

# Procedure: Re-Link tables in Cost-Card database (Access)

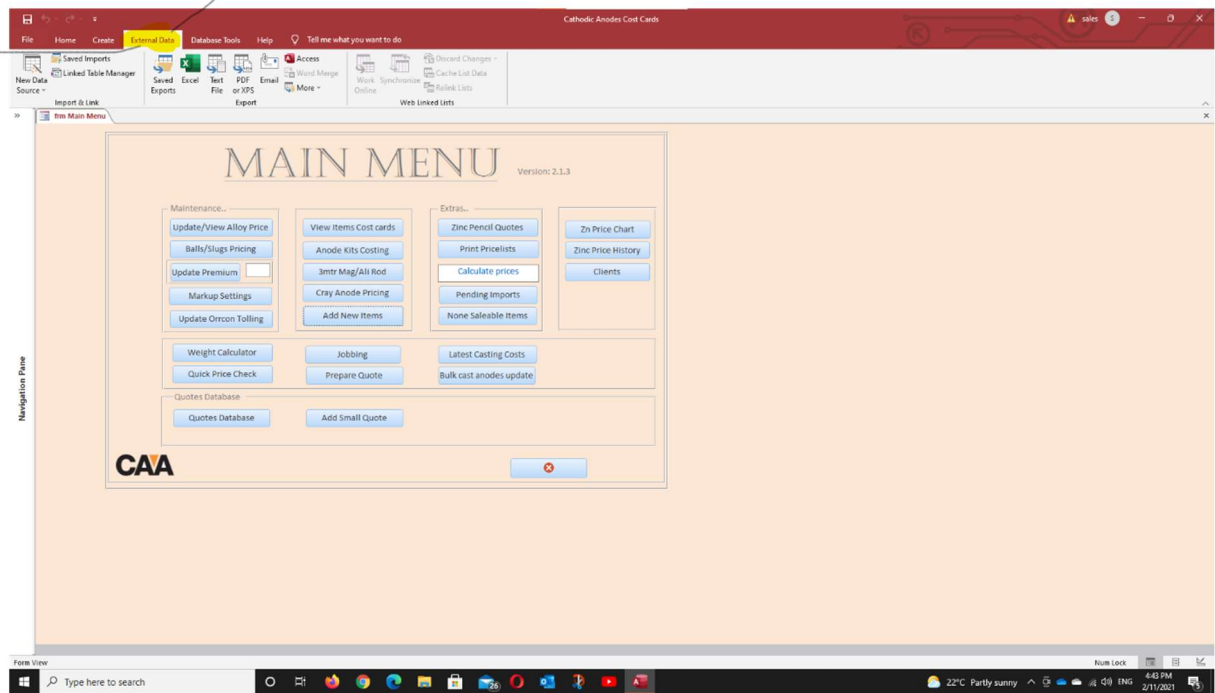
Purpose : To Re-Link the back end data base tables for the Access costing Database

