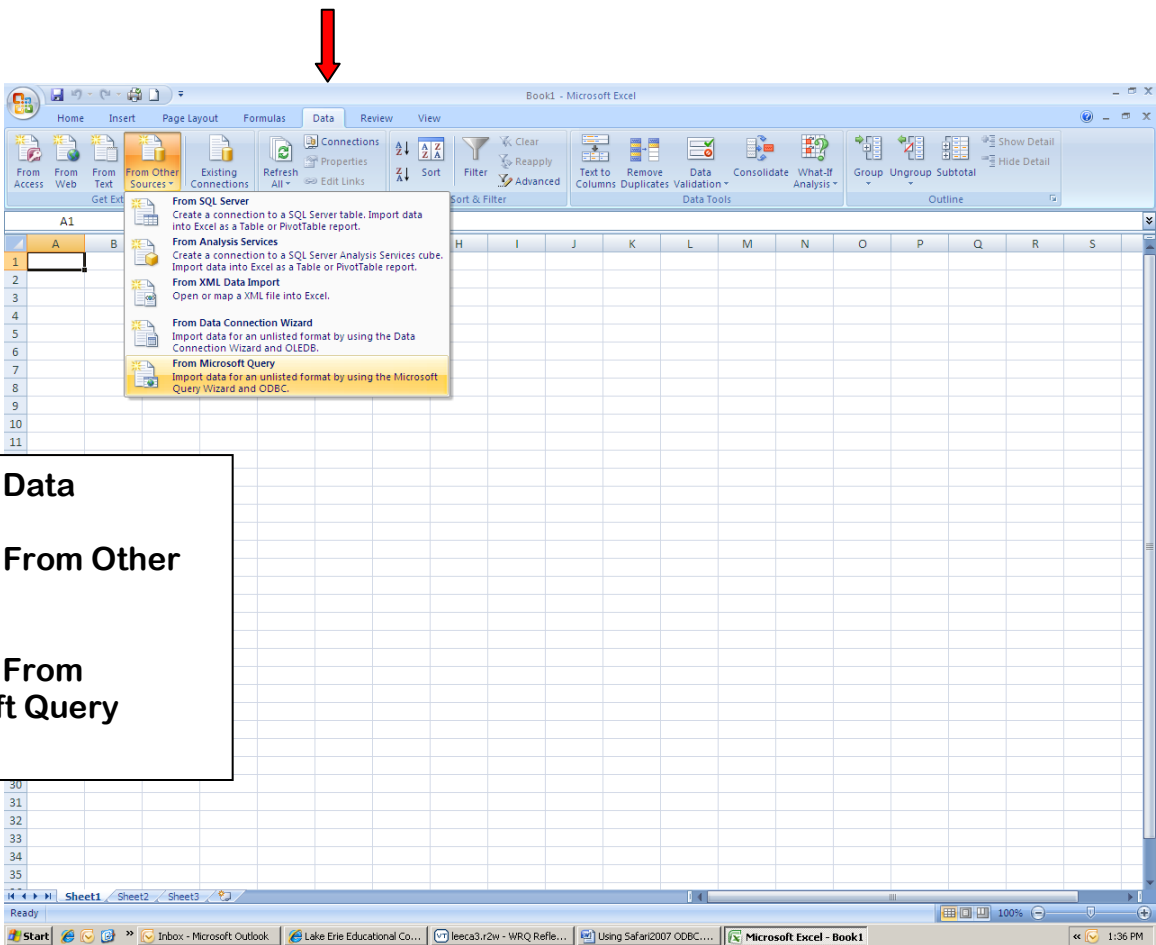




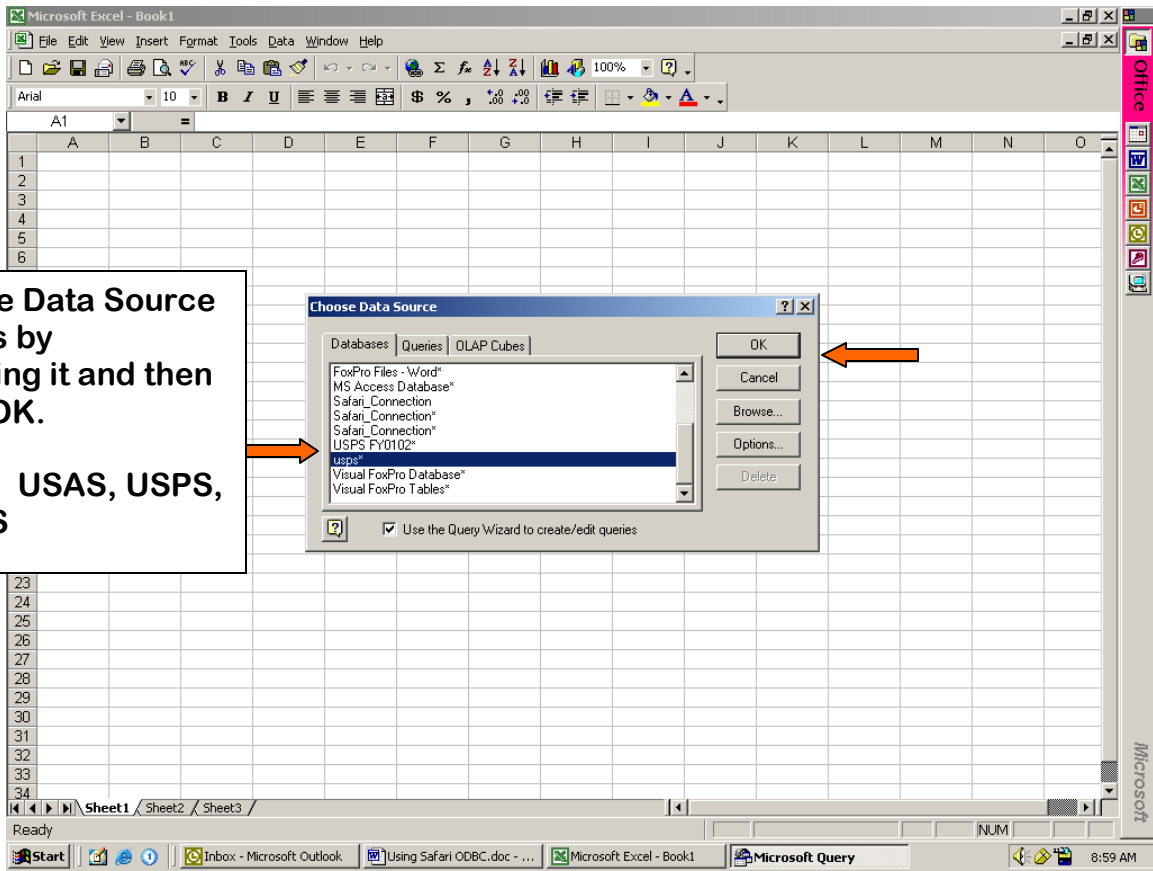
Using Safari ODBC with Excel

October 2013



Select the Data Source to access by highlighting it and then click on OK.

