

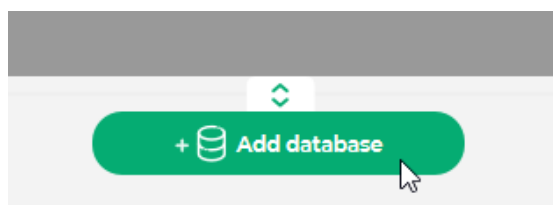
DATE: May 07th, 2025
AUTHOR: ID-ALL Technical Support
PRODUCT/AREA: Database



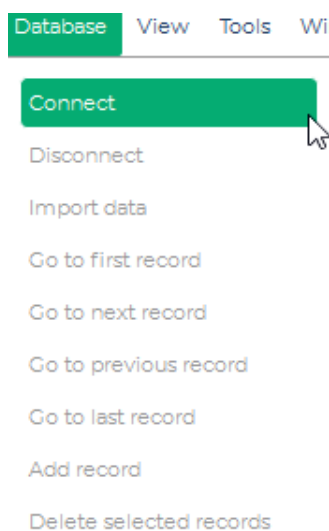
TECHNOTE: 006

SUBJECT: How to connect to a MS Access database

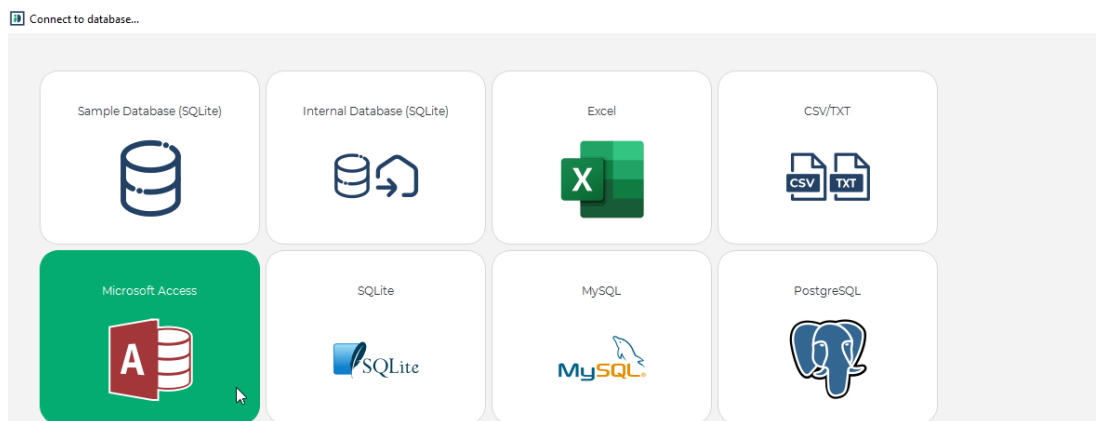
In order to connect to an Access database, you'll need to click on **Add database** button.



Or, go to the top menu **Database->Connect**.



Next, select the **Microsoft Access** option.




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In the next window, please **Browse** for your MS Access database, or select one from the **Recent** tab and click **Next**.

 Connect to database...

Microsoft Access

Database

Please click the « Browse file » button to select a file

Database Password

Password

☐ Save password

Recent

internalDatabase.mdb
C:\ProgramData\cardPresso\DATABASE\InternalDatabase.mdb

22/01/2025 11:16

Browse

Test Database Connection


On the next window you'll need to select the **Table** and the **Columns** that we wish to connect. After that, you can conclude the database connection by clicking on the **Finish** button.

Database

Table

Employee

Columns

<input checked="" type="checkbox"/>	Employee ID	Integer	 *
<input checked="" type="checkbox"/>	Supervisor ID	Integer	
<input checked="" type="checkbox"/>	Last Name	Text	
<input checked="" type="checkbox"/>	First Name	Text	
<input checked="" type="checkbox"/>	Position	Text	

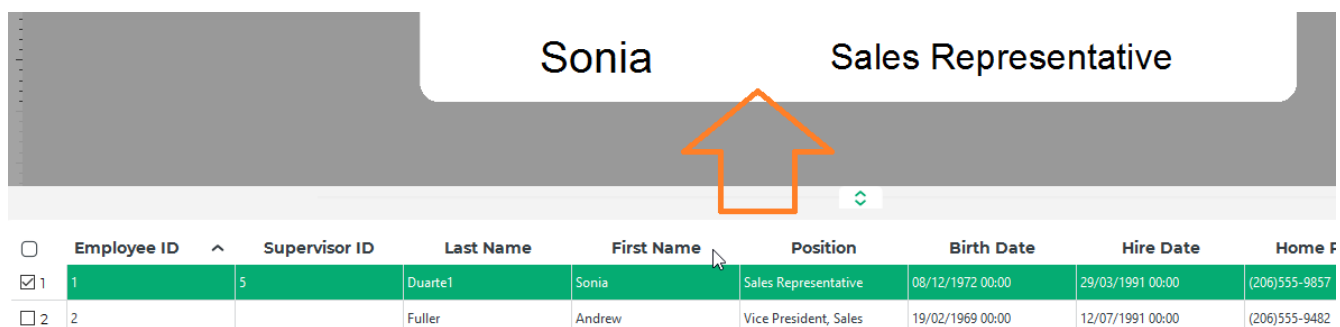
Filter

Previous **Finish** **Cancel**

If you have user permissions, you are able to add, edit and delete records from the database.

The database will be shown below the card design and the view can be adjusted down to better see the database, or better see the card design.

At the end, you can drag and drop the database columns directly from the database to the card design.



<input type="checkbox"/>	Employee ID	Supervisor ID	Last Name	First Name	Position	Birth Date	Hire Date	Home F
<input checked="" type="checkbox"/>	1	5	Duarte1	Sonia	Sales Representative	08/12/1972 00:00	29/03/1991 00:00	(206)555-9857
<input type="checkbox"/>	2		Fuller	Andrew	Vice President, Sales	19/02/1969 00:00	12/07/1991 00:00	(206)555-9482

Thank you for your attention.

For any doubts, please do not hesitate to contact us through our email support@cardpresso.com