

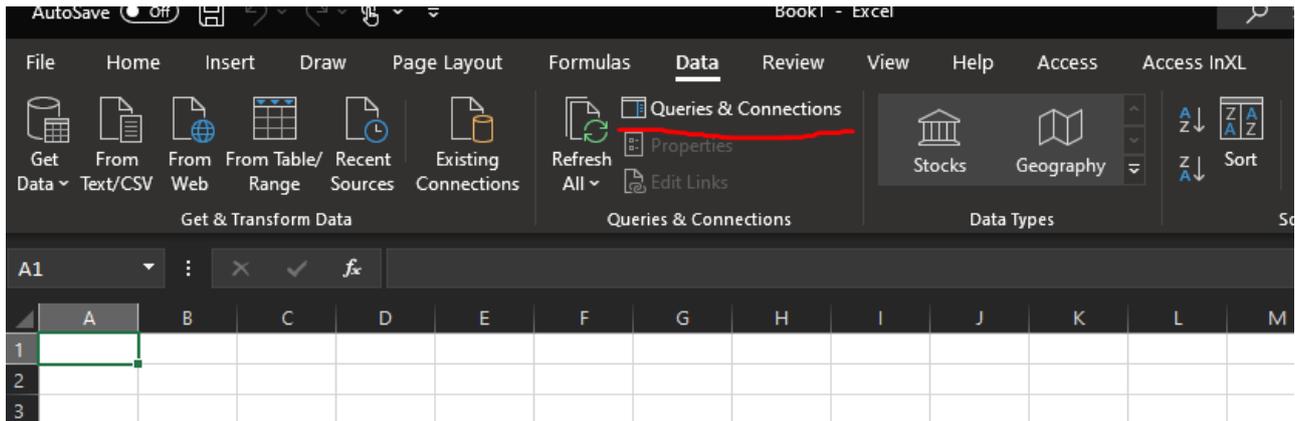
ODBC on PASS-hosting

In order to use ODBC on the hosted system, any existing reports will need to be uploaded to the hosted server, this is detailed in a separate document.

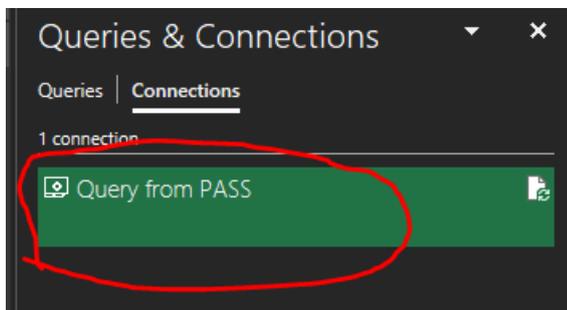
Updating existing ODBC Spreadsheets

Once the documents have been uploaded you will need to change some details in the connection strings on the reports.

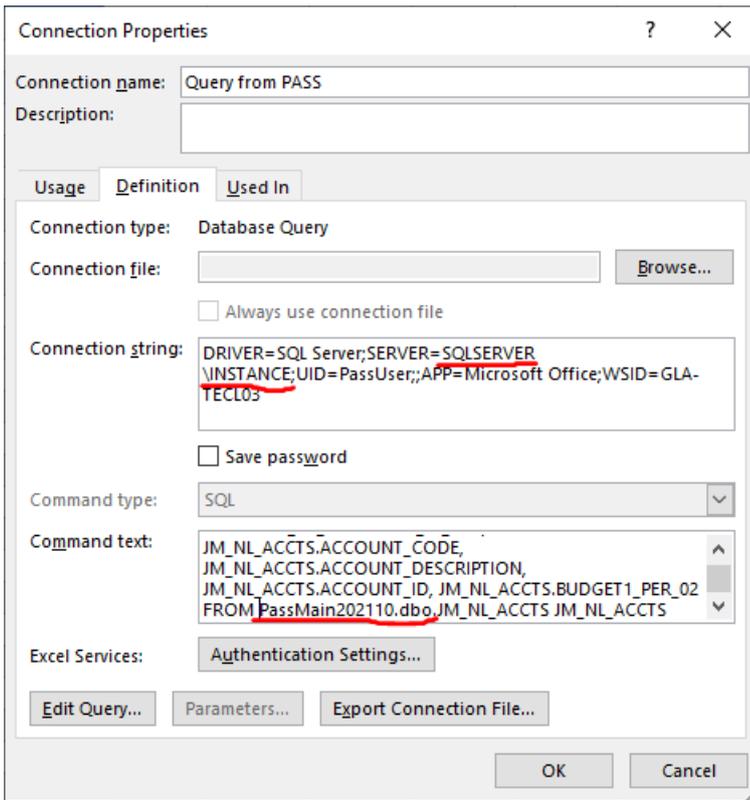
1. In excel, go to the Data tab and then Queries and connections



2. Then you'll need to right click on the connection that will appear on the right-hand side of the window, then select properties.



