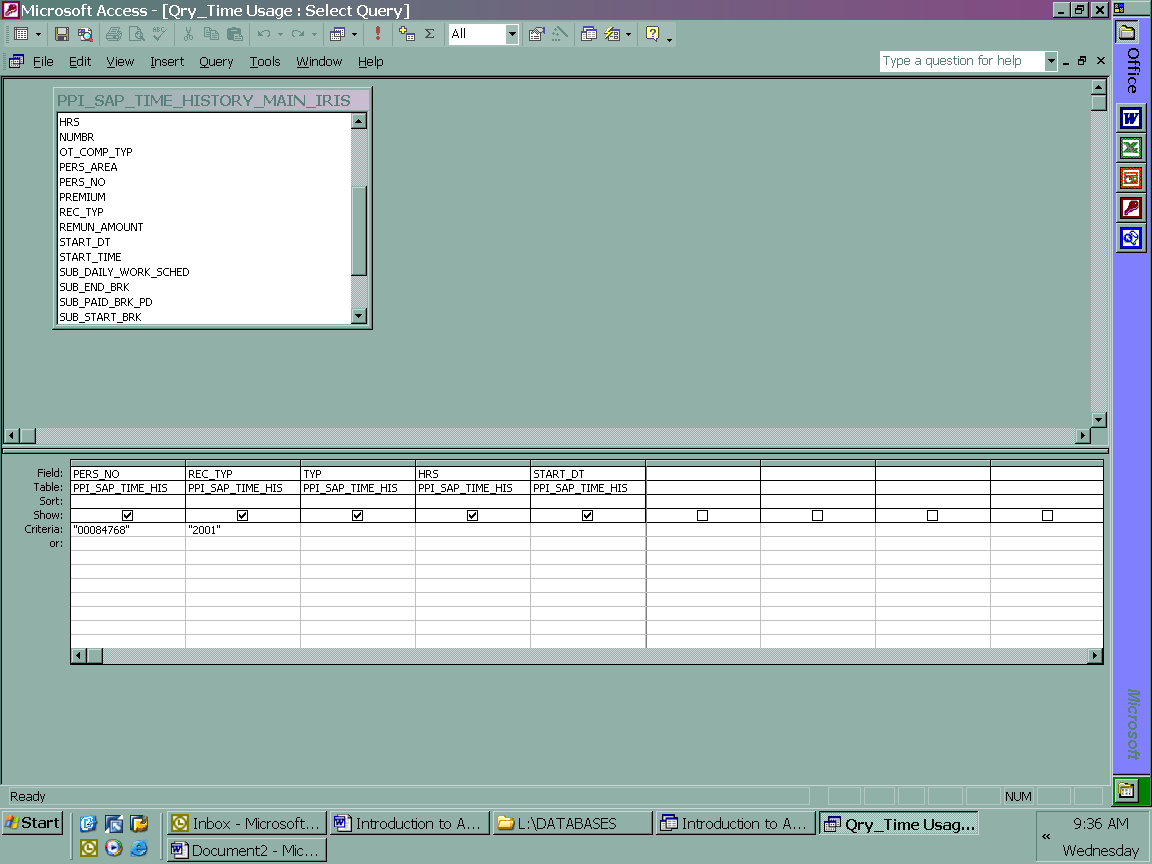
**LINKING TABLES**

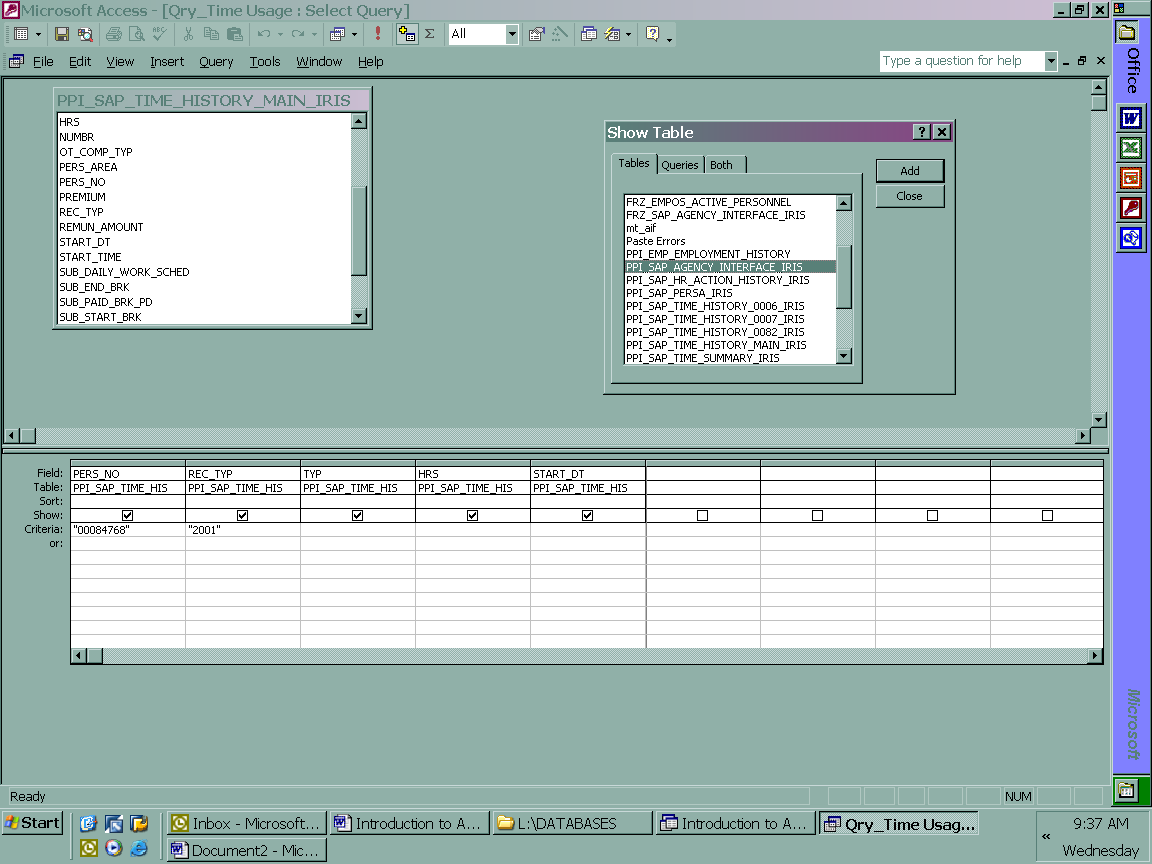
* Open query in design view



