



Aurora webData™

April, 2019

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Aurora is disruptive on three levels

Aurora webData™ enables ordinary people—professionals, managers, information workers at all levels—to effortlessly create customized databases to fit their specific needs without requiring IT support, at unmatched price points.

Aurora includes a combination of one product and two services. The Aurora program is document assembly and decisioning software that allows anyone to create intelligent forms or make complex decisions consistently, rapidly, without errors similar to our other programs. Aurora adds the ability to collect answers across the Internet using browsers and the Aurora data center where the data is securely stored and available to you at any time.

Aurora is intended to completely change our relationships with information, with data. It dramatically simplifies how we collect it and how we use it.

For many of us Aurora may be the most sophisticated and complex software we'll ever own. But like all software from TheFormTool, LLC, it is amazingly easy to use.

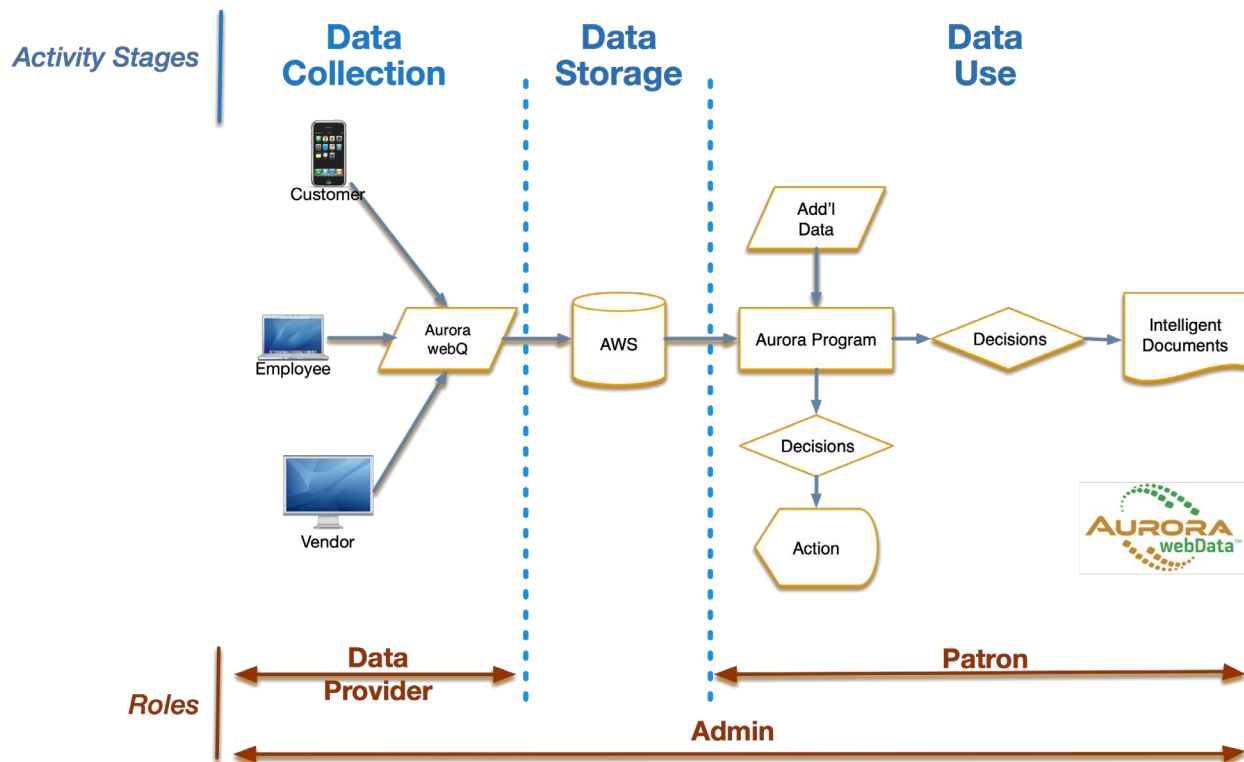
Aurora provides a secure and user-friendly means to collect and store data from anyone, anywhere, anytime, at minimal cost.

Please read the entire manual. The time you will save is your most valuable asset!

Using Aurora, The 6o-Second Version

1. Purchase an Aurora Account from TheFormTool's online store.
2. Read and follow the instructions contained in the email *Receipt and Instructions* the online store sends you immediately upon purchase.
3. Our Service Desk will collect the information we need to create your Account. When that is done, it will arrange a one hour appointment to install Aurora's secure communications module on your computer.
4. While that's happening, read through this entire instruction manual. The time you save will be substantial!
3. When provided an Admin link and temporary password, click on the link and immediately change the password. Choose a secure password—you're protecting important data. We suggest at least eight characters, including upper- and lower-case letters, one or more numbers, one or more special characters, no spaces.
3. Login to your Account.
5. AFTER digesting the instructions that follow, create a webQ using a Word Questionnaire and the Aurora program.
6. On the Create New webQ page, upload your webQ, assigning it to a Database.
7. Assign one or more DPs, who will be notified and provided their links by email from Auroral. This step can be accomplished at any time.
8. Use the data!

The three segments in the Aurora webData™ system



Data is collected through secure and completely customized web Questionnaires (“webQs”) where Aurora’s customers—you—invite your audiences to answer the specific questions to provide the information you need.

As Answers are submitted, they are stored in a secure facility in Amazon’s Web Services Cloud to which access is strictly limited to only those users whom your Account Admin has authorized. The stored data can be accessed and used for manual or automated decisioning and document assembly using *Aurora*, *Doxserá DB*, or *DB User* software offered by TheFormTool, LLC. You may also access your stored data using your favorite secure SQL management software.

