

CARLI I-Share Oracle 10g/ODBC New Installation Guide

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I. Introduction

Before You Start...

- These instructions cover a **NEW** installation of Oracle 10g and assumes that no previous version of Oracle has been installed on the PC. If your PC has an existing version of Oracle, please contact the CARLI Office before you begin this installation process.
- A CARLI Oracle Account (username and password) is required before installation and to run MS Access reports or Strawn Utilities. Your library's Director or I-Share Liaison should request an Oracle username/password for each individual staff member by filing a Work Request Online (WRO). For more information, see <http://www.carli.illinois.edu/products-services/i-share/reports/starting-access-reports> .
- If you run into problems at any point please **stop** and seek assistance from CARLI Support.
- The **Oracle 10g** client replaces any pre-existing Oracle clients on the PC.
- CARLI's servers require that the Oracle 10g client on the PC use encryption. If your campus uses Oracle clients to connect to other local Oracle databases, the encryption set up required to connect to CARLI servers may impede connections to local Oracle databases. Before proceeding with this installation, consult your local IT staff and CARLI, if necessary.
- Make sure that the Windows login used during this installation has **Local Administrator** rights before you begin. Consult your local IT Department if you are unsure or do not have Local Administrator rights.
- Once the uninstall process has started, **do not** leave it unattended or start working on a different application until you have completed the process. Doing either may cause the application to freeze and require a reboot to resolve. Rebooting at the wrong time could greatly complicate the uninstall process.
- Shutdown all other applications. Temporarily disable any PC firewall & virus software during installation.
- If you are running **Norton AntiVirus 2006** or later, linking in Section VI *will not work* by default. Read Microsoft's Knowledge Base Article 329820 (<http://support.microsoft.com/kb/329820>) for help. Otherwise, consult with your IT department.
- The *Ex Libris Automation Tool* is designed and tested for use with **Voyager**. If you have **non-Voyager applications** that use Oracle/ODBC check with your IT Department before proceeding, as this tool will uninstall existing Oracle applications.
- Many of the screenshots provided in this document were taken using Windows 7 and Microsoft Access 2007 and 2013. If you are running a different versions of Windows or Microsoft Access, your screen may appear slightly different.
- Supported software versions: Windows Vista, Windows 7 (32-bit preferred, 64-bit acceptable); Microsoft Access 2000 and up (32-bit version only). See "Known Issues for 64-bit Windows and Office" below for more details on supported software.
- If persistent network issues prevent you from downloading the zip file, you can request a physical CD from CARLI. There may be a delay in preparing and shipping the CD.

Why all the reboots?

For a cleaner and faster uninstall (and install) process. Rebooting the PC...

- ...just before critical work helps minimize services competing for system resources.
- ...then shutting down all other programs minimizes program fragments and memory leaks.
- ...after making registry changes ensures that the link between PC files and previous registry data no longer exists.

II. Downloading the Oracle 10g Client Package

Before You Start

The .zip download requires 500MB free space. The installation requires **an additional** 500MB free space. In addition to the .zip file there are two other files to download.

Instructions

1. Download the package and the two additional files

- a. Go to the CARLI website:
<http://www.carli.illinois.edu/products-services/i-share/execute#10g>
- b. Click on the link to download the file appropriate for the PC's Operating System:

Version 10203 for *Windows Vista™* or *Windows 7™*.
- c. Save the .zip file to your PC.
 - i. Be sure to remember where you save the file. The Desktop may be a good choice for ease of locating the file later.
 - ii. **Do not select *Open* at this time.**
- d. Wait for the download to complete.
 - i. This file is very large (over 400MB); depending on the speed of your connection, it may take a long time to complete the download.
- e. Right click and "Save As" to download the two additional files from the CARLI website to your PC:
 - i. **ExLibrisOracle.rsp**
 - ii. **sqlnet.ora**
- f. Save the two files to your PC.
 - i. Be sure to remember where you save the files. The Desktop may be a good choice for ease of locating the files later.
 - ii. Do not select to *Open* them.

2. Extract the package

- a. Create a new folder on your PC that will be used when you will extract the .zip package in the next step. CARLI recommends naming the folder **C:\Oracle10g**.

Warning: DO NOT create this new folder within an existing \oracle\ folder!
- b. Extract the downloaded file to the new folder you just created, for example: **C:\Oracle10g**.
 NOTE: Because the file is so large, the extraction process may take quite a long time.
 - i. The *WinZip* software is commonly used for this process. Windows 7 and above also

has a built-in extraction program.

- ii. Check with your IT department if you are unsure which program to use or how to extract a .zip file.
- iii. Ensure that you preserve the folder names when you extract the file to the new directory. (In *WinZip* you check the **Use folder names** option.)
- iv. If you use the Windows built-in extractor, be sure to type the name of the folder you created. Accepting the default folder name may hinder later installation steps.

3. Install the ExLibrisOracle.rsp file that you downloaded from the CARLI website to your PC.

- a. Locate, but do not open, the **ExLibrisOracle.rsp** file that you downloaded from the CARLI website to your PC.
- b. Navigate to the new folder that you created to extract the .zip file into. The example given above is C:\Oracle10g.
- c. Open the following directory:

For Windows Vista™ or Windows 7™ C:\Oracle10g\10203_client_vista-win7\response

- d. Copy and paste (or move) the **ExLibrisOracle.rsp** file that you downloaded from the CARLI website into the \response\ subfolder to replace the existing file of the same name.
- e. When prompted to replace the existing file, say Yes.

The Oracle 10g ODBC package is ready to install!

III. Installing Oracle 10g

Before You Start

Be sure that you have the Oracle 10g installation for your version of Windows, supplied by CARLI from Ex Libris. See section II. **Downloading the Oracle 10g Client Package** for more information.

Be sure that the Oracle installation files are in the folder you created. E.g., C:\Oracle10g\10203_client_vista-win7 (Not in C:\Oracle10g\10203_client_vista-win7\10203_client_vista-win7).

Be sure that the ExLibrisOracle.rsp file from the CARLI website is in the response subfolder where the installation files are. E.g., C:\Oracle10g\10203_client_vista-win7\response

Be sure that you log on to the computer with administrative rights to install software and update the computer, and that you run the command prompt "As Administrator."

Installing Oracle 10g for Windows Vista ONLY ***(for Windows 7, see page 6)***

1. Restart your computer

- a. Login to the PC as an Administrator.
- b. Ensure there are no open programs. Temporarily disable any PC firewall or virus software.

2. Start the *Ex Libris Automation Tool*

- a. ***The following instructions assume you extracted the zip file to C:\Oracle10g***
- b. Open the appropriate package directory folder:

For *Windows Vista™* the folder is C:\Oracle10g\10203_client_vista-win7\

- c. Double-click on the BEAT.bat icon/file to run it.
- d. If you receive a notification that the "Publisher could not be verified. Are you sure you want to run this software?" Click Run.
- e. The following screen should appear:

```

C:\WINDOWS\system32\cmd.exe
Brian's ExLibris Automation Tools <BEAT> - Oracle Client Configurator
1. Backup 9i tnsnames.ora
2. Remove Oracle 9i Client
3. Install Oracle 10i Client
4. Update tnsnames.ora
5. Update ODBC Configuration
Q. Quit
Please Make a Selection: _
  
```

3. Install Oracle 10g

- a. Select option **3. Install Oracle 10i Client** by pressing 3 (this is a typo in the program, it means 10g), then press Enter.

```

C:\WINDOWS\system32\cmd.exe
Brian's ExLibris Automation Tools (BEAT) - Oracle Client Configurator
1. Backup 9i tnsnames.ora
2. Remove Oracle 9i Client
3. Install Oracle 10i Client
4. Update tnsnames.ora
5. Update ODBC Configuration
Q. Quit
Please Make a Selection: 3

```

- b. When prompted answer **Y** to install the Oracle 10g client
- c. **Do not attempt to change the window focus during the installation process!** Installation of Oracle 10g may take a few minutes. Various messages will scroll through on the screen. Do not press any keys or interrupt the installation process.
- d. Wait for a message indicating that the installation has completed. This may take a few minutes.

```

Installation in progress (Fri Jun 01 16:00:56 CDT 2007)
-----
Install successful
90% Done.
Setup in progress (Fri Jun 01 16:03:07 CDT 2007)
toLoad is C:\DOCUME~1\BStratma\LOCALS~1\Temp\OraInstall2007-06-01_04-00-08PM\ocx
Reg.dll
Setup successful
End of install phases.(Fri Jun 01 16:03:31 CDT 2007)
Starting to execute configuration assistants
Configuration assistant "Oracle Net Configuration Assistant" succeeded
The installation of Oracle Client was successful.
Please check 'C:\Program Files\Oracle\Inventory\logs\silentInstall2007-06-01_04-
00-08PM log' for more details
Please press Enter to exit...

```

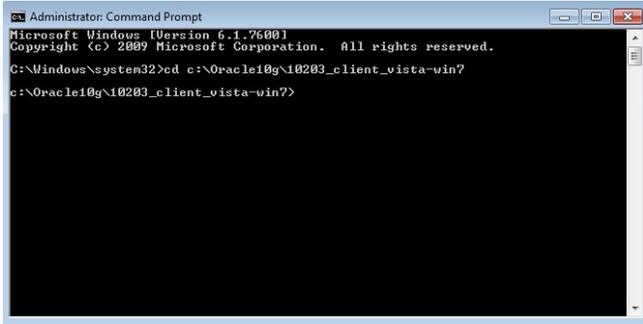
- e. Press Enter to close the installation windows
- f. Press any key to return to the *Ex Libris Automation Tool* menu.
- g. Press Q, then Enter to Quit the Automation Tool.