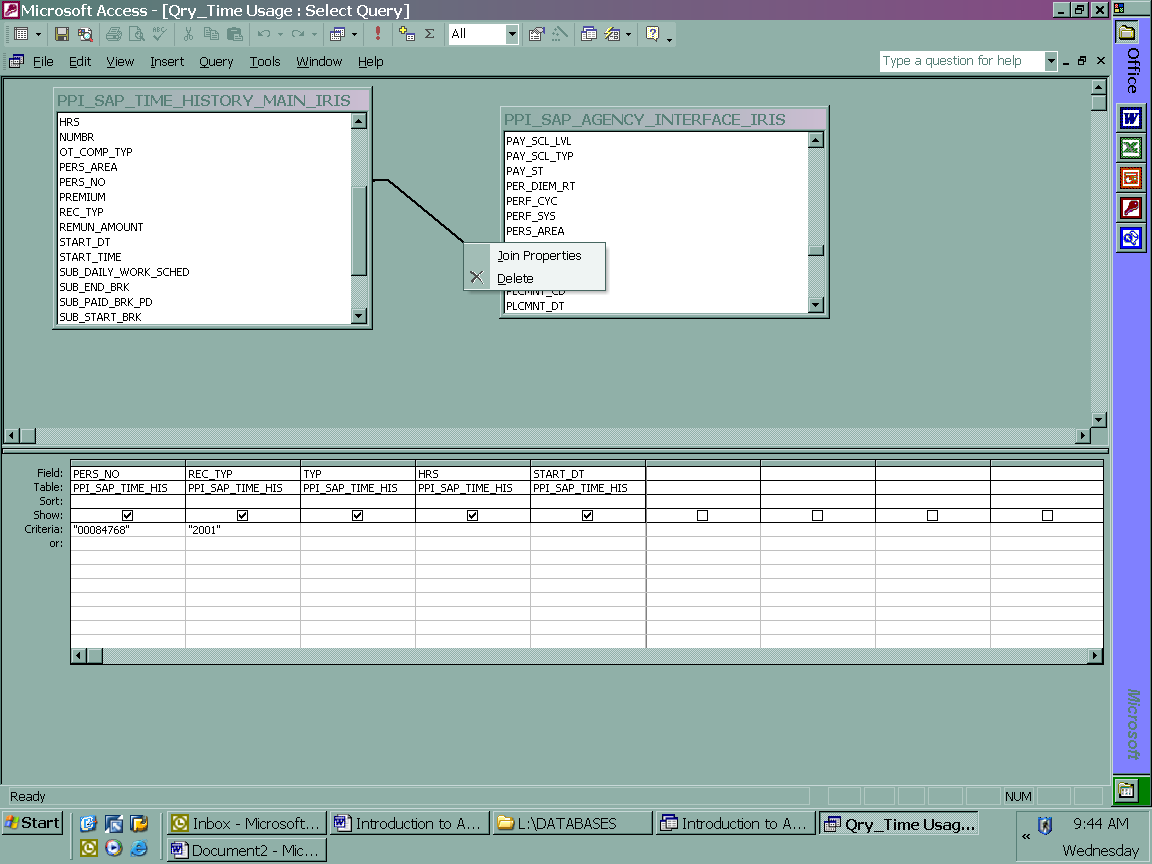
* Select “Show table” Icon
* Add table to be linked to existing table in query
* Close “Show table” box

