

WORKING WITH YOUR REPORTING DATABASE – LINKING TO A LOCAL DATABASE FILE



OVERVIEW

PeopleAdmin has designed a customized reporting database ("sample.mdb") that contains all of the questions on your application(s), all of the fields on your requisition, and all posting and applicant data. We will update this database with your most recent data nightly and provide you with a new copy of this database each morning. This database file is accessible via ftp over the Internet.

You may manipulate and query this data as need be. However, any changes you make to the master file that you have downloaded (i.e. any query you save in this file) will be overwritten the next day when you download a more recent copy of your file/data.

For this reason, PeopleAdmin recommends that you set up a permanent, local database file on your computer/network that you can link to the master database file. This local file will essentially be a shell into which you can import ("Link") data from the master file, save your queries, set up views, etc. Any queries/reports that you create on your local database file will not be overwritten with a new download of the master file.

STEP BY STEP INSTRUCTIONS

1. Decide which drive/directories on your computer will house your 2 files: your local database file and the master Access database file provided by PeopleAdmin via ftp.
 - a. Note: you may wish to store these files in different directories to avoid confusion.
 - b. Select the location for these files carefully; if you move one or both of these files later, you will have to re-establish the links as described below.
2. Download the master file, named, "sample_report.zip".
 - a. Go to the "ftp" url provided for your reporting database.
 - b. Right-click on the file "sample_report.zip " and select "Copy to Folder".
 - c. Save the file in the directory you selected in step 1 above.
 - d. Open the zip file and extract the Sample.mdb file using the pass-phrase.
3. Set up a local database file.
 - a. Make a copy of the Sample.mdb file and put the copy in the directory you selected in step 1.
 - b. Open the copy of the database, and delete all the tables.
 - c. Make the database window active.
 - d. Select File > Get External Data > Link Tables.
 - e. This will bring up a "Link" dialog box. Under "Files of Type", select "Microsoft Access". Find the master database file by using the "Look In" dropdown and/or the "Up One Level" button. Click on the file to select it, then click "Link". Finally, "Select All".
 - f. You should now see each of the tables that are in the master database file, however, each table should have an arrow next to it:   Answer . This symbol indicates that this is actually a link as opposed to a real table.
4. While you can see data in your local database file and query this data, the actual data is stored in the master file, "sample.mdb".

MAINTAINING THE CONNECTION FROM YOUR LOCAL DATABASE TO THE DAILY DOWNLOAD

When you download an updated version of the master database file that PeopleAdmin provides ("sample.mdb"), please use the following procedure:

1. Close your local database.
2. Rename yesterday's PeopleAdmin provided database file (for example, "sample 01_15_2003.mdb") and save this renamed database in an archive folder (OPTIONAL). You may also delete yesterday's file.
3. Download the latest version of the master database file from the ftp drive/site. Follow the instructions above to do this.
4. Access should maintain your links and you should be ready to use the updated data that will pull into your local database file via the links you established above.

QUESTION: When I try to open my local database file, I receive a message saying that the file could not be found.

OR

When I run a query in my local database file, no results are found.

ANSWER: This is likely a result of moving the local database file to a new directory or downloading the master database file ("sample.mdb") to a new location (or, renaming a directory on your computer). To correct this, it will be necessary to "delete" the tables (actually just links) in your local database file and recreate the links using the instructions above.