Aurora Accounts include four items

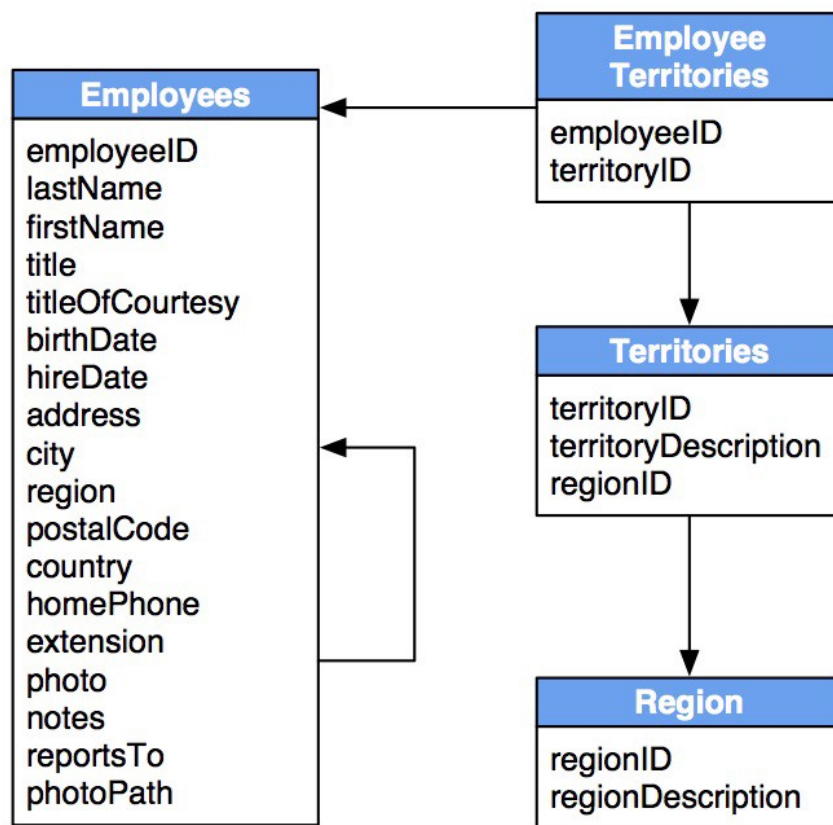
webQs

A webQ is an Internet-based Aurora questionnaire that has been published in your Account for your audiences to answer. A webQ is created by the Aurora program converting a Questionnaire created by one of TheFormTool programs. Answers are automatically stored in your Database.

Databases

Your Aurora Account can contain one or dozens of Databases. A database is an organized collection of related data. The Aurora webData system *automatically* creates the relational tables within a database that are necessary to organize and store your data that is captured when your audience answers webQs.

A single database with four tables of related data



Best practices call for storing any and all related data in a single database so that it can easily be extracted or analyzed. Aurora automatically structures databases based on the Labels and linkages contained in the webQ that are derived from those in the initial Questionnaire.

Separate databases can be created for data that has no direct relation to other data.

Submissions

A Submission is when a **Data Provider** Answers a webQ by clicking Done at the end of a webQ. That saves the Answers into your database and makes it available

to your users.

Uses

A Use occurs when you access the stored Data.

The Three Roles in an Aurora Account

We will use the terms “customer”, “you”, “Account” and “Admin” to describe you, our customer. We use the terms “client”, “audience” and **Data Provider** to describe *your* customer, client, vendor, or employee—the person or firm from whom you seek information. When we say “Account” we mean your Aurora Account with us.

Each Aurora Account is composed of **roles** such as Admin and Data Provider. A role can have as many participants as the Account Admin specifies, but to access more than one role, such as DP *and* Admin, a participant will need a separate email address for each. It is the email address that identifies a participants role to Aurora.

The **Account Admin** has oversight and responsibility for the management of the Account. Admin creates databases, publishes webQs, and authorizes participants for the roles, including additional Admins.

Data Providers (“DPs”) are the internal or external participants whom the Admin invites to Answer one or more webQs. A DP can see and answer only those specific webQs or Groups of webQ’s for which the Account Admin specifically authorizes. In other words, a DP cannot see information supplied by another DP.

During beta testing, each role will be accessed by an email address, and an email address can only access one role. In other words, “samsmith@smith.com” can be used as an Admin key, or a Patron key, or a DP key, but not all three, only one. Testing Aurora’s complete functionality will require the ability to receive messages at three different email addresses: one for Admin, one for Data Provider, and one for Patron.

Creating an Aurora Account

An Aurora Account is purchased through TheFormTool’s secure online store. During the purchase particular attention should be paid to the choice of the Registration Name. In addition to being a key component of our security system, the Registration Name will be displayed to all the people who see your Account. Once selected, a Registration Name cannot easily be changed; we suggest the firm’s formal public name be used.

An Account is purchased for a term of one year and is limited to a specific number of webQ’s, Databases, Submissions, and Uses depending on the Aurora product purchased: *Aurora Sunrise*, *Aurora Midday*, or *Aurora AllDay*.

When a you purchase Aurora, our store will immediately send you a confirmation email and important instructions. It will also notify the Aurora webData system to authorize the creation of a new Account and its Admin role. Simultaneously, the online Store will send an email Receipt and Instructions for the first steps to gather the information we need to build your database.

Aurora will send the email address responsible for the Account a link to the Admin role within the Account and a temporary password. Security should be a major concern; we urge you to change your temporary password. If you like, replace it with a “bank-level” password of your own. Remember that password protection is a key component to protecting your data.

Using Aurora, the Detailed Version

Aurora is a more powerful version of Doxserá DB, a big brother to Doxserá, the more robust sibling to TheFormTool PRO, which is closely related to TheFormTool free version. If you've mastered any one of those programs, understanding and using Aurora is within your grasp.

