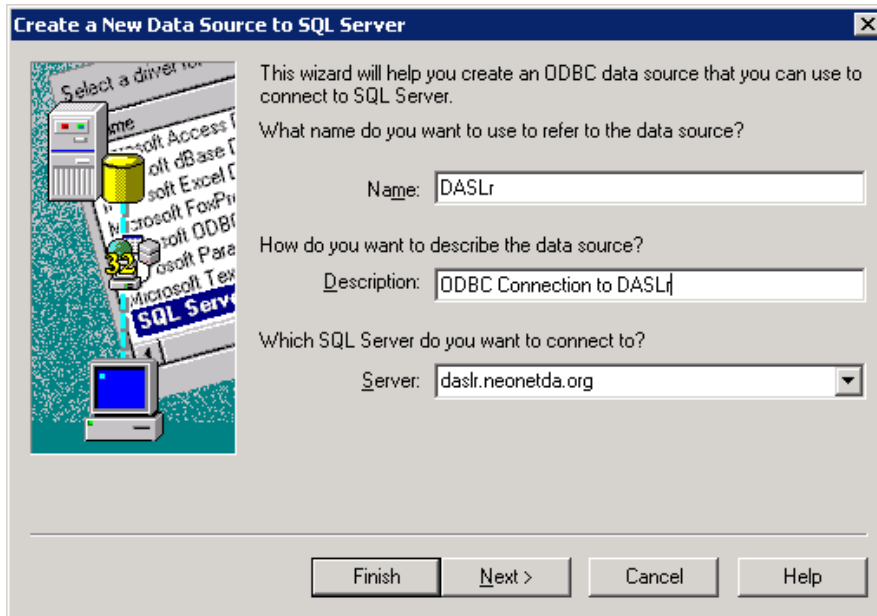


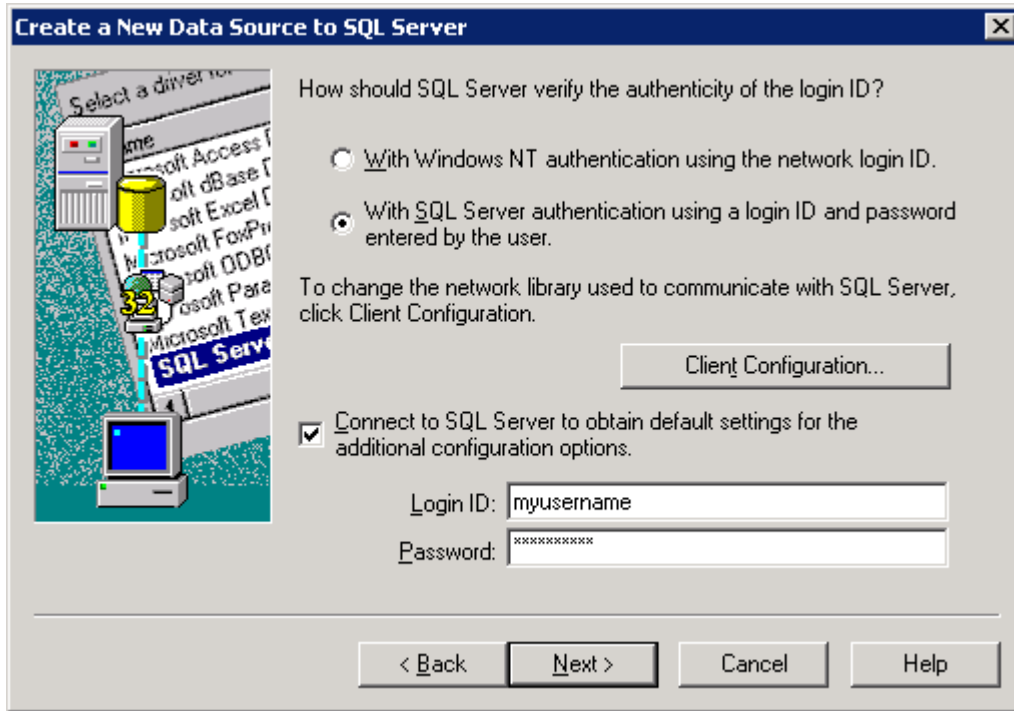
# Windows ODBC Connection Setup

1. Open the Windows ODBC Data Source Administrator.  
Select **Settings > Control Panel > Administrative Tools > Data Sources (ODBC)**.
2. Select the 'System DSN' tab.
3. Create a new SQL Server ODBC connection:
  - a. Click **Add** to create a new data source
  - b. Select the **SQL Server** driver from the list. Click **Finish**.
4. Specify an ODBC DSN name.  
Type the name in the **Name** field. For example, type DASLr.
5. Optionally, specify an ODBC DSN description.  
Type the description in the **Description** field.
6. Set the DSN server name. Click **Next**.  
Type the SQL Server machine name in the text field. The server name is daslr.neonetda.org