References : David Kelly

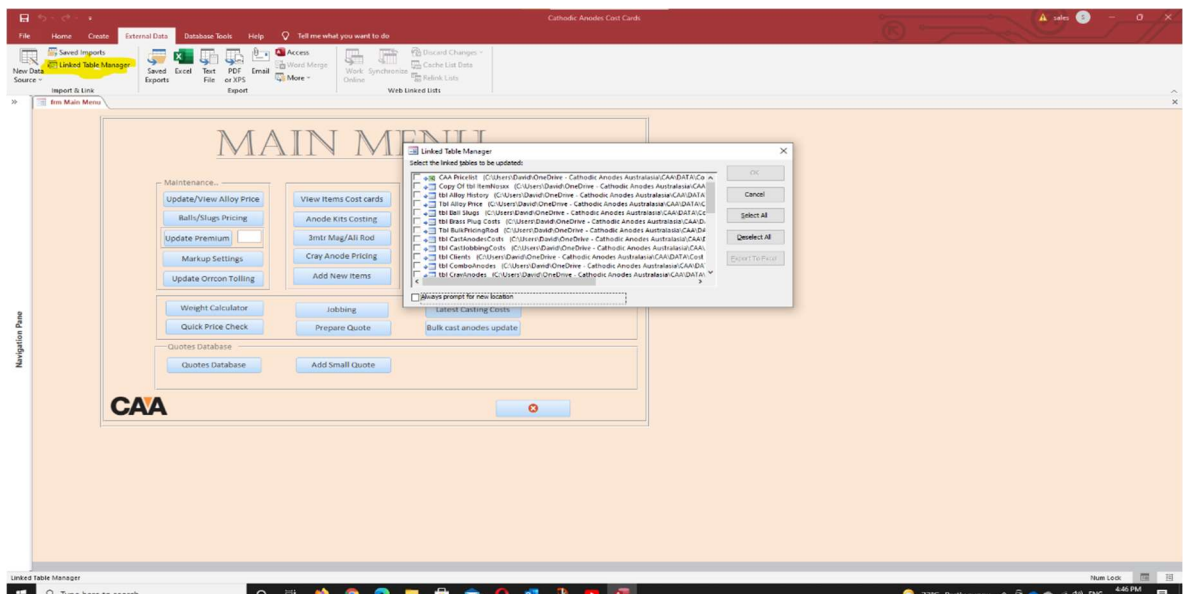
Definitions

Procedure :

1: Navigate to the 'External Data' menu tab.



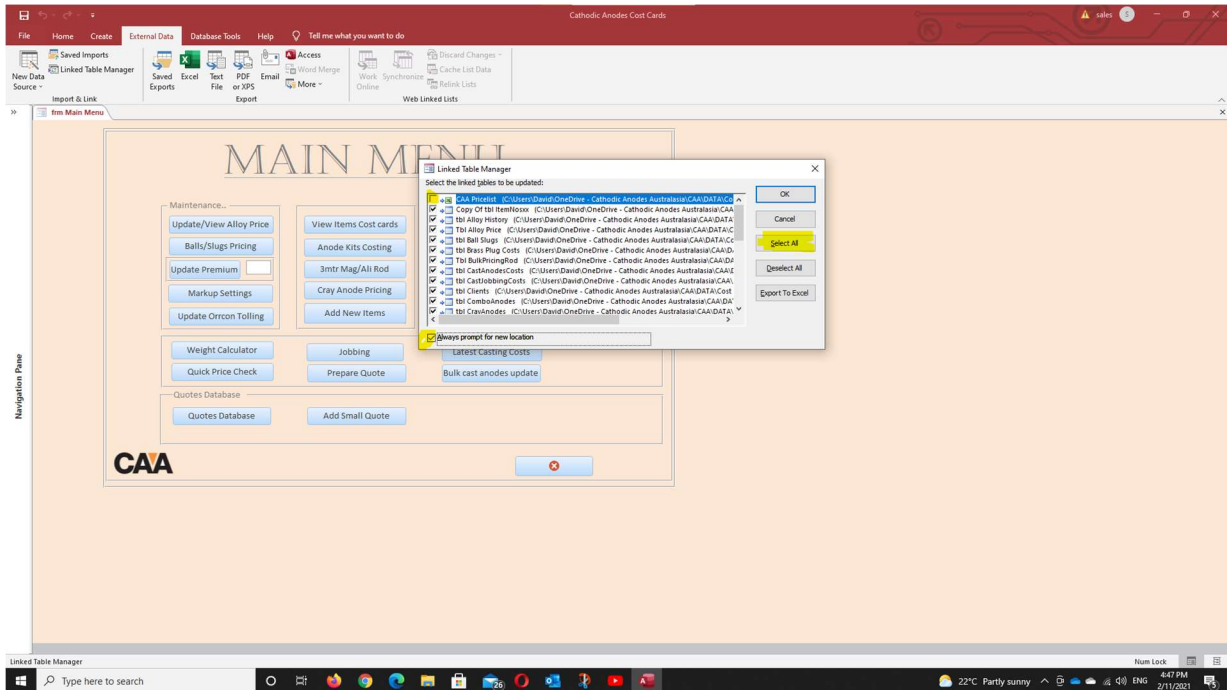
2: Select the 'Linked Table Manager' option.



