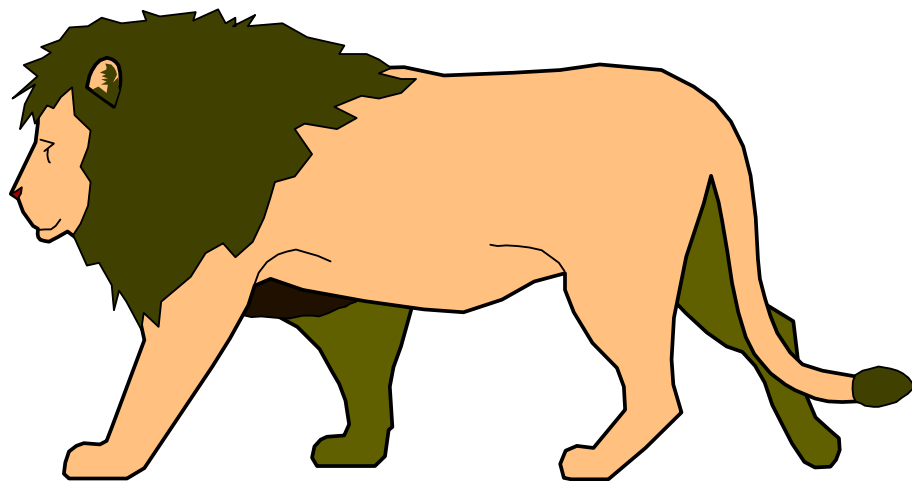


# Using Safari ODBC

**Revised: March 9, 2005**



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# Installing SAFARI ODBC

To be able to use the SAFARI ODBC with EXCEL, you must make sure that you have Microsoft Query installed on your PC. By default, when Microsoft Office is installed, the Query portion is not included and you need to do a CUSTOM installation to include it.

## *Finding Download Program*

1. Open your web browser.
2. Go to the following link to get to the page listed below.

<http://www.noacsc.org/download/>



3. From this screen you would want to select **WINDOWS**.



4. Once you have selected the Windows downloads, you will see an option for SAFARI. Select **SAFARI**.

## www.noacsc.org - /ftp/windows/

[\[To Parent Directory\]](#)

Thursday, June 12, 2003 3:04 PM	<dir>	<a href="#">602</a>
Thursday, June 12, 2003 3:04 PM	<dir>	<a href="#">AcademicSystems</a>
Thursday, June 12, 2003 3:04 PM	<dir>	<a href="#">AcrobatReader</a>
Thursday, June 12, 2003 3:04 PM	<dir>	<a href="#">Free Emulators</a>
Thursday, June 12, 2003 3:04 PM	<dir>	<a href="#">Free ImageCast</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">InternetExplorer</a>
Friday, February 20, 2004 8:32 AM	<dir>	<a href="#">Java</a>
Monday, December 08, 2003 10:21 AM	<dir>	<a href="#">MiMailVirusRemoval</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">network</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">office_2000</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">Office_97</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">office_xp</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">OpenOffice</a>
Tuesday, May 04, 2004 7:21 AM	<dir>	<a href="#">patches</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">Pegasus</a>
Friday, July 11, 2003 11:43 AM	767139	<a href="#">pinger.zip</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">Printer Utils</a>
Thursday, June 12, 2003 3:03 PM	<dir>	<a href="#">PSFE</a>
Tuesday, May 04, 2004 10:33 AM	<dir>	<a href="#">Remote Desktop Software</a>
Wednesday, January 28, 2004 9:12 AM	<dir>	<a href="#">safari</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">SeagateAnalysis</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">sophos</a>
Friday, October 29, 2004 12:20 PM	<dir>	<a href="#">SpywareRemoval</a>
Tuesday, December 30, 2003 10:23 AM	<dir>	<a href="#">Utils</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">video editing</a>
Tuesday, November 16, 2004 1:00 PM	<dir>	<a href="#">Virus</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">Win95</a>
Tuesday, May 04, 2004 10:40 AM	<dir>	<a href="#">Win98 Update</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">Win98Shutdown</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">WindowsMedia</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">ws_ftp</a>
Wednesday, August 20, 2003 2:43 PM	<dir>	<a href="#">XP-SP1a</a>
Thursday, August 12, 2004 10:01 AM	<dir>	<a href="#">XP-SP2</a>
Thursday, June 12, 2003 3:02 PM	<dir>	<a href="#">y2k</a>

- From the SAFARI list, you will see two different options as shown on the screen below.. One option is the actual SAFARI ODBC program and the other is an update that has been received since we received the original product. You **MUST** install both.

## www.noacsc.org - /ftp/windows/safari/

[\[To Parent Directory\]](#)

Wednesday, December 10, 2003 1:52 PM	767402	<a href="#">ODBCUPDATE.EXE</a>
Tuesday, October 16, 2001 2:24 PM	4252396	<a href="#">Safodbc.exe</a>

- Install **SAFODBC.EXE** first by clicking on that option.

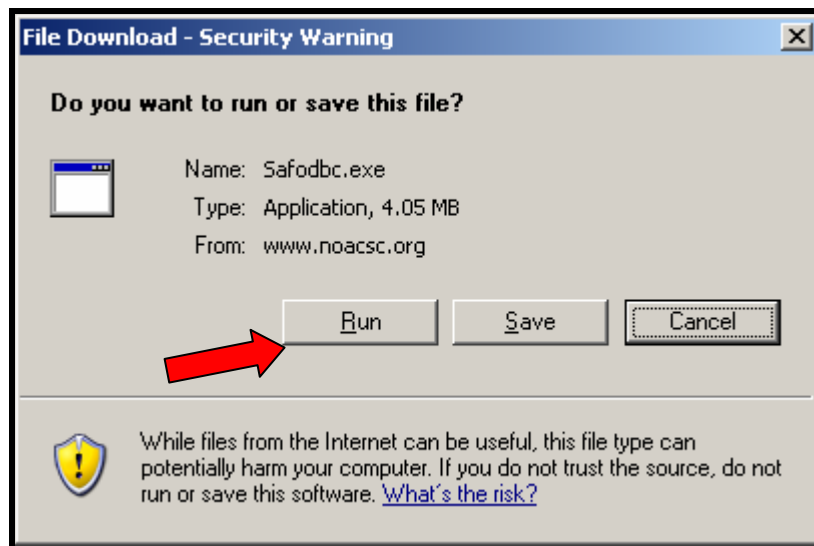
## www.noacsc.org - /ftp/windows/safari/

[\[To Parent Directory\]](#)

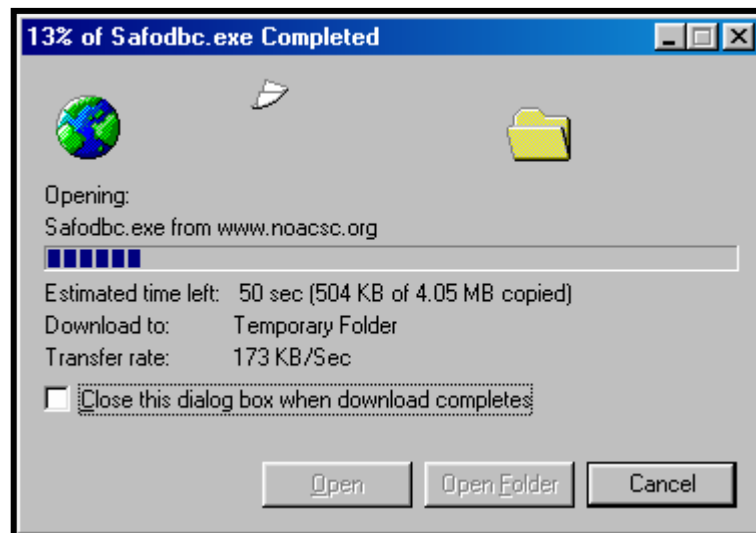
Wednesday, December 10, 2003 1:52 PM	767402	<a href="#">ODBCUPDATE.EXE</a>
Tuesday, October 16, 2001 2:24 PM	4252396	<a href="#">Safodbc.exe</a>

## Running the installation procedure

7. When you select the SAFODBC the following box will appear. By default, the CANCEL button will be highlighted. You want to click the button to **RUN** the program from its current location.

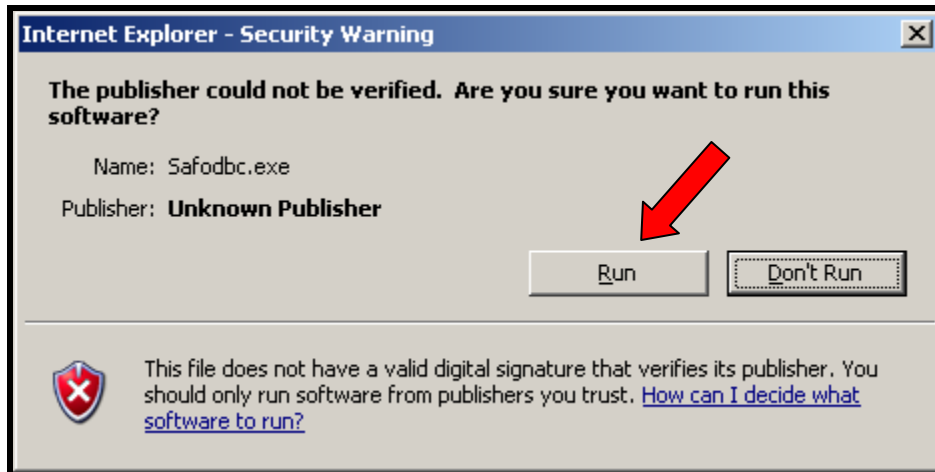


Once you select to run the program you will see boxes appear on the screen that will look similar to this:



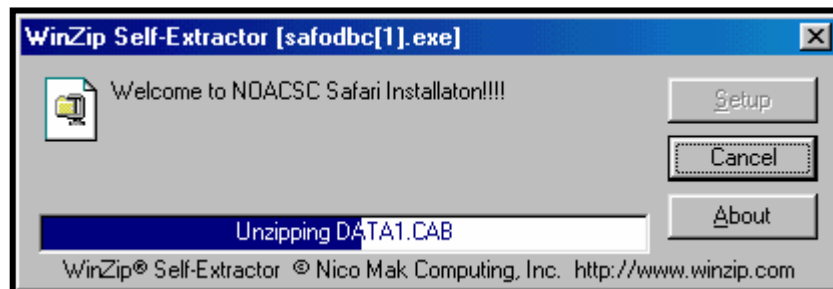
8. You will see a security warning dialog box will appear. This is the end of the download and at this point you should click on **RUN**.





## ***Installation Unzip***

The procedure then goes through and unzips the download ODBC program and start the setup program. While it is unzipping you should see a screen like this:



## ***Safari OpenAccess Driver Installation***

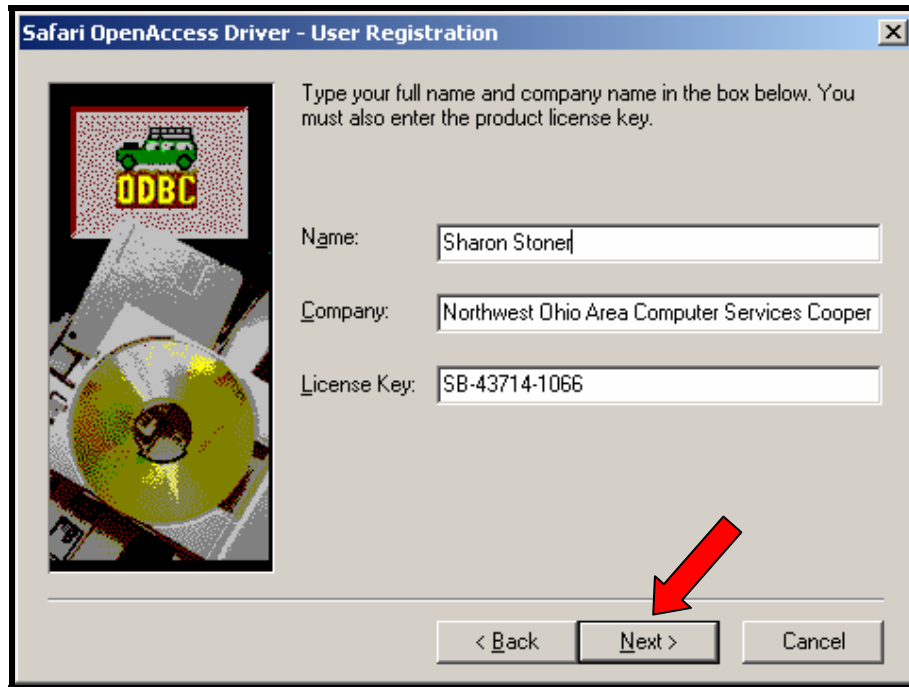
9. Once the unzip has been completed, the ODBC setup procedure will then start. The first screen you will see will look like this and you should click on **Next** to continue.



## ***Safari OpenAccess Driver – User Registration***

10. The next screen is the registration screen. You should enter your name, your school district under the company. The license key **\_MUST\_** be entered exactly as show here. If you do not enter it correctly, the install will not go to the next step. Click on **NEXT**.