Example: USAS, USPS, EMIS, EIS



Verify:
Server Name =
leeca3.leeca.org or
Inoca.1.Inoca.org

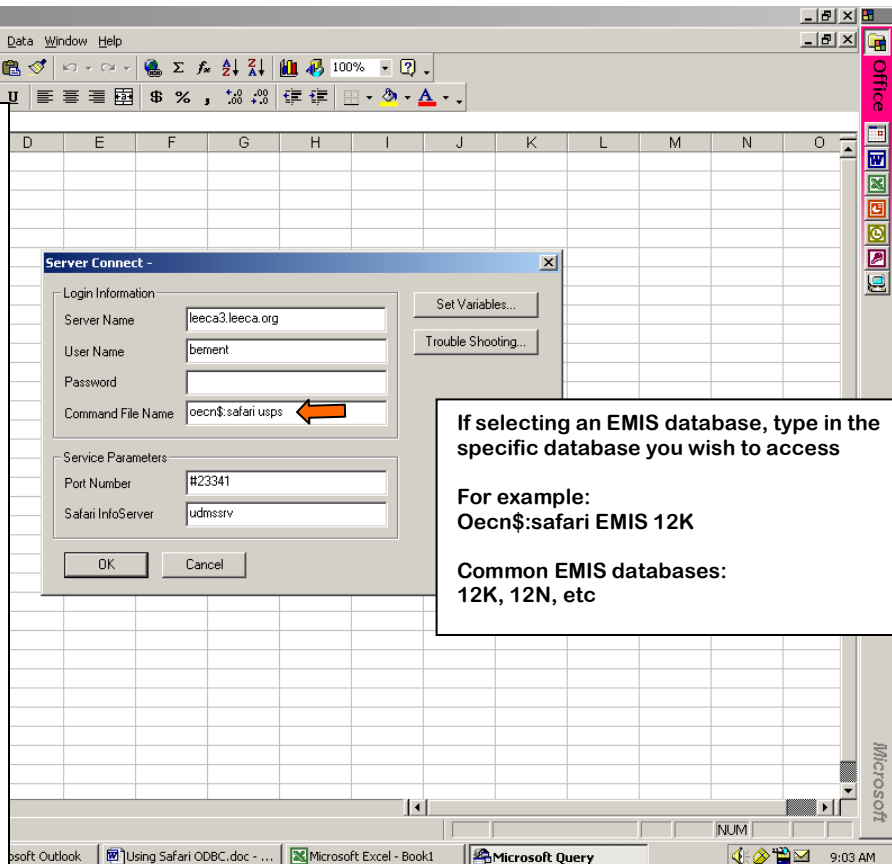
User Name =
Your Reflections
username

Enter:
Password =
Your Reflections
password

Verify the command line =
Oecn\$:safari USPS*

***USPS/USAS or the data**
source you are accessing

Click OK



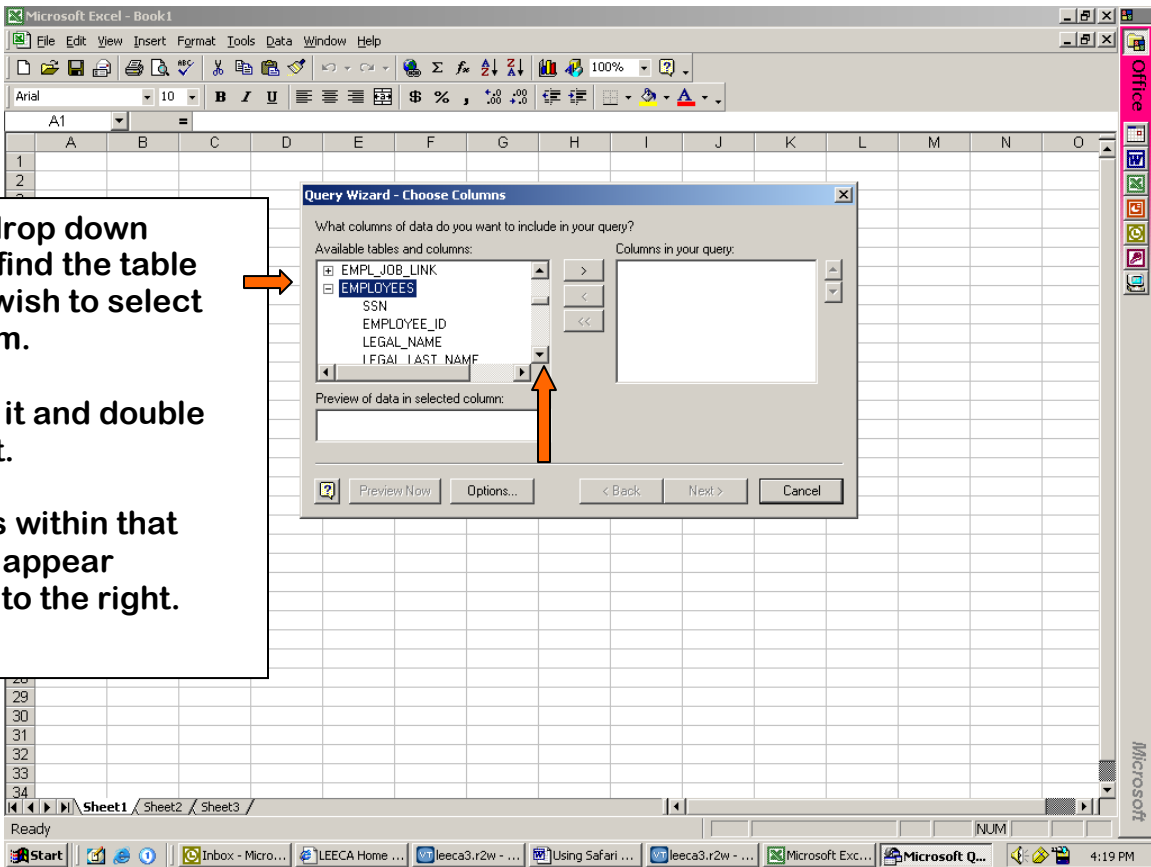
To access a historical database, enter the specific database on the command line.

