

## TECHNOTE

### How to connect to Access DB

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**DATE:** November, 2019  
**AUTHOR:** Bodno

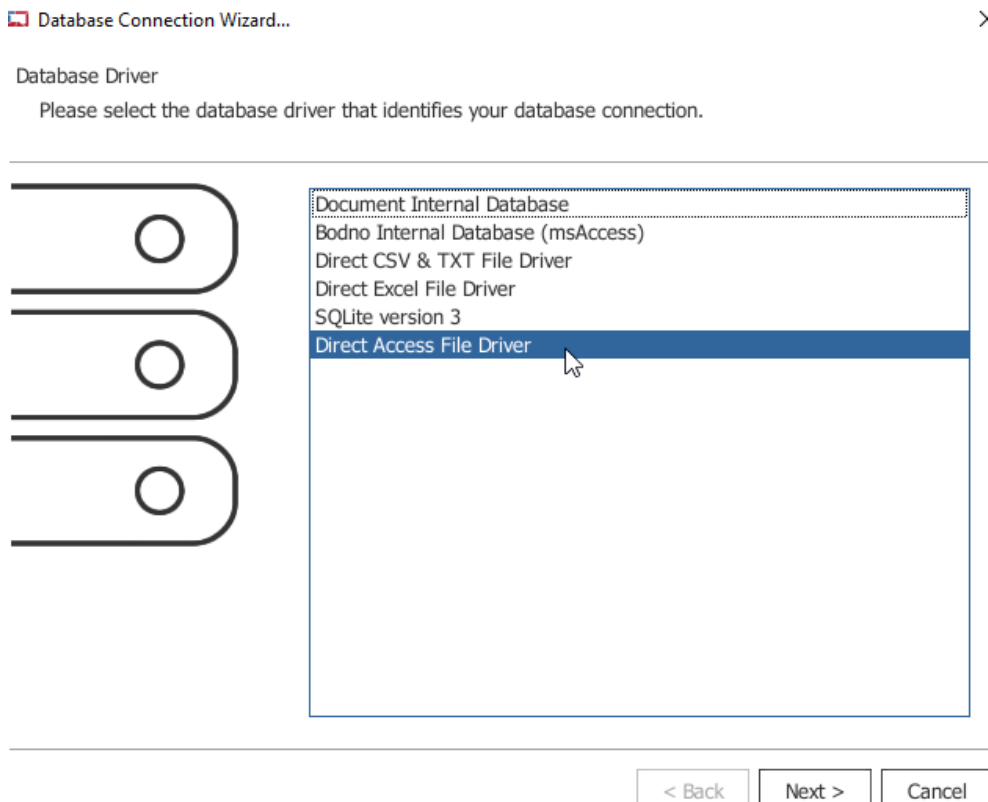
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To connect an MS Access database to your project, please follow the instructions below:

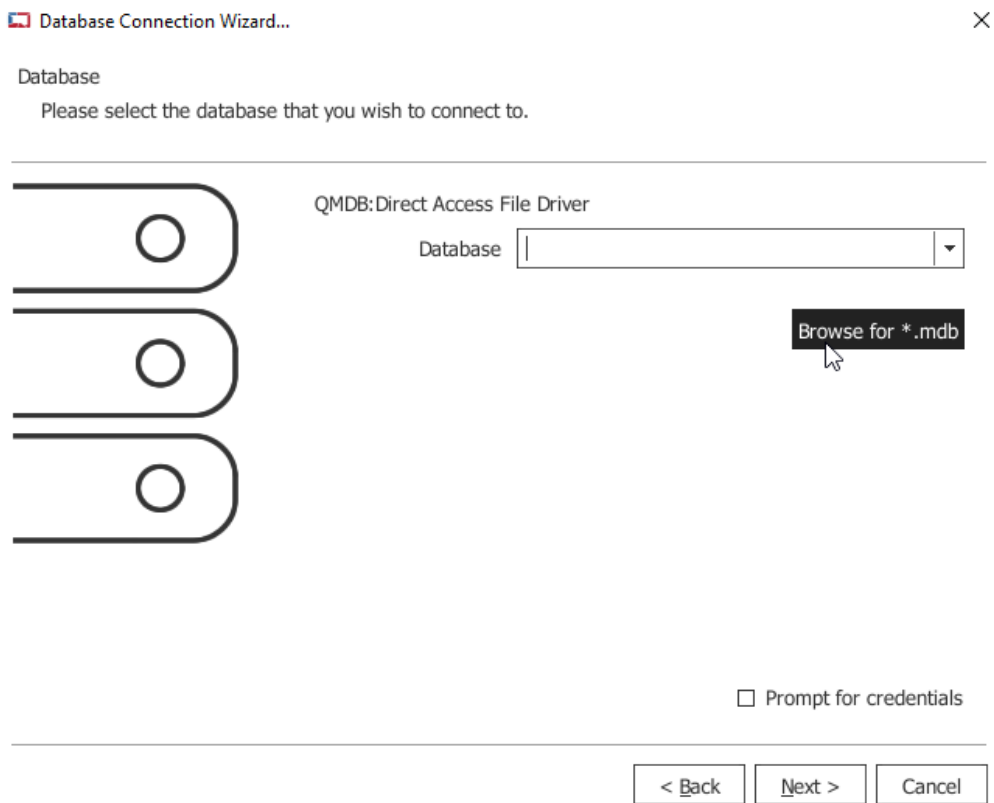
1 - Click on the **Connect to database** button.