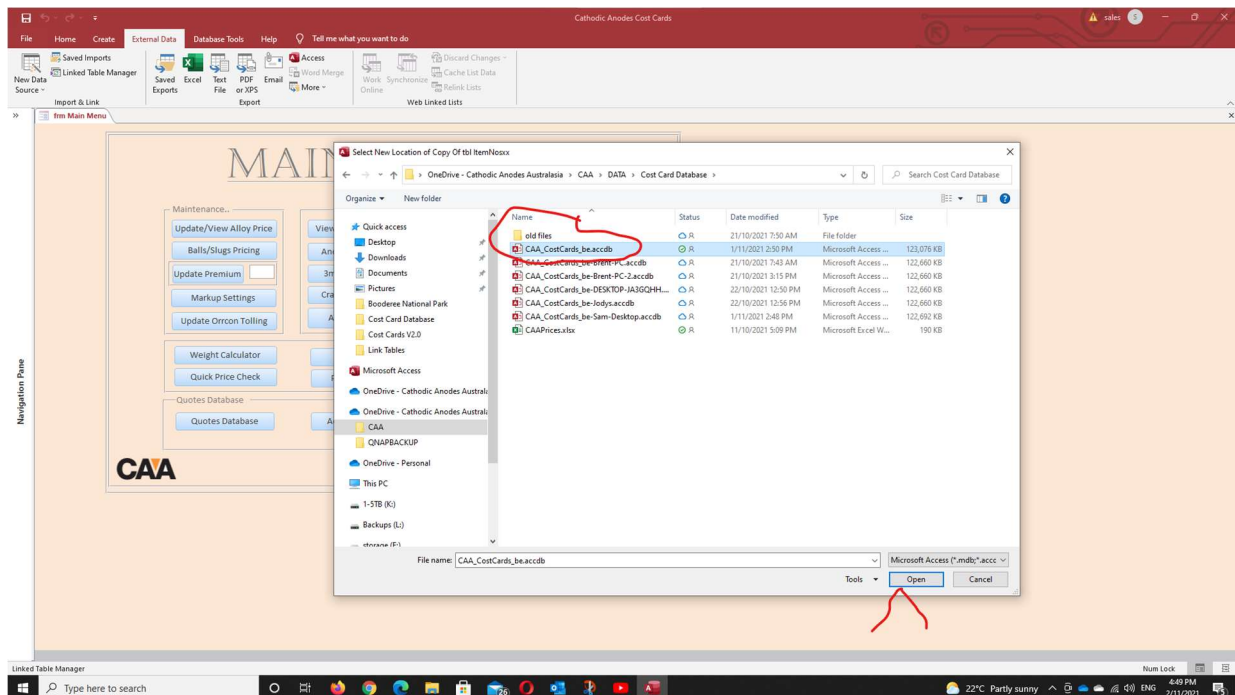
# Procedure: Re-Link tables in Cost-Card database (Access)



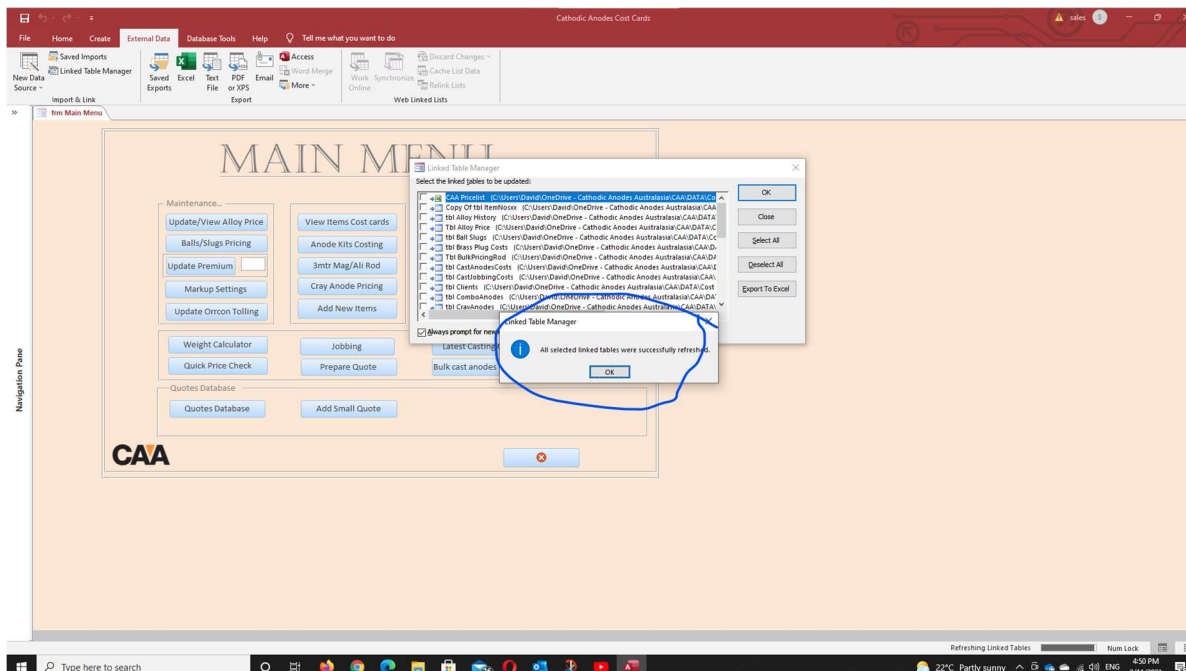
3: Press the 'Select All' button, THEN deselect the top checkbox referring to CAAPrices.xlsx, check the box about prompting for a location. Then press OK.