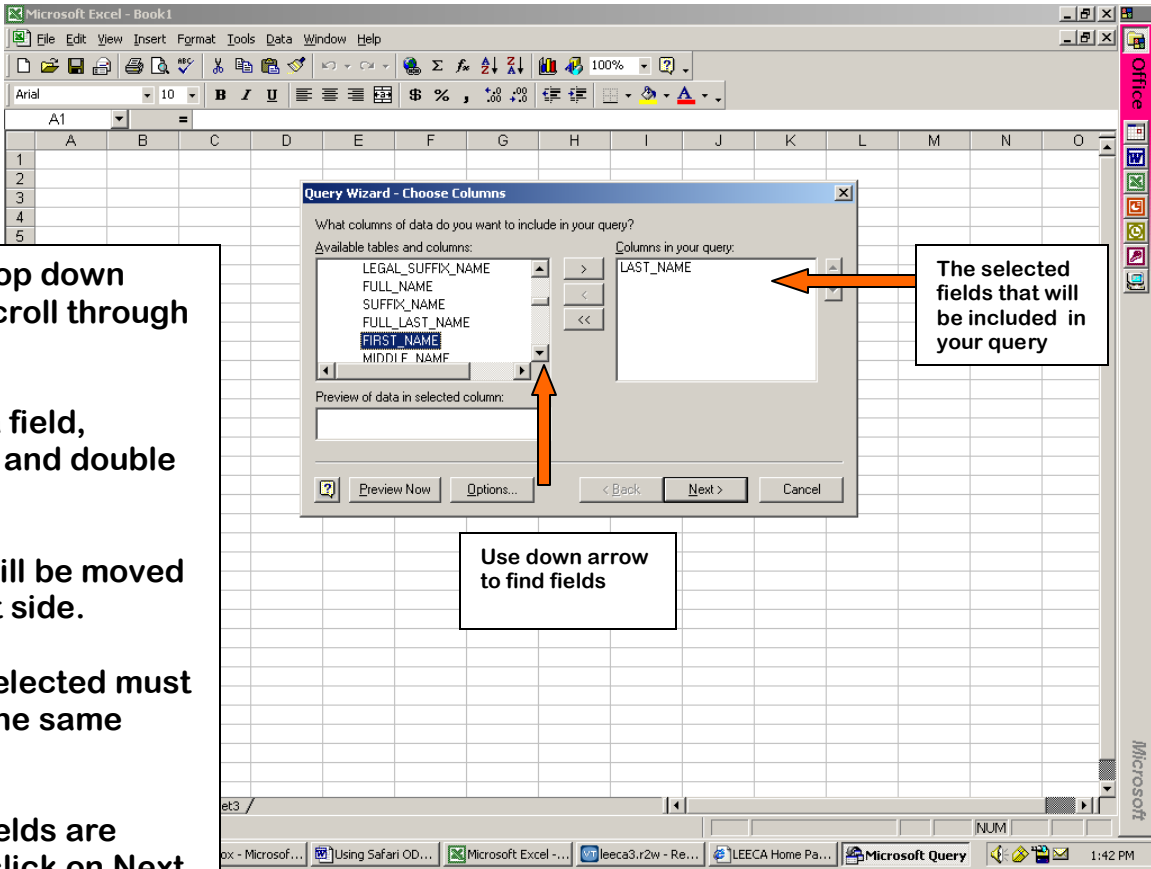
For example,
Command Line =
OECN\$:Safari USPS FY1213
OECN\$:Safari USAS CY12

Use the drop down arrow to find the table that you wish to select fields from.