**SB-43714-1066**



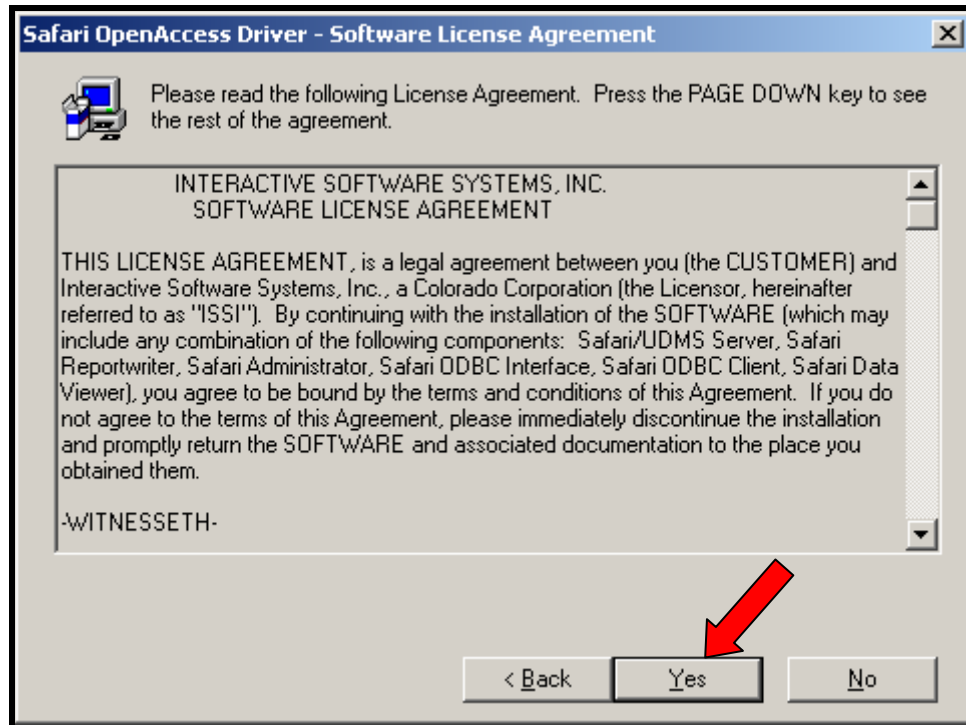
## ***Safari OpenAccess Driver – Identify Language***

11. Select the language for the installation and then click on **Next**.



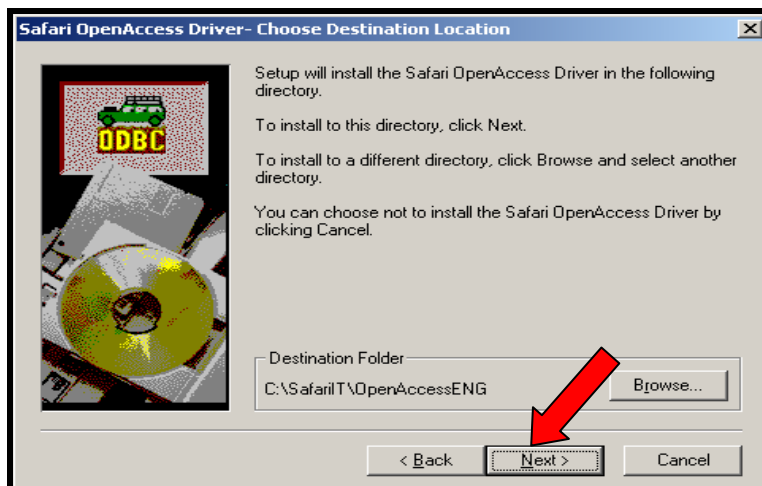
## Safari OpenAccess Driver – Software License Agreement

12. The software license agreement page will be next. You may read this and then click on **YES**.



## Safari OpenAccess Driver – Destination Location

13. The next step is to tell the installation which folder on your PC should be used to put the SAFARI program in. The screen will show you which folder it has selected and if you do not like that, you can change it. If the folder is ok with you, click on **NEXT**.



## Safari OpenAccess Driver – Server Connection Setup

14. The server connection box is the next screen that will appear. This sets up the link between your PC and LIMA2. You will need to set up a connection for each of the software packages that you want to have access to through the ODBC connection. The following packages are available through the ODBC connection.

USAS  
USPS  
EMIS  
EIS  
OECN  
INFOHIO  
SIS

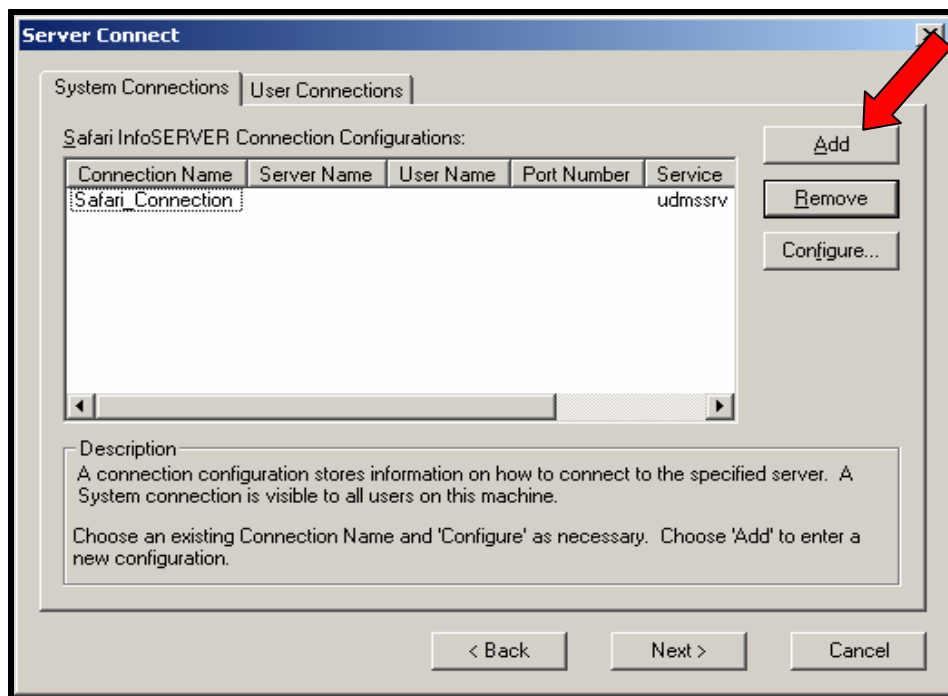
You also have access to archived data. For example, if you wanted to pull in data from USAS 2003, you may set up a connection as USAS 2003. This will go to your archived files instead of live files.

You may set these all up at the time of installation, or you can set them up when you have a need to use them. It is easier to set them up at the time of installation, but you can access this section on your PC by following these selections:

START  
SETTINGS  
CONTROL PANEL  
ODBC

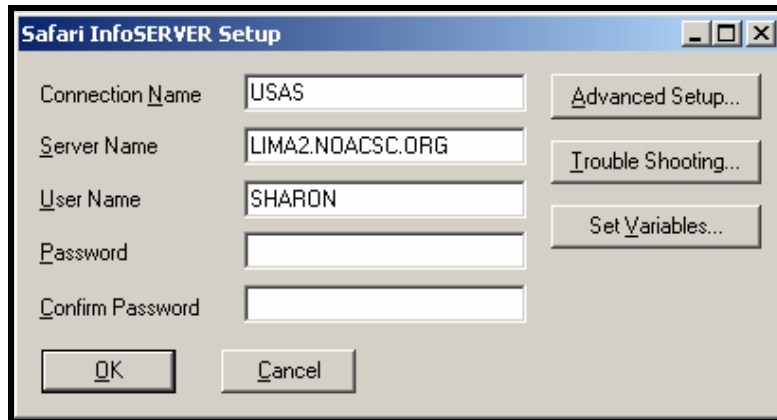
For this example we will be setting up a connection for USAS and for USPS.

You will need to click on **ADD** from the screen below.



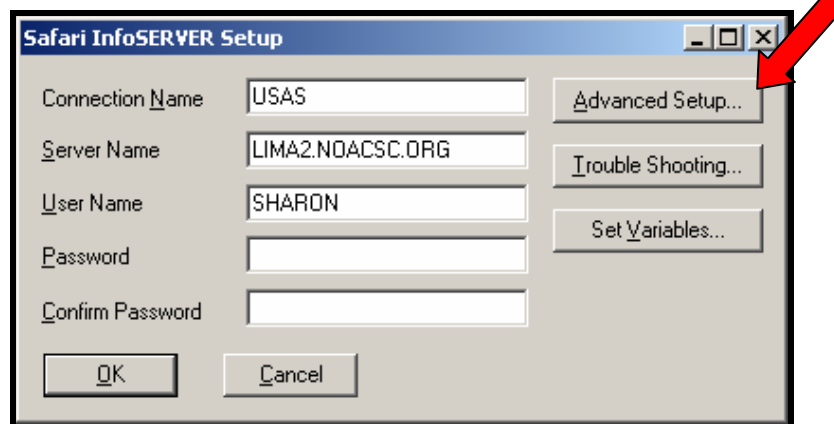
15. Once you have selected to add a connection, you will need to fill in the information as shown below.

- The **CONNECTION NAME** is anything that you want it to be, but it needs to let you know what the connection is for.
- The **SERVER NAME** will ALWAYS be **LIMA2.NOACSC.ORG**
- The **USERNAME** will be your USERNAME on the LIMA2 system.
- **NEVER ENTER ANYTHING UNDER THE PASSWORD BOX.**



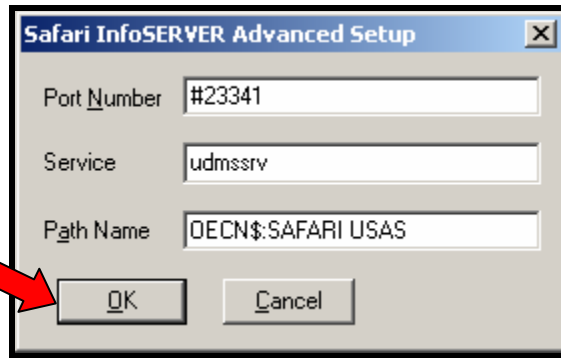
The screenshot shows a dialog box titled "Safari InfoSERVER Setup". It contains several input fields and buttons. The "Connection Name" field is filled with "USAS". The "Server Name" field is filled with "LIMA2.NOACSC.ORG". The "User Name" field is filled with "SHARON". The "Password" and "Confirm Password" fields are empty. To the right of the input fields are three buttons: "Advanced Setup...", "Trouble Shooting...", and "Set Variables...". At the bottom of the dialog are "OK" and "Cancel" buttons.

16. The next step then is to select the **ADVANCED SETUP**.

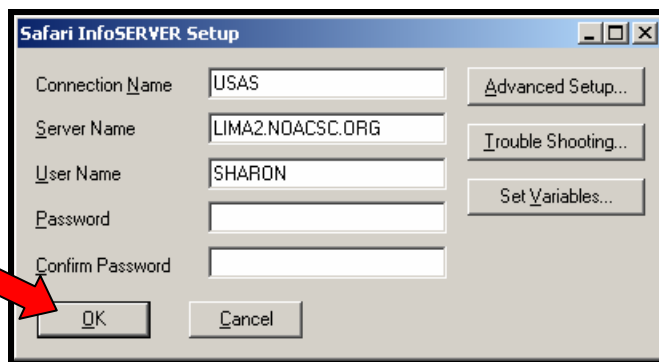


This screenshot is identical to the previous one, but a red arrow points to the "Advanced Setup..." button, indicating the next step in the process.

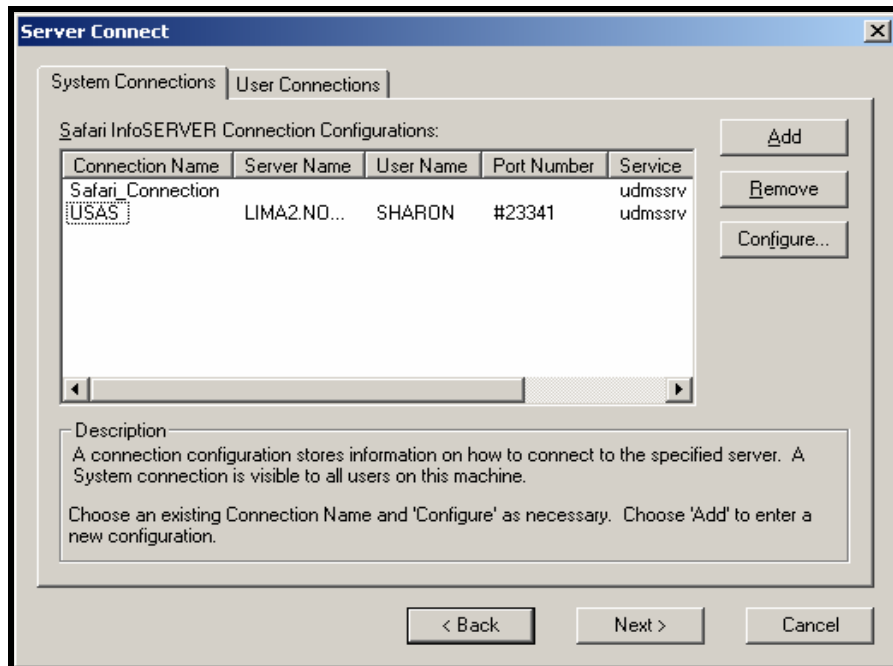
17. Safari InfoSERVER Advanced setup dialog box will appear next. The only information that you need to enter in this box is the information under the PATH. This tells the connection where to look on LIMA2 to get the information needed. Since we are adding a connection for USAS, we will need to enter the path for the USAS connection. This is shown below. Each of the other packages will be the same format as show, changing the USAS part with the package you are doing. You need to make sure the information is entered exactly as shown below, or you will have problems doing a connection. Click on **OK** when finished entering the necessary data.



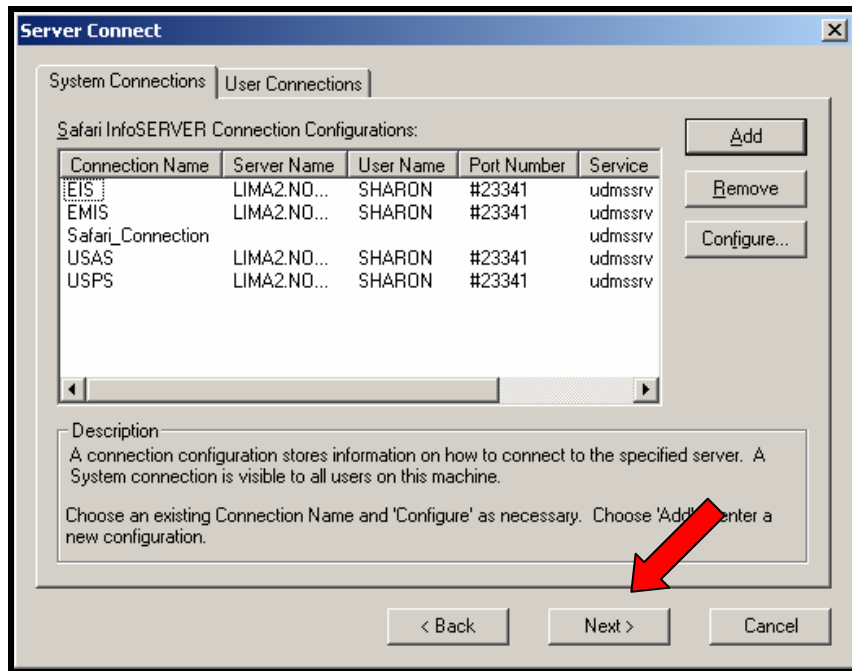
18. You will be back to the Safari InfoSERVER Setup up screen. Click on **OK** to save this connection.



