

Select a Data Source for a New Report

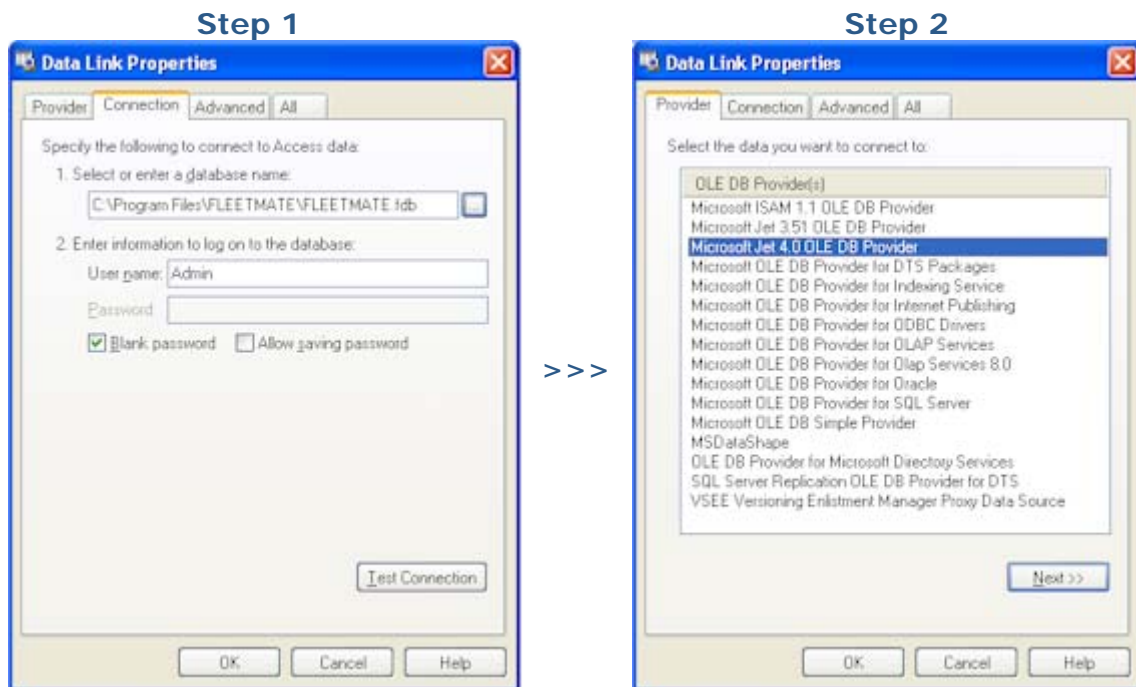
Two items comprise a **Data Source**: the **ConnectionString** and the **RecordSource**. Use this page of the Report Wizard to select the **ConnectionString** and **RecordSource** that will be used to supply the data for your report.

You can specify the **ConnectionString** in three ways:

1. Use the droplist to select a recently used connection string (the Designer keeps a record of the last eight connection strings). A *default* connection string that points to `C:\Program Files\FLEETMATE\FLEETMATE.fdb` is provided.
2. Type the string directly into the editor.
3. Click the button with the ellipsis (...) to bring up the standard Windows® **Data Link Properties** dialog that will help you build your connection string (see below).

Using the Data Link Properties Dialog to Build a Connection String

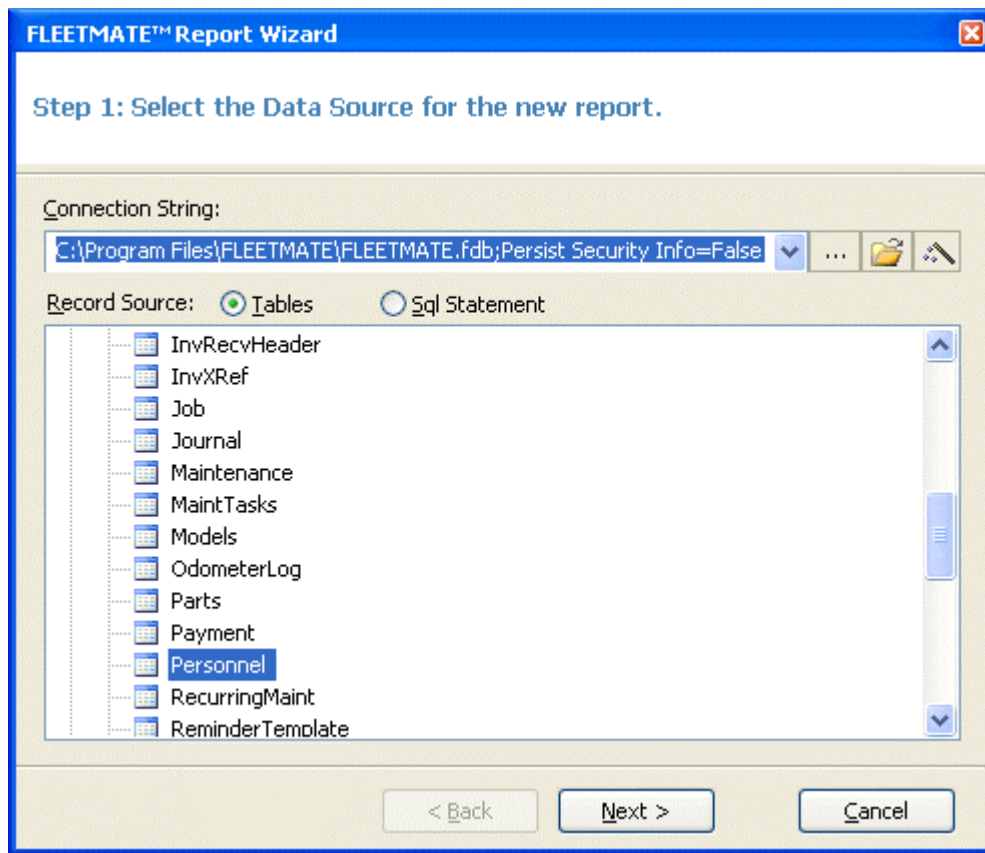
Click the ellipsis (...) button to request the **Data Link Properties** dialog. Click the **Provider** tab at the top of the dialog and choose **Microsoft Jet 4.0 OLE DB Provider** from the list of options. Next, click the **Connection** tab, click the ellipsis (...) button to navigate to and select your database file, and then click **OK**. A common setting for the **database name** value will be: `C:\Program Files\FLEETMATE\FLEETMATE.fdb`.



Specifying a Record Source

You can specify the **RecordSource** in three different ways:

1. Click the **Tables** option and select a single table from the list.
2. Click the **SQL Statement** option and type an SQL statement into the editor.
3. Click the **SQL Builder** button for help assembling your SQL statement.



New Report Wizard Step 1 – Data Source Selection

The **SQL Statement** determines the data that will be made available to your report. As an example, if you need the “VIN” field from a vehicle record to appear on your report, you will need to be certain that your SQL statement selects the **TX_VIN** field.