Highlight it and double click on it.

The fields within that table will appear indented to the right.





Use the drop down arrow to scroll through the fields.

To select a field, highlight it and double click on it.

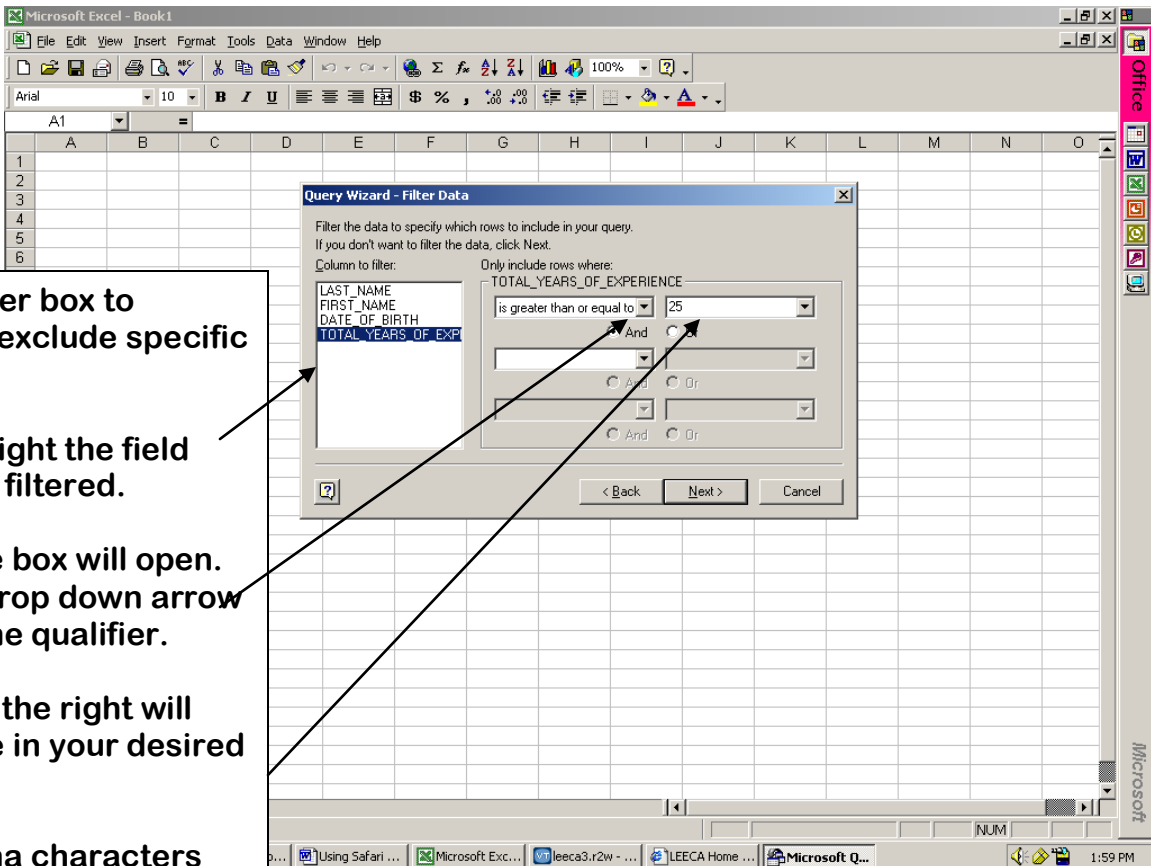
The field will be moved to the right side.

All fields selected must be within the same heading.

When all fields are selected, click on Next.

The selected fields that will be included in your query

Use down arrow to find fields



Use the filter box to include or exclude specific fields.