At this point, you will be back to the original Server Connect screen and you should see your connection name that you just added listed. If you do not, you should go back to step 14 and try the procedure again. Also, if you needed to add another connection, go back to step 14 to complete the next one.

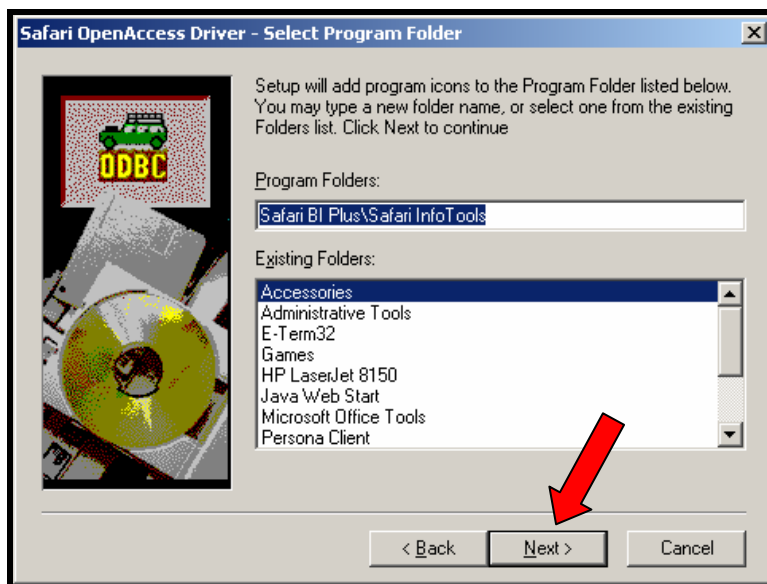


When you have all the connections added that you want, your screen will be similar to the following screen. Click on **NEXT** to continue with the install.



### ***Safari OpenAccess Driver – Program folder***

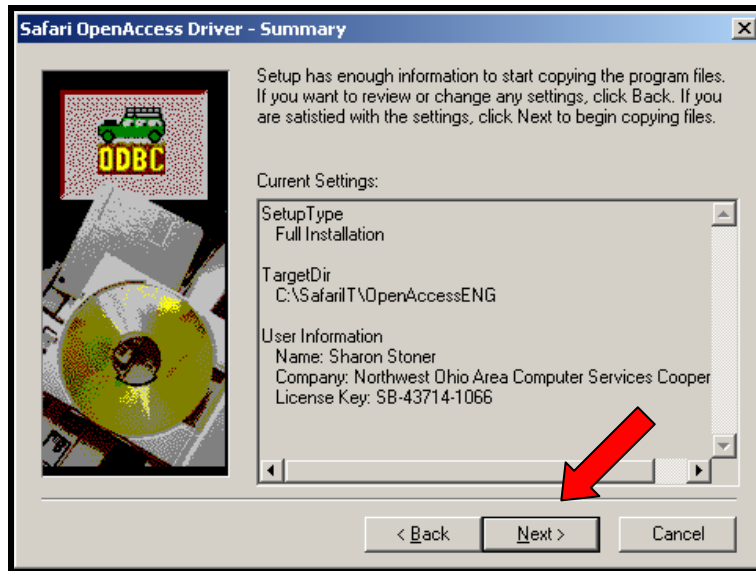
19. The program folder screen will be displayed on your screen. This is add an icon to the programs folder for SAFARI ODBC. This allows you to find the program easily by going to the program listing on your PC. Click on **NEXT**.





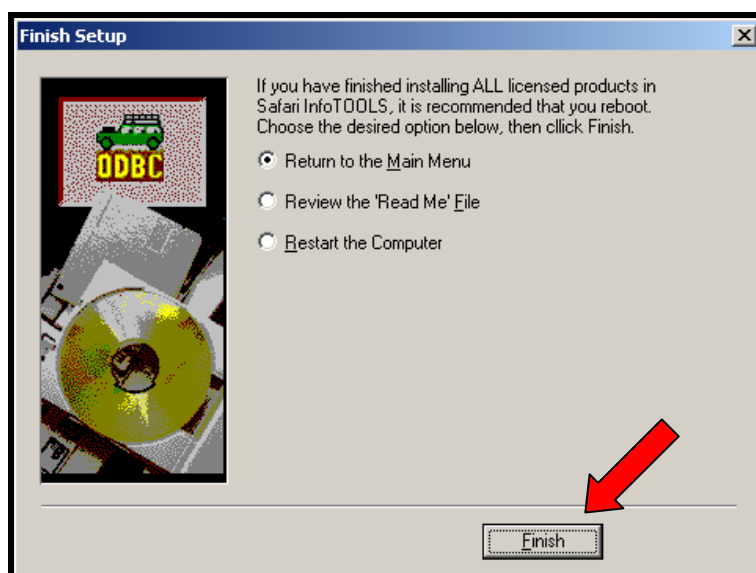
## Safari OpenAccess Driver – Summary

20. A summary of the installation will be displayed next on your screen. If everything looks ok, then click on **NEXT**.



## Safari OpenAccess Driver – Summary

21. At this point the procedure will continue to install. When it is finished you will see the following screen. You should select to return to the main menu and click on **FINISH**.



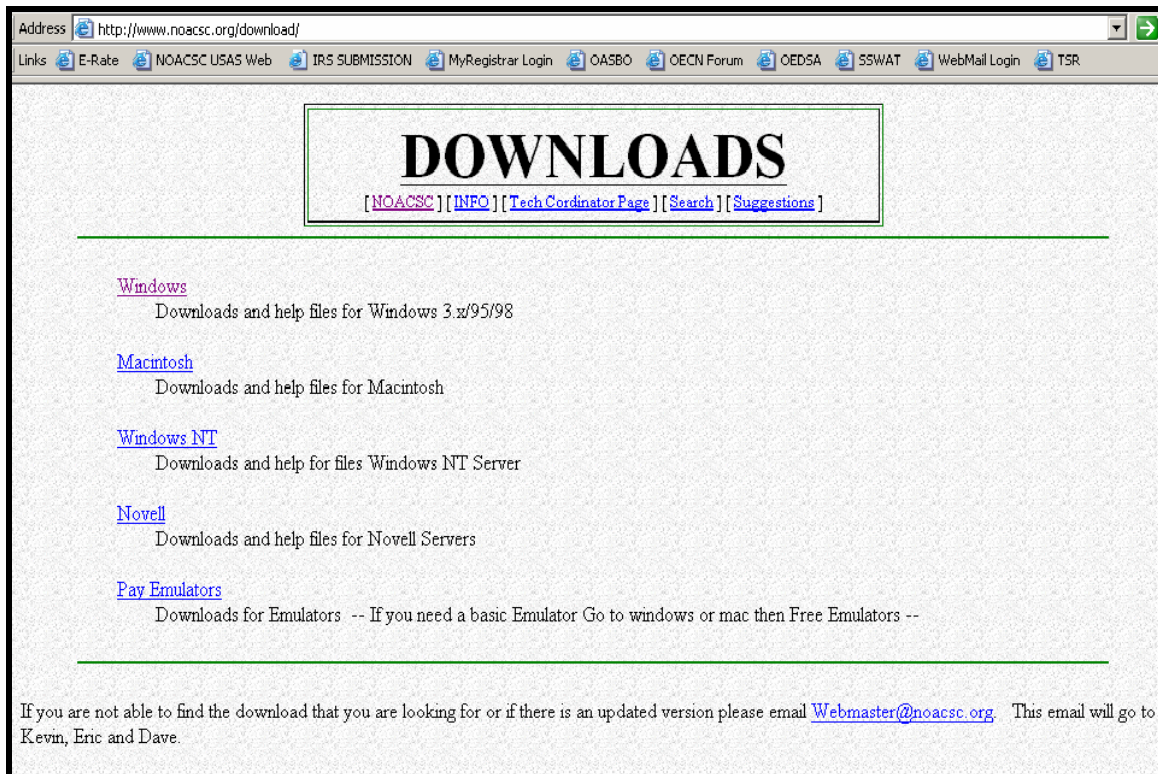
# Installing SAFARI ODBC UPDATE

Once you have completed the installation of the SAFARI ODBC, you **\_MUST\_** next install the update before you can start using it.

## *Finding the UPDATE Program*

1. Open your web browser.
2. Go to the following link to get to the page listed below.

<http://www.noacsc.org/download/>



3. From this screen you would want to select **WINDOWS**.

Address <http://www.noacsc.org/download/>

Links [E-Rate](#) [NOACSC USAS Web](#) [IRS SUBMISSION](#) [MyRegistrar Login](#) [OASBO](#) [OECS Forum](#) [OEDSA](#) [SSWAT](#) [WebMail Login](#) [TSR](#)

# DOWNLOADS

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Downloads and help files for Windows 3.x/95/98

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Downloads and help files for Macintosh

[Windows NT](#)  
Downloads and help for files Windows NT Server

[Novell](#)  
Downloads and help files for Novell Servers

[Pay Emulators](#)  
Downloads for Emulators -- If you need a basic Emulator Go to windows or mac then Free Emulators --

If you are not able to find the download that you are looking for or if there is an updated version please email [Webmaster@noacsc.org](mailto:Webmaster@noacsc.org). This email will go to Kevin, Eric and Dave.

4. Once you have selected the Windows downloads, you will see an option for SAFARI. Select **SAFARI**.

**www.noacsc.org - /ftp/windows/**

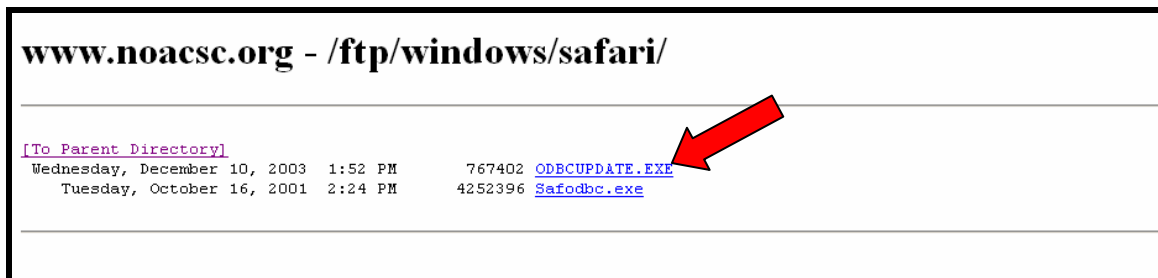
[\[To Parent Directory\]](#)

Thursday, June 12, 2003 3:04 PM	<dir> <a href="#">602</a>
Thursday, June 12, 2003 3:04 PM	<dir> <a href="#">AcademicSystems</a>
Thursday, June 12, 2003 3:04 PM	<dir> <a href="#">AcrobatReader</a>
Thursday, June 12, 2003 3:04 PM	<dir> <a href="#">Free_Emulators</a>
Thursday, June 12, 2003 3:04 PM	<dir> <a href="#">Free_ImageCast</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">InternetExplorer</a>
Friday, February 20, 2004 8:32 AM	<dir> <a href="#">Java</a>
Monday, December 08, 2003 10:21 AM	<dir> <a href="#">MiMailVirusRemoval</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">network</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">office_2000</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">Office_97</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">office_xp</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">OpenOffice</a>
Tuesday, May 04, 2004 7:21 AM	<dir> <a href="#">patches</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">Pegasus</a>
Friday, July 11, 2003 11:43 AM	767139 <a href="#">Pinger</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">Printers</a>
Thursday, June 12, 2003 3:03 PM	<dir> <a href="#">PSFE</a>
Tuesday, May 04, 2004 10:33 AM	<dir> <a href="#">Remote Desktop Software</a>
Wednesday, January 28, 2004 9:12 AM	<dir> <a href="#">safari</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">SeagateAnalysis</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">sophos</a>
Friday, October 29, 2004 12:20 PM	<dir> <a href="#">SpywareRemoval</a>
Tuesday, December 30, 2003 10:23 AM	<dir> <a href="#">Utils</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">video_editing</a>
Tuesday, November 16, 2004 1:00 PM	<dir> <a href="#">Virus</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">Win95</a>
Tuesday, May 04, 2004 10:40 AM	<dir> <a href="#">Win98_Update</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">Win98Shutdown</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">WindowsMedia</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">vs_ftp</a>
Wednesday, August 20, 2003 2:43 PM	<dir> <a href="#">XP-Spia</a>
Thursday, August 12, 2004 10:01 AM	<dir> <a href="#">XP-Sp2</a>
Thursday, June 12, 2003 3:02 PM	<dir> <a href="#">y2k</a>

- From the SAFARI list, you will see two different options as shown on the screen below.. Select the option to install the update.

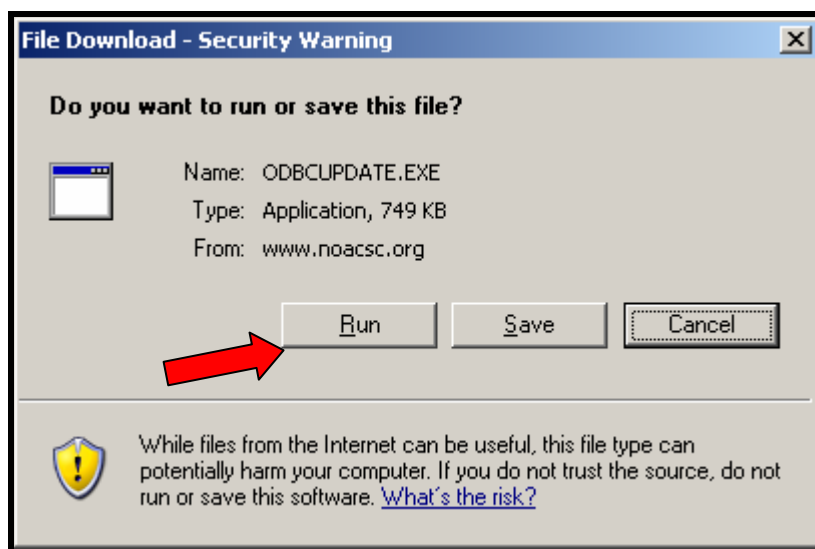


- Install ODBCUPDATE.EXE first by clicking on that option.

