**LINKING TABLES**

* Open query in design view

* Select “Show table” Icon
* Add table to be linked to existing table in query
* Close “Show table” box

Show table Icon

Select Close once table is selected

* Select a unique data field to link the tables together
	+ Personnel No (Pers\_No) or Position No (Pos\_No) are the most common fields
* Highlight the data field in Time History Main table and drag to data field in the Agency Interface table
	+ Left click on field name from field name Time History Main table.
	+ You will see a little box while you are dragging field to other table
	+ Line will appear once tables are joined.
* To view the properties of the join
	+ Right click on line that joins tables
	+ Menu will pop up.
	+ Select “Join Properties”

* Join Properties Dialog box pops up
	+ Select the proper joining you want.
	+ Close dialog box

* Select the data fields from the Agency Interface table that you want to add to query
	+ EX: last, first, org
* Once you’ve selected all of your data fields
	+ Run the data
		- You can chose from the run icon or the datasheet view icon
* If you see results then your report is good
* If your spreadsheet comes up blank then you need to revisit your query’s criteria in the design view

Select the run icon

Select from drop down “Datasheet View”