2 - Select the **Direct Access File Driver** option.



3 - Browse for the database file and click on **Next**.



Database Connection Wizard... X

Database

Please select the database that you wish to connect to.

QMDB:Direct Access File Driver

Database |

Browse for \*.mdb

Prompt for credentials

< Back Next > Cancel

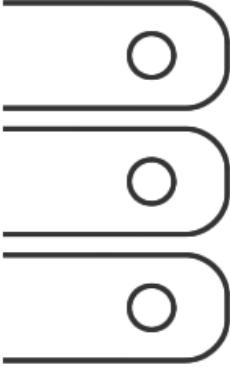
**Note:** We strongly recommend that you connect your Access file with the \*.mdb format.

4 - All tables from the connected database should be displayed afterwards. Choose the one you want to work with and click on **Next**.

Database Connection Wizard... ×

Database Operation  
Please select the operation you wish to perform on your database.

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QMDB:C:/ProgramData/Bodno/DATABASE/internalDatabase.mdb

Operation

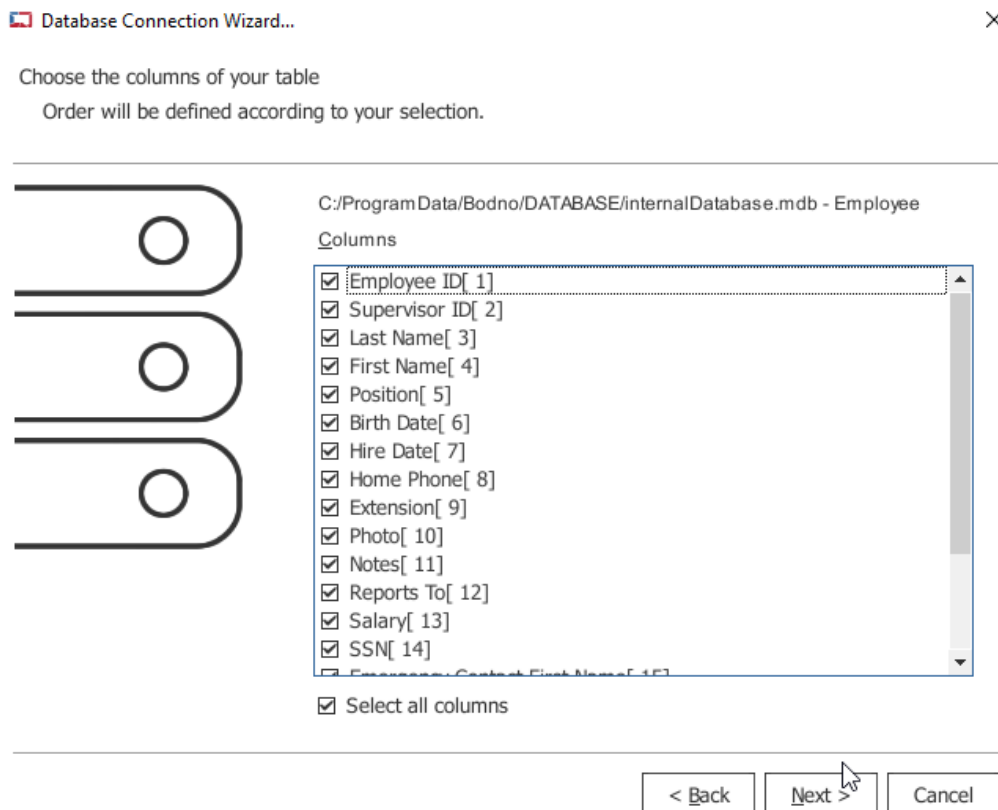
Employee

TABLE, 19 Columns

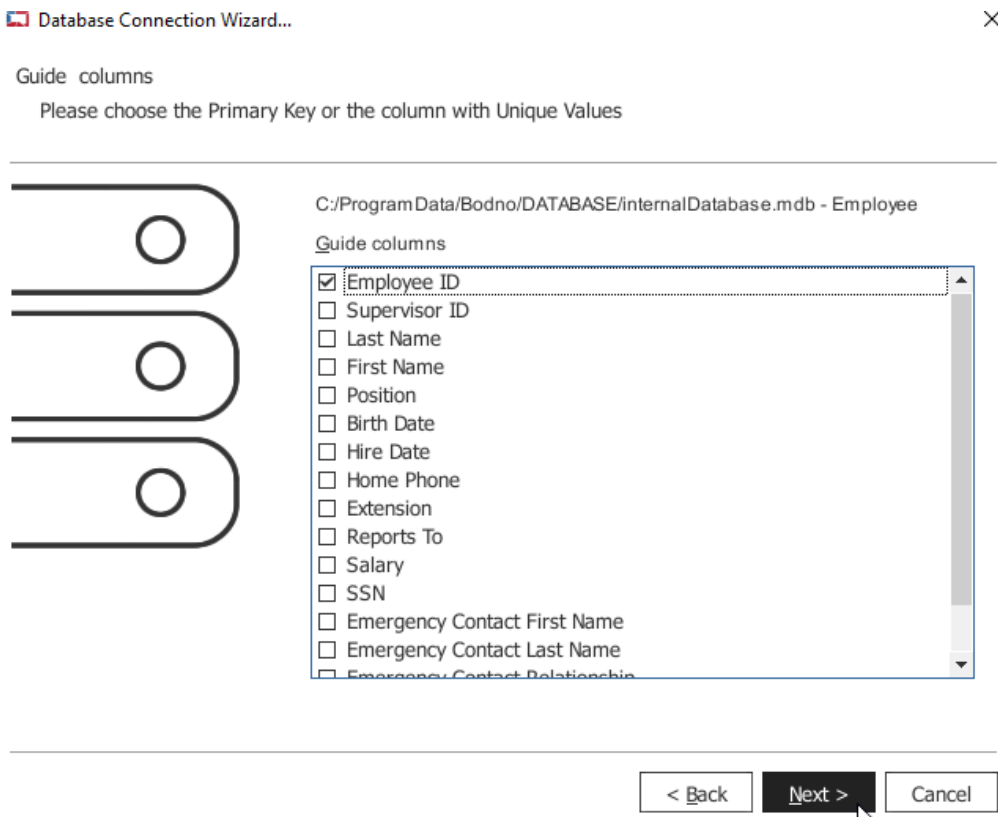
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< Back Next > Cancel

5 - You must now select all the columns that you want to load on this database connection and click on **Next**.



6 - If you have a Primary Key field in your table, it should automatically be selected, so click on **Next** then.



Database Connection Wizard...

