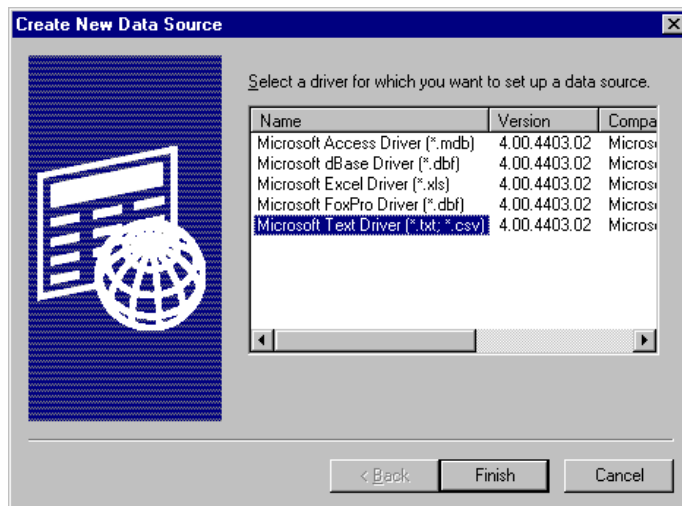


Adding an ODBC Driver

If you have determined that the **CrystalRptsCsv**, **T4Adata2010**, **T4Summary**, **T4ASummary**, **T4AMailer** drivers are not on the list of available ODBC drivers, you can manually install the driver using the steps outlined in this section.

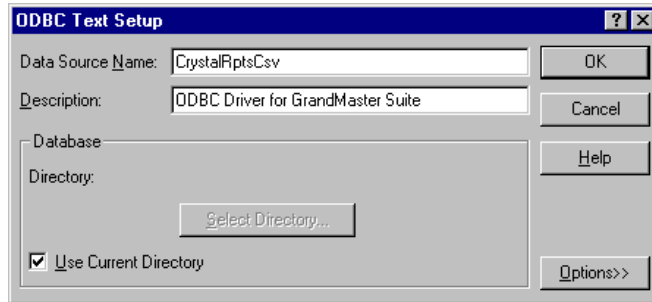
TO MANUALLY ADD AN ODBC DRIVER

1. Open the Windows *Control Panel* by choosing the *Settings - Control Panel* command from your *Start* button.
2. From the *Control Panel*, double-click the select *Data Sources (ODBC)* icon. Older versions of Windows may list this option as *ODBC Data Sources* or simply *ODBC*. This opens the *ODBC Data Source Administrator* dialog box.
3. Select the *System DSN* tab to display the drivers that are installed and available on this computer. Since the driver does not appear in the list, you will have to add it manually.
4. Choose the *Add* button to open the *Create New Data Source* dialog box, then choose the *Microsoft Text Driver* option from the list of drivers.



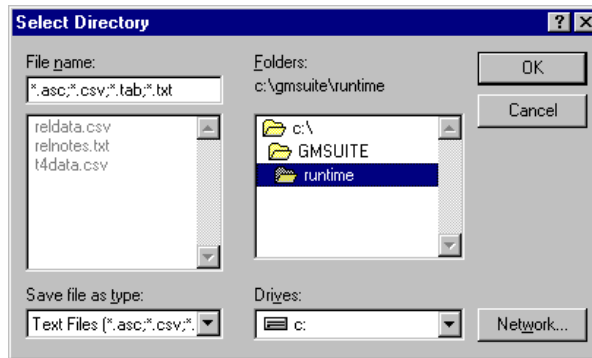
The Microsoft Text Driver Selected

5. Select the *Finish* button to accept your selection. This opens the *ODBC Text Setup* dialog box where you must define the location of the required data source.
6. Enter driver name (**CrystalRptsCsv**, **T4Adata2010**, **T4Summary**, **T4ASummary**, **T4AMailer**) in the *Data Source Name* field and add a general description for this driver (as shown in the sample below).