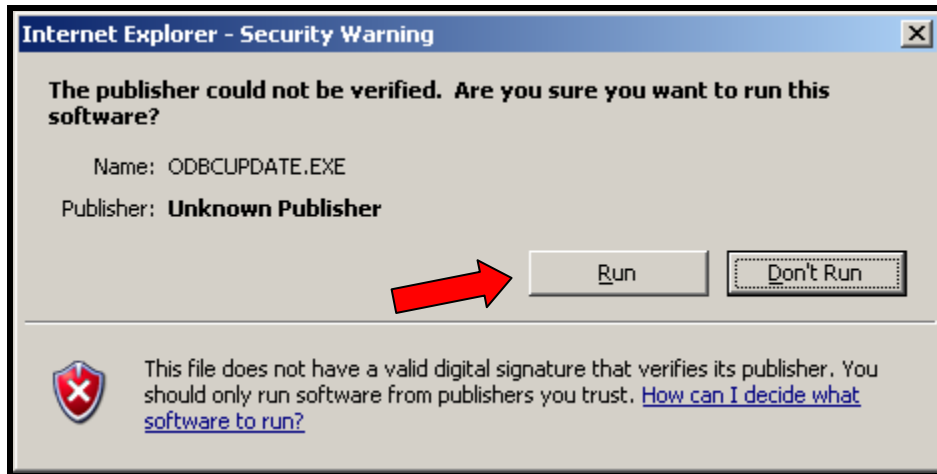


## Security Warning

- When you select the ODBCUPDATE.EXE program, the following box will appear. By default, the CANCEL button will be highlighted. You want to click the button to **RUN** the program from its current location.

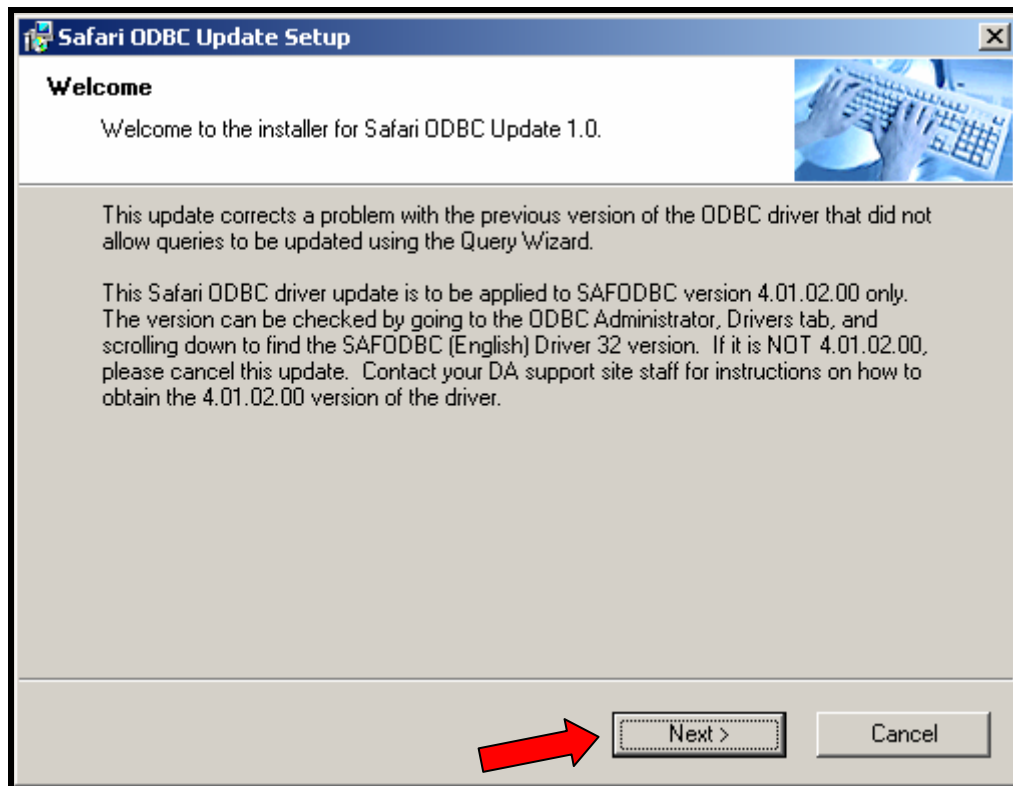


- You will see a security warning dialog box. This is the end of the download and at this point you should click on RUN.



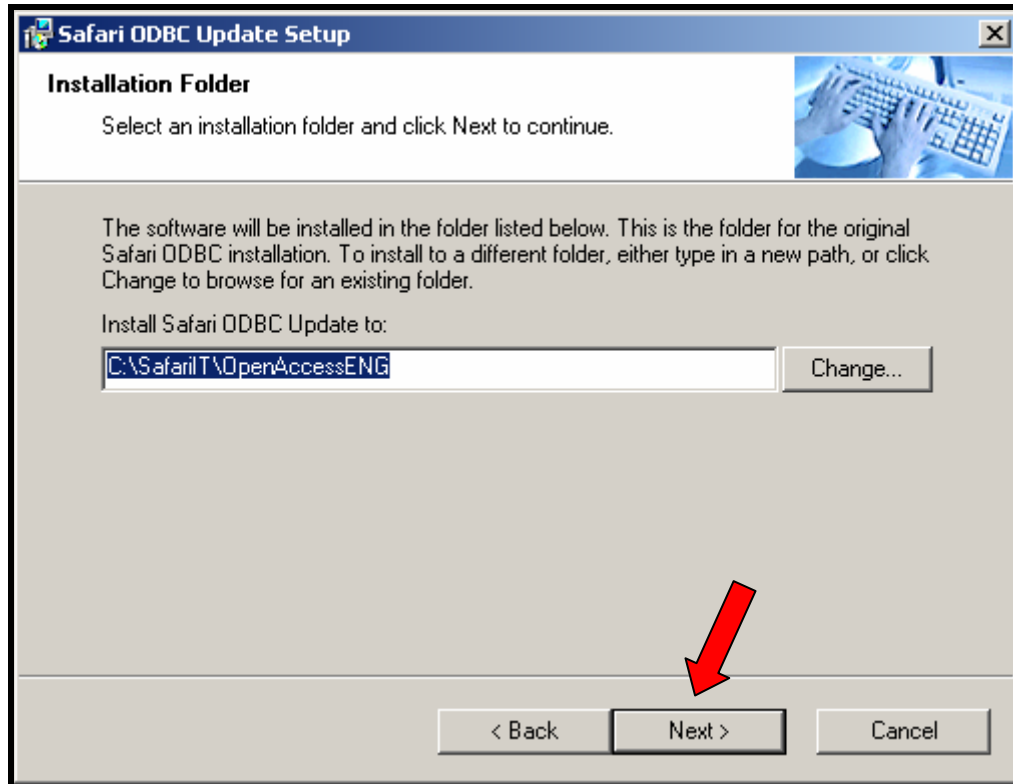
## ***Safari ODBC Update Setup***

9. The following screen will appear for you to start the update installation. You should click on **NEXT**.



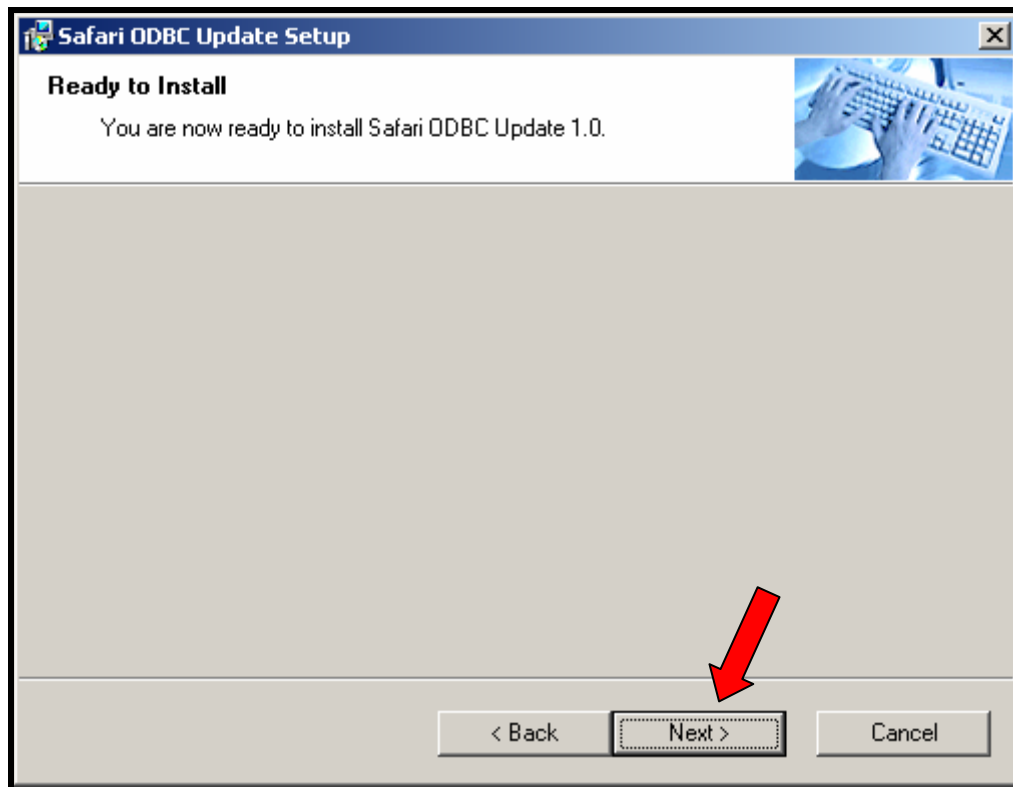
## Installation Folder

10. Select the folder that you wish to have this updated installed. It should be installed in the same place as the original SAFARI ODBC installation, which should come up as a default. Select **NEXT**.



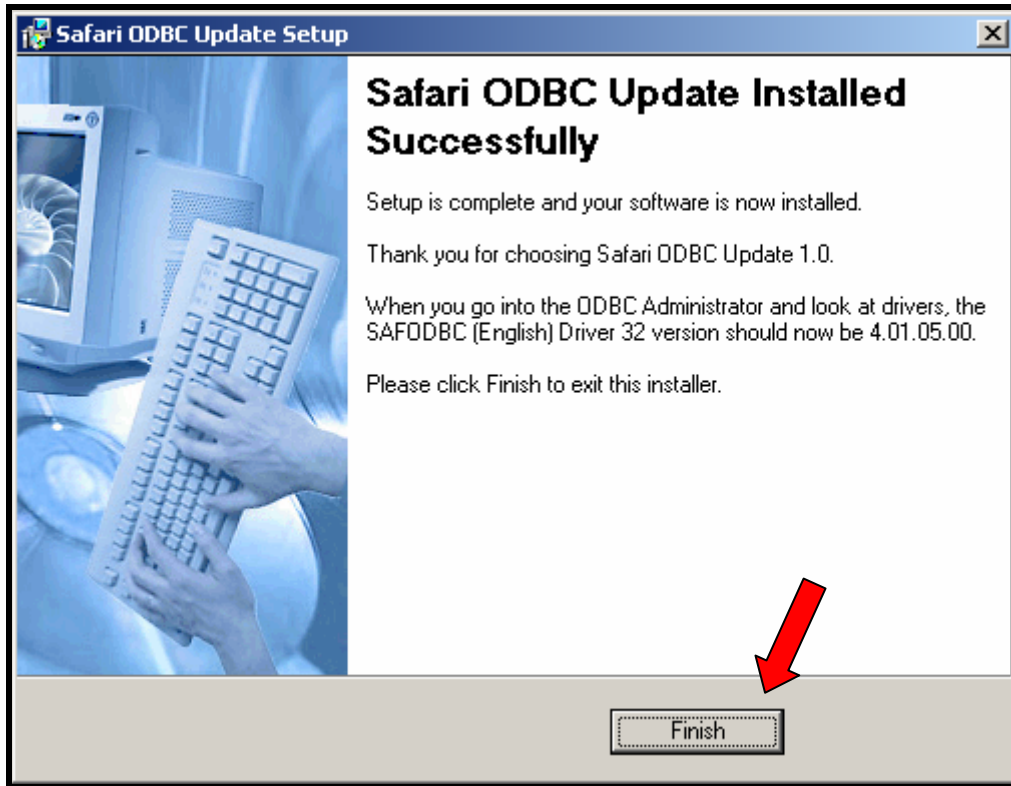
## Ready to Install Update

11. You are now ready to start the update. Click on **Next**.



## Update Completed

12. The procedure will then continue with the install and when finished the following screen will appear. Click on **FINISH**.



You are now ready to start using the SAFARI ODBC data connection.

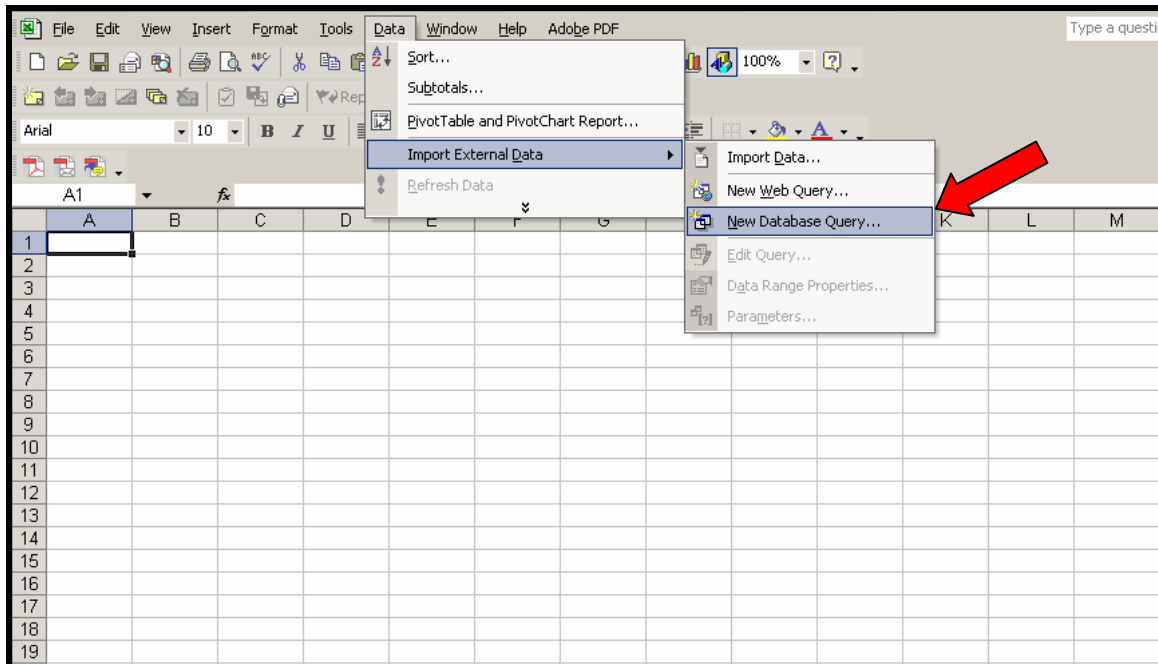


# Using SAFARI ODBC

## *Creating a query*

For this example, we want to create a spreadsheet the with address information in it for all vendors that live in a specific zip code. You could then use this data sheet with word and create labels.