Guide columns  
Please choose the Primary Key or the column with Unique Values

C:/ProgramData/Bodno/DATABASE/internalDatabase.mdb - Employee

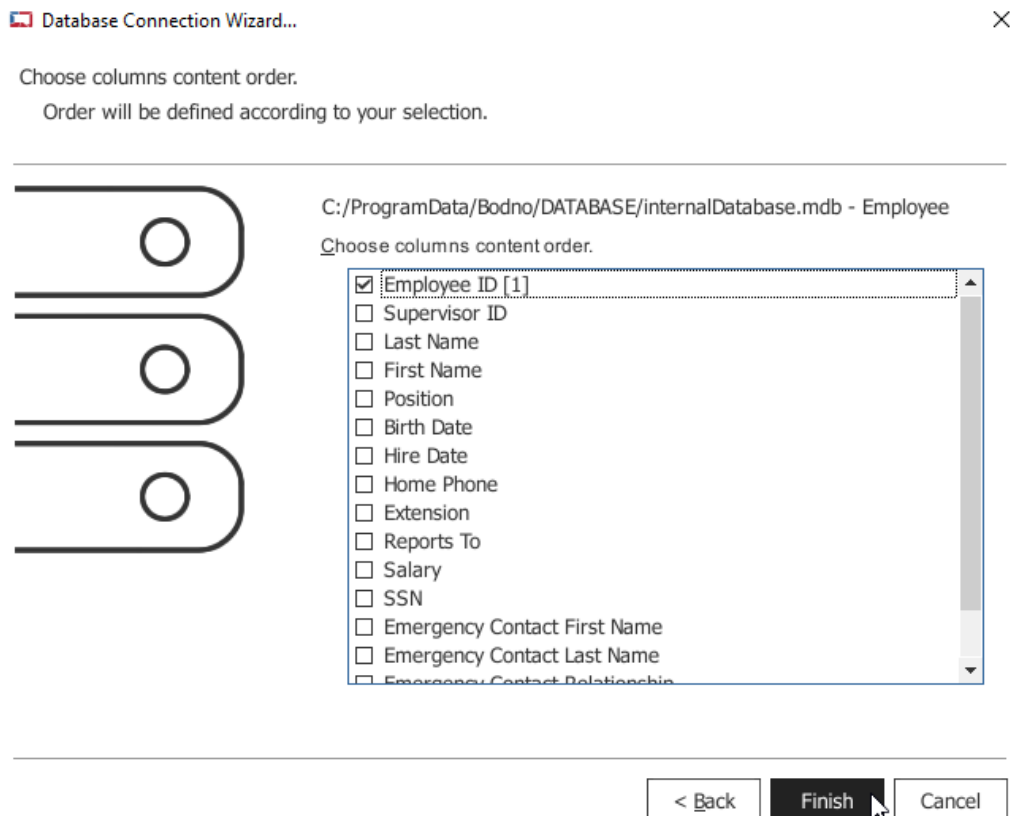
Guide columns

- Employee ID
- Supervisor ID
- Last Name
- First Name
- Position
- Birth Date
- Hire Date
- Home Phone
- Extension
- Reports To
- Salary
- SSN
- Emergency Contact First Name
- Emergency Contact Last Name
- Emergency Contact Relationship

< Back   **Next >**   Cancel

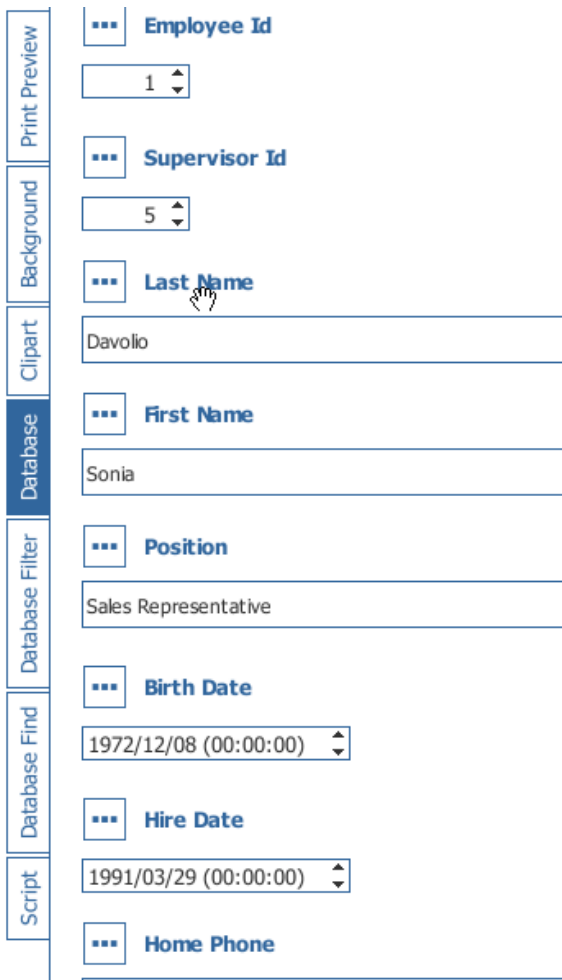
7 - The Database Filter step should be ignored, so click on **Next** again.

8 - Finally, select the column(s) that will define the order of your database table. As you click on **Finish**, the database will be connected to the project.



As the **Database** tab appears on the right side of the software interface, it means that the connection to the database was successful.

This view allows the user to quickly drag-and-drop any database information to the layout design.



Print Preview	... Employee Id
	1
Background	... Supervisor Id
	5
Clipart	... Last Name
	Davolio
Database	... First Name
	Sonia
Database Filter	... Position
	Sales Representative
Database Find	... Birth Date
	1972/12/08 (00:00:00)
Script	... Hire Date
	1991/03/29 (00:00:00)
	... Home Phone