The Data Source Name and Description Defined

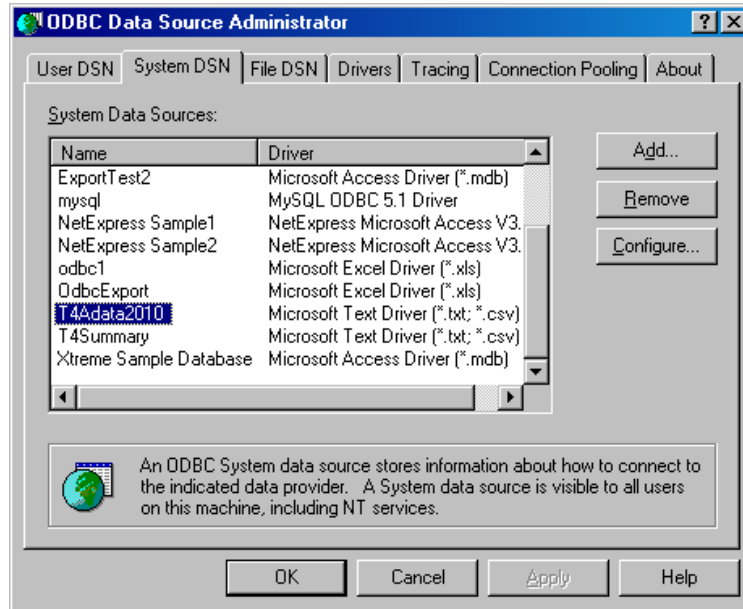
7. Click on the *Use Current Directory* box to remove the check from its box. This enables the *Select Directory* button. This button is required to locate the .CSV files in your GrandMaster Suite \runtime folder.
8. Choose the *Select Directory* button and navigate to \runtime directory in the folder where you installed GrandMaster Suite. The correct folder will contain the following files: T4DATA.CSV, T4ADATA.CSV and RELDATA.CSV.



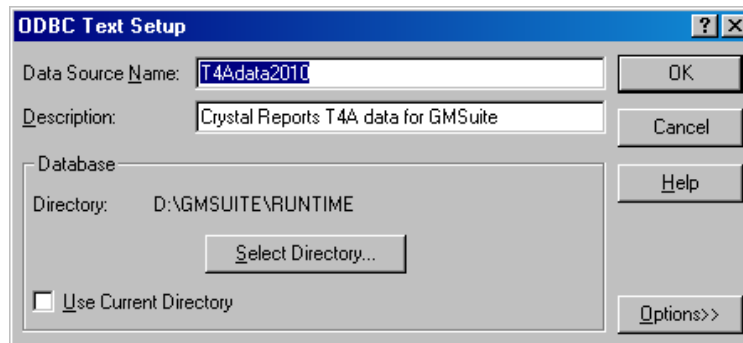
The GrandMaster Suite \Runtime Folder with the .CSV Files

9. Click *OK* to accept the folder location, then choose *OK* in the remaining dialog boxes to accept your changes. You will now be able to print your statements using various *Print Statements* command under the **Year-End** menu.

In order to print T4A's to the new **T4A (12/2010)** forms the user MUST add the **T4Adata2010** ODBC driver to their System DSN list on the computer workstation where you wish to generate the reports from.

