



Description: Guide to converting Access databases to SQL.

OS Requirement: Windows NT, XP, 2000, Server 2003.

General Requirement: Microsoft Access, MSDE, GENESIS32 Version 8.0.

SQL Setup

1. Create a database in SQL using MSDE Database Manager or MS SQL.

Exporting from Access

1. Open the Access database that you want to export.
2. Right-click on the table you want to export.
3. Select **Export** from the drop down menu.

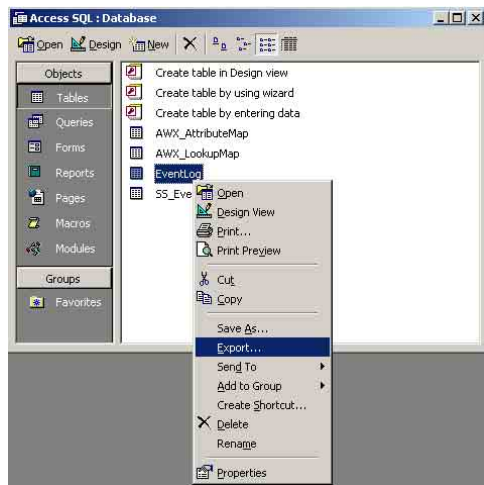


Fig 1: Choosing the table to export

4. Choose **ODBC databases** as the type of file to export.

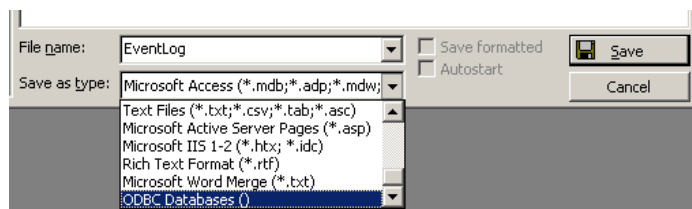


Fig 2: ODBC as type of file

5. Enter the name of the table that you want to export to, from the dialog that pops up.



Fig 3: Name of table

6. Create or select a DSN connection to the database you want to export to from the DSN connection dialog box.
7. The table you selected will be exported to the selected database with a table name that you entered in step 5.
8. Repeat all steps for every table you wish to export.

Importing using MS SQL

1. If you have MS SQL, you can choose to import Access databases instead of exporting it from Access.
2. Create a database in MS SQL as in step 1 of the SQL Setup.
3. Click on **Action** from the menu bar and select **All Tasks** → **Import Data**.

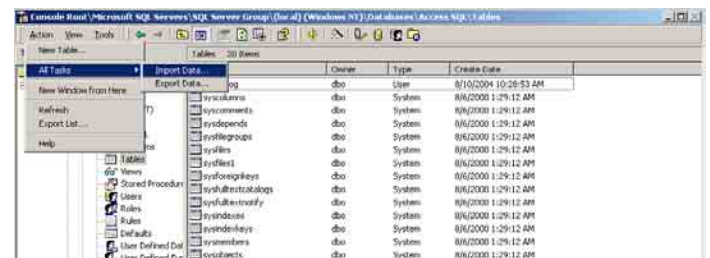


Fig 4: Import Data menu item

4. Click **Next** on the dialog box that pops up.
5. In the **DTS Import/Export Wizard** dialog box, select the source of the data you want to import from, which in this case is Microsoft Access.

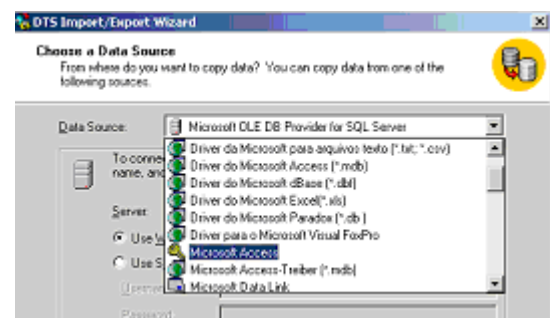


Fig 5: Select Microsoft Access as the data source

6. Click on the **Browse** button to select the Access database you want to import. Enter the username and password if required.