Oracle 10g ODBC is now successfully installed on Windows Vista!

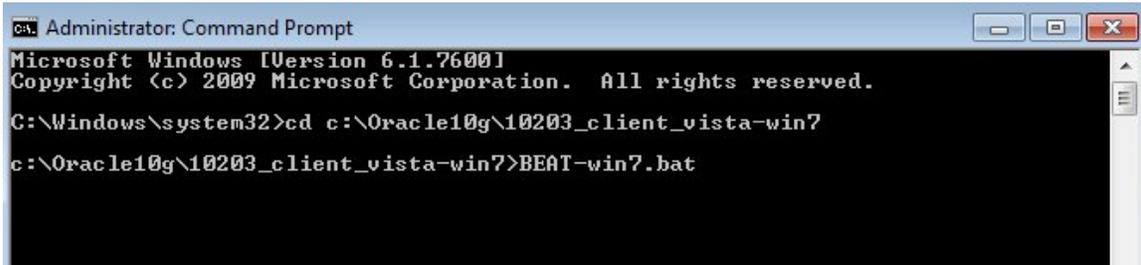
Installing Oracle 10g for Windows 7 ONLY (for Vista, see page 5)

1. Restart your computer
2. Log on to the PC as an Administrator and ensure that there are no open programs.
3. For the Microsoft Windows 7 environment only, run the BEAT tool as Administrator from the command line as follows:
 - a Click **Start > All Programs > Accessories > Command Prompt**.
 - b Right click on **Command Prompt**.
 - c Click **Run as administrator**. If you receive a "User Account Control" warning, click Yes to proceed. The command line window opens.

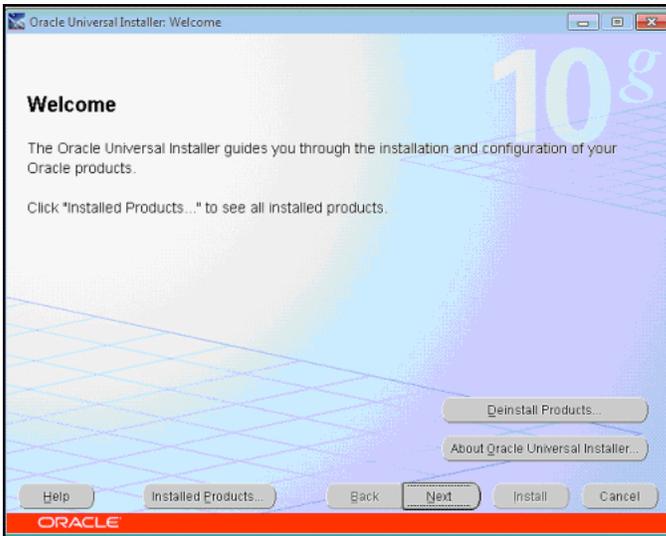
- d Change the directory (cd) to the location of the unzipped files, specifically, the location of the BEAT-win7.bat file: `C:\Oracle10g\10203_client_vista-win7\ :`
Type `cd \Oracle10g\10203_client_vista-win7`



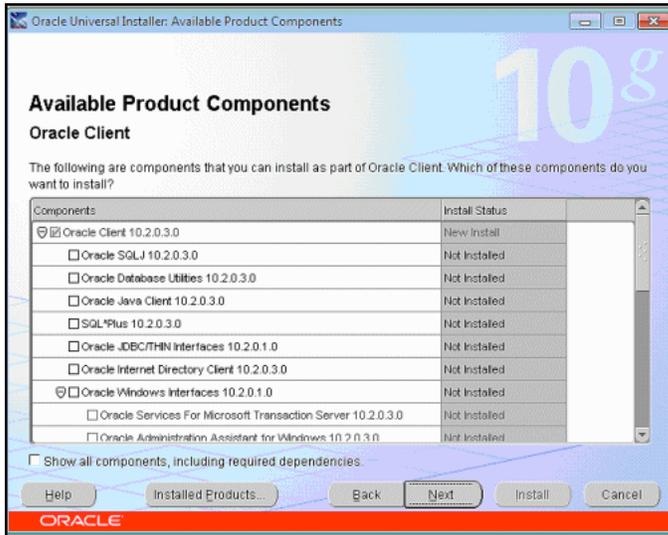
- e Run **BEAT-win7.bat** from the command line:
Type `BEAT-win7.bat`



- 4. When the "Brian's ExLibris Automation Tools (BEAT) menu opens, select **option 3, Install Oracle 10i Client**. (This is a typo in the program; it will actually install Oracle 10g.)
- 5. When it asks "Are you sure you want to install?" Type **Y** to proceed. Some text will scroll by in the command line window, then the Oracle Universal Installer Welcome screen displays. If the Oracle Universal Installer Welcome screen does not appear, but the BEAT program prompts to Press any key to continue, you will need to restart the installation. Verify the conditions from "Before you begin" above.



- 6. Click **Next**. The Available Product Components screen displays.

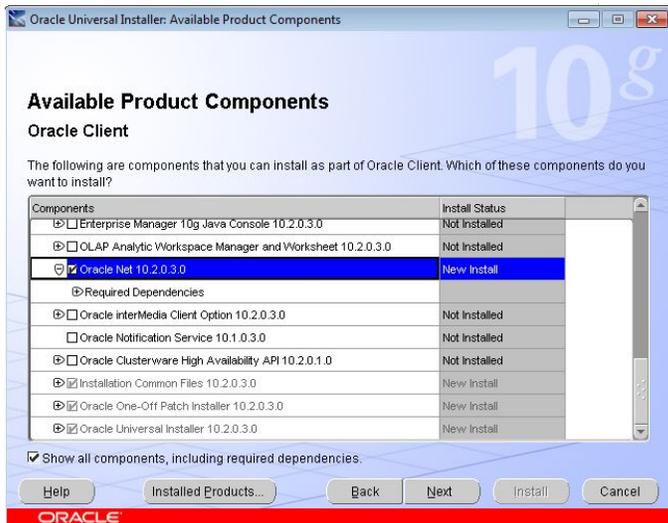


7. Click the check box for "Show all components, including required dependencies."

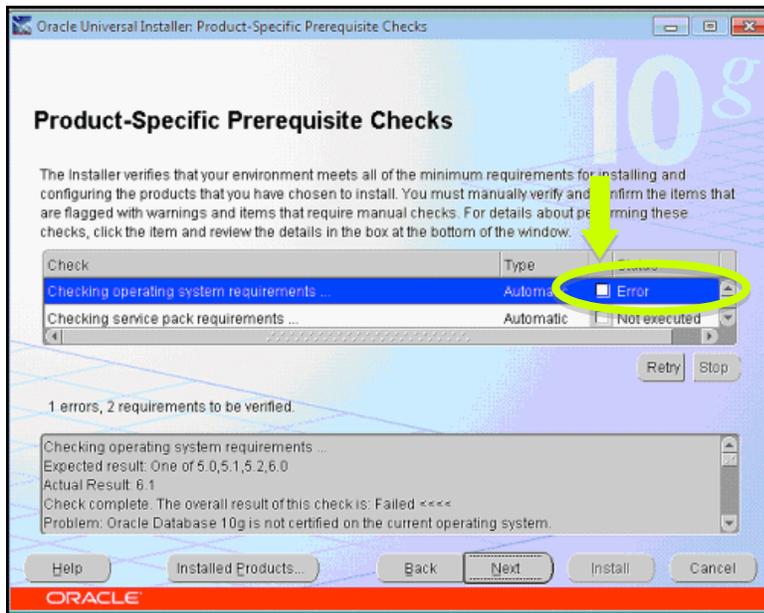
8. Click the box next to Oracle Windows Interfaces. Make sure that Oracle ODBC Driver is checked.



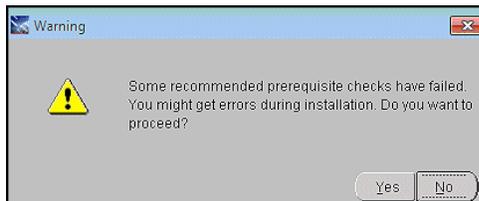
9. Scroll down the list and check the box for Oracle Net.



10. Click Next.



11. The Product- Specific Prerequisite Checks screen displays. The operating system version check fails and display the Status “Error”. This is okay. Select the **check box** to the right of the highlighted error message and click **Next** to continue with the installation.



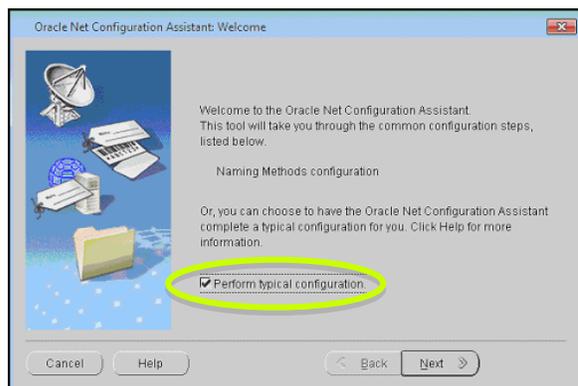
12. Click **Yes** to proceed when you receive the warning message.



13. On the Summary screen, Click **Install**. The installation takes a few minutes. A patch is also installed on a new screen. When installation has completed, the Oracle Net Configuration Assistant: Welcome screen displays.