The Account Admin

An Admin is appointed immediately upon purchase of Aurora in TheFormTool online store. Each Account must have at least one Admin. The Admin has seven specific tasks:

- Purchasing Aurora
- Creating an Account within the Aurora system at AWS
- Conversion of a Questionnaire into a user-friendly webQ
- Creating one or more Databases where the Answers will reside
- Posting the webQ into the appropriate Database
- Inviting Data Providers to answer webQs
- Appointing Patrons to access the answers and use them to make decisions, create intelligent documents, or for analysis

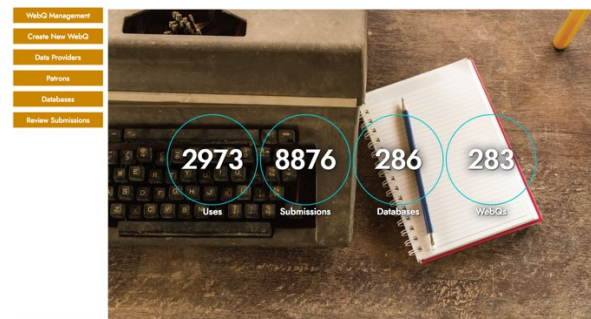
The Admin Menu Pages

Admin Panel

Signing into <https://www.aurorawebdata.com> with an Admin-registered email address and password, opens the Admin Panel that displays Aurora resources remaining during the Aurora subscription term and buttons to access the six administrative screens. Navigation items are colored gold.

Databases

Admins create Databases to organize the storage of related data by category, type, use, department, geography, or similar divisions. Data from a webQ used to support divorces



This screen, for example, tells the Admin that 2,973 Uses, 8,876 submissions, 286 Databases and 283 webQs remain available during the subscription

in Oklahoma, for instance, might be stored in a “Family Law” Database. Data about each of an insurance company’s types of policies might be in “Policies” while data on Insureds would be in “Policyholders” or “Insureds.”

Create New webQ

After the Aurora program converts a Word Questionnaire into coding for the Aurora Data center, the Admin can name the webQ and assign it to a specific database. Any number of different webQs can be assigned to a single database but an individual webQ can only be assigned to one database. Draft mode can be used to check and refine the webQ’s design and readability. When all is ready and you set the status to Publish, the webQ becomes available to any and all DPs invited to answer it.

Admin panel

WebQ management
Create new webQ
Data providers
Patrons
Databases
Review Submissions

Admin Panel > Databases

Databases [Add Database](#)

Filters:
Name:

Submit Reset

Show 10 entries

Database Name	Status	
2018.12.20 8:30am Most Types of Answers	Active	Edit
2018.12.20 12:16pm Phase2	Active	Edit
Team test DB	Active	Edit
Alex-test	Active	Edit
Daily test DB	Active	Edit
O2Jan-test	Active	Edit
2019.01.05 10:45am	Active	Edit
Jan-ObtestDB	Active	Edit

Showing 1 to 8 of 8 entries

Previous 1 Next

Admin panel

WebQ management
Create new webQ
Data providers
Patrons
Databases
Review Submissions

Admin Panel > WebQ management > Create new webQ

Create new webQ [Back](#)

Status: *
Draft

Name: *

Description:

Assign Database:
Team test DB

Assign Data Provider:

Assign Patron:
Select Some Options

Create or Edit webQ:
 No file selected

Save

Data Providers

Lists all the DPs associated with your Account, relevant information about each, with click-thrus for seeing the webQs and Databases to which each is attached. The information is sortable by column.

Admin panel

[WebQ management](#)
[Create new webQ](#)
[Data providers](#)
[Patrons](#)
[Databases](#)
[Review Submissions](#)

Admin Panel > Data Providers

[Add provider](#)

Filters:
Name Group Email

Show 10

Name	DP Number	Date Added	Last Active Date	Submissions	Answers	Detail
Bob	14	2018-11-30	2018-11-30	0	0	edit delete
test	19		2018-12-20	1	0	edit delete
Scott	20	2018-11-29	2018-11-29	0	0	edit delete
Data Provider1	26			0	0	edit delete
Alex	33	2018-11-07	2019-01-11	13	6	edit delete
Daniel	50			23	0	edit delete
Scott	51	2019-01-08		0	0	edit delete
Daniel2	104	2018-12-20		0	0	edit delete
aaaa	115	2018-12-21		0	0	edit delete
info_theformtool	117	2018-12-21		0	0	edit delete

Showing 1 to 10 of 10 entries Previous 1 Next

Patrons

(Reserved for future use)

Review Submissions

Allows the Admin to manually review submissions, relevant information about each, with click-thrus to see the Answers associated with each DP and webQ. The information is sortable by column.

Admin panel

[WebQ management](#)
[Create new webQ](#)
[Data providers](#)
[Patrons](#)
[Databases](#)
[Review Submissions](#)

Admin Panel > Review Submissions

[Review Submissions](#)

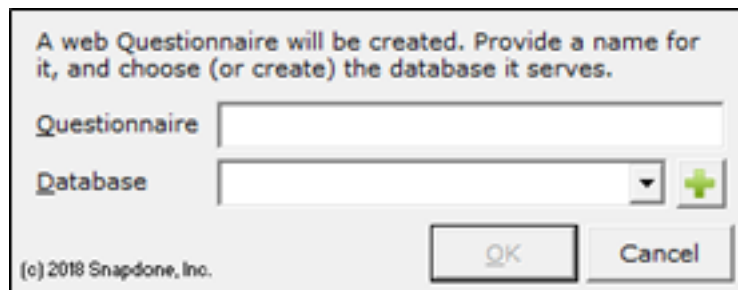
Show 10

WebQ Name	Data Provider	Patron	Status	Submission Date	Uses Used	
a1 eugene14			draft	12/27/18	0	View
a2 eugene14			draft	12/27/18	0	View
Alex-test all questions types	Alex		published	12/26/18	1	View
all question new fixes	Alex	Alex Patron	published	12/26/18	1	View
all question new fixes	Alex		published	12/26/18	1	View
original all q weq	Alex		published	12/27/18	1	View
daily test webQ	Alex		published	12/27/18	1	View
Igor-Alex-test	Alex		published	12/28/18	2	View
final test	Alex		published	12/28/18	1	View
personal-test	Alex		published	12/28/18	1	View

Showing 1 to 10 of 21 entries Previous 1 2 3 Next

Converting Word Questionnaires into webQ's

If you have used any version of TheFormTool or Doxserá, you're already familiar with creating questionnaires in Word. (If not, you can learn all about it in the Quick Start Guide and Expert Guide.) Aurora allows you to take one of those Word questionnaires and translate it into an internet-based questionnaire (a “webQ”) that can be answered by your invitees (“Data Providers”) in their web browser. To convert a Word questionnaire to a webQ, click Questionnaire, Convert to web Questionnaire. This Conversion is how Aurora creates the simple yet powerful internet-based data collection tools and databases that you want.