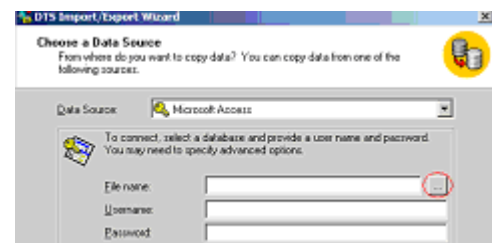


Fig 6: Select the database you want to import



- After selecting the database you want and clicking **Next**, select the data source you want to import the database to, which in this case is Microsoft SQL Server (default).

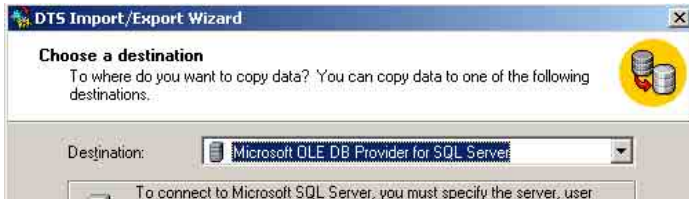


Fig 7: Data Source to import data to

- Enter the login information and select the SQL server you want to import data to.

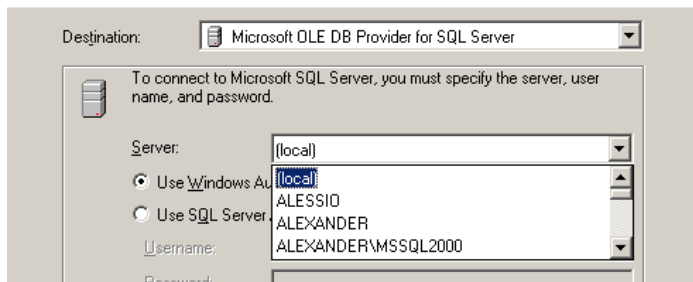


Fig 8: Selecting the Server

- Select the database you want to import data to.

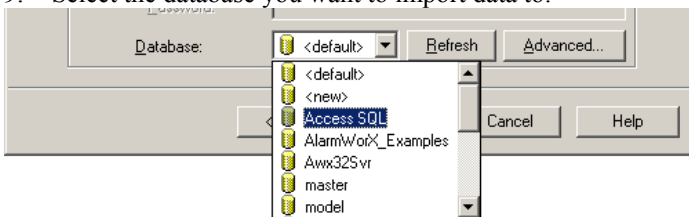


Fig 9: Selecting the database

- After clicking **Next**, you will be asked if you want to import whole tables and views or specific data using a query.



Fig 10: Choosing to import whole tables or specific data

- If you choose to use a query, after clicking **Next**, a dialog box will pop up for you to enter your query.
- If you choose to copy whole tables, after clicking **Next**, you will be prompted to select the tables you want.
- Check the tables you want and by default, the destination table will have the same name.

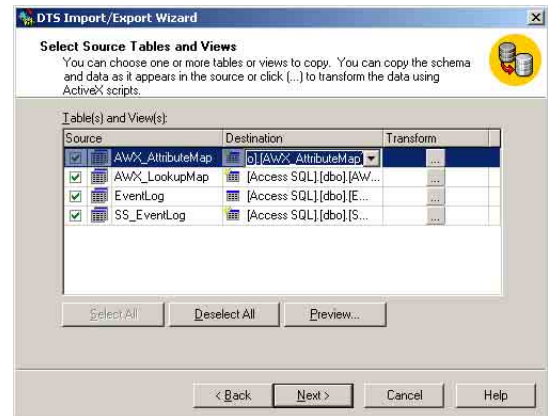


Fig 11: Selecting the tables

- After clicking **Next**, it will ask if you want to execute the import immediately or at a later time.
- Click **Next** after making the selection and if you chose to execute it immediately, the import process will start immediately after clicking **Finish**.
- Refresh the tables view and you will see that the tables have been successfully imported.

Import/Export Configuration Databases

- If you wish to change your configuration from Access to SQL, you will need a UDL Data Link File to use that SQL configuration.
- You can either make your own UDL Data Link file, or edit an existing one to point to the desired configuration database.