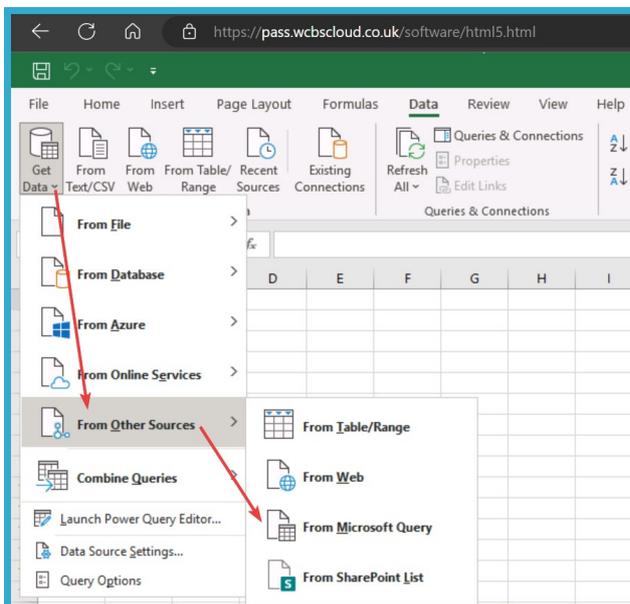
3. In the window that appears you'll need to click on the definition tab. Then you can change the SQL server name\instance in the connection string and then amend any PassMain references in the command text.



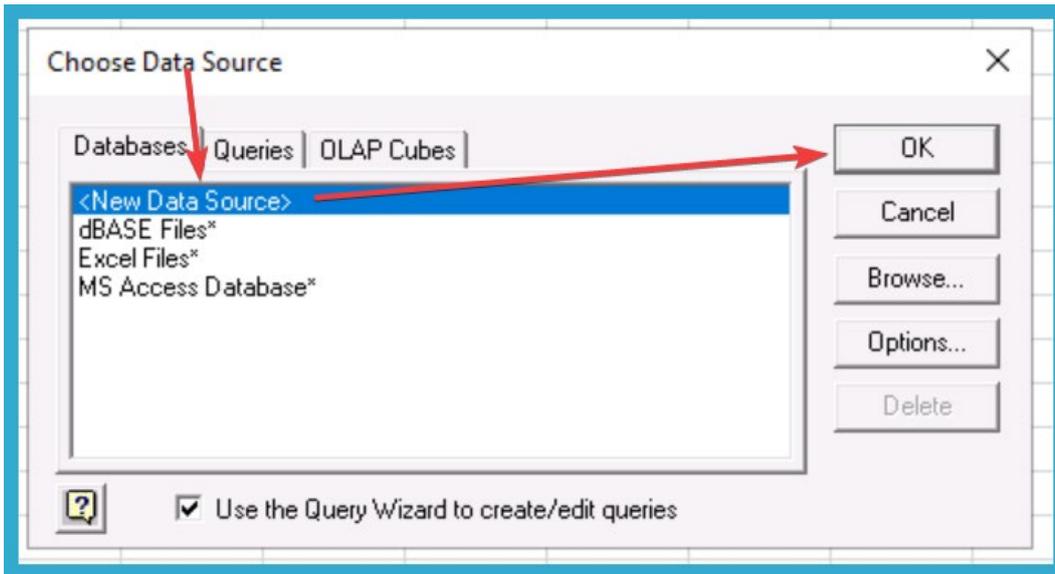
4. Replace the values that may look similar to above with the ones we provide you which will be in the following format, replacing xx with numbers.
 - a. SQL server name\instance: SQLXX\CUSTOMERXX
 - b. Passmain Database name: CXXPassMain
5. When asked to login please choose the trusted connection option.
6. When you have finished making changes ensure you saved the Excel Workbook, not saving will mean you have to repeat the process.

