



# Use MS Access to access DAP Catalog

Technical Note



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Please send comments or questions to [info@geosoft.com](mailto:info@geosoft.com)

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## **Support**

For obtaining technical support, email [support@geosoft.com](mailto:support@geosoft.com)

If you wish to speak to a technical support representative in your region, please visit the Geosoft Support page at: [www.geosoft.com/about-geosoft/contact-us/world-offices](http://www.geosoft.com/about-geosoft/contact-us/world-offices) for contact information.

## Using Microsoft Access to access the DAP Catalog

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On occasion you may be required to access the DAP Catalog database tables directly rather than through the DAP Administrator. Two main reasons that you may be required to do this are, 1) to manage the list of Metadata Editor administrators and reviewers and 2) to add values to the lookup tables used by the Metadata Editor. Below are the steps required to connect directly to the DAP Catalog database to perform both of these tasks.

### To create a link from Microsoft Access to the DAP Catalog database:

1. In Control Panel, create an ODBC User DSN (Data Source Name) to the DAP Catalog database on the SQL Server
2. Open Microsoft Access.
3. Create a new blank database.
4. Select the **External Data** tab in the ribbon bar at the top.
5. Click **ODBC Database** and select the DSN you created in step 1.
6. Click **Link to the data source by creating a linked table**.
7. Select the *LKUP\_...* and *MetadataEditorAdministrators* tables and click **OK**.

You should now see the tables on left hand side. If you double-click on the *MetedataEditorsAdministrators* table, for example, you'll see a list of users or groups of users who are either Metadata Editor administrators or reviewers. You can add additional users or groups to this list. Note the values in all columns. Existing entries can be modified or deleted as necessary.

To add entries to the lookup tables, double-click the desired table and add an entry at the bottom. You can add values to the lookup tables, but we do not recommend modifying an existing entry without first speaking with Geosoft support. Modifying an existing entry can lead to inconsistent metadata values.