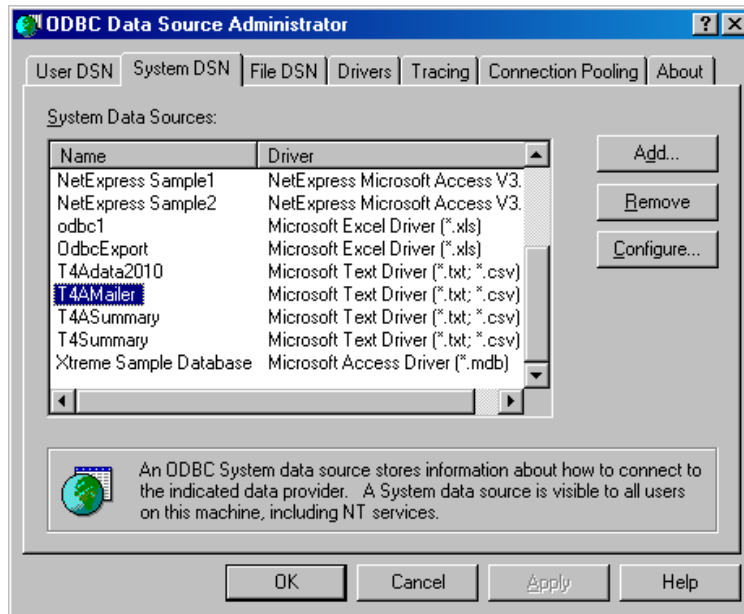


The System DSN Tab with the T4A (12/2010) Crystal Reports Driver

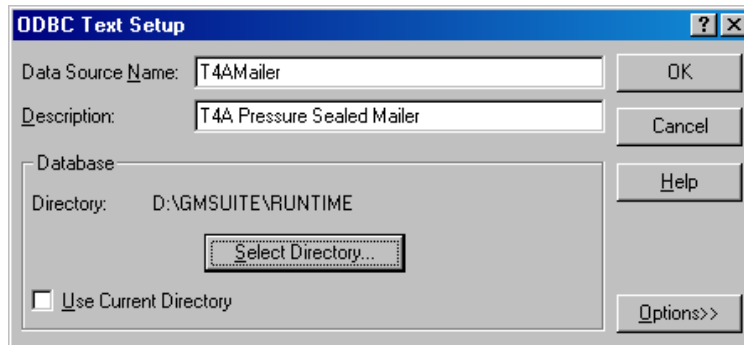


The Data Source Name and Description Defined

In order to print T4A's to the new **T4A (10) Pressure Sealed Mailer** forms you **MUST** add the **T4AMailer** ODBC driver to your System DSN list on the computer workstation where you wish to generate the reports from.

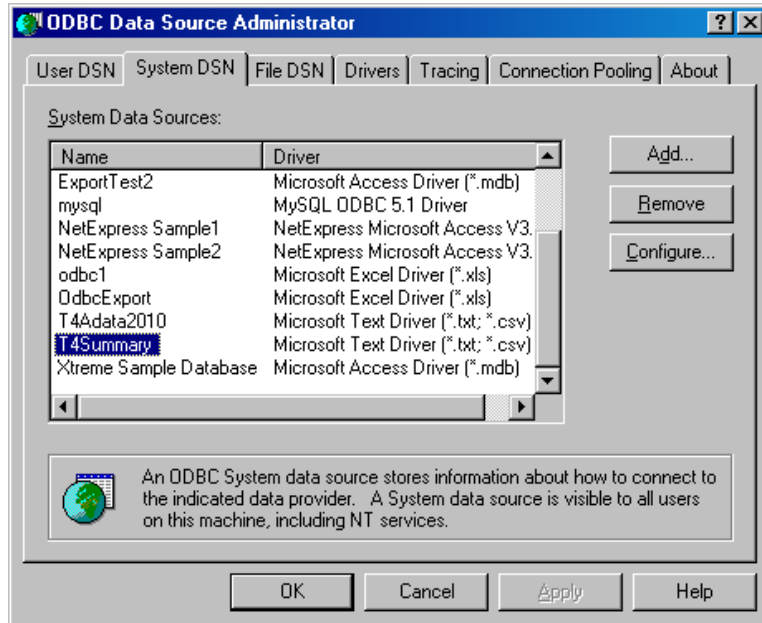


The System DSN Tab with the T4A (10) Pressure Sealed Mailer Crystal Reports Driver

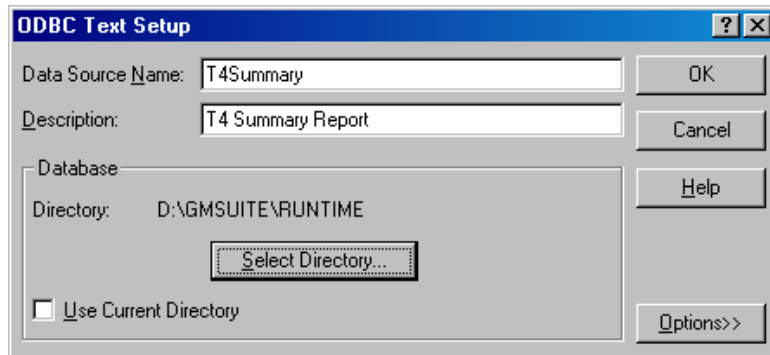


The Data Source Name and Description Defined

If you want to be able to print to a **T4 Summary Report**, you need to add the **T4Summary** ODBC driver.