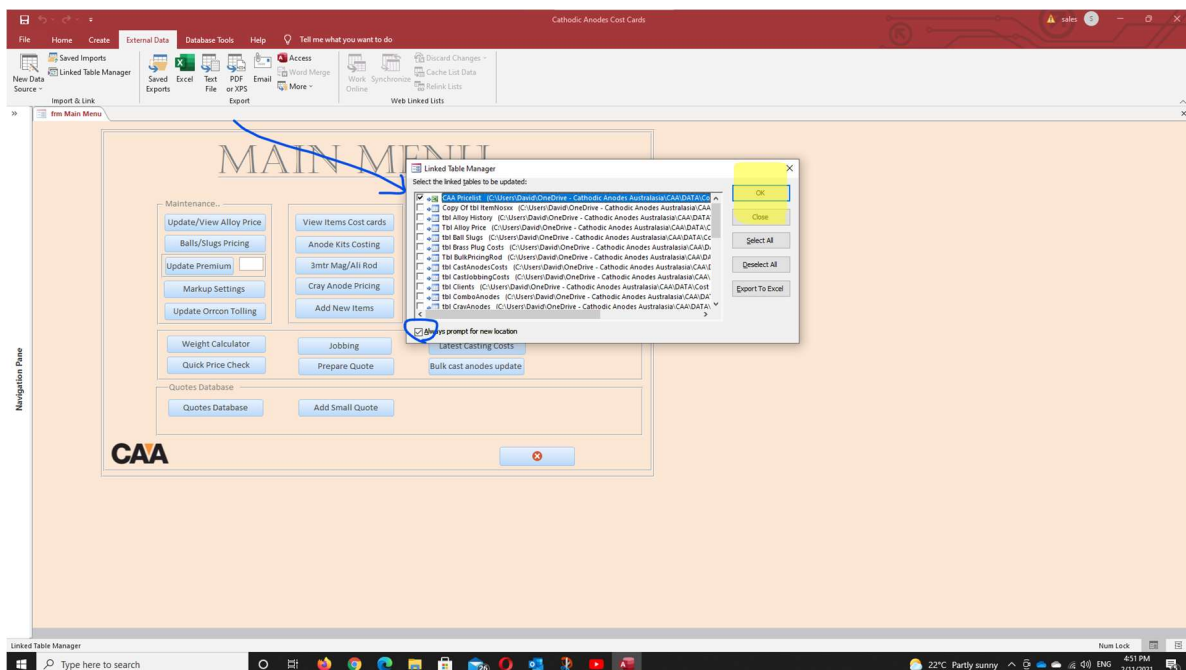
4: Inside your One Drive folder, then Data and inside the Cost Card Database folder, select the file 'CAA\_Costcards\_be.accdb' then press the Open button.



5: When it finishes doing it's thing, you will get this message, click the OK button on the message popup.



