**How to Link to an IRIS View in Access**

1. Open an Access Database. At the top of the screen, click on the tab that reads, “External Data”.



1. Click on “New Data Source”, then select “From Other Sources”, and click on “ODBC Database”.



1. In the window that pops up, make sure to select “Link to the data source by creating a linked table.” This ensures that the table will be updated, whereas a static table won’t be. Then select “Ok”.



1. In the next window that pops up, click on the “Machine Data Source” tab, then select “cmic”. Click “Ok”.



1. In the next window that pops up, enter your Oracle username and password.
Remember, your username is your 8-digit personnel number. Click “Ok”.



1. The next window that pops up contains the list of tables/views you can link to. In this tutorial, we will be linking to the PPI.SAP\_AGENCY\_INTERFACE\_IRIS view. You can link to multiple views at once. Select the views you wish to link to, then click “Ok”.



1. If you wish to keep all the fields in the view you’re linking to, simply click “Ok” in the next window that pops up.



1. You’re done! The views you linked to will appear in the list on the left side of the screen.