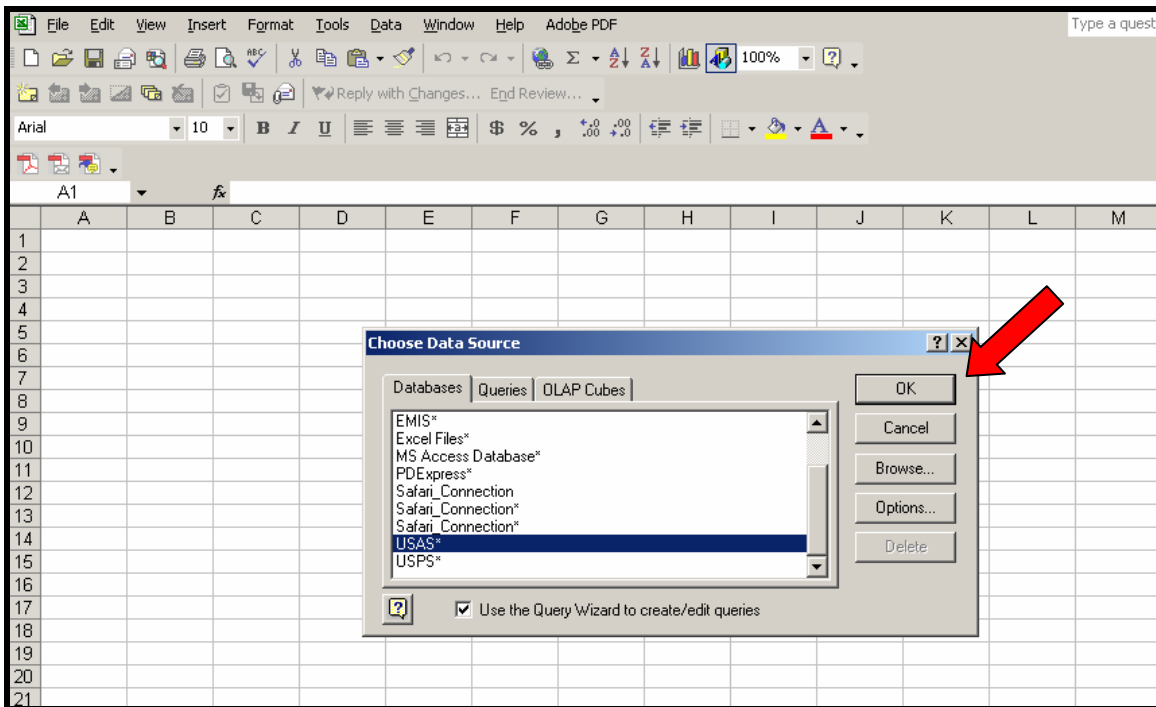
1. Open EXCEL
2. Select **DATA**, then **IMPORT EXTERNAL DATA**, then **NEW DATABASE QUERY** as shown below.



## Selecting Data Source

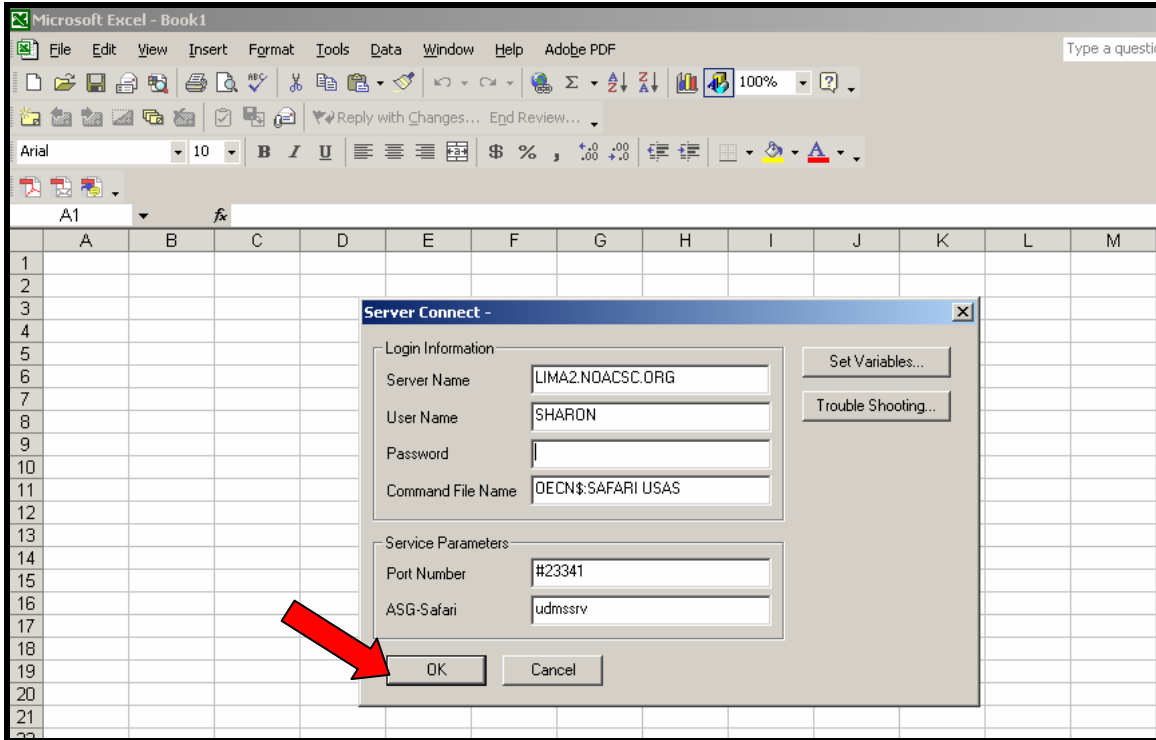
When you select to create a database Query, you will be then prompted to select the Data Source. A listing of all the Data Sources that you have available will be displayed. You should see the data sources that you added previously when doing the Safari ODBC install.

3. Select **USAS** as shown below and click on **OK**.



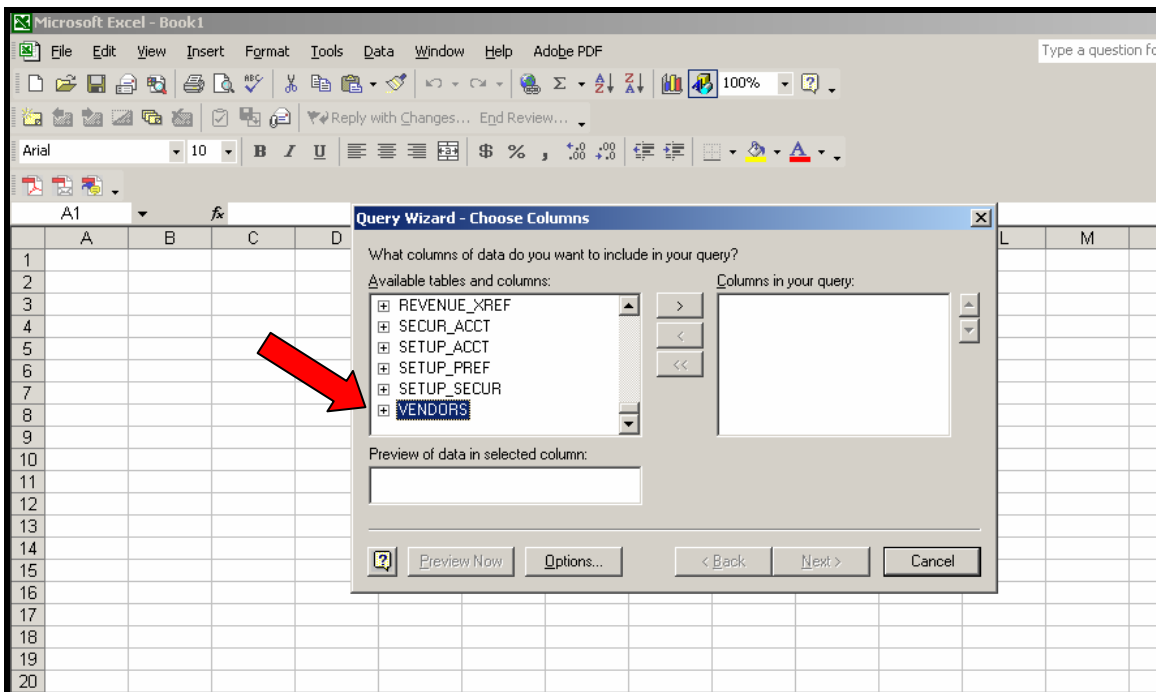
## Connecting to the Server

4. You will then be prompted to login. This screen will pull up all the information that you entered through the installation, so you should just need to enter your password and click on **OK**.

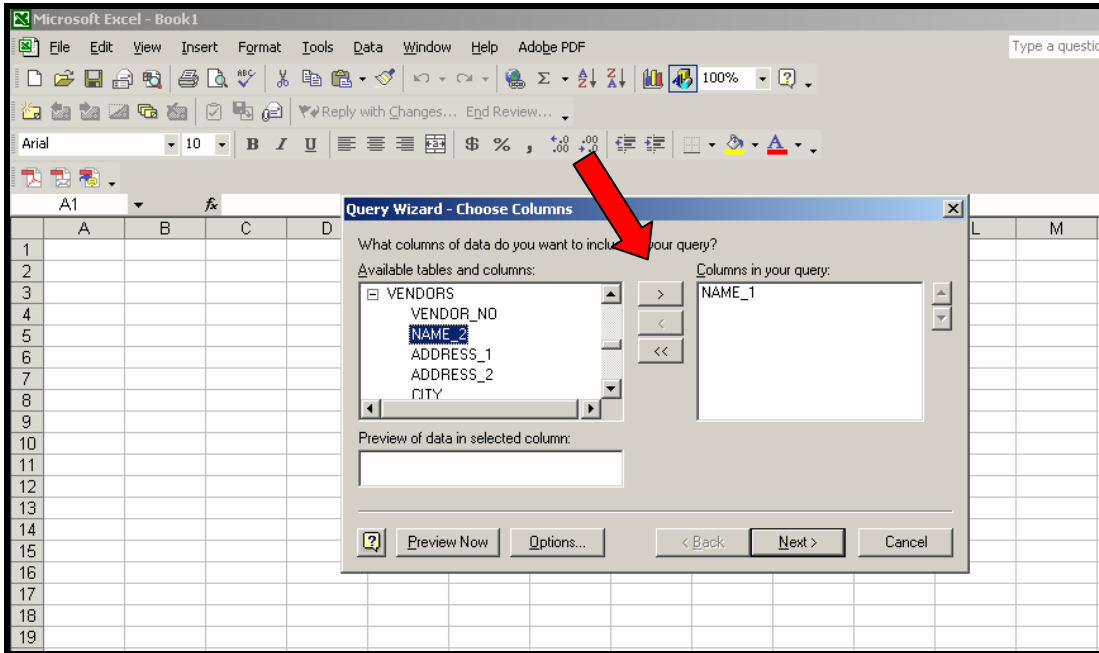


## Choose Table or Columns

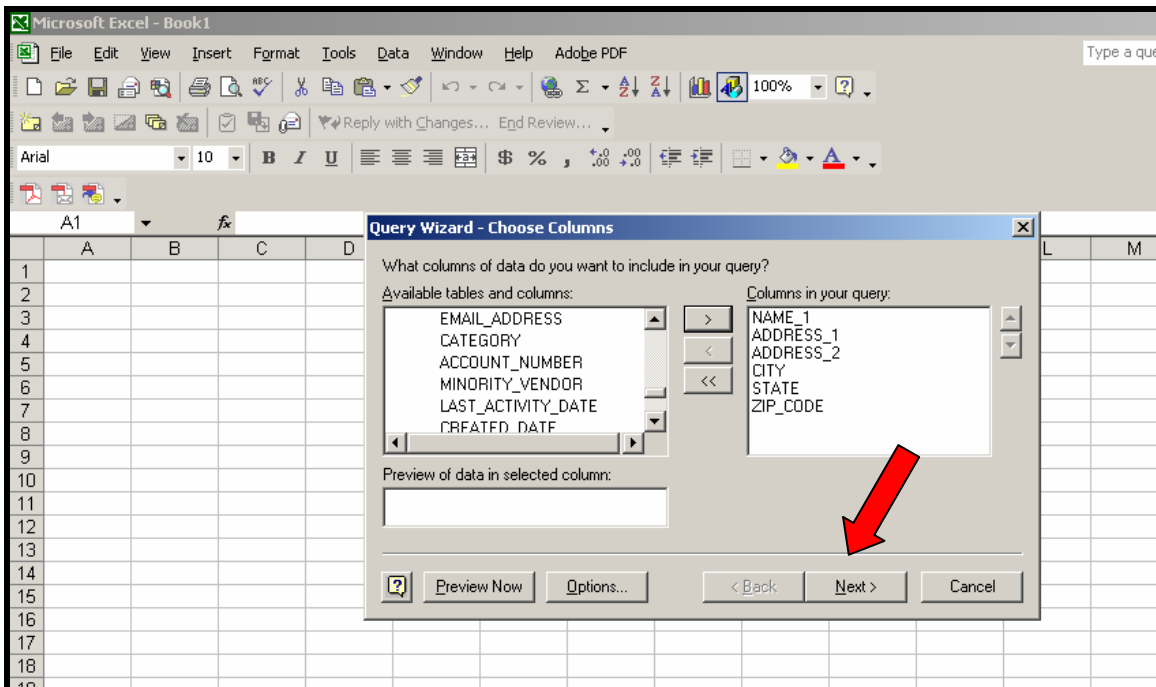
- Once you get logged in, or the connection has been made, you will see a list of tables available for you to select from. We are going to choose the Vendor file, so you will need to scroll down to find VENDOR.