First, highlight the field that needs filtered.

The middle box will open. Click the drop down arrow to select the qualifier.

The box to the right will open. Type in your desired data

Note: Alpha characters must be in CAP's

More than one field can be filtered.

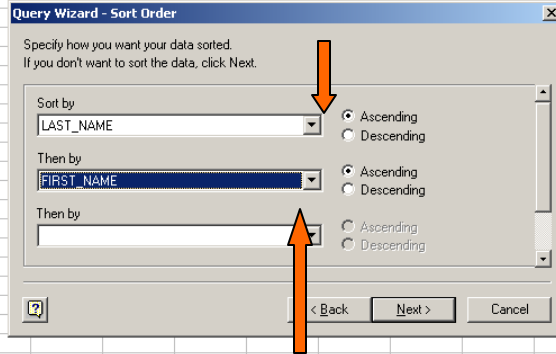
Click Next when finished

Click on the drop down arrow to select the field to sort by.

Sorting can also be done using the Sort feature in Excel after the query has been created.

The sort can be further defined if needed.

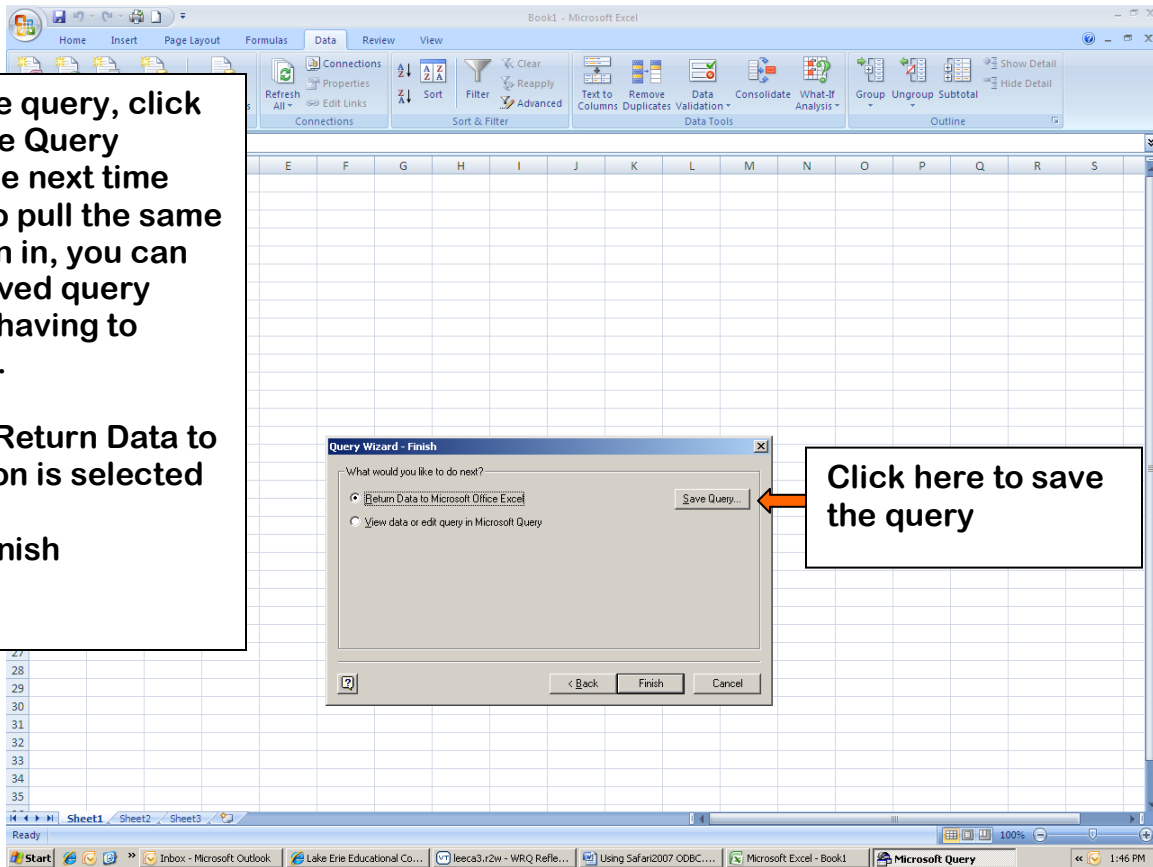
Click on Next.



