

## **Updating BPP SQL Tables to reflect new additions**

Open your Access database where the BPP SQL tables are linked

Right click on any linked table, 'ActvPositions', for instance

Select *'Linked Table Manager'*

Put a checkmark by the tables that have had new fields added:

- *ActvPositions*
- *FederalDeductions*
- *Etc.*

Click 'Ok' to continue

The message 'All selected linked tables were successfully refreshed' will be displayed. Click 'Ok' to close this dialog.

Click 'Close' to close the Linked Table Manager.

*Note: The table names listed above are examples only. Be sure to select the tables that have actually changed when doing this in your database.*