6. Click on the PLUS SIGN to open up the selected table and you will see the fields that are available to select from. You can select to add all fields or just a few of them. Once you have the field you wish to select, highlight it and click on the arrow pointing to the right, that is in the middle of the screen.

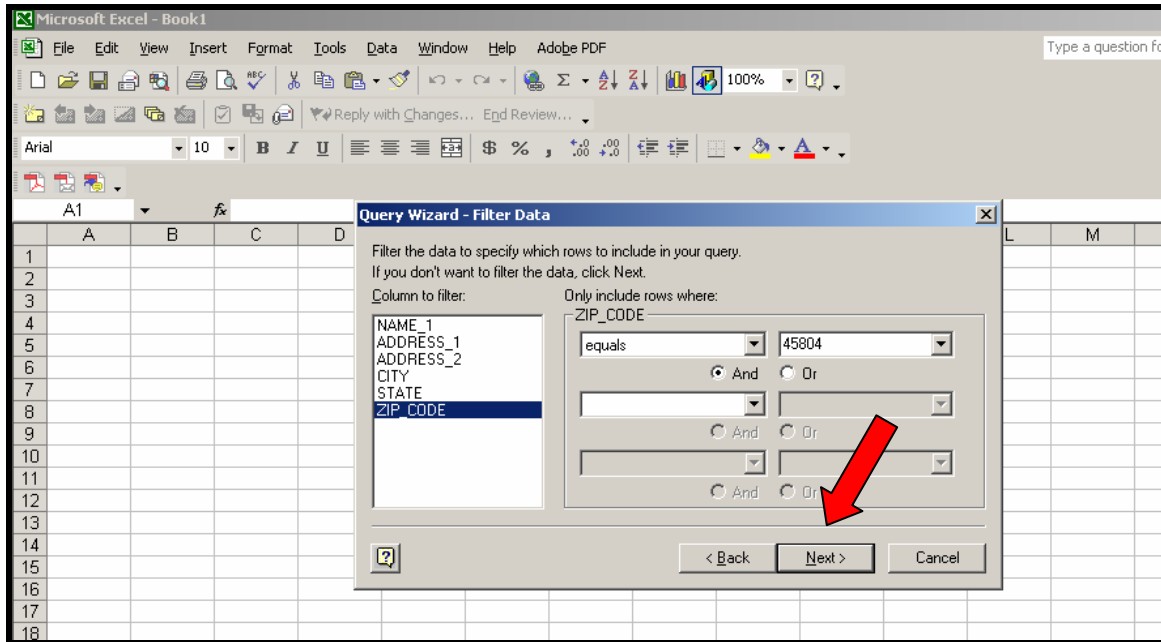


7. Continue to select all the fields that you wish to have in your query as shown below and click on NEXT.



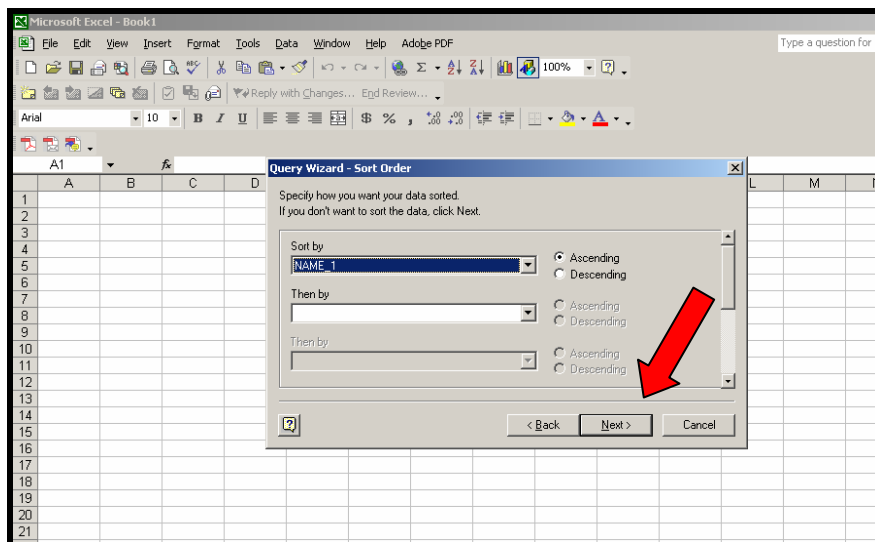
## Filter Data

- The next screen will allow you to filter data, or select just specific things from the fields that you have selected. We want all the vendors with a specific zip code, so we would then set up a filter. If you wanted all vendors, you would just click on next, but since we do want to specify vendor zip codes, then you need to click on the field to be filtered and put the data how you want it filtered, as shown below and click on **NEXT**.



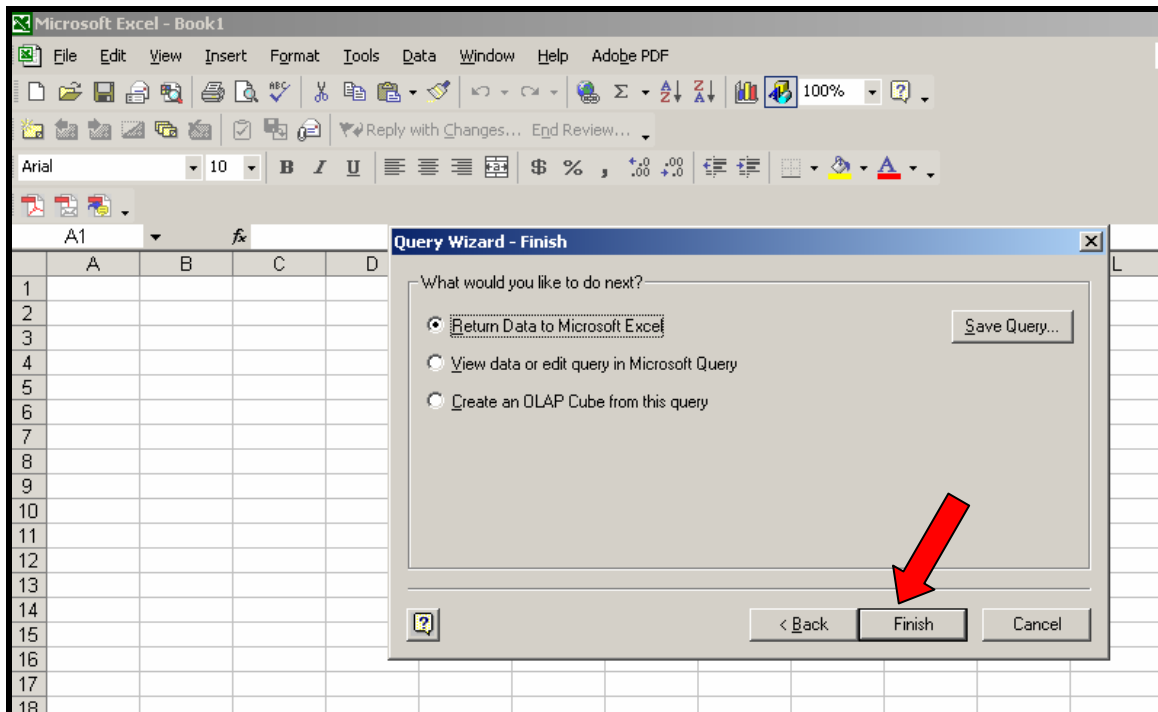
## Sort Data

- The next screen will allow you to sort the data. You may sort by any field that you have pulled into the Query. For this example we will be sorting by the vendor name, then click **NEXT**.



## Finish the Query

10. The following screen will be displayed once you have gone through the Query Wizard. We would like to have this data put into an Microsoft Excel, so we will select that and click on **FINISH**.

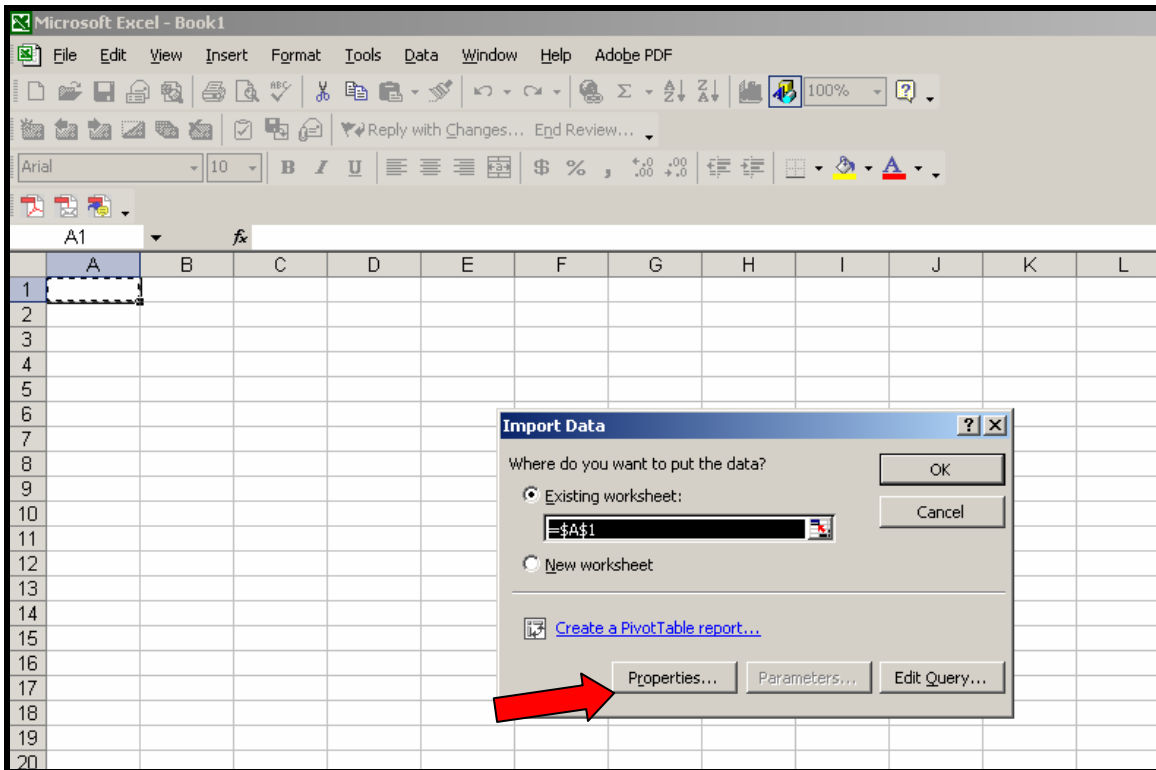


## Placement of Data

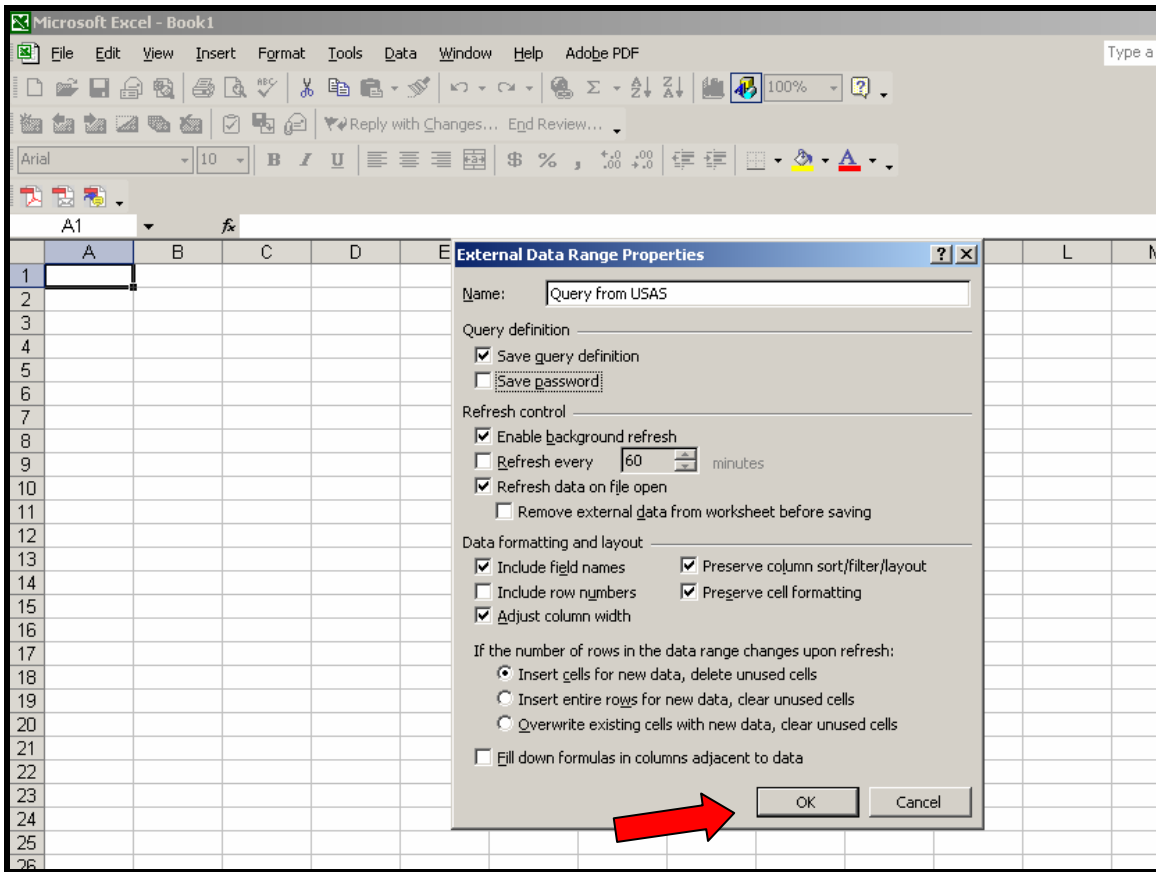
11. You have the ability to place the data anyplace in the spreadsheet. The default is to place it in the cell where your cursor is located before you started the query. If you don't want to place the data there you can change it. You could also create a pivot table at this point.