Setting up an ODBC Data Source

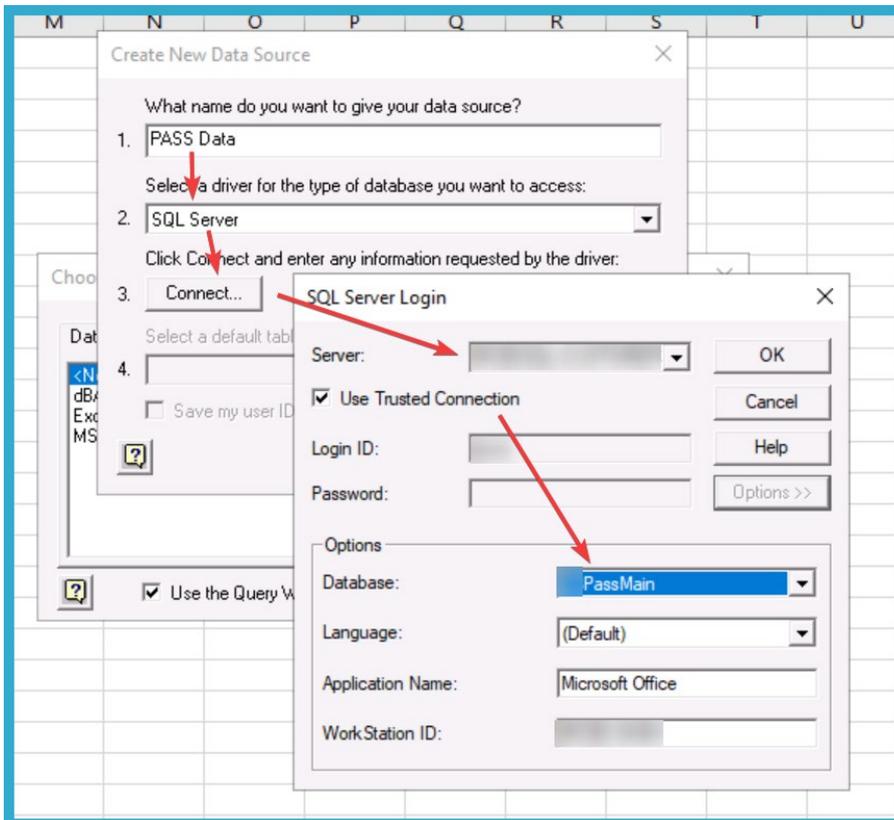
1. Go to Excel and go to the Data tab and then Get Data then From Other Sources and then From Microsoft Query.



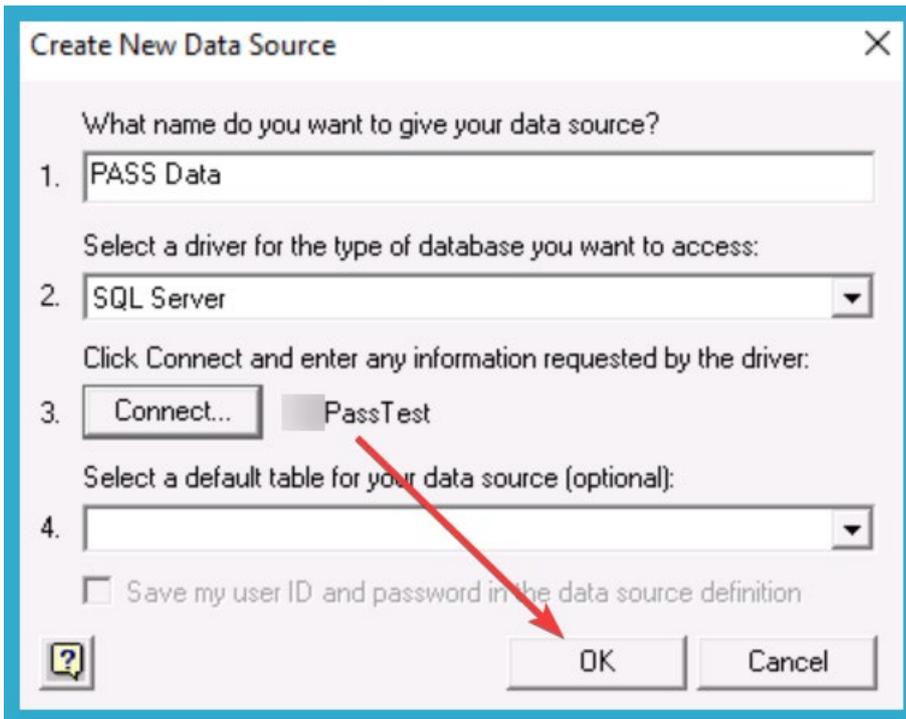
2. Select "New Data Source" and click OK.



