

1. On the File menu, click New in the Microsoft Query guery

## CONNX 8.9 QUICK REFERENCE CARD

## Using Microsoft Query Wizard to Access CONNX Data Sources

window. Select a data source for your query in the Select Data *Tip:* If your query runs every **2.** Type your user name and password in the **CONNX** Source window, and then click OK. time you enter data, click the Integrated Logon dialog box. You can select an Auto Querv button on the application or database type in the Application list box. Choose Data Source ? X toolbar to change the default Click the Custom button to view a list of databases setting ... Databases Queries 0K available for connection, and then click OK.  $\langle \mathbf{1} \rangle$ <New Data Source: Cance CONNX\* CONNX Integrated Logon X CONNX32\* CONNX8SAMPLES32\* Browse ΟK dBASE Files\* User ID: NickD Options Excel Files\* FoxPro Files\* \*\*\*\*\*\* Cancel Password: Change marvf\* **3.** Select an available table in the MS Access 97 Database\* Add Tables dialog box, and then click the **Add** button. 2 Use the Query Wizard to create/edit queries Connect Options Click the Next button Application: IRMS Ŧ Custom... Add Tables ? × School Contemporation And America Contemporation America Contemporat - 🗆 × Table: <u>File E</u>dit <u>V</u>iew Forma<u>t</u> Ta<u>b</u>le <u>C</u>riteria <u>R</u>ecords <u>W</u>indow <u>H</u>elp Add SQL @ # @ ∇=Σ \$↓ \$↓ ! ! . №? ? customers rms Query 1 from CONNX8SAMPLES32 - 🗆 × equipmnt\_rms Close. orders\_rms customers rms orders\_rms products\_rms product aroups rms customeraddre products rms rustomenid productaroupid customercity orderdate productid customercoun ordenid productkeywords customenid productid oroductname customername productguantity productorice Options... customeraddress customercity customerid productid 4 304 King Edward Pl. East Vancouver 304 King Edward Pl. East Vancouver MEBBG 40 w 304 King Edward Pl. East Vancouver MERRG 59 304 King Edward Pl. East Vancouver MERRG 64 418 · 6th Ave. Walla Walla FOODI 348 - 33rd St томмі Denver Ψ. 348 - 33rd St. Denver томмі 2817 Milton Dr Albuquerque BATTO 16 2817 Milton Dr Albuquerque BATTO 43 2817 Milton Di Albuquerque BATTC 56 234 Samuel Pl Ithaca SAWYH **4.** Selected tables appear in the upper half of the query pane in the Microsoft Query 234 Samuel PL Ithaca SAWYH 45 N. Terminal Way Helena MOBNS 11 window. Double-click the column names to add them to the query. Double-click the 45 N. Terminal Way Helena MOBNS 19 MOBNS join lines to specify the type of join. You can also select Execute SQL on the File 45 N. Terminal Way Helena 52 menu to create queries using SQL statements. NUM Select View Criteria to show/edit criteria limiting records shown CONNX Solutions. Inc.

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