

Testing and Configuring a database for importing / exporting with MS Access 2007

This assumes that you already have a database on the server.

Always use phpMyAdmin for adding / deleting databases or tables within the database.

Always backup your database prior to fooling around with it.

You may need to download and install the **MySQL ODBC 5.1 Driver** first:

<http://dev.mysql.com/downloads/connector/odbc/5.1.html>

Starting from Scratch

1. Open MS Access 2007.
2. Create a new blank database. It will prompt you for a file name. Choose appropriately. (This is just a temp file anyway.)
3. Close Table1 by right-clicking the tab in the main window.
4. Delete Table1 by right-clicking on the left-hand bar. Now the database is blank.
5. Click on the **External Data** tab at the top.
6. In the Import section, select **More > ODBC Database**.
7. The Get External Data window shows up. Select **Import**. Do not select Link.
8. Select Data Source window shows up. Click on the **Machine Data Source** tab.
9. To create a new data source, select **New**.
10. Select **System Data Source**. Then click Next.
11. The driver you want is the **MySQL ODBC 5.1 Driver**. (It's way down at the bottom.) Next. Then Finish.
12. Now you need to configure the connection:
 - a. **Data Source Name**: you choose.
 - b. **Description**: you choose – same sort of deal, more description, does not really matter
 - c. **Server**: the address of your server
 - d. **User**: the user name of your database on the server
 - e. **Password**: your password for the specific database
 - f. **Database**: the name of our database on the server
 - g. **Port**: should stay the same at 3306. The Test button should work correctly.
 - h. Press OK when done.
13. You should now be presented with a list of all the tables in your database. The one we're working with is tax_rates_local. (If you don't have it set up yet, no problem, just select any table you wish – we're just testing at this point.) Select it and press OK. Do not save import steps at this time.
14. Double-click the table on the left hand side to view it in the main window.
15. Now we're done setting up and verifying that we can connect to the database.

Importing your new tax rates table into your server database.

1. Using phpMyAdmin, delete the table from the server first. The one we want is called tax_rates_local.
2. Prepare the MS Excel sheet with the following columns:
 - a. **local_tax_id** should be numerically sequenced 1 thru ...
 - b. **zone_id** should all be the same for the WA zone -- 62
 - c. **local_fieldmatch** should all be the same -- postcode
 - d. **local_datamatch** should be the list of zip codes
 - e. **local_tax_rate** should be the list of local rates formatted as 2.1 instead of 0.021.
 - f. **local_tax_label** is the list of city names
 - g. **local_tax_shipping** should all be the same -- false
 - h. **local_tax_class_id** should all be the same -- 1
3. Open MS Access 2007.
4. Create a new blank database. It will prompt you for a file name. Choose appropriately. (This is just a temp file anyway.)
5. Close Table1 by right-clicking the tab in the main window.
6. Delete Table1 by right-clicking on the left-hand bar. Now the database is blank.
7. Click on the **External Data** tab at the top.
8. In the Import section, select **the Excel sheet button**.
9. Select **Import** (not Link) and browse to select the file you're importing from Excel. Press OK.
 - a. **First row contains column headings** should be checked. Next.
 - b. The second import screen lets you alter fields, **no need to do anything**. Next.
 - c. Choose **No Primary Key**. Next.
 - d. Name your table: **tax_rates_local**. Do not analyze data. Click Finish and Close. No need to save the import steps.
10. Double click the table on the left side to open it in the main window.
11. Now we're going to Export. In the Export section, select **More > ODBC Database**.
12. Choose the name. You should use **tax_rates_local**. Click OK.
13. Select Data Source window shows up. Click on the **Machine Data Source** tab.
14. Select the data source you created earlier, in this case: Click OK.
15. With the new tax rates, the data is huge.

The confirmation may take an hour or more to appear on the screen. Be patient.
16. Go to phpMyAdmin to confirm that the table has been added. Go to the Zencart Admin to see if it worked.

To Add / Delete / Edit a Machine Data Source

1. Click **Start**, and then click **Control Panel**.
2. In the Control Panel, double-click **Administrative Tools**.
3. In the Administrative Tools dialog box, double-click **Data Sources (ODBC)**.

The **ODBC Data Source Administrator** dialog box appears.

4. Click **User DSN** or **System DSN** depending on the type of data source you set up. (Usually system.)
5. Click **Add**.
6. Select the driver that you want to use, - for our purposes, we want MySQL ODBC 5.1 Driver.

and then click **Finish** or **Next**.

If the driver you want is not listed, contact the administrator of the database you are connecting to for information about how to obtain the correct driver.

7. Follow the instructions and enter the required connection information in any dialog boxes that follow.

Click **Help** in the ODBC dialog boxes for more information about the individual settings.