Show table Icon

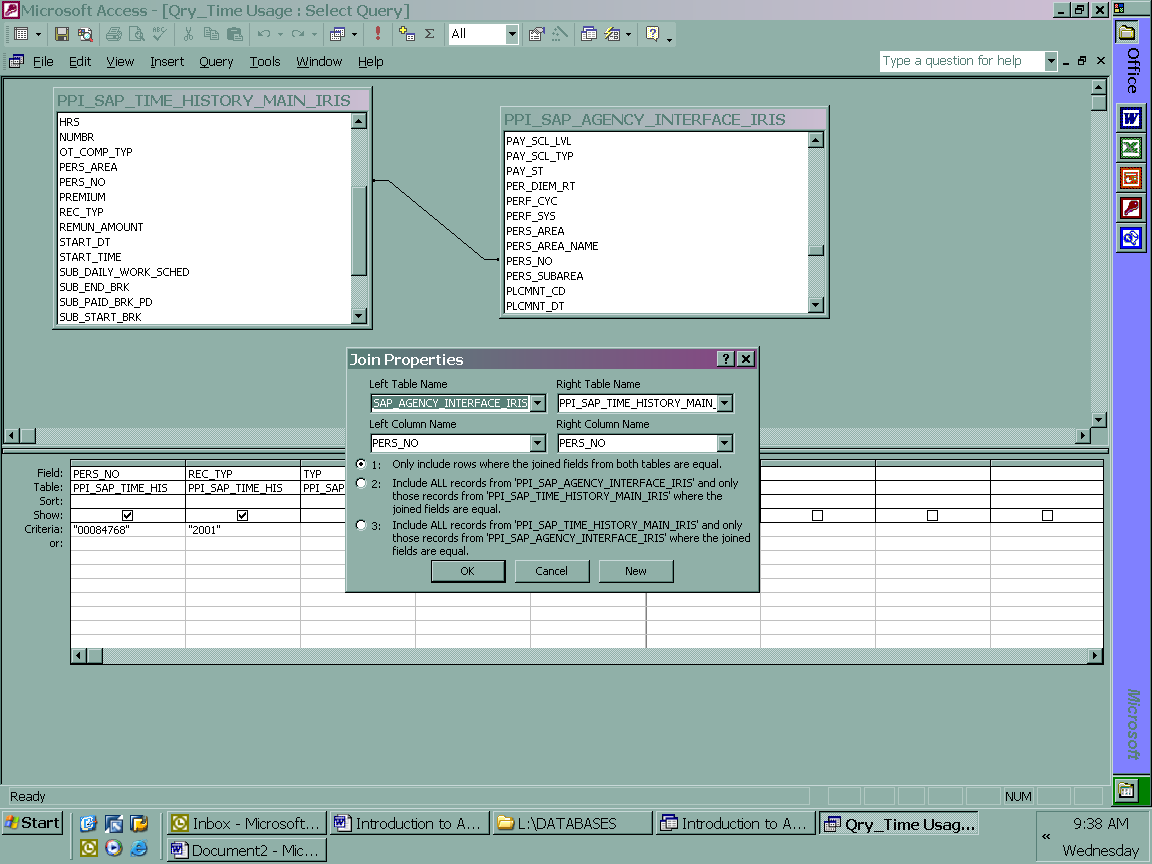
Select Close once table is selected



* 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”

