



Appendix 10

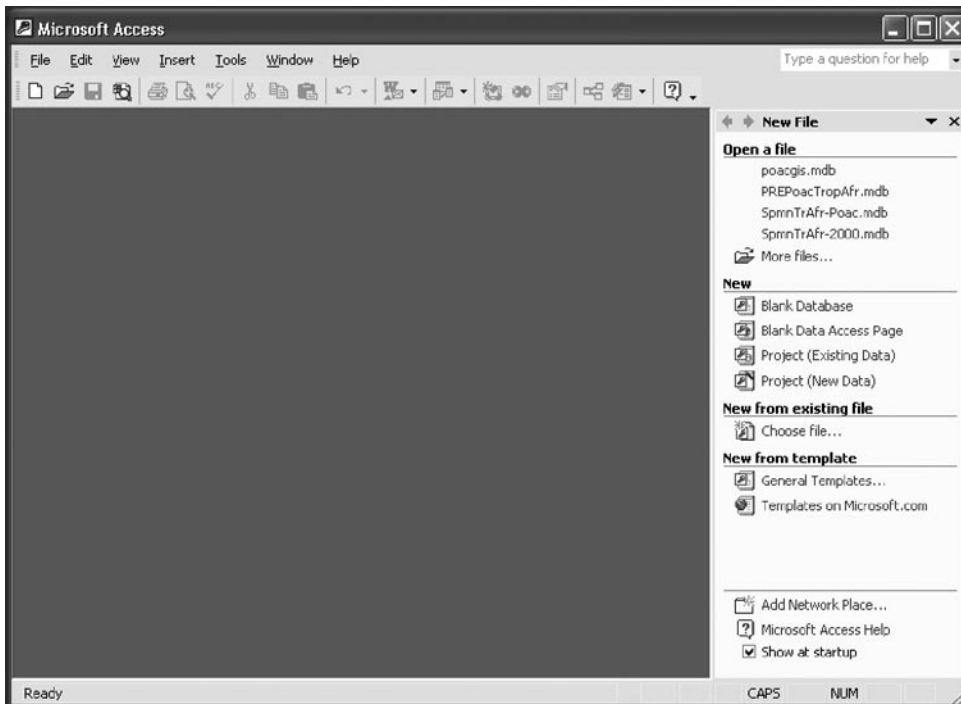
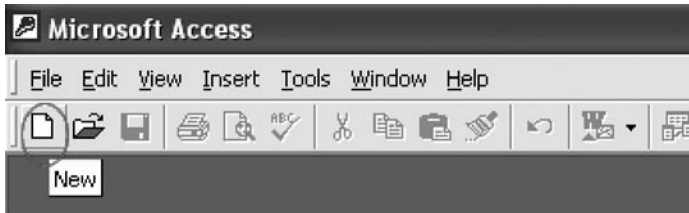
**Creating a MS-Access
SpmnReports database**

Creating a MS-Access SpmnReports database

Use this procedure to create an MS-Access database (SpmnReports.mdb) that will act as a front-end database to the MySQL PRECIS Specimen database. This will allow information to be extracted from the Specimen database using the MS-Access Query and Reporting tools.

