Primer for setting up DSN on your computer.

Exis uses ODBC connection that is appropriate for your database. To set up an ODBC connection two things are needed, an ODBC driver and a DSN set up on your machine. Most computers running windows operating system will have an appropriate ODBC installed for the larger databases such as MS SQL server and Oracle. Other database will require an ODBC driver installation and should easily be available from the database manufacturer. These are usually free.

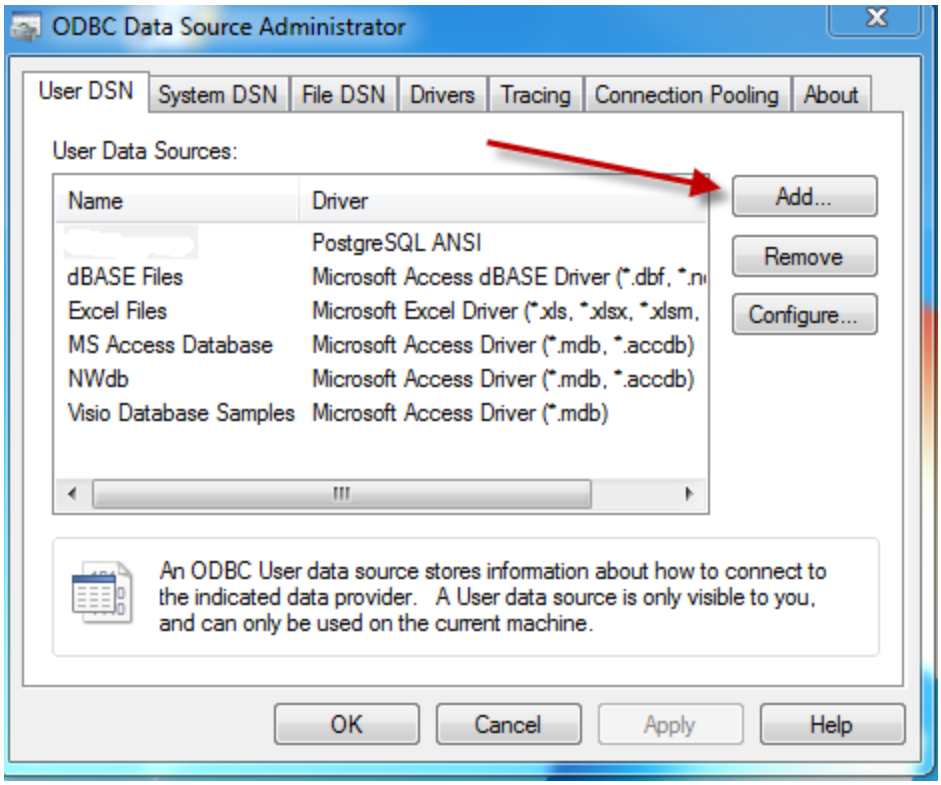
For Exis to use the ODBC driver one more step is needed, and that is to set up a DSN connection. DSN is easy to set up once you have some basic pieces of information such as server name, database name, user and password. Sometimes there are more parameters that are specific to your database.

32bit vs. 64 bit. Exis outlook software is 32 bit. You must configure a 32 bit DSN for this program to work. There is a slight difference in configuration between 32bit and 54 bit. This document will show you both examples.