A dialog box titled "A web Questionnaire will be created. Provide a name for it, and choose (or create) the database it serves." It contains two input fields: "Questionnaire" and "Database". The "Database" field has a dropdown arrow and a green plus icon to its right. At the bottom are "OK" and "Cancel" buttons. A copyright notice "(c) 2018 Snapdone, Inc." is visible in the bottom left corner.

If this questionnaire is for a brand-new database, click the green plus icon to create the database. Otherwise select an existing database. Make sure the name of the Questionnaire is what you want, and click OK.

Formatting Is Removed

To allow for automatic formatting of a webQ, all formatting is removed during conversion—things like underline, bold, italic, color, size, and indents. You don't need to remove the formatting yourself — it will happen automatically during conversion

Page Headings and Explanations

Dividing a webQuestionnaire (“webQ”) into pages, perhaps by subject area or other natural division that is logical to the audience, will help both response levels and accuracy. If the Word questionnaire includes Dividers and/or Grids, it will be split into several pages in the webQ. Each Divider signals the start of a page, and each Grid gets its own page.

Each page in the webQ begins with a large centered Heading, and may also include smaller left-aligned explanatory information. The centered heading is determined by (a) the *first paragraph* in a Divider, or (b) the *first paragraph* of text that precedes a Grid. If there are any additional paragraphs, they become the explanatory text. For example:

Aurora (c) 2018 Snapdone, Inc.		
Label	Question	Answer
General Info¶ Please answer as many questions as you can. If you don't know the answer, leave blank for now.¶ After your answers are submitted, we'll call you to gather any additional information that's required.		
MyColor	<u>Choose</u> a color and <i>style</i>	
SigName	Which party will sign?	[??]
Date Info.↓ for Purchase of Property¶ If the property is being sold instead of purchased, use Form 206B instead.		
SigDate	Date of signing¶ Leave blank if unknown.¶ (format: mm/dd/yy)	
PchDate	Date of purchase.↓ If the date of purchase precedes the date of signing, a notarized signature will be required.	

General Info

Please answer as many questions as you can. If you don't know the answer, leave blank for now.

After your answers are submitted, we'll call you to gather any additional information that's required.

Choose a color and style

Which party will sign?

But what if you want the centered heading to be two or three lines stacked on top of each other? You can split the first paragraph into several lines using linefeed characters (↵) instead of hard returns (¶). To type a linefeed, press **Shift+Enter** instead of **Enter**.

Aurora (c) 2018 Snapdone, Inc.		
Label	Question	Answer
General Info¶ Please answer as many questions as you can. If you don't know the answer, leave blank for now.¶ After your answers are submitted, we'll call you to gather any additional information that's required.		
MyColor	Choose a color and style	
SigName	Which party will sign?	[??]
Date Info↵ for Purchase of Property¶ If the property is being sold instead of purchased, use Form 206B instead.		
SigDate	Date of signing¶ Leave blank if unknown.¶ (format: mm/dd/yy)	
PchDate	Date of purchase↵ If the date of purchase precedes the date of signing, a notarized signature will be required.	

**Date Info
for Purchase of Property**

If the property is being sold instead of purchased, use Form 206B instead.

Date of signing

*Leave blank if unknown.
(format: mm/dd/yy)*

Date of purchase

If the date of purchase precedes the date of signing, a notarized signature will be required.

It's often worthwhile to dedicate the "first page" of a webQ to introductory materials, guidance to your audience as to what to expect, how to think about answers, all the comforting information a DP may want.

Questions and Tips

The *first paragraph* of a question appears as a question in the webQ. If there are any additional paragraphs separated by a hard return, they appear as a smaller, italicized, right-aligned tip below the answer box in the webQ. If a linefeed is used instead, it creates an additional paragraph in the same style. For example:

Aurora (c) 2018 Snapdone, Inc.		
Label	Question	Answer
General Info¶ Please answer as many questions as you can. If you don't know the answer, leave blank for now.¶ After your answers are submitted, we'll call you to gather any additional information that's required.		
MyColor	<u>Choose</u> a color and style	
SigName	Which party will sign?	[??]
Date Info¶ for Purchase of Property¶ If the property is being sold instead of purchased, use Form 206B instead.		
SigDate	Date of signing¶ Leave blank if unknown.¶ (format: mm/dd/yy)	
PchDate	Date of purchase¶ If the date of purchase precedes the date of signing, a notarized signature will be required.	

**Date Info
for Purchase of Property**

If the property is being sold instead of purchased, use Form 206B instead.

Date of signing

*Leave blank if unknown.
(format: mm/dd/yy)*

Date of purchase

If the date of purchase precedes the date of signing, a notarized signature will be required.