If the Oracle Net Configuration Assistant does not display: Some libraries have reported that not all of the necessary Oracle components are installed during the automatic installation process. In order to get all the needed components, go back and repeat Section III for Windows 7 installations, but manually put a check mark

by all of the components in the list in step 6 before clicking Next and moving on to step 7; do not just rely on the check mark next to "Oracle Client 10.2.0.3.0" at the top to mean everything in the hierarchy underneath it will be installed.



14. Select the **Perform typical configuration** check box and click **Next**. Another Welcome screen displays.



15. Click **Next** on the second Welcome screen.

16. Click **Finish** when the Oracle Net Configuration Complete screen displays.

17. Click **Exit** when the End of Installation screen displays.

18. Click **Yes** when prompted with the exit warning.

19. In the command line box, **press any key to continue**.

20. Choose **q** to quit

21. Type **exit** at the command line prompt to close the command line program.

Oracle 10g ODBC is now successfully installed on Windows 7!

IV. Oracle/ODBC Configuration

Before You Start

These instructions cover a **NEW** installation of Oracle 10g. If your task is a migration from Oracle 9i clients to Oracle 10g clients on the PC you should stop and use a different set of instructions called "Migrating from Oracle 9i to Oracle 10g Clients: Oracle/ODBC Installation Guide" to configure Oracle/ODBC on the PC.

These instructions are for configuring a PC to run queries/reports against a copy of your library's production databases on the I-Share Reports server (or to use the Gary Strawn Cataloging Utilities). Reports and queries can also be run against the Training databases; for configuration instructions to Training databases, see the document "Reporting Against the Voyager Training Databases" at <http://www.carli.illinois.edu/products-services/i-share/execute#10g> .

New Installation Instructions

1. Restart your computer

- a. Login to the PC as an Administrator.
- b. Ensure there are no open programs. Temporarily disable any PC firewall or virus software.

2. Install the sqlnet.ora file that you downloaded from the CARLI website to your PC.

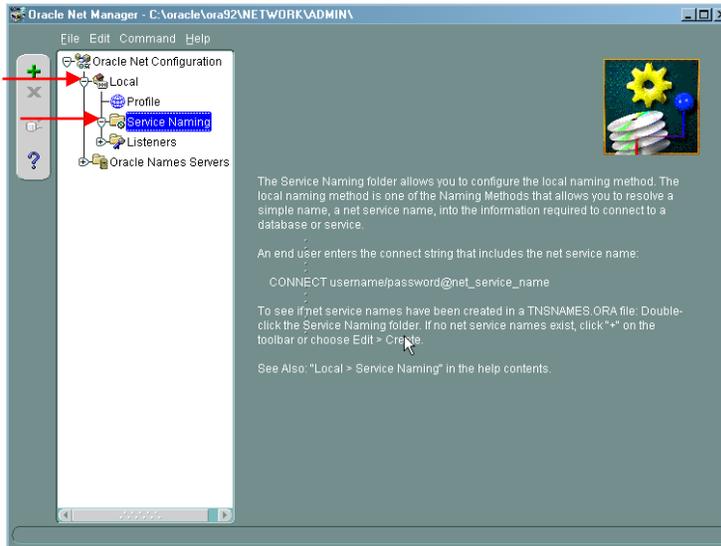
- a. Locate the **sqlnet.ora** file that you downloaded from the CARLI website to your PC back in section II.
- b. Navigate to the new oracle installation on the PC and open the C:\Oracle\product\10.2.0\client\NETWORK\ADMIN\ directory.
- c. Copy and paste the **sqlnet.ora** file that you downloaded from the CARLI website into the C:\Oracle\product\10.2.0\client\NETWORK\ADMIN\ directory to replace the existing file of the same name.
- d. When prompted to replace the existing file, say Yes.

3. Open the Oracle Net Manager

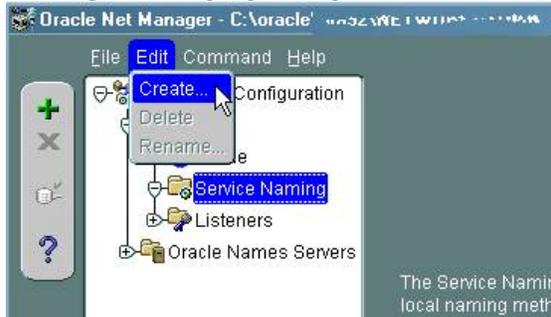
Start → Programs → Oracle-OraClient10g_home → Configuration and Migration Tools → Net Manager

(this program may take a few seconds to open).

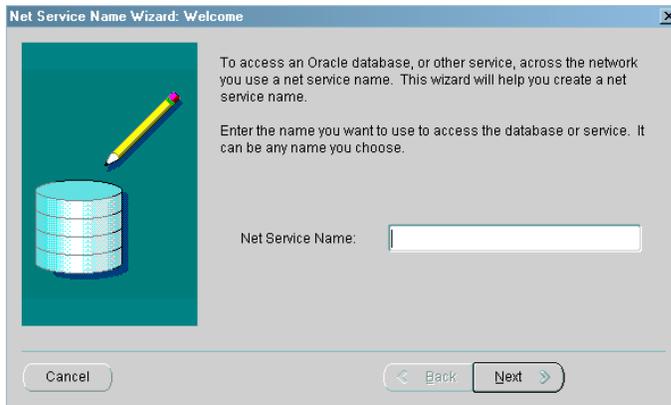
4. Expand the Local "folder" by clicking on the plus sign to the left. Then expand the Service Naming "folder" by clicking on the plus sign.



5. With the **Service Naming** folder highlighted, go to **Edit → Create**.



6. In the Net Service Name Wizard, page 1 of 5: Net Service Name screen that opens, enter **VGER** for the **Net Service Name** and then click **Next**.

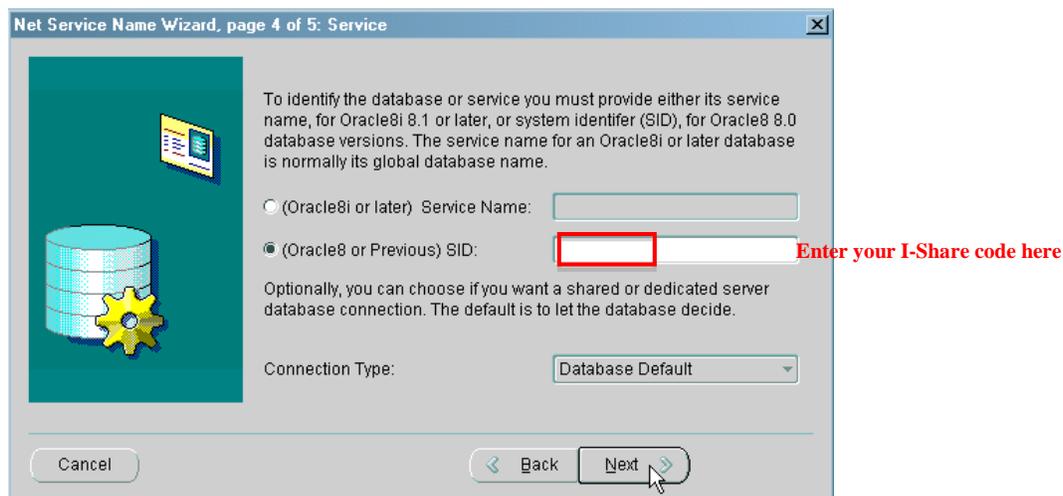


7. On the Net Service Name Wizard, page 2 of 5: Protocol screen choose **TCP/IP (Internet Protocol)** and click **Next**.

8. On the Net Service Name Wizard, page 3 of 5: Protocol Settings screen enter **reports.carli.illinois.edu** for the **Host Name** and keep the default Port Number of 1521.

Then click **Next**.

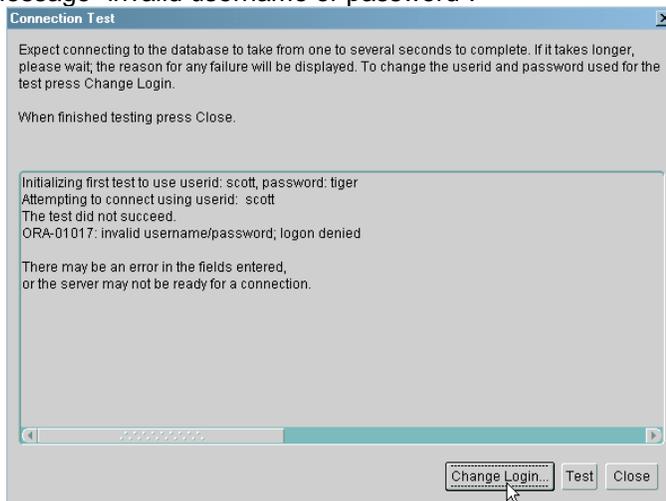
9. On the Net Service Name Wizard, page 4 of 5 Service screen, choose **(Oracle8 or Previous) SID** and **enter your library's three-letter I-Share code in uppercase letters**. For example: **SXU** or **RSH**. See Appendix A for your library's three-letter code.



Keep the default Connection Type of "Database Default". Then click **Next**.

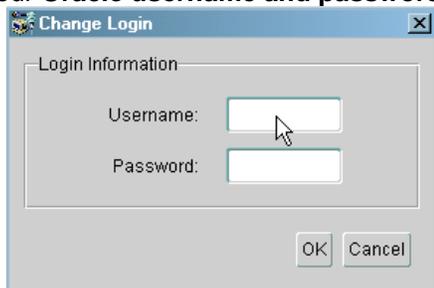
10. At the Net Service Name Wizard, page 5 of 5 Test screen, click **Test**.