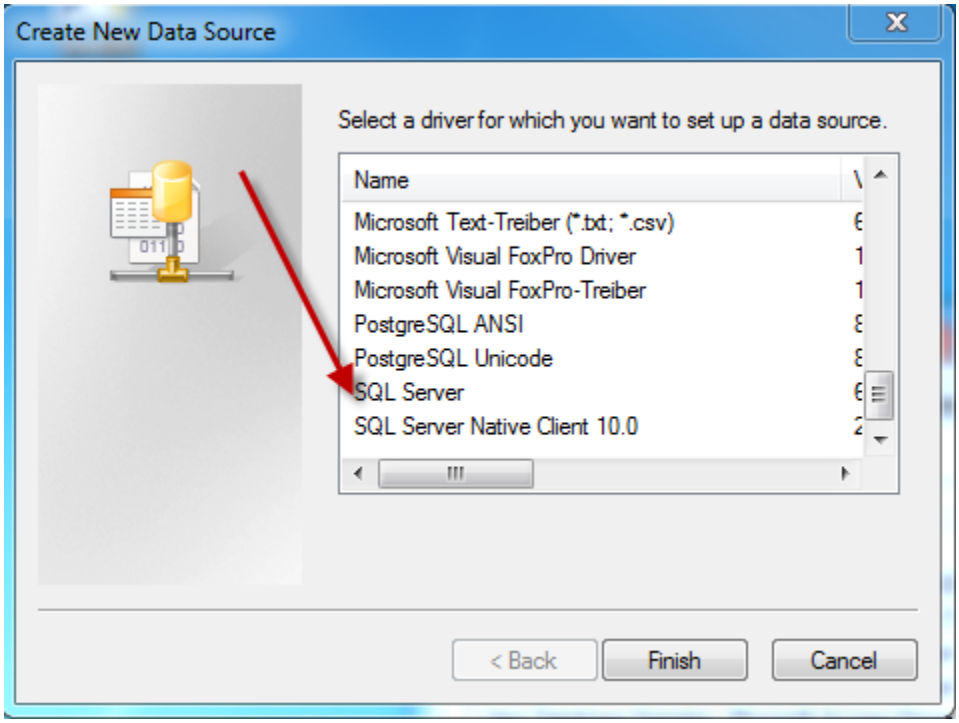
We will use SQL server in this example. Most databases will have a similar approach to setup.

32 bit Windows Computers

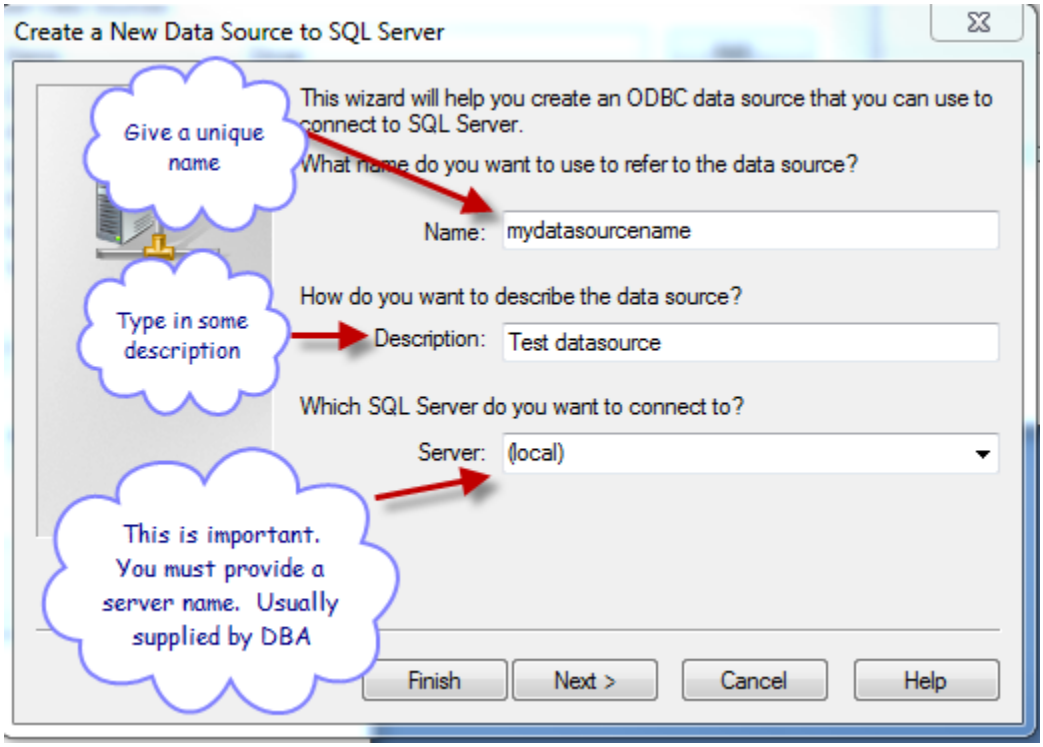
1. Locate the Data Sources program by:
   a. On XP: START --> Settings --> Control Panel --> Administrative Tools --> Data Sources (ODBC)
   b. On Windows 7/Vista: START --> Control Panel --> Administrative Tools --> Data Sources (ODBC)
2. Click the "Add Button"