Another example of a formatted tip:

Question in Word questionnaire	Appearance in webQ
On what day were you born?¶ Format: mm/dd/yyyy	On what day were you born? <i>Format: mm/dd/yy</i>

The earlier method, linefeeds, can be used to create multi-paragraph questions. In this example, two linefeeds and one hard return are used for different effects:

Question in Word questionnaire	Appearance in webQ
Due to a rule change in 2015, Section 8 of the Code requires each participant to be a resident of Washington State.↵	Due to a rule change in 2015, Section 8 of the Code requires each participant to be a resident of Washington State.
If the participant IS NOT a resident of Washington State, do not use this form. You should use Form X2956 instead.↵	If the participant IS NOT a resident of Washington State, do not use this form. You should use Form X2956 instead.
If the participant IS a resident of Washington State, when were they born?¶	If the participant IS a resident of Washington State, when were they born?
Format: mm/dd/yyyy	Format: mm/dd/yy

Logical Sequencing is Automatically Optimized

When one answer depends upon another answer (for example, if the choices in a dropdown answer at the top of the questionnaire are drawn from a column in a Grid at the bottom of the questionnaire), the webQ automatically rearranges the questions, putting the “parent” above the “dependent.” So there’s no need to include instructions for your Dps like “First fill out the Grid below, then answer the questions in the top part of the questionnaire.”

Grids will automatically be structured as relational questions, with the title of the first column as the lead answer.

Parties to the Agreement

PName	PEmail	PPhone
Name	Email	Phone

Parties to the Agreement

Name

Email

Phone

[+ Add](#)

Managing the Account

Use the link and the complex password provided to login as Admin. Your Password should be safeguarded and not be shared with anyone. Your email address and the password are the keys to the kingdom.

The Admin Panel will show the activity remaining in the Account, the selected graphic, and six menu buttons in the left margin.

You will want to maintain a small number of Databases to store Answers. A Database can store an almost unlimited number of Answers in an almost unlimited number of relationships but you will want to create additional databases only for non-related data. In other words, plan to keep your recipes in a separate database from your business matters (unless you run a catering operation) but generally all of your business material will go into a single database. Don't worry, Aurora can keep track of it all!

The three fields below Status on your Admin Database page are the secret codes for connecting to your database. Safeguard them.

Create more DBs when you need to. Name them on the Database page. When you assign the first DB Aurora will structure it for you. When you or a DP provides the first Answers, it will begin to populate itself.

Creating a New WebQ

Earlier you modified a Questionnaire to make it user-friendly and then used the Aurora program to convert it into a format that Aurora can use. Now it's time to feed it into the system by clicking to open the Create New webQ page.

You can preview the look and feel of your webQ by leaving it in Draft mode. Give it a name that all your audiences will relate to and an optional description if you wish.

Assign it to one of your databases. Leave it in Draft status while you perfect its appearance and tweak your questions. When you're ready, change the status to Publish.

If you've already created Data Providers, you can assign them now.

Congratulations, you've created and structured your very own custom and accessible database.

webQ Management

As Admin you can monitor, review and manage general webQ activity as you wish.

Creating and Authorizing Data Providers

While we will expand the ability to add DPs in bulk and perhaps with less information, at the moment we want the process to include detail. On the Data Providers page you see the DPs you've authorized and can add DPs by clicking the Add provider link.

The Add Provider page will ask for contact information and allow you to assign the DP to one or more webQs. The list is sortable and searchable.

Once you've created one or more DPs, essentially building a pool of them, you'll be able to assign them to webQs as you create them.

Creating and Authorizing Patrons

(Reserved for future use.)

Review Submissions

As Admin you are able to review the Answers to any webQ from any DP.

Accessing Your Data

During the beta test, our Service Desk will build the connections that will allow you and your Patrons to access the data stored in your Databases. While the process will be automated in the future, we'll use this opportunity to learn how different operating systems and versions of Word behave and how they interact with our security systems.

Connectivity occurs in three stages:

- Allowing your computer to locate and connect to our secure portal,
- Enabling your computer to connect to the specific DBs in your Account, and
- Creating intelligent forms to request the specific data needed to Fill the form.

We'll do the first two for you. You'll do the third by creating an intelligent form that follows best practices for retrieving information from a database. For more information and lessons, see the appropriate sections of the Aurora/Doxserá DB Expert User Guide included with your download.

Connecting to the Portal

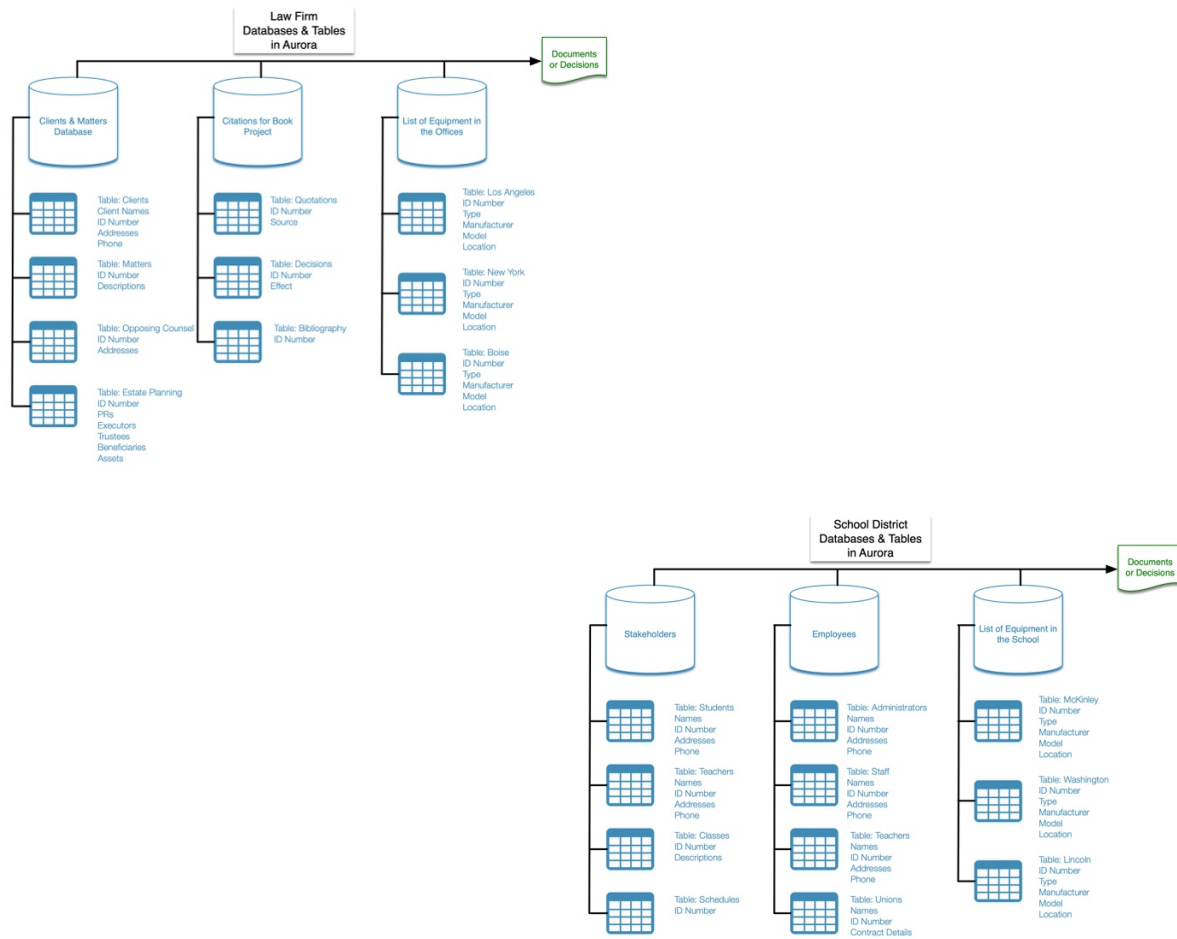
After we have installed Aurora's connectivity module, your computer will know the location of your data through a tool named Open Database Connection ("ODBC") provided by Microsoft that allows applications to access data in database management systems (DBMS) using SQL as a standard for accessing the data. ODBC permits maximum interoperability, which means a single application can access different DBMS. We'll provide your computer with the confidential connection string. Once established it will not change, but will need to be customized for each of your Aurora DBs.