11. A database test will begin immediately using the default "scott/tiger" username and password. You will see a message "invalid username or password".



12. Click the **Change Login** button.

Enter your **Oracle username and password** (this is not your Voyager operator ID), and click **OK**.



13. Click Test in the Connection Test box.

If you are using the correct username and password, then you should see the message “The connection test was successful.”

If the test was unsuccessful, try the test again, making sure the Oracle username and password were entered correctly. Also, please review the settings listed above.

Please Note: If you receive the error “error writing entry to local tnsnames.ora file” with 64-bit Windows 7, please see #2 under “Known Issues” at <http://www.carli.illinois.edu/products-services/i-share/execute/secure/vgerwin7#oracle>

If the test continues to be unsuccessful, click **Close** and **Cancel** at the Test Service screen and contact the CARLI Office for assistance. A failed test indicates a problem with your network configuration, your Oracle installation, or your PC configuration.

14. If the test was successful, close the Connection Test window by clicking Close, then click Finish to complete the Net Service Name Wizard.

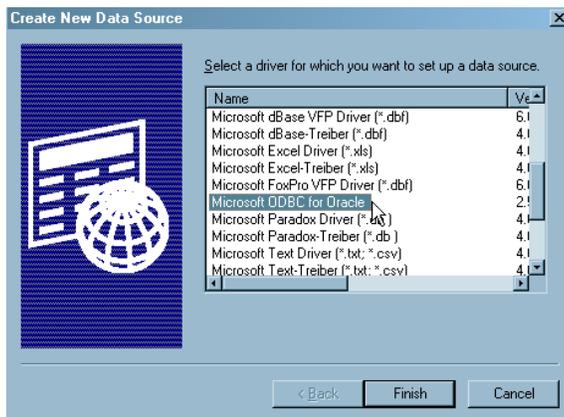
15. Go to File → Save Network Configuration to save, and then exit the NetManager by going to File → Exit

16. Open the ODBC Data Source Administrator in Start → Control Panel → Administrative Tools → Data Sources (ODBC)

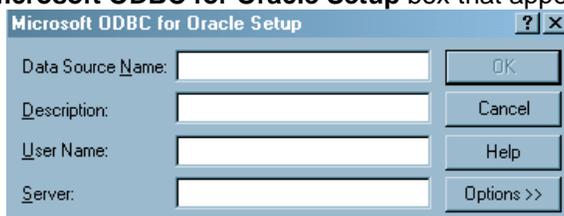
Please Note: If you are using 64-bit Windows 7, you cannot access the ODBC Data Source Administrator as stated above. Please see #3 under “Known Issues” at <http://www.carli.illinois.edu/products-services/i-share/execute/secure/vgerwin7#oracle> for instructions on how access the 32-bit ODBC Data Source Administrator before completing the rest of this section.

17. Open the System DSN tab (the 2nd tab)

18. Click Add to create a new Name. Choose the “Microsoft ODBC for Oracle” driver type and click Finish.



19. In the **Microsoft ODBC for Oracle Setup** box that appears, enter these values:



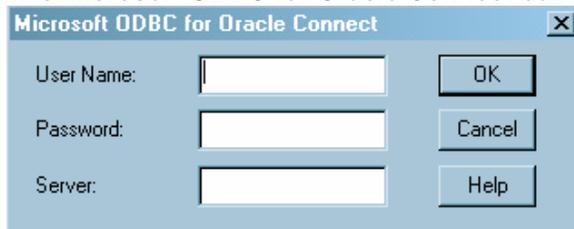
[Data Source Name] **eisreport**
 [Description] **Voyager Production Reporting**
 [User Name] **<your Oracle username>**
 [Server] **VGER**

and Click **OK** to close the Setup box. The System Data Source has now been added.

20. Next, test the ODBC connection by creating a File DSN entry.

- a. Open the **File DSN** tab (the 3rd tab).
- b. Click **Add**.
- c. Select type **Microsoft ODBC for Oracle** and click **Next**.
- d. Name this New Data Source **vger**
- e. Click **Next**.
- f. Click **Finish**.

g. In the **Microsoft ODBC for Oracle Connect** box that appears enter these values:



[User Name] **<your Oracle username>**
 [Password] **<your Oracle password>**
 [Server] **VGER**
 and Click **OK**.

- h. If the box disappears and you find yourself back at the third tab, the test was successful. If you receive an error message, please check the values you entered and try again. Also, check the

values created in the System DSN created above and try again. If the error message persists, contact the CARLI Office for assistance.

- i. If all was successful, delete the File DSN you just created by highlighting the name **VGER** and clicking **Remove**. Answer **Yes** when asked if you are sure you want to remove the data source.

21. Exit the **ODBC Data Source Administrator** by clicking **OK**.

Oracle 10g ODBC is now successfully configured!

Known Issues for 64-bit Windows and Office

Error Writing Entry to Local tnsnames.ora file

Some libraries have reported that they are unable to save new Service Names in the Net Manager program in Section IV, steps 14-15 due to the error "error writing entry to local tnsnames.ora file." This seems to be some kind of permissions issue with the Net Manager program or with the tnsnames.ora file that the Net Manager is editing during this process.

Instead of using the Net Manager program, the best workaround is to copy the tnsnames.ora file from another PC (it need not be a Windows 7 PC) that already has Oracle 10g/ODBC installed and working to the new PC. The tnsnames.ora file can be found in:
C:\oracle\product\10.2.0\client\NETWORK\ADMIN\

Unable to locate either Microsoft ODBC for Oracle or eisreport DSN on 64-bit Windows

You must use the 32-bit ODBC drivers in order to find the "Microsoft ODBC for Oracle" driver needed during configuration of your ODBC connection in Section IV, steps 16-21 of the CARLI I-Share Oracle 10g/ODBC New Installation Guide. The 32-bit version of the Microsoft ODBC Administrator can usually be found at C:\Windows\SysWOW64\odbcad32.exe.

To access the 32-bit drivers perform the following in place of step 16.

16a. Open the Windows file explorer and navigate to the C:\Windows\SysWOW64 folder. Locate the odbcad32.exe file. Right-click it and select "Run as Admin".

Return to step 17 above and continue with the directions as normal.

64-bit versions of Microsoft Office

64-bit Microsoft Office installed on 64-bit Windows 7 will not work with Oracle/ODBC for reporting against Voyager. Ex Libris only supports an installation using Oracle 10g clients and 32-bit Microsoft Access.

If your institution has the ability to support later versions of the Oracle ODBC clients, then you may be able to use 64-bit Access with Voyager. CARLI may not be able to provide troubleshooting on installation for this configuration.

Microsoft Office 365

At this writing, neither Ex Libris nor CARLI support the use of Microsoft Office 365 with ODBC or Voyager.

V. Link the .mdb File

Before You Start

If you already have an .mdb file that you have previously linked on another PC according to these instructions, you may be able to continue using that .mdb without any additional configuration. If the .mdb file does not work, simply try relinking it according to the instructions below (omitting step 2 because you don't need to make a new copy).

A manual installation of the Voyager Reporter Client on your PC will have created this file: **Voyager\Access Reports\Reports.mdb**. CARLI has also created a custom CARLI Reports mdb file with many useful features. The latest version of this file may be downloaded from the CARLI website at <https://www.carli.illinois.edu/products-services/i-share/execute> under the Oracle 10g Clients blind; or from <https://www.carli.illinois.edu/products-services/i-share/reports>, under the Running Access Reports in the I-Share Environment blind. Look for "Latest version of custom CARLI_Reports_20XX.mdb."

CARLI strongly recommends that you use the latest version of the CARLI Reports file in place of the generic **Reports.mdb** file. As of this writing the latest file is **CARLI_reports_2016.mdb** file, see <http://www.carli.illinois.edu/products-services/i-share/reports/secure/CARLI-reports2016-info> . The generic **Reports.mdb** file contains only the prepackaged reports supplied by Ex Libris. **CARLI_reports_20XX.mdb** files include the shared SQL and reports prepared by CARLI staff and I-Share library staff, along with those pre-packaged reports that I-Share libraries may find useful.

These instructions are for configuring a PC to run queries/reports against a copy of your library's production databases on the Reports server. Reports and queries can also be run against the Training databases; for configuration instructions to Training databases, see the document "Reporting Against the Voyager Training Databases" at <http://www.carli.illinois.edu/products-services/i-share/execute#10g> .

These instructions apply only to running 32-bit versions of Microsoft Access 2002 and later. The Oracle10g client may not function with 64-bit access. See "Known Issues for 64-bit Windows and Office" above for more details on supported software.