One of the main things on this screen that you should go to is the PROPERTIES box. By default the query will be saved in the spreadsheet and it will be saved with your password entered into it. You should never allow this to happen. If you change your LIMA2 password, you will not be able to run this query again.

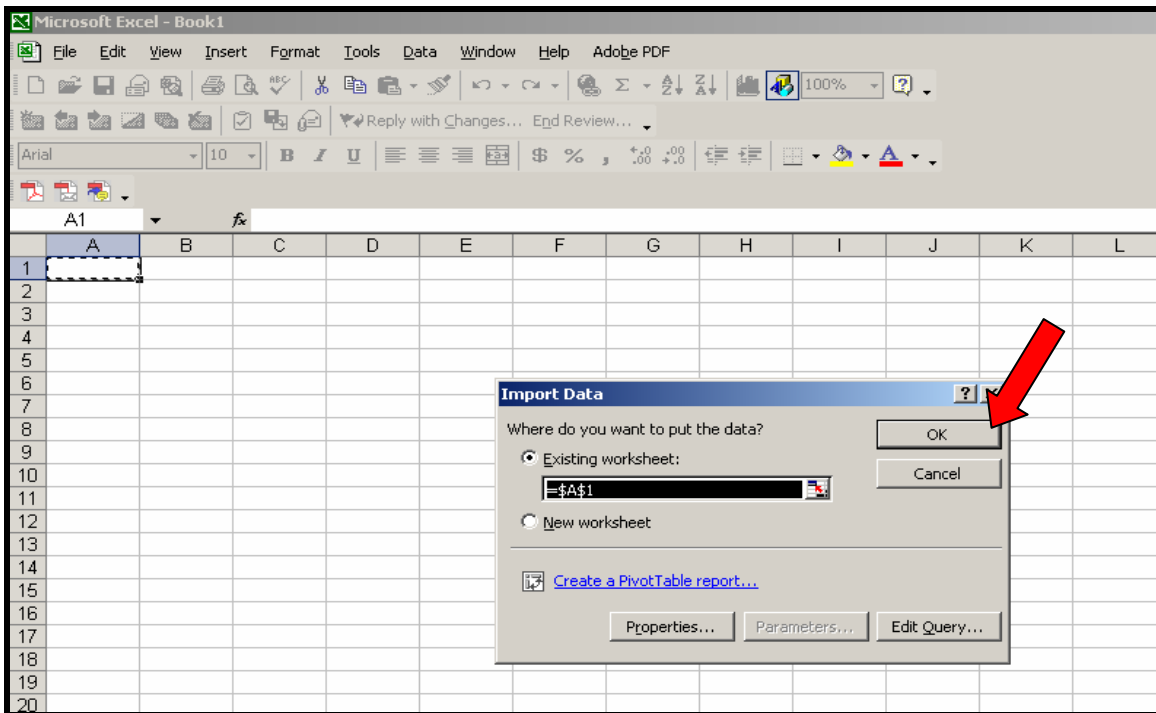
The following shows you have to not save your password in the query. Click on **PROPERTIES**.



12. Make sure the box that shows SAVE PASSWORD is unchecked. Then click on OK.



13. You will then be brought back to the screen for data placement. Click on OK.





- At this point, the data has been pulled into the query and you may do any kind of spreadsheet features to the data, as shown below.

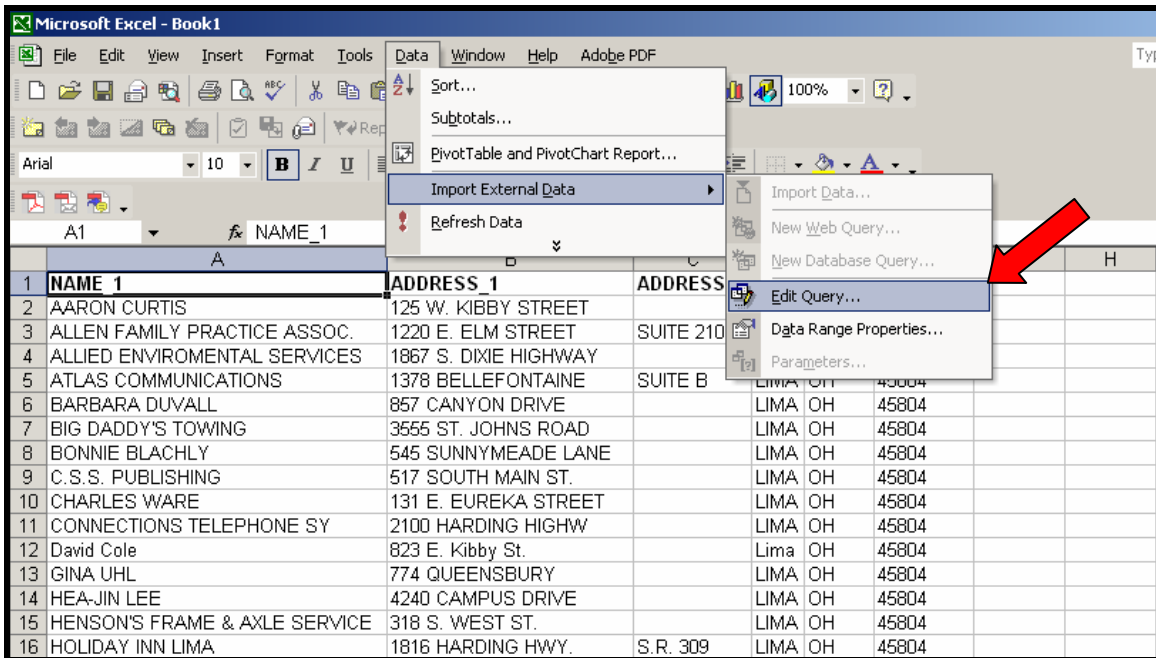
	A	B	C	D	E	F	G	H
1	NAME_1	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE		
2	AARON CURTIS	125 W. KIBBY STREET		LIMA	OH	45804		
3	ALLEN FAMILY PRACTICE ASSOC.	1220 E. ELM STREET	SUITE 210	LIMA	OH	45804		
4	ALLIED ENVIROMENTAL SERVICES	1867 S. DIXIE HIGHWAY		LIMA	OH	45804		
5	ATLAS COMMUNICATIONS	1378 BELLEFONTAINE	SUITE B	LIMA	OH	45804		
6	BARBARA DUVALL	857 CANYON DRIVE		LIMA	OH	45804		
7	BIG DADDY'S TOWING	3555 ST. JOHNS ROAD		LIMA	OH	45804		
8	BONNIE BLACHLY	545 SUNNYMEADE LANE		LIMA	OH	45804		
9	C.S.S. PUBLISHING	517 SOUTH MAIN ST.		LIMA	OH	45804		
10	CHARLES WARE	131 E. EUREKA STREET		LIMA	OH	45804		
11	CONNECTIONS TELEPHONE SY	2100 HARDING HIGHW		LIMA	OH	45804		
12	David Cole	823 E. Kibby St.		Lima	OH	45804		
13	GINA UHL	774 QUEENSBURY		LIMA	OH	45804		
14	HEA-JIN LEE	4240 CAMPUS DRIVE		LIMA	OH	45804		
15	HENSON'S FRAME & AXLE SERVICE	318 S. WEST ST.		LIMA	OH	45804		
16	HOLIDAY INN LIMA	1816 HARDING HWY.	S.R. 309	LIMA	OH	45804		
17	LIMA BOARD OF EDUCATION	600 S. PIERCE		LIMA	OH	45804		
18	LIMA CITY SCHOOLS	515 S. CALUMET AVE		LIMA	OH	45804		
19	LIMA DOORS	1802 "C" STREET		LIMA	OH	45804		
20	LIMA LAWN MAINTENANCE	1170 S. CENTRAL		LIMA	OH	45804		
21	LIMA SENIOR CULINARY ARTS	1 SPARTAN WAY		LIMA	OH	45804		
22	LIPPINCOTT PLUMBING & HEATING	872 ST. JOHNS AVENUE		LIMA	OH	45804		
23	LYMAN WINEGARDNER	2234 MAKIN DRIVE		LIMA	OH	45804		
24	Lima Memorial Hospital	1001 Bellefontaine Ave.		Lima	OH	45804		

## ***Making Changes to a query***

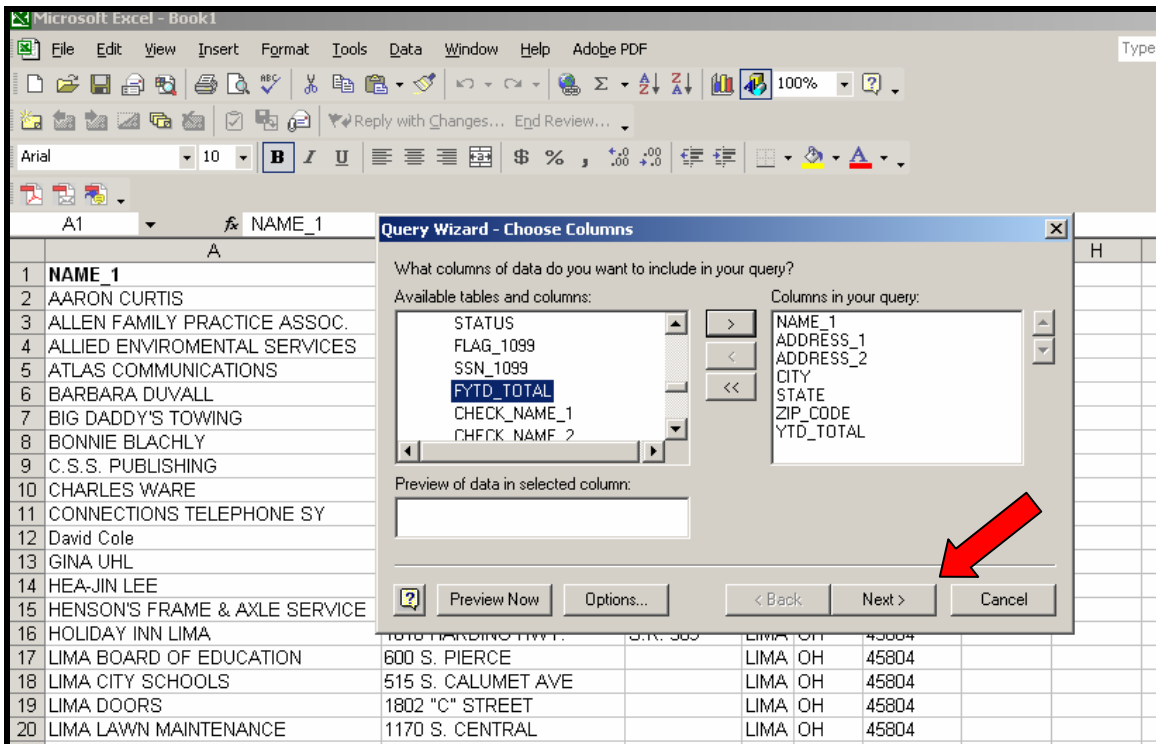
Once you have pulled data into the spreadsheet, you have the ability to make changes to the original query. You might want to change the sort or change the filter or add additional columns to it. The following will be an example of how to add an additional column to the query.

### **Add Additional Fields or Columns**

- You must be located someplace within the query to make adjustments to it. Once you have placed the cursor in a cell, you need to click on **DATA, IMPORT EXTERNAL DATA**, and **EDIT QUERY** as shown below.

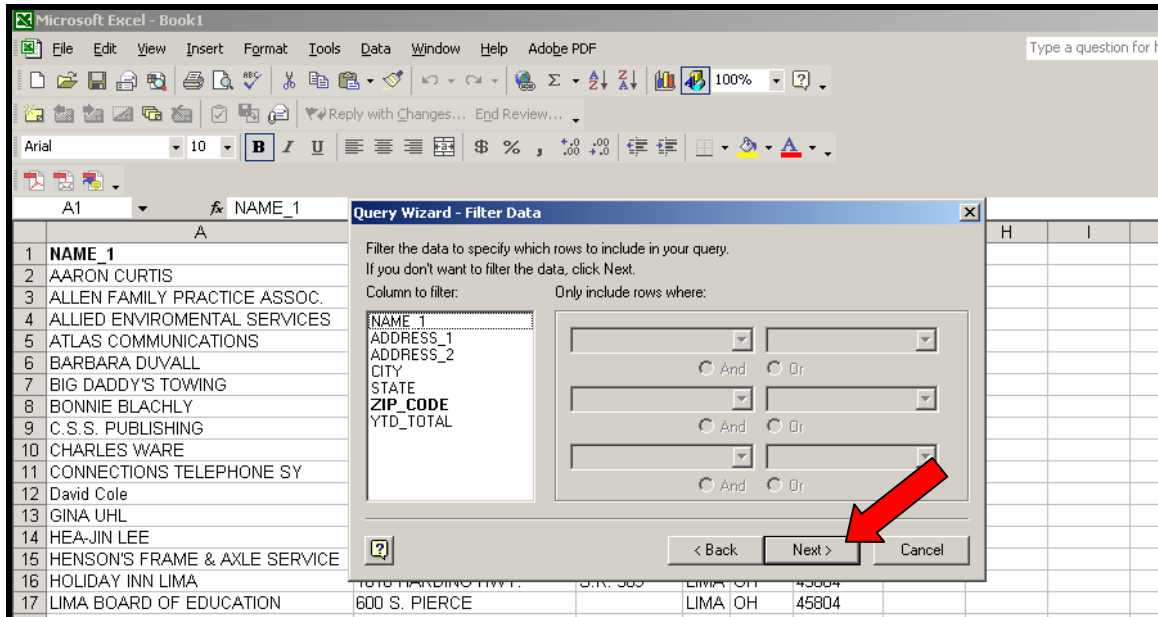


- The Field or Column screen will be the next screen that comes up. At this point you can add the additional fields that you wish. We are going to select **YTD\_TOTAL** and click on **NEXT**.



