

## Using Microsoft Query Wizard to Access CONNX Data Sources

1. On the **File** menu, click **New** in the **Microsoft Query** query window. Select a data source for your query in the **Select Data Source** window, and then click **OK**.

2. Type your user name and password in the **CONNX Integrated Logon** dialog box. You can select an application or database type in the **Application** list box. Click the **Custom** button to view a list of databases available for connection, and then click **OK**.

*Tip:* If your query runs every time you enter data, click the **Auto Query** button on the toolbar to change the default setting..



3. Select an available table in the **Add Tables** dialog box, and then click the **Add** button. Click the **Next** button.

4. Selected tables appear in the upper half of the query pane in the **Microsoft Query** window. Double-click the column names to add them to the query. Double-click the join lines to specify the type of join. You can also select **Execute SQL** on the **File** menu to create queries using SQL statements.