Instructions for MS Access 2010 or later

Linking instructions for MS Access 2007 begin on page 22

Linking instructions for MS Access 2003 or earlier begin on page 27

Note: Screenshots may depict both Access 2010 and 2013

1. Set Macro Security Level

- a. Start MS Access
- b. Select the File tab
- c. Click Options
- d. Select the "Trust Center" in the left-hand pane. Select "Trust Center Settings..."
- e. Select "Macro Settings" in left-hand pane. Select the radio button next to "Enable all macros (not recommended; potentially dangerous code can run)" Click OK. Click OK again.
- f. **You must Exit and restart MS Access**

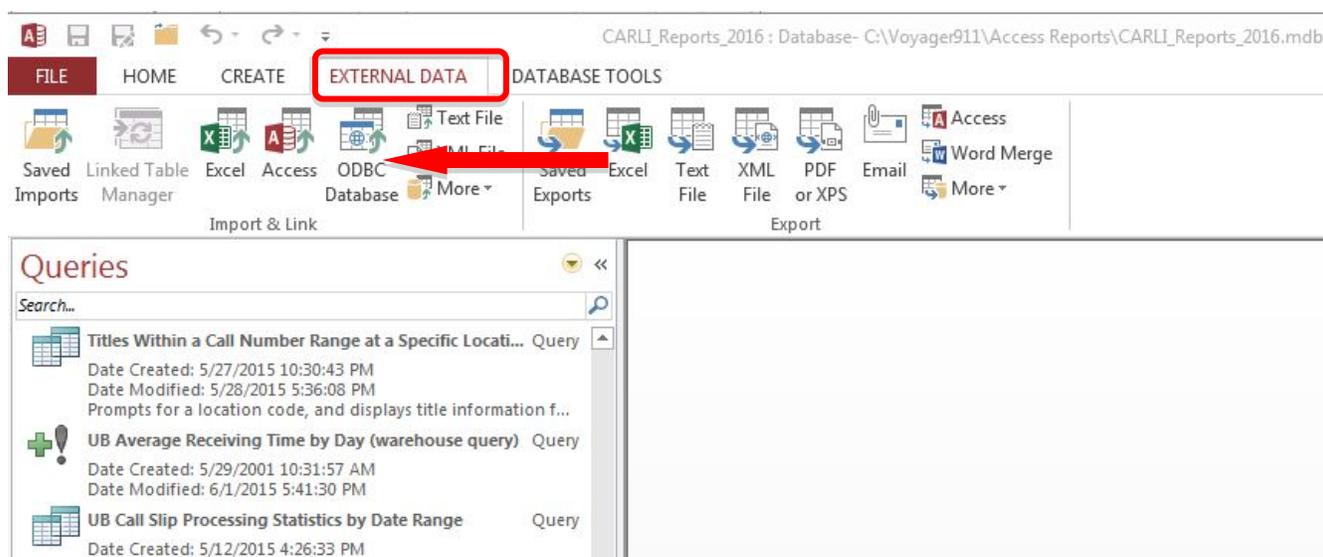
2. Decide if you will use the default **Reports.mdb file or the **CARLI_reports_2016.mdb** file (see *Before You Start* section above).**

- a. Navigate to the file on your PC
- b. Highlight the file and either Right-click or use the Edit menu to either make a copy of the file or to rename the file: eisreport.mdb
- c. Copying and/or Renaming this file will help you to know that this is the file you have linked up to the database, and may help to identify it after future upgrades.
- d. The remainder of these instructions will refer to this file as **eisreport.mdb**

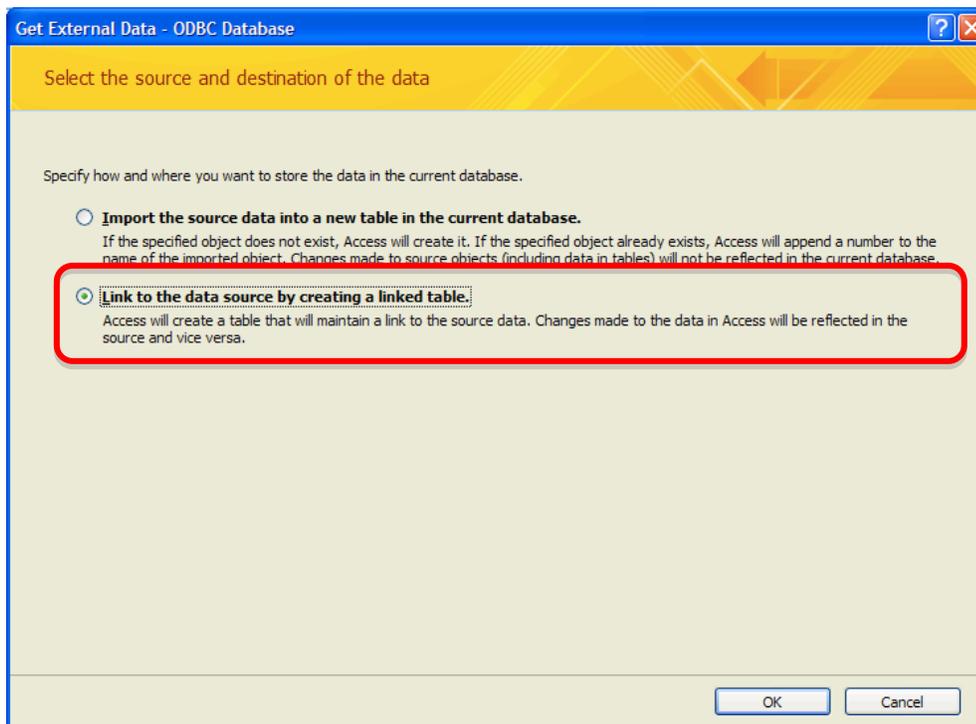
3. Open the **eisreport.mdb** file in MSAccess

4. Prepare the file for linking

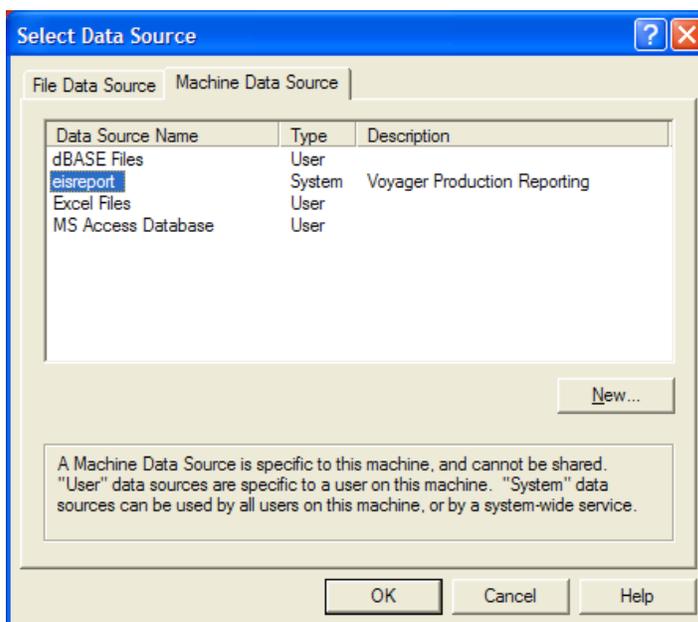
- a. Click on “External Data” tab
- b. Select “ODBC Database”



- c. The “Get External Data-ODBC Database” screen pops up. Select “Link to the data source by creating a linked table.” Click OK.



- d. The “Select Data Source” screen pops up. Select “Machine Data Source” tab, choose “eisreport” and click OK.

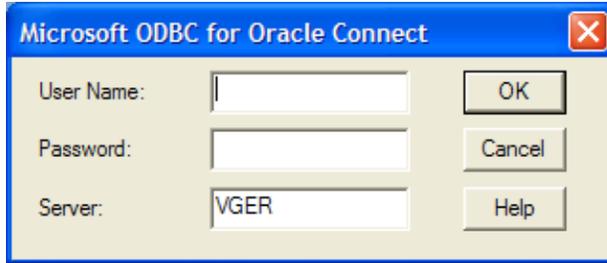


If you receive a security warning that says some content was disabled, choose to “Enable this content”.

If you do not see eisreport listed as a Data Source Name, click Cancel. Verify whether you are using a 32-bit or 64-bit version of Access (Go to File, Account, About Access).

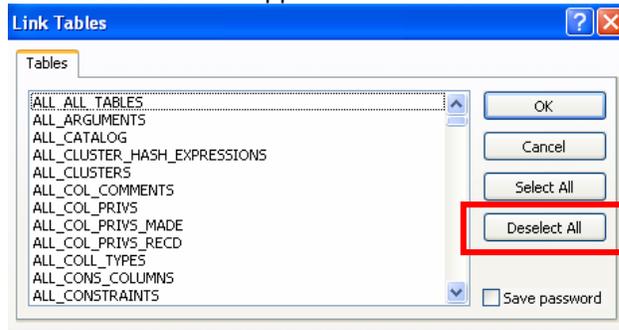
- e. The “Microsoft ODBC for Oracle Connect” screen pops up.

- i. For User Name enter <your Oracle username>
- ii. For Password enter <your Oracle Password>
- iii. For Server enter **VGER**
- iv. Click **OK**.



NOTE: It may take a few minutes before the next screen appears.