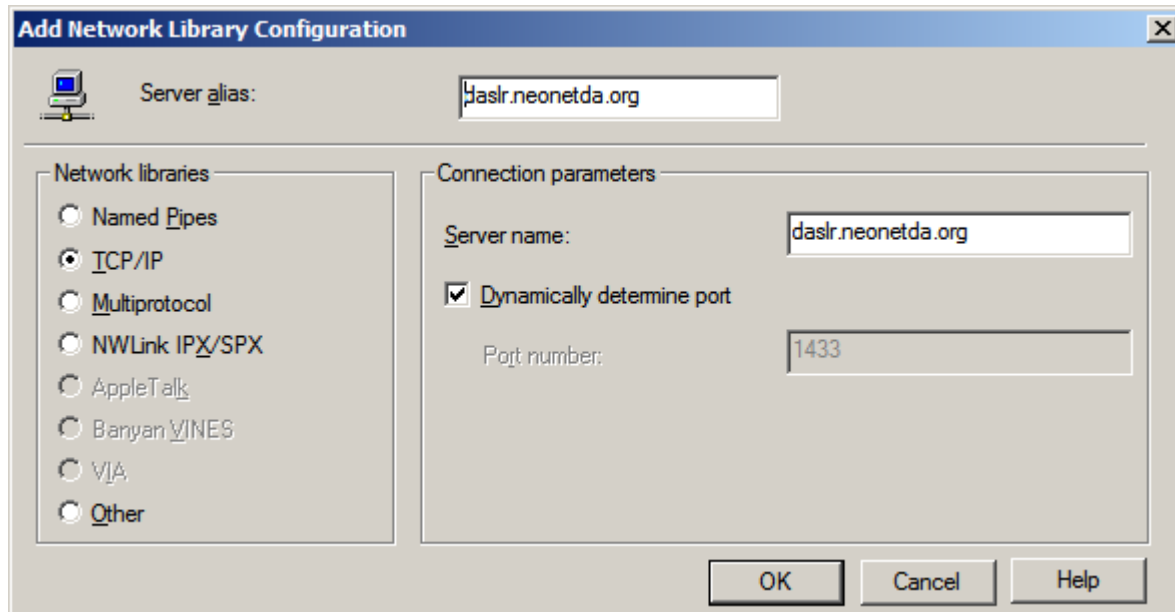
7. Select the SQL Server Authentication radio button
8. Enter your SQL Server login and password.

Refer to the email you received for the DASLR username and password assigned to you.



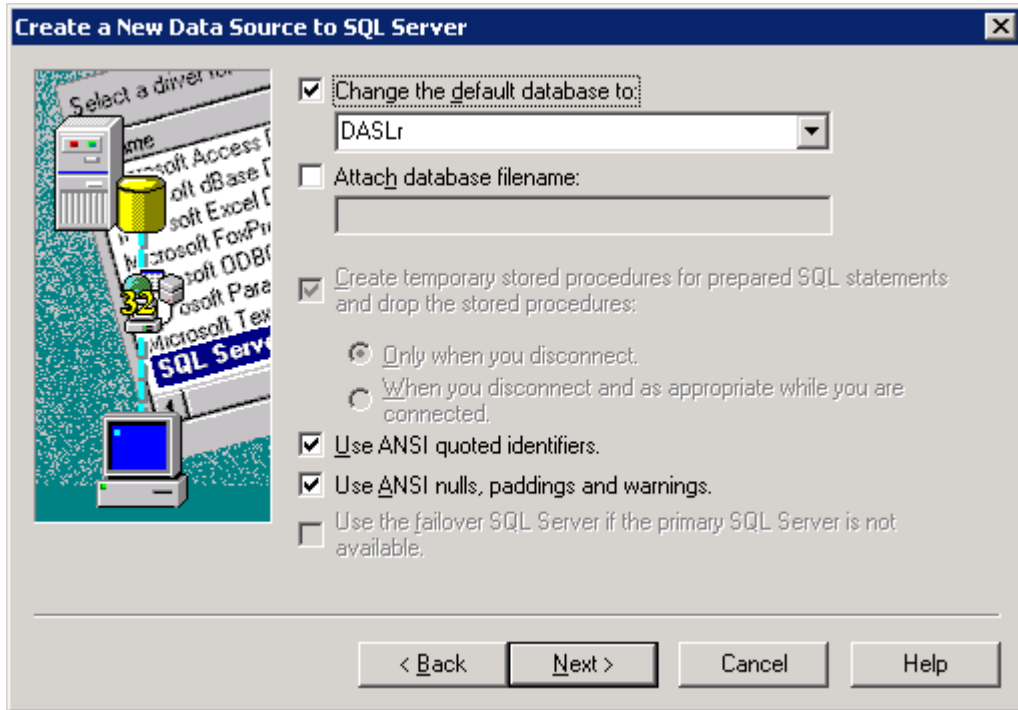
9. Set the communication protocol under Client Configuration. Click **OK**. Click **Next**.

Make sure you are using the TCP/IP Network Library and the 'Dynamically Determine Port' box is checked. The default port of 1433 is the correct port.



10. Configure the default database. Click **Next**.

The default database should be set to DASLr by checking the box and choosing DASLr from the drop down list.



11. Complete the process. Click **Finish**.

There are no options to change on the last dialog box. Simply click Finish.

12. Verify the database source.

Select **Test Data Source**.

If the test data source is acceptable, click **OK**. If it is not acceptable, return and reconfigure any incorrect items.

13. Close the ODBC Data Source Administrator. Click **Close**.