Connecting to Your Specific Databases

The Service Desk will connect your computer to the specific addresses for your initial Aurora databases. A new DB address, user code and password will need to be created for each DB you create in the future. Today that is a simple manual task that is covered in Step 2 of the ODBC section in this manual; in the future this step will be automated as part of the webQ development process.

Sketch out your family of databases. No need to stretch, you can add DBs as needed, but it is a good idea to have a basic structure in mind to avoid complexity down the road.

Here are two ideas for structures:



While an intelligent form can simultaneously access and use data from any number of databases, each webQ is associated with a single database in Aurora.

Give some thought to whom in your firm should have access to stored data. It's important from a security perspective.

Creating Intelligent Forms

An intelligent form can connect to as many DBs as needed, whether within Aurora webData™ or elsewhere. The section *Sources: Data*, elsewhere in this manual, describes the process for accessing a DB for or from a form. Aurora and Doxserá DB can create and run forms capable of accessing Aurora, SQL, Access, Excel, or Outlook Contacts. DB User can also run such forms but cannot create them.

Suggested Exercises for New Aurora Users

Here are some suggested exercises that will help you familiarize yourself with the product.

1. Try loading some webQ's into your Training database. In the webQ's, you might:
 - a. Experiment with headings, using Dividers. See how line breaks and paragraph marks affect them. Notice how Dividers affect page boundaries in the webQ too.
 - b. Do similar experiments with line breaks and paragraph marks within the text of questions so that you understand how to create multi-paragraph questions, tips, and even multi-paragraph tips.
 - c. Use a variety of answer types -- text, dropdown, checkbox, series, linked, grid, yes/no, pronoun. Remember to use the Draft feature for this sort of activity. Doing so will save you time, effort, and money.
2. Pretend to be a Data Provider and respond to some of the webQ's you created. Pay close attention to the experience — this is the process you're asking your Data Providers to perform. Is there any way you can make it easier for them? Do the questions make sense? Are the headings informative and the page breaks logical?
3. Create a form that selects one of the Data Provider's responses and uses those responses to fill in blanks and make decisions. The questionnaire at the bottom of this form should likely contain only a single question, along the lines of "Name." It will be a dropdown question that uses the "Name" column (or something similar) of the Aurora database you created as its source. Try Filling the form. Identify and fix any issues.
4. After responding to the webQ's as several different Data Providers, there will be enough information in the database to do some data analysis. You could create a form that uses a Count Data Function to report the number of submissions, and an average of some number they reported. (For example, if you asked their annual income, your report could use the Average Data Function to report the average income of all respondents. Your report could also include a listing of all responders along with relevant info about each (using a Data Table). Or a listing of certain responders -- only the ones who reported that they live in New York, or only the ones with incomes that meet a certain threshold.

ODBC *Doesn't* Stand for "Oh Dear, Burnt to a Crisp!"

What Is an ODBC Driver?

ODBC, Open Database Connection, permits maximum interoperability, which means a single application can access different DBMS. Application end users can then add ODBC database drivers to link the application to their choice of DBMS. An ODBC driver uses the Open Database Connectivity (ODBC) interface by Microsoft that allows applications to access data in database management systems (DBMS) using SQL for accessing the data.

Simply: ODBC is the tool that can securely connect your computer to Aurora.

The technical fine print:

The ODBC driver interface defines:

A library of ODBC functions contains calls of two types:

Core functions that are based on the X/Open and SQL Access Group

Call Level Interface specification

Extended functions that support additional functionality, including scrollable cursors

SQL syntax based on the X/Open and SQL Access Group SQL CAE specification (1992)

A standard set of error codes

A standard way to connect and logon to a DBMS

A standard representation for data types

The ODBC solution for accessing data led to ODBC database drivers, which are dynamic-link libraries on Windows and shared objects on Linux/UNIX. These drivers allow an application to gain access to one or more data sources. ODBC provides a standard interface to allow application developers and vendors of database drivers to exchange data between applications and data sources.