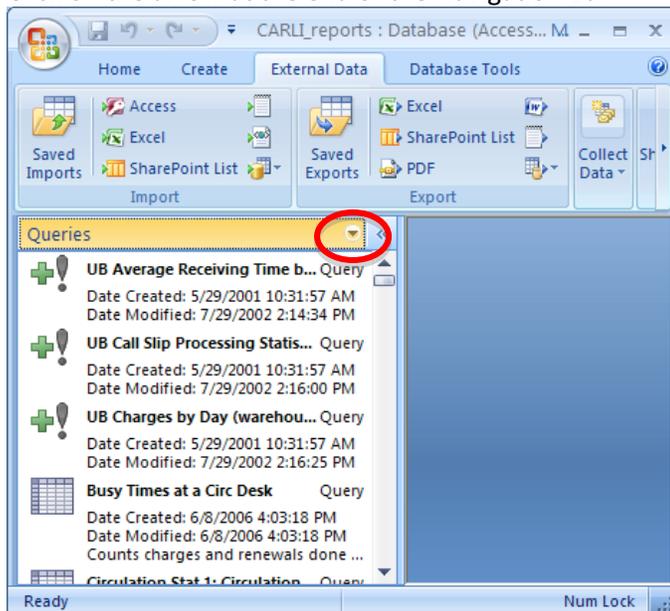
- f. The **Link Tables** screen will appear. **Click Deselect All.**



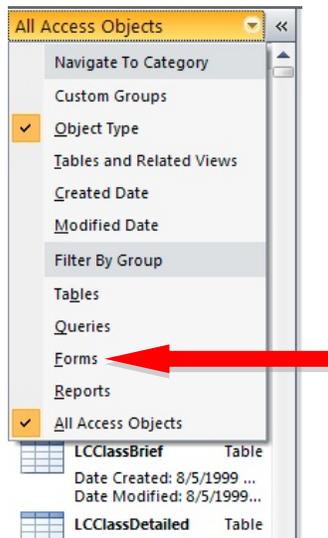
- g. The box should briefly refresh and the Deselect All button will pop back up. Then click **OK**.

5. Build Database Links

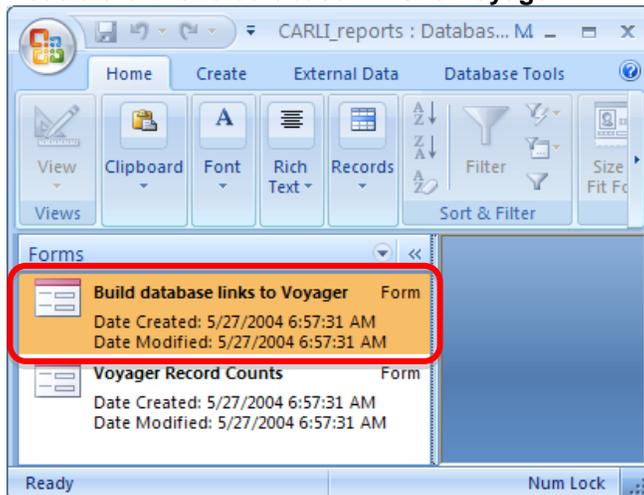
- a. Click on the arrow at the end of the Navigation Bar



b. Select Forms



c. Double-click **Build database links to Voyager**



d. The **Build links to Voyager** box will appear. Enter the following values:

ODBC Name	eisreport
Connect String	VGER
DB User ID (remove dbread)	<your Oracle Username>
Password (remove existing *s)	<your Oracle Password>
Tablespace***	XXXDB
Relink checkbox	Checked

***Where **XXX** represents your I-Share Voyager three-letter code in uppercase letters. See Appendix A.

Click **Connect**.

- i. If the connection is successful, the bottom window will list each table as it is successfully linked. The ALL_TAB_COLUMNS table will not link. This is not an error.
 - ii. If you receive "error!" statements followed by "Process stopped too many errors!," click Close and repeat steps 4-5 again, carefully checking the information being entered. If you continue to receive error messages, contact the CARLI Office for assistance.
 - iii. The linking will take anywhere from a few minutes to several hours, depending on your network connection.
- d. When the linking is complete (after linking through tables from A to Z), click **Close** in the "Build database links to Voyager" box.

Prepackaged Reports are now successfully linked!

You may now run queries and reports against the database.

Instructions for MS Access 2007

If you are using an earlier version of MS Access (2003 or earlier) please see linking instructions beginning on page 27

1. Set Macro Security Level

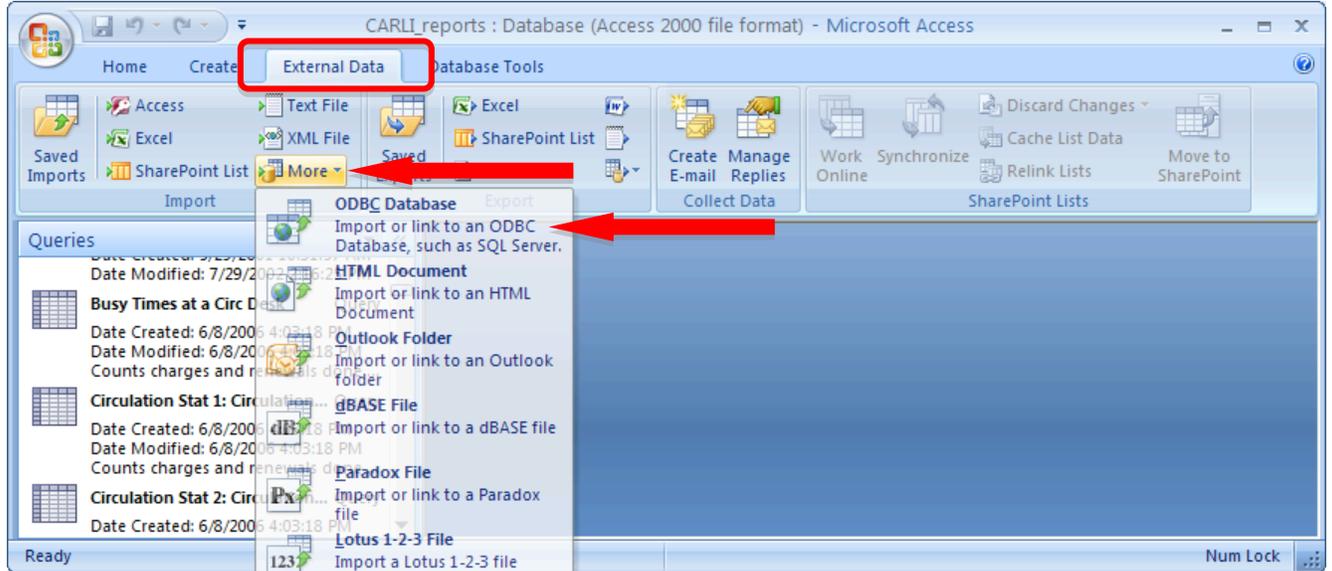
- a. Start MS Access
- b. Select the Microsoft Office Button: 
- c. Click Access Options
- d. Select the "Trust Center" in the left-hand pane. Select "Trust Center Settings..."
- e. Select "Macro Settings" in left-hand pane. Select the radio button next to "Enable all macros (not recommended; potentially dangerous code can run)" Click OK. Click OK again.
- f. **You must Exit and restart MS Access**

2. Decide if you will use the default **Reports.mdb file or the **CARLI_reports_2016.mdb** file (see *Before You Start* section above).**

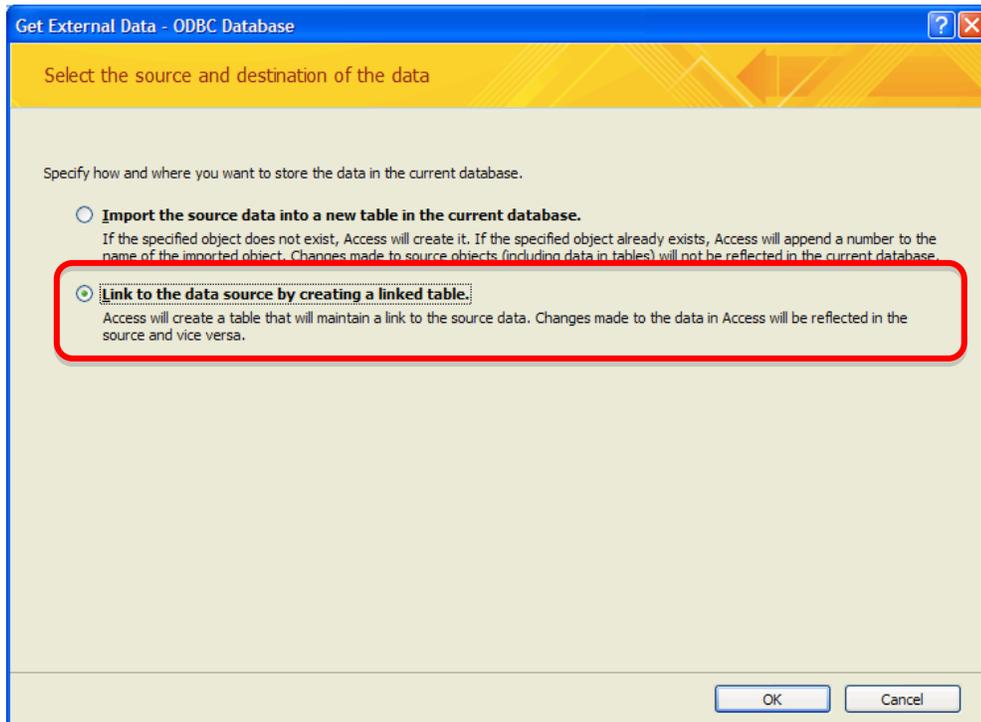
- a. Navigate to the file on your PC
- b. Highlight the file and either Right-click or use the Edit menu to either make a copy of the file or to rename the file: eisreport.mdb
- c. Copying and/or Renaming this file will help you to know that this is the file you have linked up to the database, and may help to identify it after future upgrades.
- d. The remainder of these instructions will refer to this file as **eisreport.mdb**