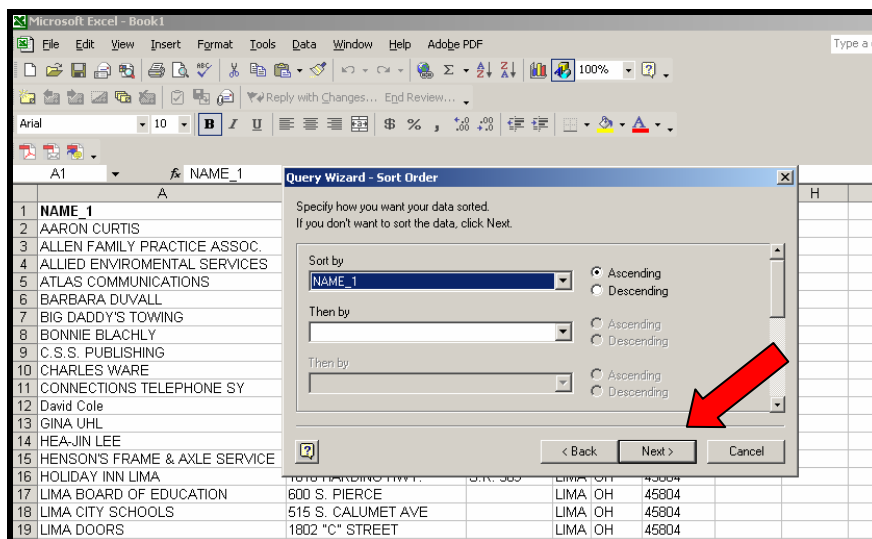
## Add Additional Filters

3. If you need to make any additional changes to the original filters, you would do it at this point. Click on **NEXT**.



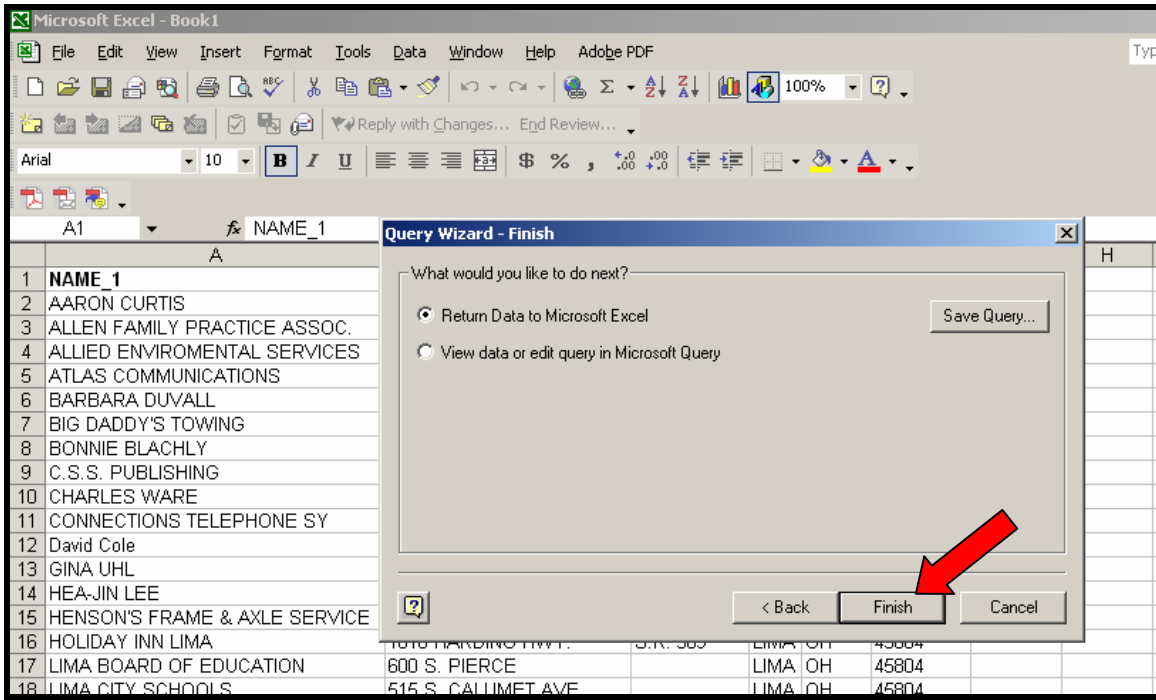
## Add Additional Sorts

4. The next screen to come up will be the sorts that you original selected. You may make changes if necessary. We will select **NEXT**.



## Finish the Query Changes

5. Click on **FINISH**.



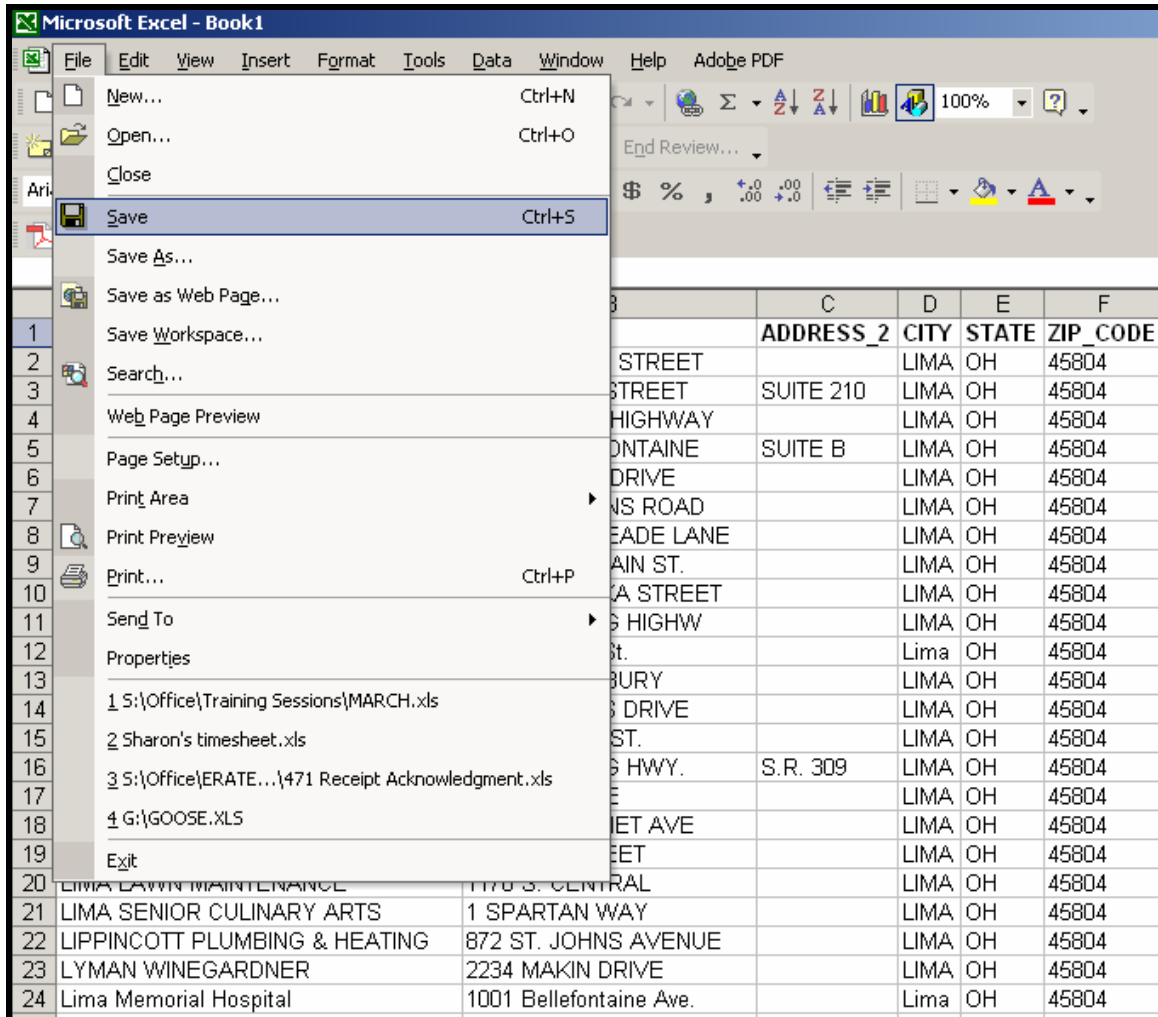
The new fields will then be displayed in your spreadsheet.

The screenshot shows the Excel spreadsheet after the query is finished. The data is now displayed in columns A through G. Column A contains the company names, column B contains ADDRESS\_1, column C contains ADDRESS\_2, column D contains CITY, column E contains STATE, column F contains ZIP\_CODE, and column G contains YTD\_TOTAL. A red arrow points to the YTD\_TOTAL column. The data is as follows:

NAME_1	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE	YTD_TOTAL
AARON CURTIS	125 W. KIBBY STREET		LIMA	OH	45804	0
ALLEN FAMILY PRACTICE ASSOC.	1220 E. ELM STREET	SUITE 210	LIMA	OH	45804	0
ALLIED ENVIROMENTAL SERVICES	1867 S. DIXIE HIGHWAY		LIMA	OH	45804	0
ATLAS COMMUNICATIONS	1378 BELLEFONTAINE	SUITE B	LIMA	OH	45804	0
BARBARA DUVALL	857 CANYON DRIVE		LIMA	OH	45804	0
BIG DADDY'S TOWING	3555 ST. JOHNS ROAD		LIMA	OH	45804	0
BONNIE BLACHLY	545 SUNNYMEADE LANE		LIMA	OH	45804	0
C.S.S. PUBLISHING	517 SOUTH MAIN ST.		LIMA	OH	45804	0
CHARLES WARE	131 E. EUREKA STREET		LIMA	OH	45804	0
CONNECTIONS TELEPHONE SY	2100 HARDING HIGHW		LIMA	OH	45804	0
David Cole	823 E. Kibby St.		Lima	OH	45804	0
GINA UHL	774 QUEENSBURY		LIMA	OH	45804	0
HEA-JIN LEE	4240 CAMPUS DRIVE		LIMA	OH	45804	0
HENSON'S FRAME & AXLE SERVICE	318 S. WEST ST.		LIMA	OH	45804	0
HOLIDAY INN LIMA	1816 HARDING HWY.	S.R. 309	LIMA	OH	45804	0
LIMA BOARD OF EDUCATION	600 S. PIERCE		LIMA	OH	45804	0
LIMA CITY SCHOOLS	515 S. CALUMET AVE		LIMA	OH	45804	3405.16
LIMA DOORS	1802 "C" STREET		LIMA	OH	45804	0
LIMA LAWN MAINTENANCE	1170 S. CENTRAL		LIMA	OH	45804	0

## ***Saving the query***

1. To save the query, you just need to save your worksheet or excel spreadsheet and this will save the query.



## ***Refreshing Data from a saved query***

Once you have saved a query, you can go into that spreadsheet and refresh the data, without actually reentering any of the options in the query. To do this you need to open the spreadsheet that contains the query and be in a cell that has data from the query.

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A1 NAME\_1

	A	B	C	D	E	F	G	H
1	NAME_1	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE	YTD_TOTAL	
2	AARON CURTIS	125 W. KIBBY STREET		LIMA	OH	45804	0	
3	ALLEN FAMILY PRACTICE ASSOC.	1220 E. ELM STREET	SUITE 210	LIMA	OH	45804	0	
4	ALLIED ENVIROMENTAL SERVICES	1867 S. DIXIE HIGHWAY		LIMA	OH	45804	0	
5	ATLAS COMMUNICATIONS	1378 BELLEFONTAINE	SUITE B	LIMA	OH	45804	0	
6	BARBARA DUVALL	857 CANYON DRIVE		LIMA	OH	45804	0	
7	BIG DADDY'S TOWING	3555 ST. JOHNS ROAD		LIMA	OH	45804	0	
8	BONNIE BLACHLY	545 SUNNYMEADE LANE		LIMA	OH	45804	0	
9	C. S. S. PUBLISHING	517 SOUTH MAIN ST.		LIMA	OH	45804	0	
10	CHARLES WARE	131 E. EUREKA STREET		LIMA	OH	45804	0	
11	CONNECTIONS TELEPHONE SY	2100 HARDING HIGHW		LIMA	OH	45804	0	
12	David Cole	823 E. Kibby St.		Lima	OH	45804	0	
13	GINA UHL	774 QUEENSBURY		LIMA	OH	45804	0	
14	HEA-JIN LEE	4240 CAMPUS DRIVE		LIMA	OH	45804	0	
15	HENSON'S FRAME & AXLE SERVICE	318 S. WEST ST.		LIMA	OH	45804	0	
16	HOLIDAY INN LIMA	1816 HARDING HWY.	S.R. 309	LIMA	OH	45804	0	
17	LIMA BOARD OF EDUCATION	600 S. PIERCE		LIMA	OH	45804	0	
18	LIMA CITY SCHOOLS	515 S. CALUMET AVE		LIMA	OH	45804	3405.16	
19	LIMA DOORS	1802 "C" STREET		LIMA	OH	45804	0	
20	LIMA LAWN MAINTENANCE	1170 S. CENTRAL		LIMA	OH	45804	0	
21	LIMA SENIOR CULINARY ARTS	1 SPARTAN WAY		LIMA	OH	45804	0	
22	LIPPINCOTT PLUMBING & HEATING	872 ST. JOHNS AVENUE		LIMA	OH	45804	0	
23	LYMAN WINEGARDNER	2234 MAKIN DRIVE		LIMA	OH	45804	0	
24	Lima Memorial Hospital	1001 Bellefontaine Ave.		Lima	OH	45804	0	

Select data and you will see the REFRESH DATA option. Click on that and the data will be brought into the spreadsheet.

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A1 NAME\_1

Sort...  
Filter  
Form...  
Subtotals...  
Validation...  
Table...  
Text to Columns...  
Consolidate...  
Group and Outline  
PivotTable and PivotChart Report...  
Import External Data  
Refresh Data

	A	B	C	D	E	F	G	H
1	NAME_1	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE	YTD_TOTAL	
2	AARON CURTIS	125 W. KIBBY STREET		LIMA	OH	45804	0	
3	ALLEN FAMILY PRACTICE ASSOC.	1220 E. ELM STREET	SUITE 210	LIMA	OH	45804	0	
4	ALLIED ENVIROMENTAL SERVICES	1867 S. DIXIE HIGHWAY		LIMA	OH	45804	0	
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19	LIMA DOORS	1802 "C" STREET		LIMA	OH	45804	0	
20	LIMA LAWN MAINTENANCE	1170 S. CENTRAL		LIMA	OH	45804	0	
21	LIMA SENIOR CULINARY ARTS	1 SPARTAN WAY		LIMA	OH	45804	0	