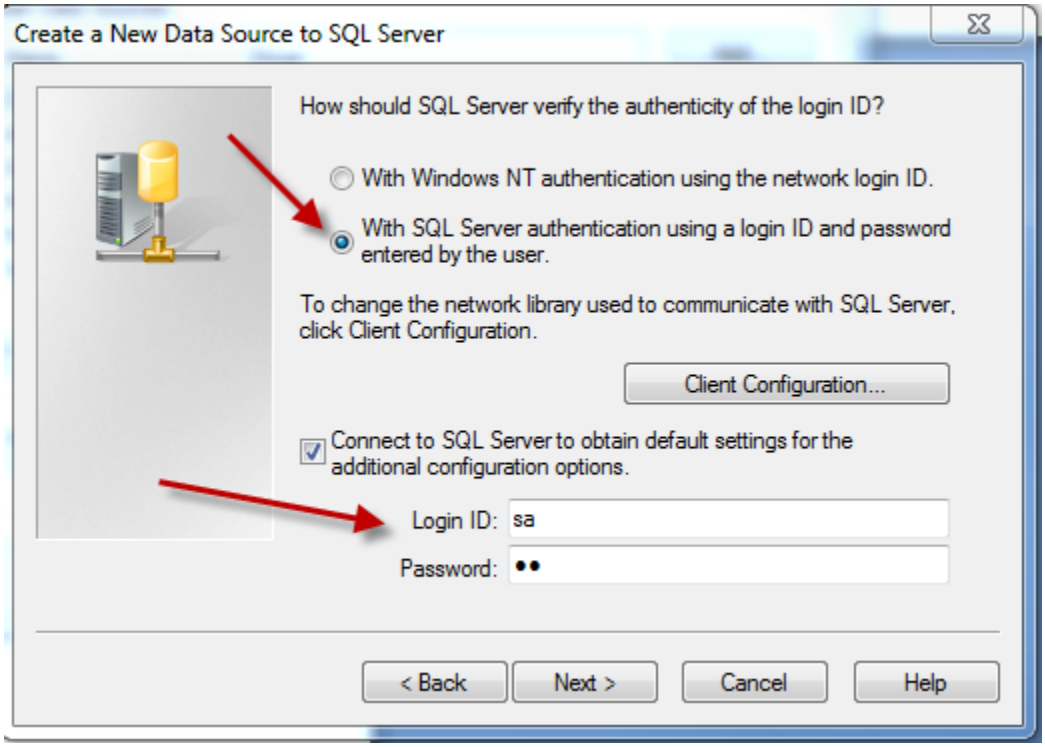
3. Select an appropriate data source from the list. In our example Sql Server:



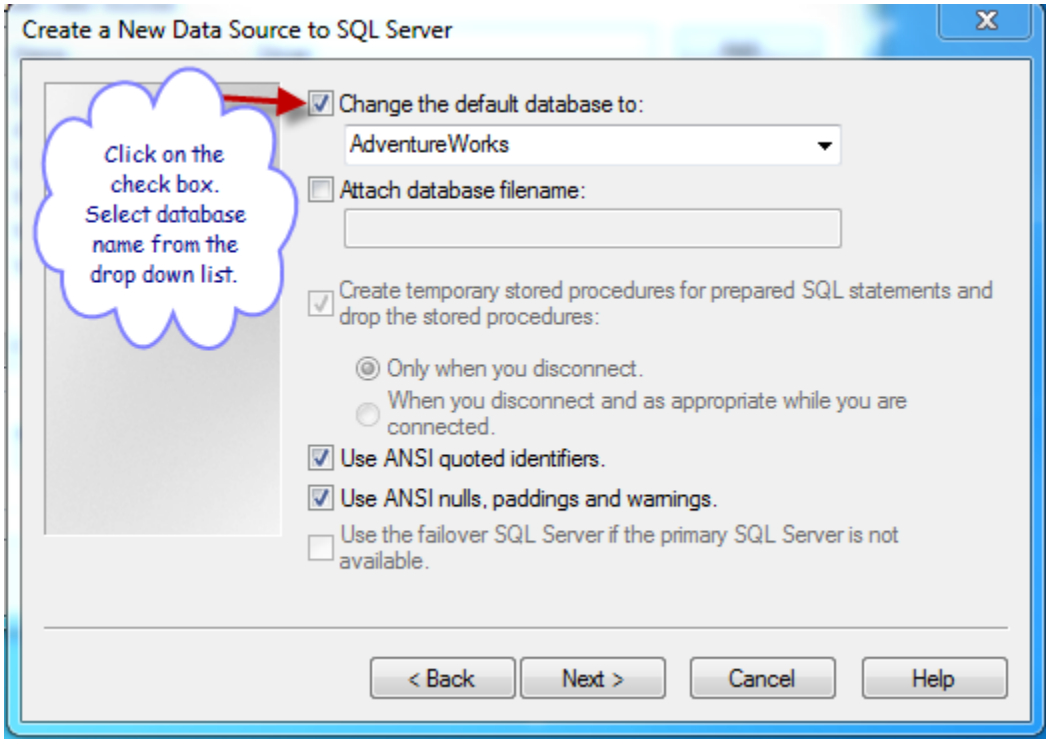
4. Click Finish, and the next screen will appear, fill in all the needed information. Note the name that you typed into "Name" - this will be used in the Exis connection screen to identify connection!