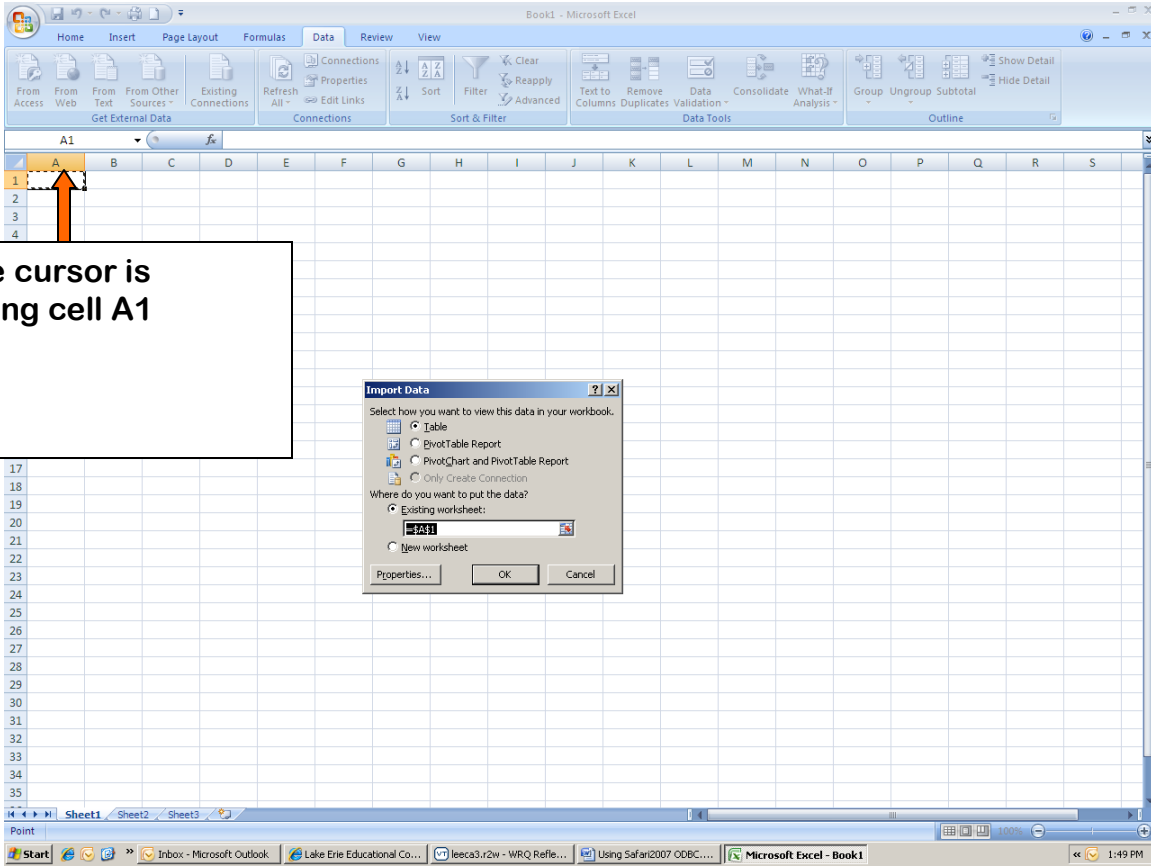
To save the query, click on the Save Query button. The next time you wish to pull the same information in, you can run this saved query instead of having to recreate it.

Verify the Return Data to Excel button is selected

Click on Finish



Click here to save the query



Verify the cursor is highlighting cell A1

Click OK

Import Data

Select how you want to view this data in your workbook.

- Table
- PivotTable Report
- PivotChart and PivotTable Report
- Only Create Connection

Where do you want to put the data?

- Existing worksheet:
A1
- New worksheet

Properties... OK Cancel