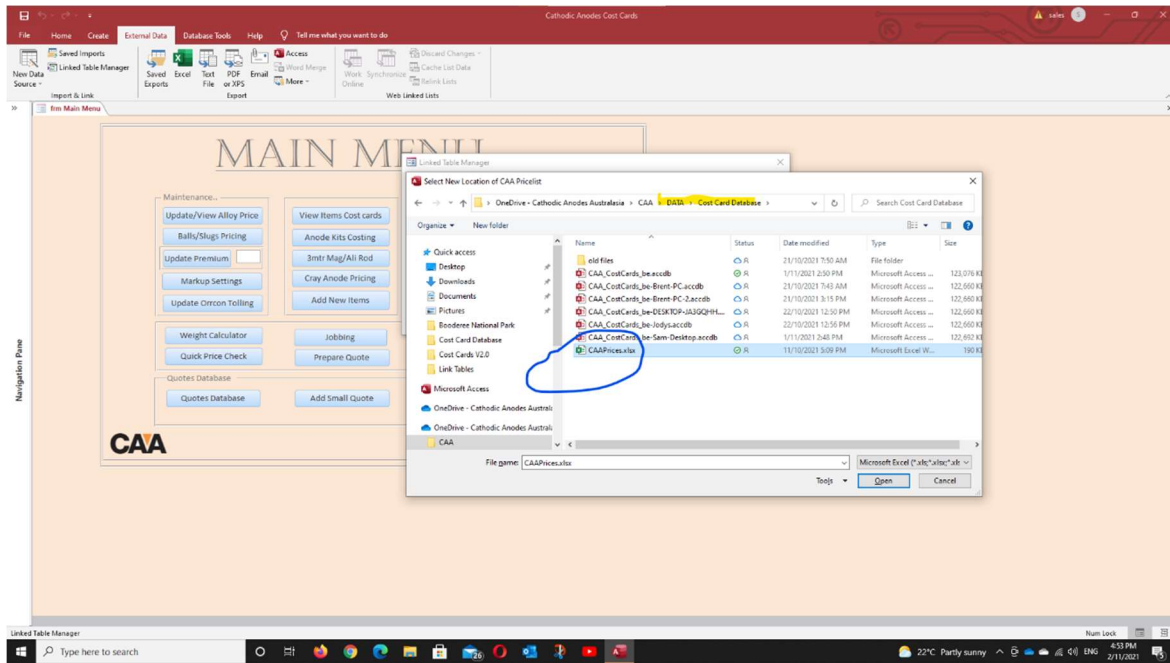
6: Then just check the box at the top referring to CAAPrices.xlsx, then the OK button again.



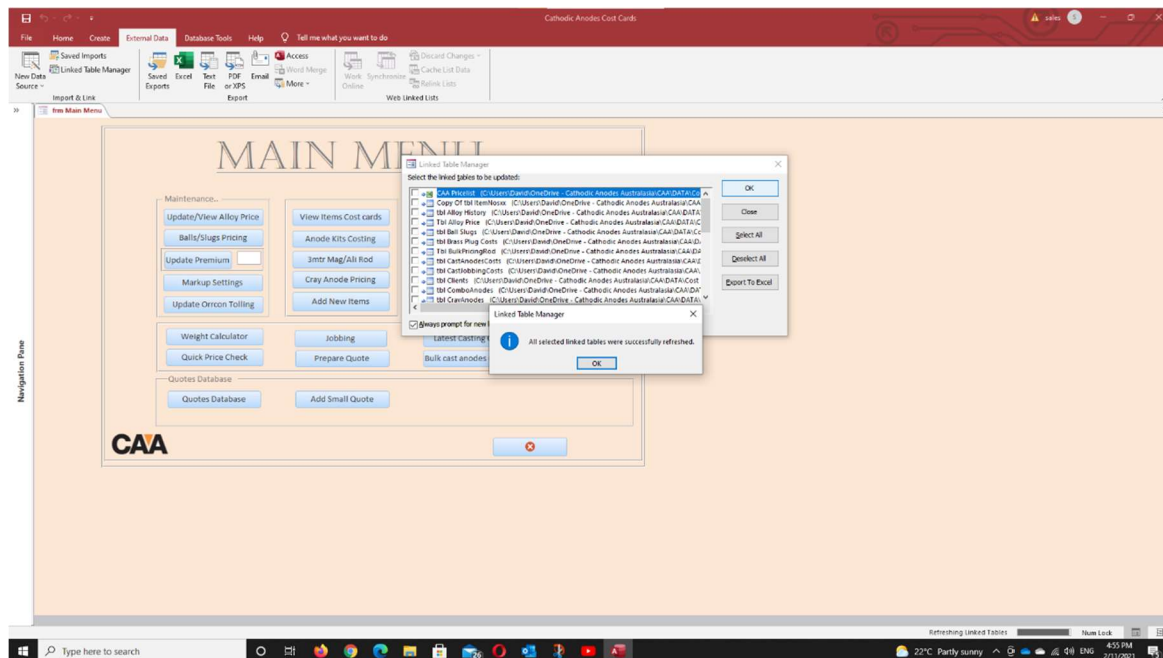
# Procedure: Re-Link tables in Cost-Card database (Access)



7: Now back to the One Drive-Data-Cost Card Database folder and this time select the CAAPrices.xlsx file and press Open button.



8: You will get the same message as before, click OK to exit the popup and then Close to finish, you should be good to go from there.



END OF DOCUMENT

Issued by:DK	Last reviewed:	NOTE: This document is no longer current 1 week after the print date. Print Date: 2-Nov-21	Page 4
--------------	----------------	---	--------