1. Create SpmnReports database in PRECIS folder

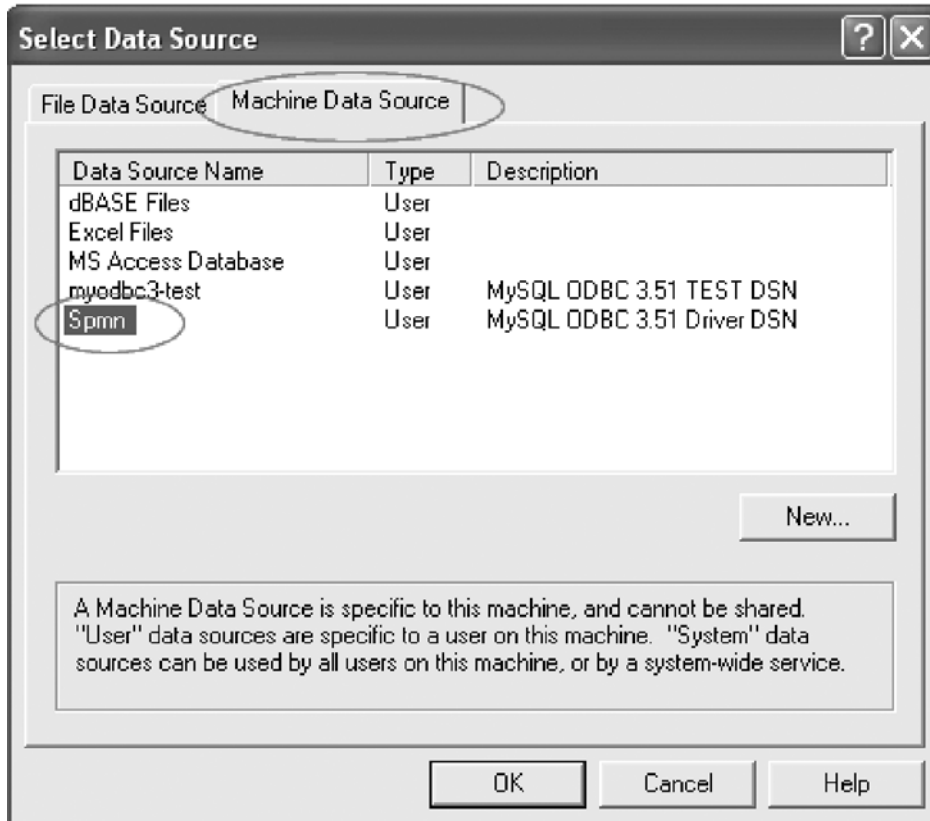
1. Open MS-Access
2. Click on [Blank Database] - (on right-hand side under “new”)



— This opens the “File New Database” dialog box

2. Link SpmnReports database to MySQL SpmnData database and link tables

1. Click on [File]
2. Click on [Get External Data]
3. Click on [Link Tables]
 - >> This will open the “Link” dialog box
4. Enter the following:
 - “Look in” field - *C:\SpmnReports*
 - “Files of Type” field - *ODBC Database ()* (Scroll down in the field to select an option)
 - >> This will open the “Select Data Source” dialog box



5. Select the “Machine Data Source” tab
6. Select Data Source name “Spmn”
7. Click [OK]
 - >> This will open the “Link Tables” dialog box



- >> A list of tables in the MySQL Spmn database will be displayed
8. Click [Select All]
 9. Click [OK]

>> For ±5 tables the “Select Unique Record Identifier” dialog box will appear, displaying a list of fields in that table
 10. Click [OK]

>> At the end of this process, all SpmnReports database files will be linked to all the tables in the MySQL SpmnData database. This is indicated by an arrow and globe appearing to the left of each table name.

Note: The data remains in the MySQL SpmnData database.

The Query and Reports functions of the new Access SpmnReports database can now be used to generate selected outputs using the data in the MySQL SpmnData database.

About SABONET

This publication is a product of the Southern African Botanical Diversity Network (SABONET), a programme aimed at strengthening the level of botanical expertise, expanding and improving herbarium and botanic garden collections, and fostering closer collaborative links among botanists in the southern African subcontinent.

The main objective of SABONET is to develop a strong core of professional botanists, taxonomists, horticulturists, and plant diversity specialists within the ten countries of southern Africa (Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, and Zimbabwe). This core group will be competent to inventory, monitor, evaluate, and conserve the botanical diversity of the region in the face of specific development challenges, and to respond to the technical and scientific needs of the Convention on Biological Diversity.

To enhance the human resource capacity and infrastructure available in the region, SABONET offers training courses, workshops, and collaborative expeditions in under-collected areas. The programme produces a newsletter, SABONET News, and a series of occasional publications, the Southern African Botanical Diversity Network Report Series, of which this publication is part.

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