Data Source Name (DSN)

A data source name (DSN) is a data structure that contains the information about a specific database that an Open Database Connectivity (ODBC) driver needs in order to connect to it. Included in the DSN, which resides either in the registry or as a separate text file, is information such as the name, directory and driver of the database, and, depending on the type of DSN, the ID and password of the user. Aurora automatically creates codes to use in a separate DSN for each database. To connect to a particular database, the form Author specifies which Aurora (or other) database to use within a form. The connection coding is created once for each database and is then available to any intelligent form. In contrast, DSN-less connections require that all the necessary information be specified within the program.

Connecting to Aurora webData™

Connecting to Aurora via DSN is a two-step process, Step 1 must be done once per computer and is done by our Service Desk during your installation process. It is here only for reference.

Step 2 must be repeated for every new database.

Step 1 Verifying The ODBC Driver is Installed

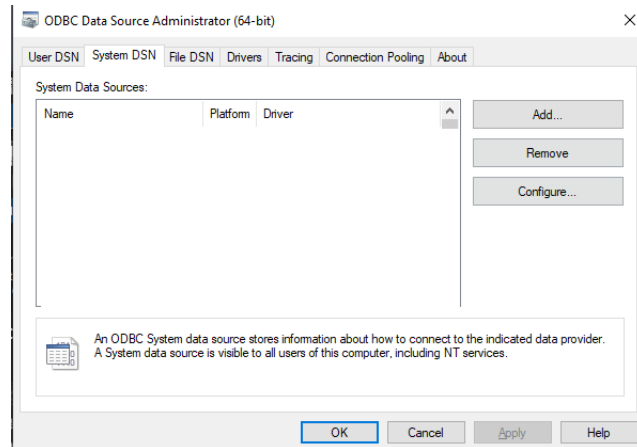
Navigate to your System connections, they can be found in this location:

For 64-bit systems, copy this location and paste it into your Windows Explorer (note that the windir folder and its contents are hidden and cannot be searched for).

%windir%\system32\odbcad32.exe

For 32 bit connections, less likely for most of our customers, copy this location and paste it into your Windows Explorer (note that the windir folder and its contents are hidden and cannot be searched for).

%windir%\syswow64\odbcad32.exe



In the ODBC Data Source Administrator window, click System DSN, typically the second tab. Click Add.

Locate the MySQL ODBC 8.0 ANSI Driver, within the Create New Data Source window.

Verify the driver exists and skip down to Step 2. If MySQL ODBC 8.0 ANSI Driver doesn't exist on your machine it will need to be added, a five minute process that requires precision.

Installing the ODBC Driver

Typically to be performed by the Service Desk at TheFormTool.

Close all windows. Close all programs except for a favorite browser.

Navigate to the MySQL install page at: <https://dev.mysql.com/downloads/connector/odbc/>

Connector/ODBC 8.0.15

Select Operating System:
Microsoft Windows

Select OS Version:
Windows (x86, 64-bit)

Looking for previous GA versions?

Recommended Download:

MySQL Installer for Windows

All MySQL Products. For All Windows Platforms. In One Package.

Starting with MySQL 5.6 the MySQL Installer package replaces the previous MSI packages.

Windows (x86, 32 & 64-bit) MySQL Installer MSI

Go to Download Page >

Other Downloads:

Download	Version	Size	Action
MSI Installer (mysql-connector-odbc-8.0.15-winx64.msi)	8.0.15	11.5M	Download
ZIP Archive (mysql-connector-odbc-noinstall-8.0.15-winx64.zip)	8.0.15	12.3M	Download

MD5: b67c403fedbf2ed162650e295ea2fd96 | Signature

MD5: 0dd55338438b63d9ebdb4b1b82169ed8 | Signature

Numbered red arrows indicate the following steps:

1. Select Operating System: Microsoft Windows
2. Select OS Version: Windows (x86, 64-bit)
3. Click on the MySQL Installer for Windows link
4. Click on the MSI Installer link
5. Click on the Download button for the MSI Installer

Then

Begin Your Download

mysql-connector-odbc-8.0.15-winx64.msi

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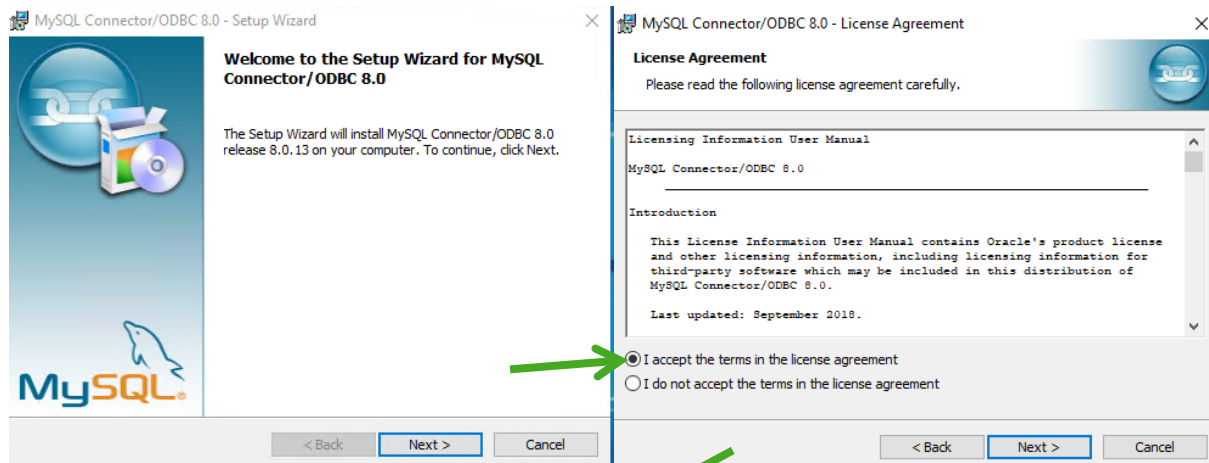
MySQL.com is using Oracle SSO for authentication. If you already have an Oracle Web account, click the Login link. Otherwise, you can sign up for a free account by clicking the Sign Up link and following the instructions.

