

East London Database Content updates in MS Access

We suggest that MS Access users **refresh the tables within their database file every month** to ensure it reflects any new items or amendments. We issue a monthly newsletter to East London Database users, which includes a list of any specific changes.

- **New items**
May include SQL “views”, which (to MS Access users) appear the same as linked tables.
You must create a link to each new item that exists on the CEG server.
- **Amendments**
May include improvements to existing table design, which improve performance, but which may not be immediately obvious.
These design improvements will not become apparent to you until you have refreshed your table links.

How to add and refresh tables

These should be considered as **routine management**, necessary for keeping content up to date:

- a. Adding new tables (to your MS Access database)
In Access: At the top of the screen, follow the ribbon for External Data > New Data Source > From Other Sources > ODBC database – and you must *select the source & destination* as the **second** radio button “Link to the data source by creating a linked table”. Select your DSN file (from the list under machine data source name) and then log in to the Access database to see the full list of available tables.
- b. Refreshing tables (in your existing MS Access database)
In Access: At the top of the screen, follow the ribbon for External Data > Linked Table Manager... expand the Data Source Name (click on the “+” sign) and select all by selecting the data Source Name checkbox. On the right-hand side of the window, click on “Refresh”. The refresh may take a few seconds – alternatively, you can select the specific table(s) that you know need refreshing.

Tips

- The updates should be visible to you within the table **db_log** which is like a diary of completed work.
- In addition, you can use the table called **db_tables** to double-check that you have the all the latest items.
- If you can't see these two tables - be sure to create a new link to each one from your Access database.