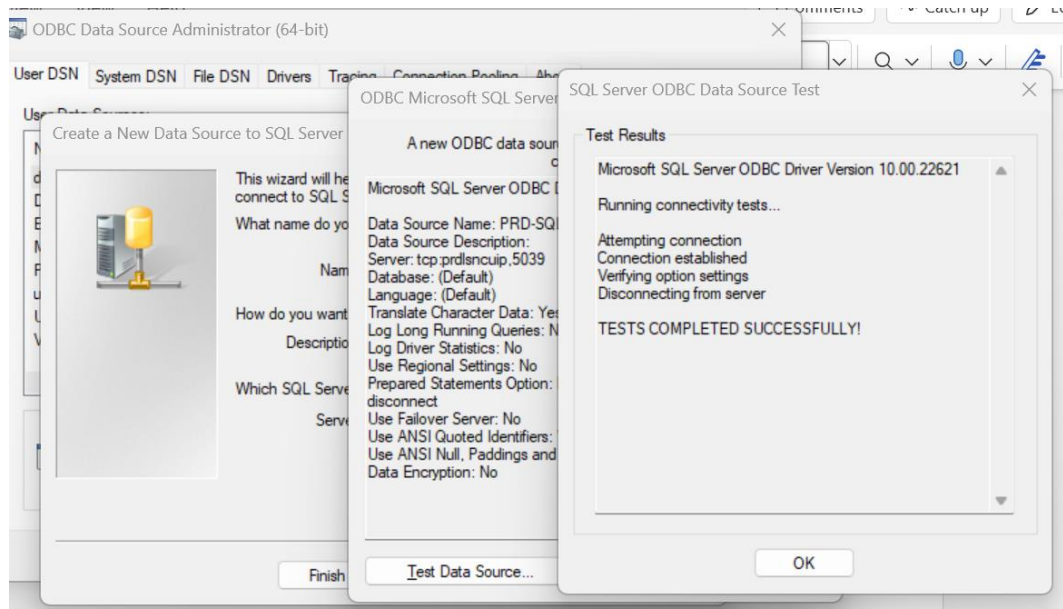
☐ Attach database filename:

☒ Use ANSI quoted identifiers.

☒ Use ANSI nulls, paddings and warnings.

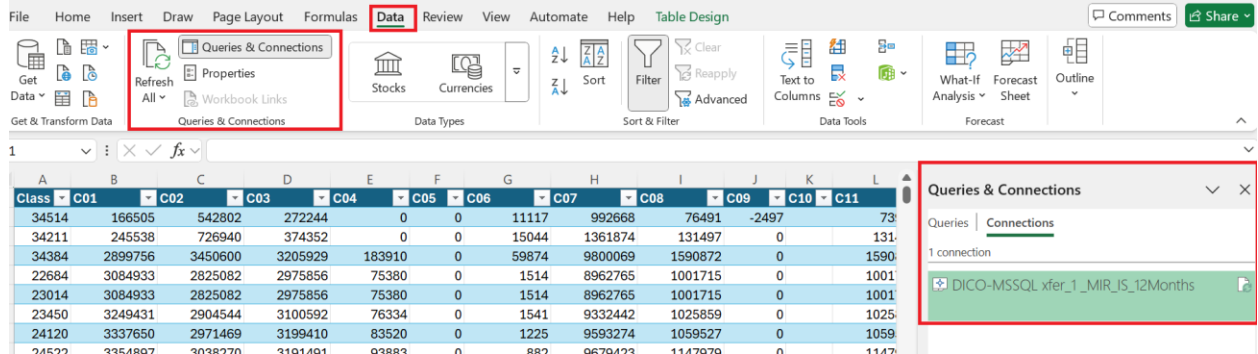
☐ Use the failover SQL Server if the primary SQL Server is not available.

< Back Next > Cancel Help

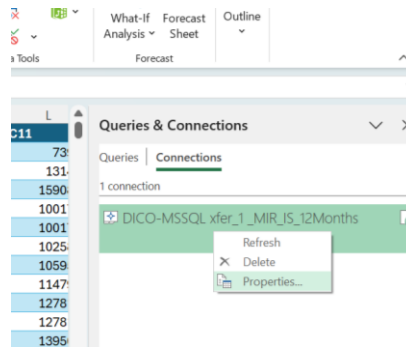


Instructions to Change Excel connection from DICO-MSSQL to Production Database

- 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.
- Remove the first two parameters: **DSN=DICO-MSSQL; UID=dcui;**
 - Replace with: **DSN=PRD-SQL2019**
 - Other details will remain as is. Click OK.

Usage	Definition	Used In
<p>Connection type: Database Query</p> <p>Connection file: <input type="text"/> Browse...</p> <p><input type="checkbox"/> Always use connection file</p> <p>Connection string: DSN= PRD-SQL2019 ;Trusted_Connection=Yes;APP=Microsoft Office;WSID=[laptop ID - as is] ;DATABASE=xfer_1;</p>		

- 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.

Connection file:	<input type="text"/>	Browse...
<input type="checkbox"/> Always use connection file		
Connection string:	DSN=MS Access Database;DBQ=S:\Ins_Risk_MGT\Mas\STEVE\Steve.mdb;DefaultDir=S:\Ins_Risk_MGT\Mas\STEVE;DriverId=25;FIL=MS Access;MaxBufferSize=2048;PageTimeout=5;	