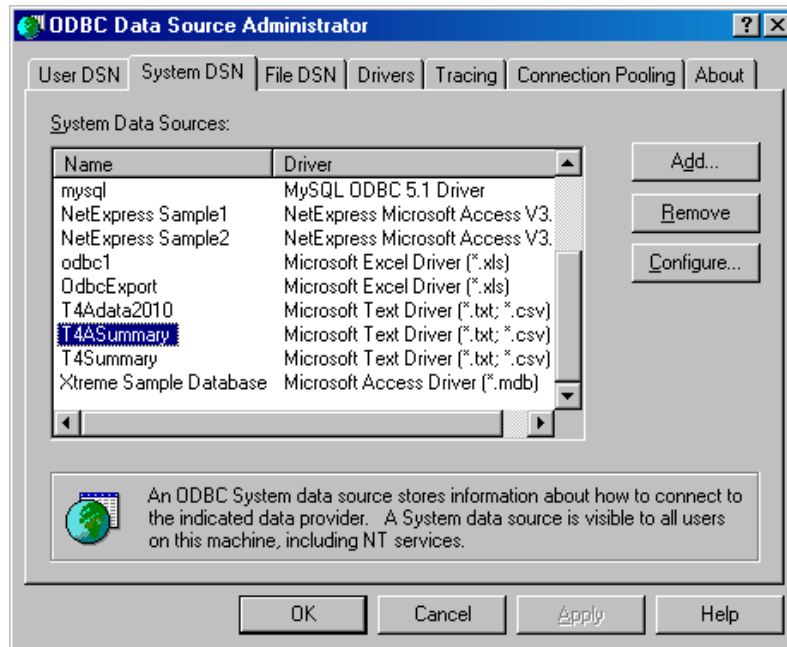


The System DSN Tab with the T4 Summary Crystal Reports Driver

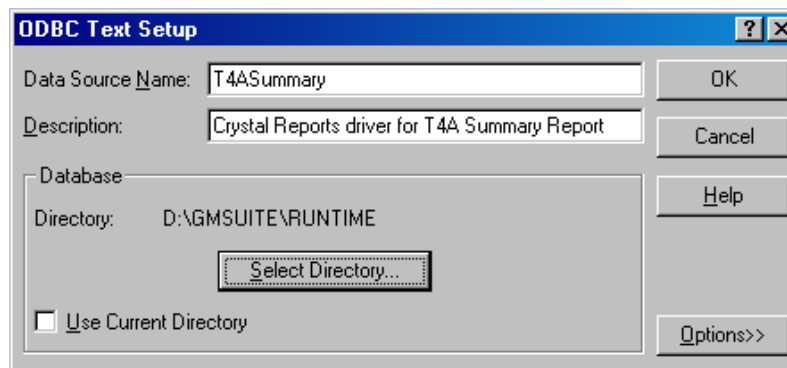


The Data Source Name and Description Defined

If you want to be able to print to a T4A Summary Report, you need to add the **T4ASummary** ODBC driver.



The System DSN Tab with the T4A Summary Crystal Reports Driver



The Data Source Name and Description Defined

Note: for users of the Windows 7 64-bit operating system. The ODBC Data Source Administrator that we require is the 32-bit tool located in the %systemdrive%\Windows\SysWoW64 folder. You would need to browse to that folder and then click on the **Odbcad32.exe** file to gain access to the 32-bit ODBC Data Source Administrator.

Note: if you use a remote connection (Terminal Services, Citrix, etc.) you would need to ensure that the ODBC drivers that we have referred to in this document are also loaded into the **User DSN**. This allows the ODBC driver to be available when the user logs in to use the application.