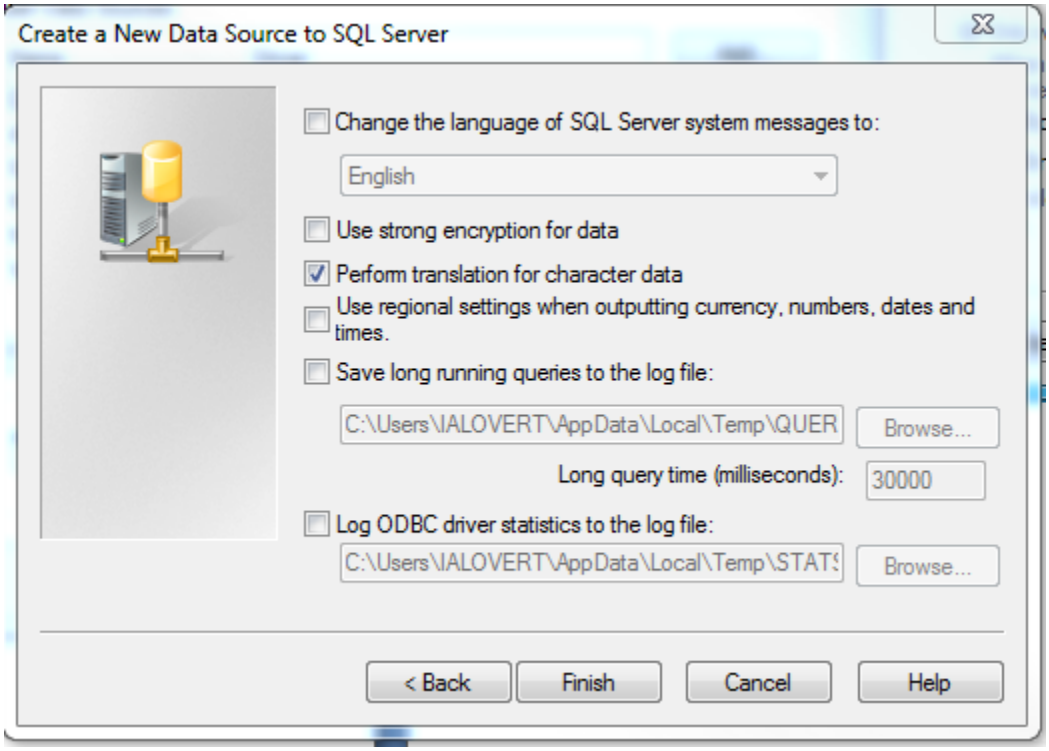
5. Click Next. Supply login parameters for the database, usually supplied by the DBA:



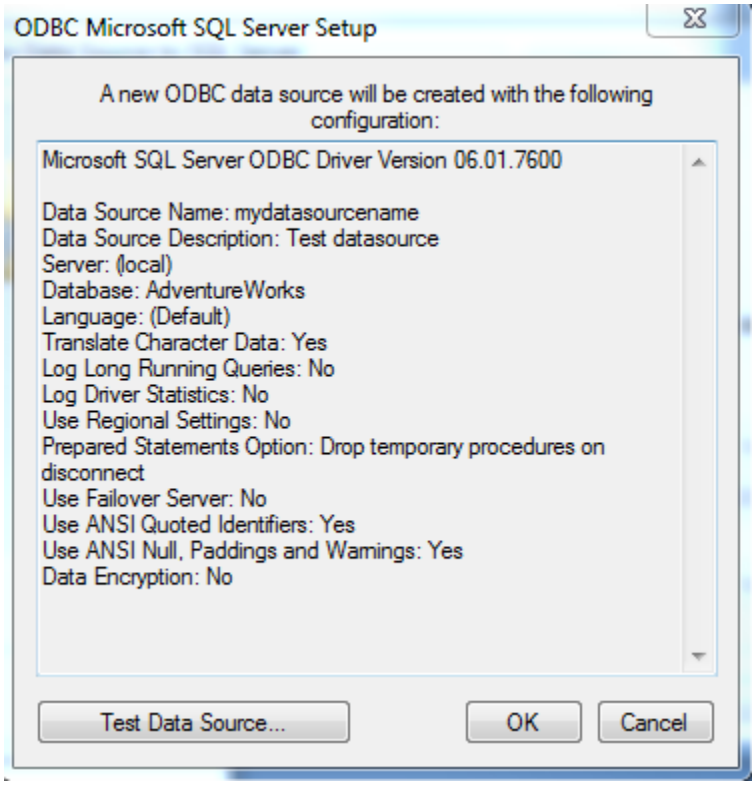
6. Click Next. Place a check mark next to change default database. From the drop down select the database name you are connecting to (this will be usually provided by the DBA).



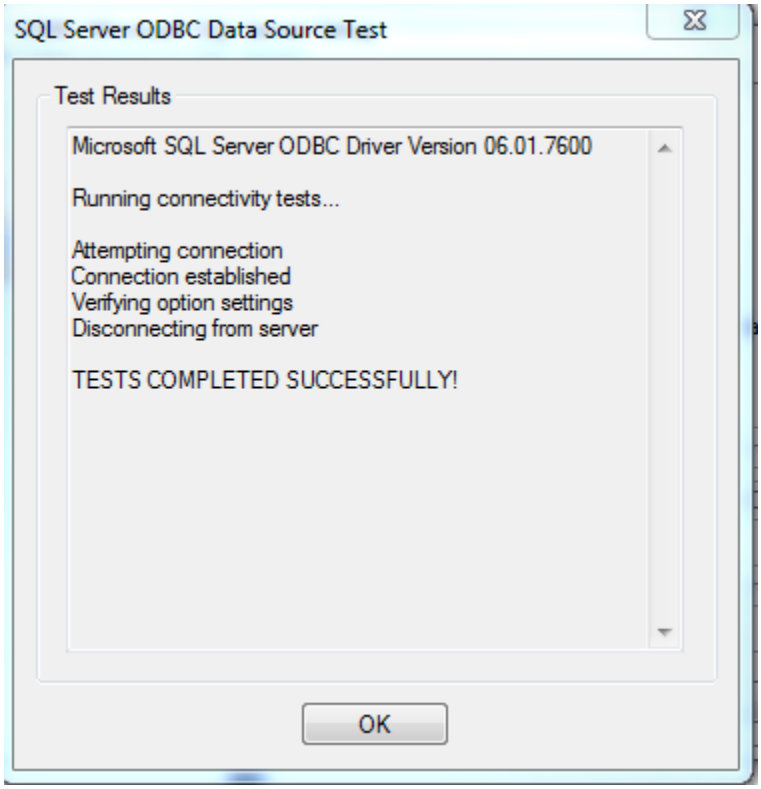
7. Click Next. You don't usually need to change anything on this screen.



8. Click Finish! The following screen will appear:



Click on "Test Data Source". If you did everything right, the following text should appear:



That's it, you are done!!!

64 bit Windows computers

1. The only difference between the 32 and 64 bit setup is that you must find the 32 bit version of the Data Source (ODBC) program. On 64 bit computers it is located here:

C:\Windows\SysWOW64\odbcad32.exe

Use the explorer to navigate to this location. It is recommended that you create a shortcut on your desktop to use this program, as it is not on any windows menu.

The rest of the instructions are the same as the 64 bit version.