3. Open the **eisreport.mdb file in MSAccess**

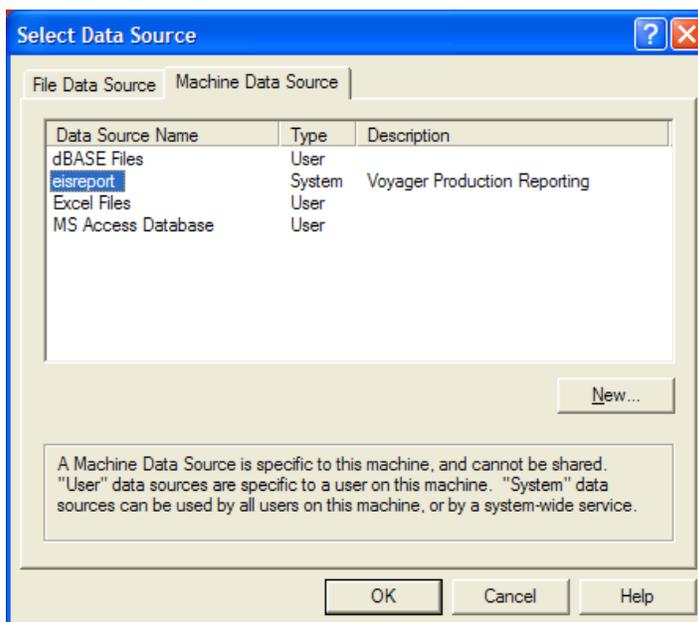
4. Prepare the file for linking
 - a. Click on "External Data" tab
 - b. Click on the "More" arrow in the "Import" section
 - c. Select "ODBC Database"



- d. The "Get External Data-ODBC Database" screen pops up. Select "Link to the data source by creating a linked table." Click OK.

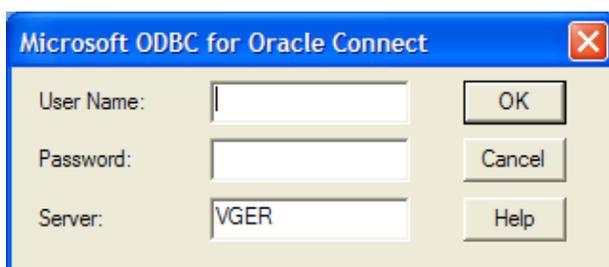


- e. The “Select Data Source” screen pops up. Select “Machine Data Source” tab, choose “eisreport” and click OK.



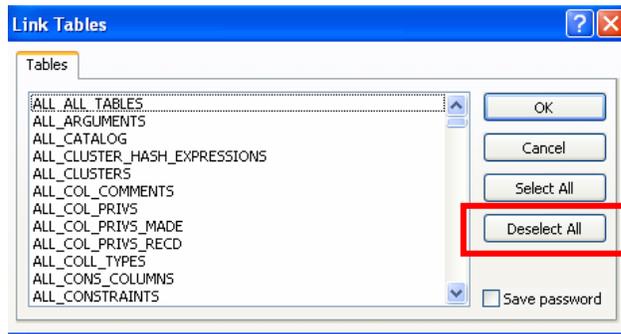
If you receive a security warning that says some content was disabled, choose to “Enable this content”.

- f. The “Microsoft ODBC for Oracle Connect” screen pops up.
- i. For User Name enter <your Oracle username>
 - ii. For Password enter <your Oracle Password>
 - iii. For Server enter **VGER**
 - iv. Click **OK**.



NOTE: It may take a few minutes before the next screen appears.

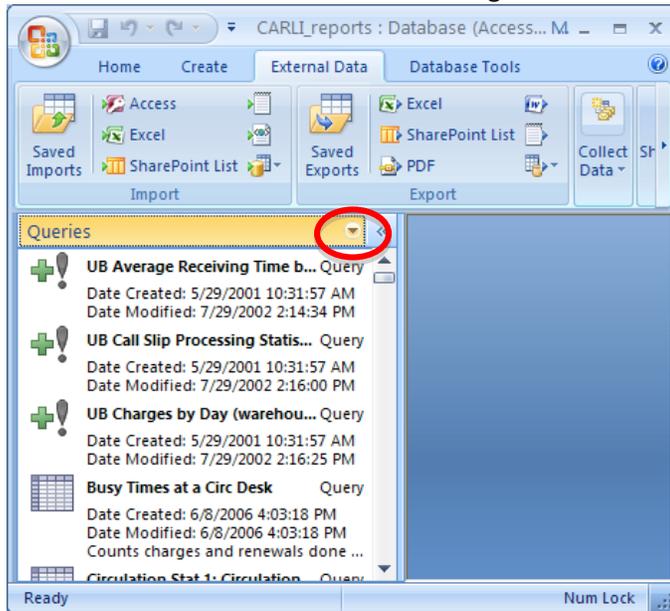
- g. The **Link Tables** screen will appear. **Click Deselect All.**



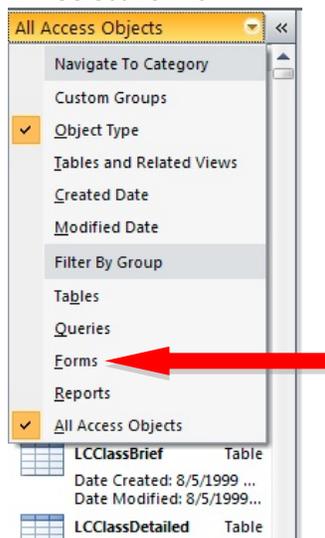
h. The box should briefly refresh and the Deselect All button will pop back up. Then click **OK**.

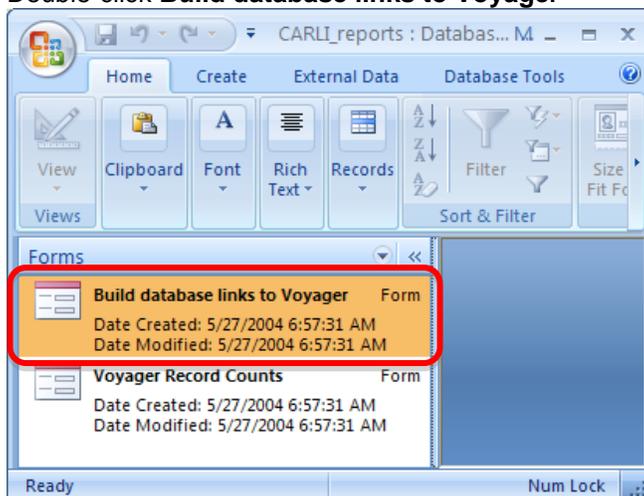
5. Build Database Links

e. Click on the arrow at the end of the Navigation Bar



f. Select Forms



g. Double-click **Build database links to Voyager**h. The **Build links to Voyager** box will appear. Enter the following values:

ODBC Name	eisreport
Connect String	VGER
DB User ID (remove dbread)	<your Oracle Username>
Password (remove existing *s)	<your Oracle Password>
Tablespace***	XXXdb
Relink checkbox	Checked

***Where **XXX** represents your I-Share Voyager three-letter code in uppercase letters. See Appendix A.

Click **Connect**.

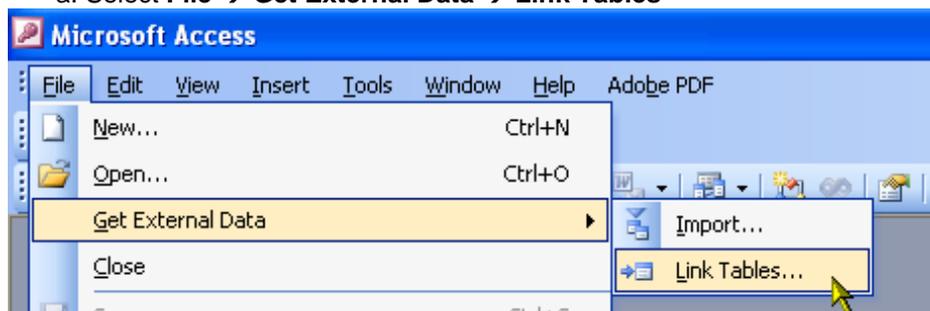
- i. If the connection is successful, the bottom window will list each table as it is successfully linked. The ALL_TAB_COLUMNS table will not link. This is not an error.
 - ii. If you receive "error!" statements followed by "Process stopped too many errors!," click Close and repeat steps 4-5 again, carefully checking the information being entered. If you continue to receive error messages, contact the CARLI Office for assistance.
 - iii. The linking will take anywhere from a few minutes to several hours, depending on your network connection.
- d. When the linking is complete (after linking through tables from A to Z), click **Close** in the "Build database links to Voyager" box.

Prepackaged Reports are now successfully linked!
You may now run queries and reports against the database.