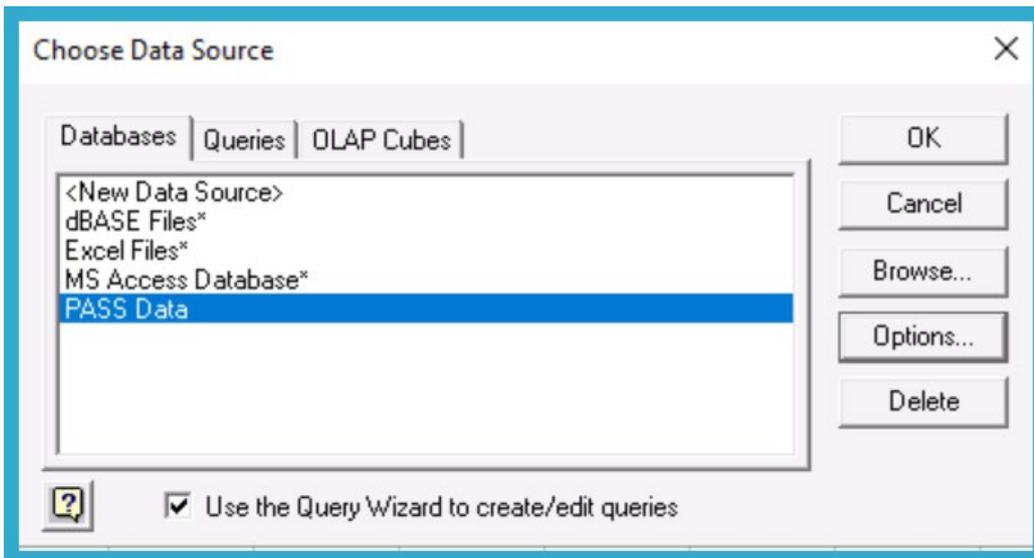
3. Create the Data Source, by providing a name, select the SQL Server driver and click connect.
4. Type in the Server we provide you which will be in the format of SQLXX\CUSTOMERXX then tick the box for "Use Trusted Connection" and then select the database name we provide you with e.g. CxxPassMain.
5. Then click OK



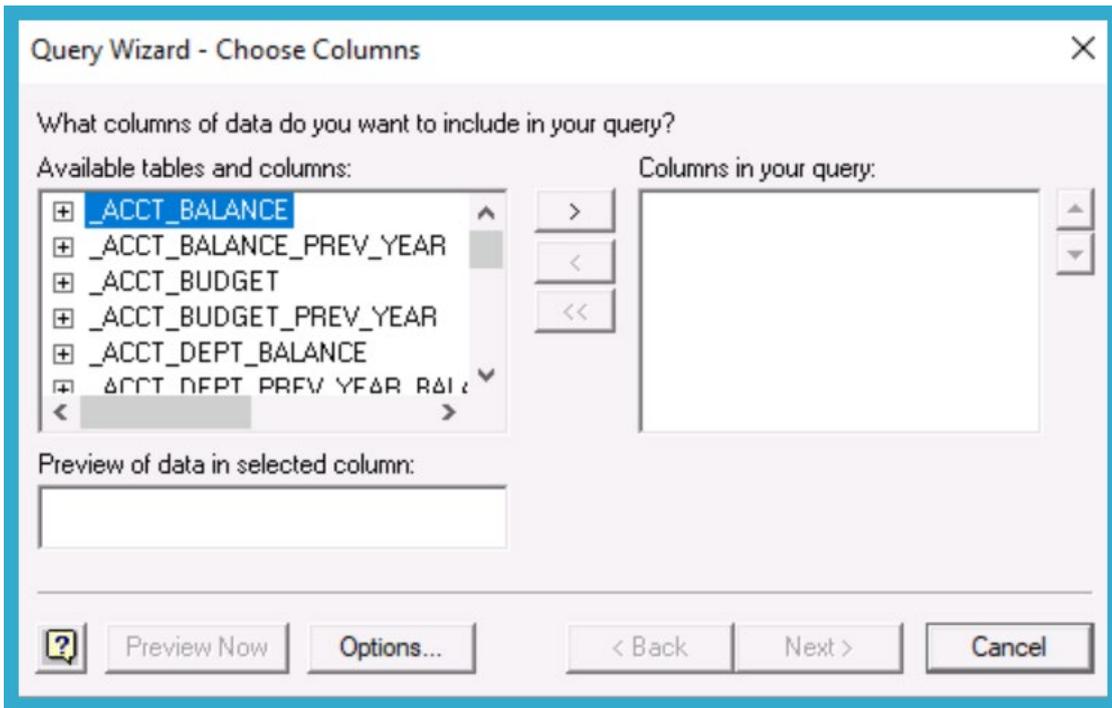
6. You'll be returned to the previous window with the database name. Click ok.



7. You will then be returned to the data source selection screen, double click on the new data source



8. You can then continue with creating a new ODBC enabled spreadsheet



If you have any further questions please contact WCBS Support by calling 01458 833055 or emailing support@wcbs.co.uk.