Numbered red arrows indicate the following steps:

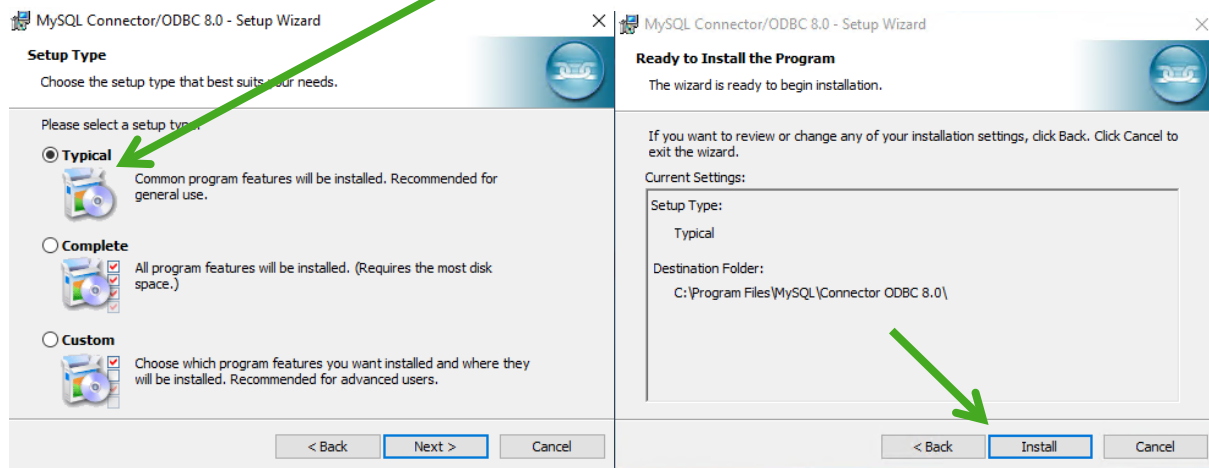
5. Click on the Sign Up button
6. Click on the No thanks, just start my download. link

No thanks, just start my download.

Click Next. Accept the license.



Confirm "Typical". Click Install.



Accept UAC any security warning, Click Finish. You're done.

Reboot the computer.

Coding the ODBC Connection to a Specific Database

Navigate to your System connections, they can be found in this location:

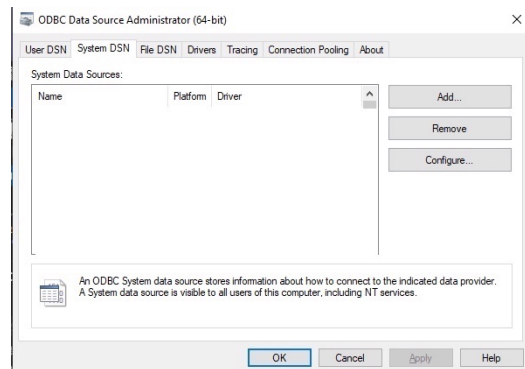
For 64-bit systems, copy this location and paste it into your Windows Explorer (note that the windir folder and its contents are hidden and cannot be searched for). %windir%\system32\odbcad32.exe

For 32 bit connections, less likely for most of our customers, copy this location and paste it into your Windows Explorer (note that the windir folder and its contents are hidden and cannot be searched for).

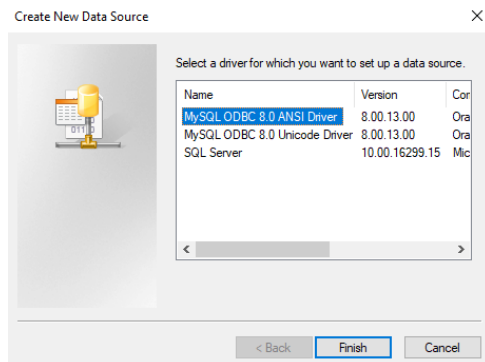
%windir%\syswow64\odbcad32.exe

In the ODBC Data Source Administrator window, click System DSN, the second tab.

Click Add.



Locate the MySQL ODBC 8.0 ANSI Driver, within the Create New Data Source window. You may need to scroll to the last window to find it.



If the driver does not exist, go back to Step 1 and troubleshoot.

In the Create New Data Source Screen, with the MySQL ODBC 8.0 ANSI Driver selected, click Finish.

In DataSource name, enter your **Database name**. No spaces, no special characters. If you have doubt, use the last clause that Aurora has assigned in the Db Name line on the Edit Database page in the Aurora Data site.

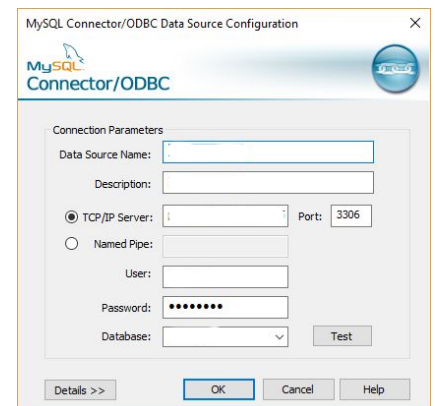
In TCP/IP/Server enter your CONFIDENTIAL website **server address**. Use port **3306**.

In the Username box, type the CONFIDENTIAL **Group name**.

Enter the CONFIDENTIAL **password**.

Click Test. If there is a problem, check very carefully for typos.

When you receive a "Success" response, click on the small arrow in the entry box at the bottom of the stack, named "Database." Select the dropdown item that ends with the name of your database.



Click Test again.

Whew! You're done.

You'll find that a Data Source has already been created in your Aurora Data Sources screen on the Word menu bar. It's created automatically during the convert-to-webQuestionnaire step. Once you've created the DSN connection, you can start using that Data Source to create forms just as you do with any other Data Source.