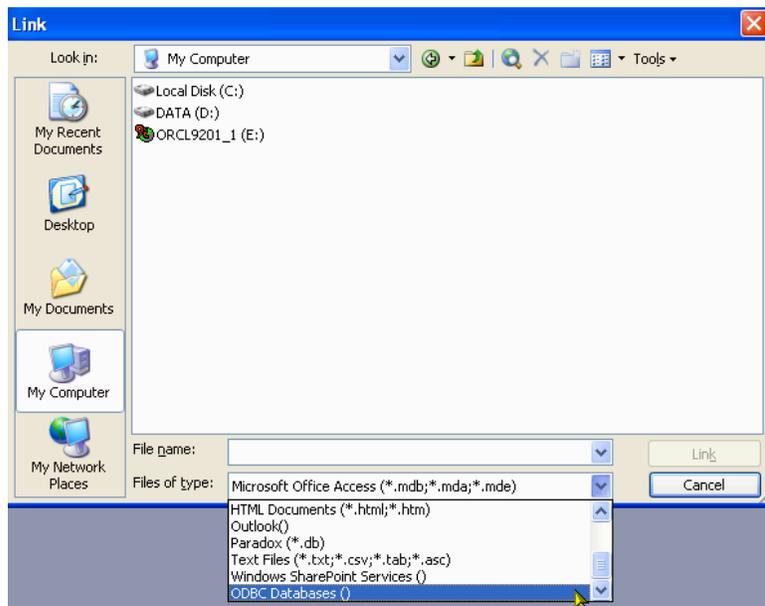
Instructions for MS Access 2003 or earlier

0. If you are using **MS Access 2003 or later**, complete this step zero. Otherwise, proceed to step 1 below.
 - a. Start MS Access
 - b. Select **Tools → Macro → Security → Security Level** tab
 - c. Select the **Low** option
 - d. Click **OK**
 - e. You will receive a message indicating that “Unsafe expressions are blocked...Do you want to allow the evaluation of potentially unsafe expressions?” Click **Yes**
 - f. **You must Exit and restart MS Access**
1. Decide if you will use the default **Reports.mdb** file or the **CARLI_reports_2009.mdb** file (see *Before You Start* section above).
 - a. Navigate to the file on your PC
 - b. Highlight the file and either Right-click or use the Edit menu to either make a copy of the file or to rename the file: **eisreport.mdb**
 - c. Copying and/or Renaming this file will help you to know that this is the file you have linked up to the database, and may help to identify it after future upgrades.
 - d. The remainder of these instructions will refer to this file as **eisreport.mdb**
2. Open the **eisreport.mdb** file in MSAccess
3. Prepare the file for linking

- a. Select **File → Get External Data → Link Tables**



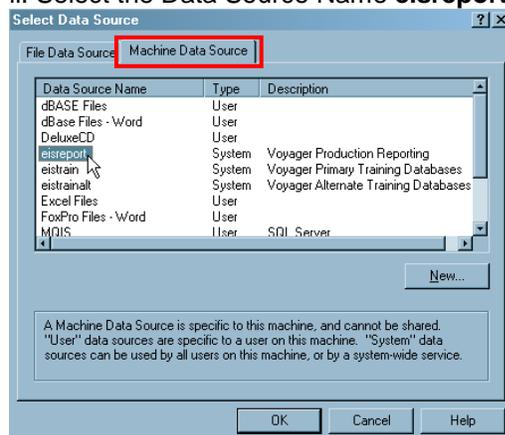
- b. A **Link** box will appear
 - i. Click the **Files of Type** drop down located at the bottom of the screen
 - ii. Select **ODBC Databases**, usually located at the bottom of the list:



c. The **Link** screen will be replaced by the **Select Data Source** screen

i. Select the **Machine Data Source** tab.

ii. Select the Data Source Name **eisreport**



iii. Click **OK**

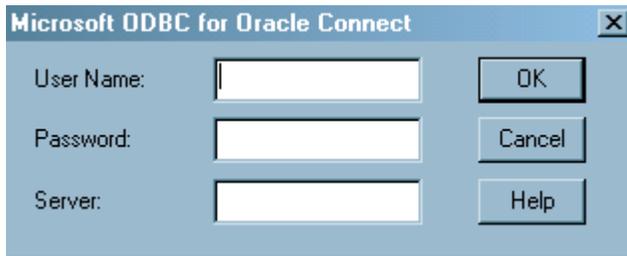
d. The **Select Data Source** window will be replaced by a **Microsoft ODBC for Oracle Connect** window.

i. For User Name enter **<your Oracle username>**

ii. For Password enter **<your Oracle Password>**

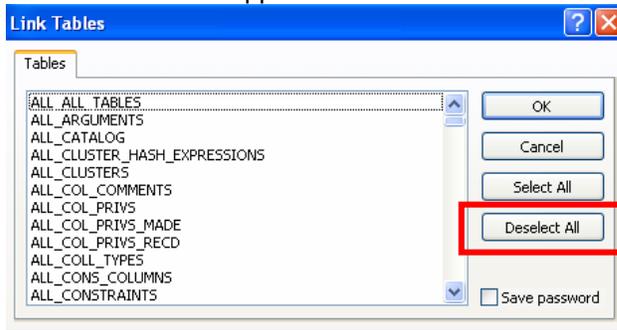
iii. For Server enter **VGER**

iv. Click **OK**.



NOTE: It may take a few minutes before the next screen appears.

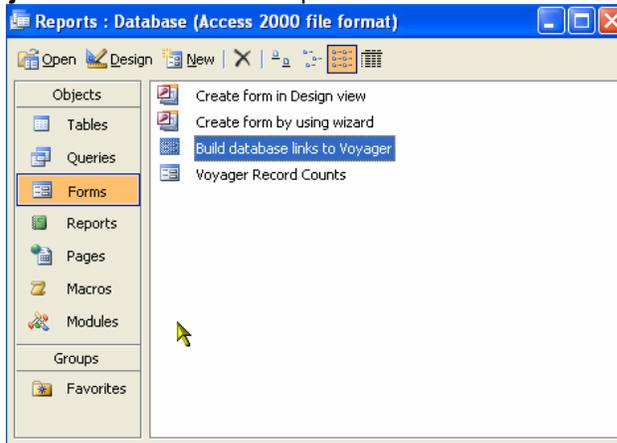
e. The **Link Tables** screen will appear. **Click Deselect All.**



f. The box should briefly refresh and the Deselect All button will pop back up. Then click **OK**.

4. Build Database Links

a. Under **Objects** select the **Forms** option



b. Double-click **Build database links to Voyager**

c. The **Build links to Voyager** box will appear. Enter the following values:

ODBC Name	eisreport
Connect String	VGER
DB User ID (remove dbread)	<your Oracle Username>

Password (remove existing *s)	< <i>your Oracle Password</i> >
Tablespace***	XXXdb
Relink checkbox	Checked

***Where **XXX** represents your I-Share Voyager three-letter code in uppercase letters. See Appendix A.

Click **Connect**.

- i. If the connection is successful, the bottom window will list each table as it is successfully linked. The ALL_TAB_COLUMNS table will not link. This is not an error.
 - ii. If you receive "error!" statements followed by "Process stopped too many errors!," click Close and repeat steps 4-11 again, carefully checking the information being entered. If you continue to receive error messages, contact the CARLI Office for assistance.
 - iii. The linking will take anywhere from a few minutes to several hours, depending on your network connection.
- d. When the linking is complete (after linking through tables from A to Z), click **Close** in the "Build database links to Voyager" box.

Prepackaged Reports are now successfully linked!
You may now run queries and reports against the database.

Appendix A

CARLI REV 7/5/2016

LIBRARY	CODE
Adler University	ADL
Augustana College	AUG
Aurora University	ARU
Benedictine University	BEN
Black Hawk College	BHC
Bradley University	BRA
Carl Sandburg College	CSC
Catholic Theological Union	CTU
Chicago State University	CSU
College of DuPage	COD
Columbia College	COL
Concordia University Chicago	CON
Danville Area Community College	DAC
DePaul University	DPU
Dominican University	DOM
Eastern Illinois University	EIU
Elmhurst College	ELM
Eureka College	ERK
Governors State University	GSU
Greenville College	GRN
Harper College	WRH
Heartland Community College	HRT
Illinois Central College	ICC
Illinois College	ILC
Illinois Eastern Community Colleges	IEC
Illinois Institute of Technology	IIT
Illinois Math & Science Academy	IMS
Illinois State Library	ISL
Illinois State University	ISU
Illinois Valley Community College	IVC
Illinois Wesleyan University	IWU
JKM Library	JKM
John Wood Community College	JWC
Joliet Junior College	JOL
Judson University	JUD
Kankakee Community College	KCC
Kishwaukee College	KIS
Knox College	KNX
Lake Forest College	LFC
Lewis & Clark Community College	LAC
Lewis University	LEW
Lincoln Christian College & Seminary	LCC
Lincoln College	LNC

LIBRARY	CODE
Lincoln Land Community College	LLC
MacMurray College	MMC
McKendree University	MCK
Meadville Lombard Seminary	MLS
Millikin University	MIL
Monmouth College	MON
Morton College	MRT
National-Louis University	NLU
The Newberry Library	NBY
North Central College	NCC
North Park University	NPU
Northeastern Illinois University	NEI
Northern Illinois University	NIU
Northern Seminary	NBT
Oakton Community College	OAK
Olivet Nazarene University	ONU
Parkland College	PRK
Principia College	PRC
Quincy University	QCY
Richland Community College	RCC
Robert Morris University	RMC
Roosevelt University	ROU
Rush University	RSH
Saint Francis Medical Ctr College of Nursing	SFM
Saint Xavier University	SXU
Sauk Valley Community College	SVC
School of the Art Institute Chicago	SAI
South Suburban College	SSC
Southeastern Illinois College	SEI
Southern Illinois University Carbondale	SIC
Southern Illinois University Edwardsville	SIE
Southern Illinois University School of Medicine	SIM
Southwestern Illinois College	SWI
Trinity Christian College	TRN
Trinity International University	TIU
Triton College	TRT
University of Illinois at Chicago	UIC
University of Illinois at Springfield	UIS
University of Illinois at Urbana-Champaign	UIU
University of Saint Francis	USF
University of St. Mary of the Lake	SML
Western Illinois University	WIU
Wheaton College	WHE

CARLI Revision History

Current revision: 7/18/2016

4/30/2013

7/20/2011

6/23/2010