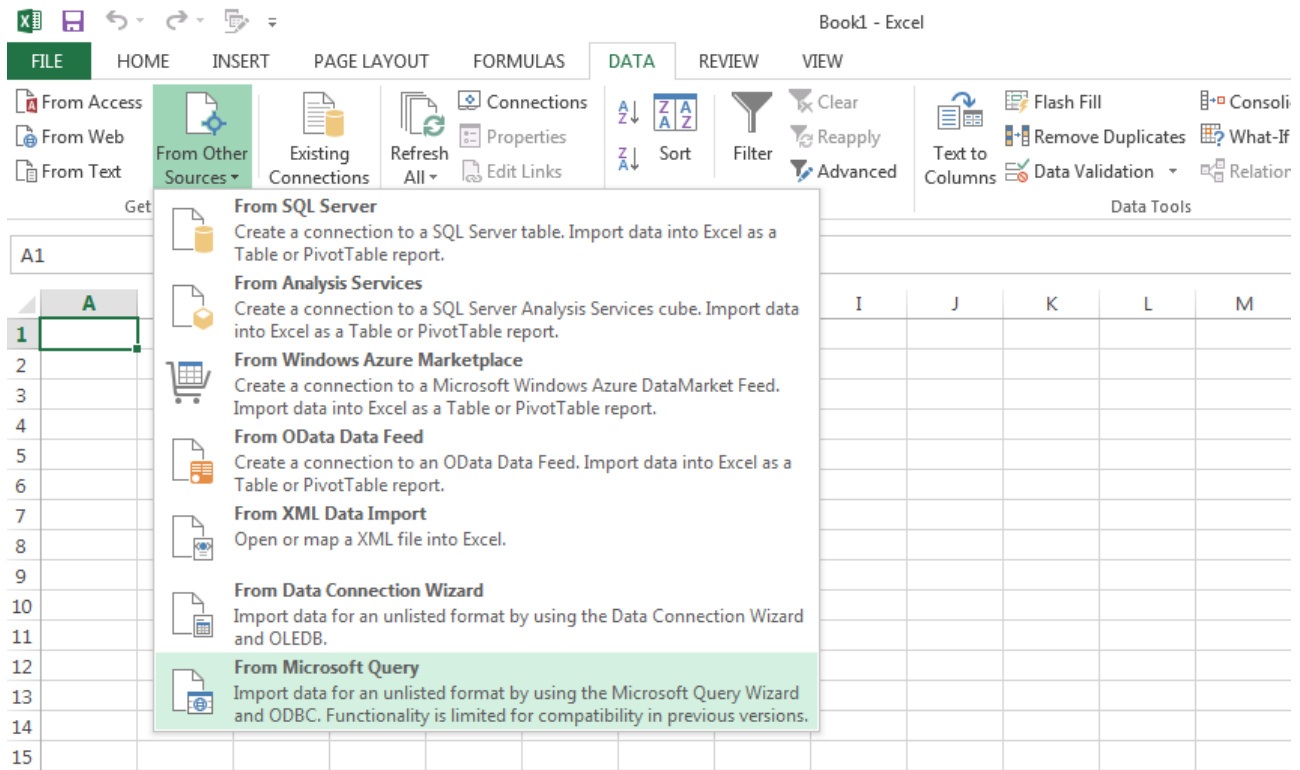
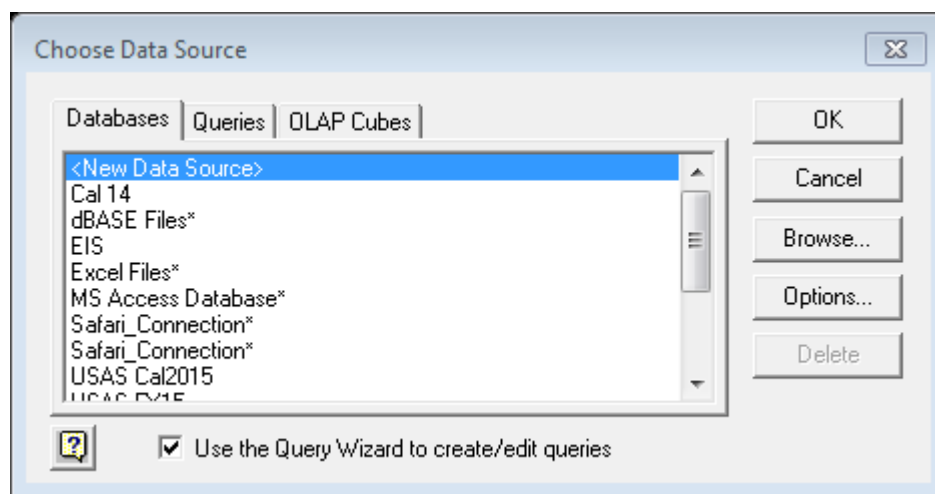


How to Add a Safari Data Source to Excel

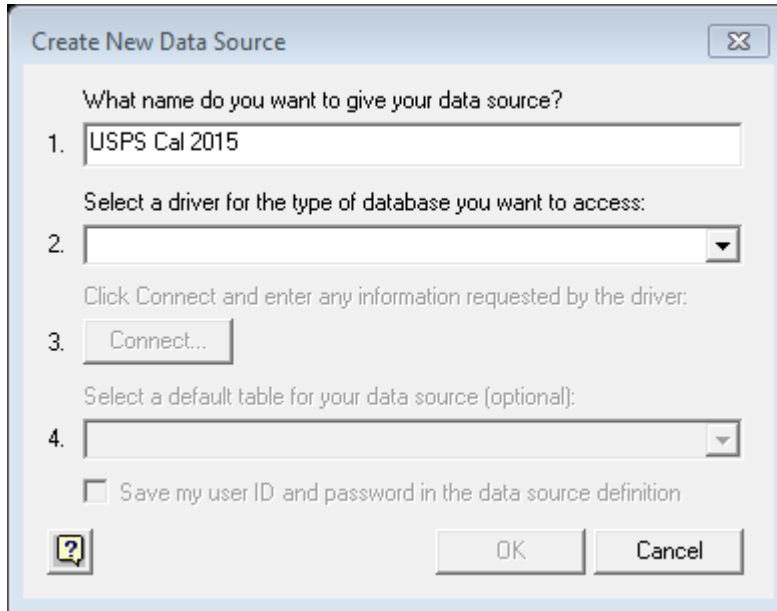
Itanium Version



In Excel, select DATA > Get External Data > From Other Sources > From Microsoft Query



Select the <New Data Source> option and click OK

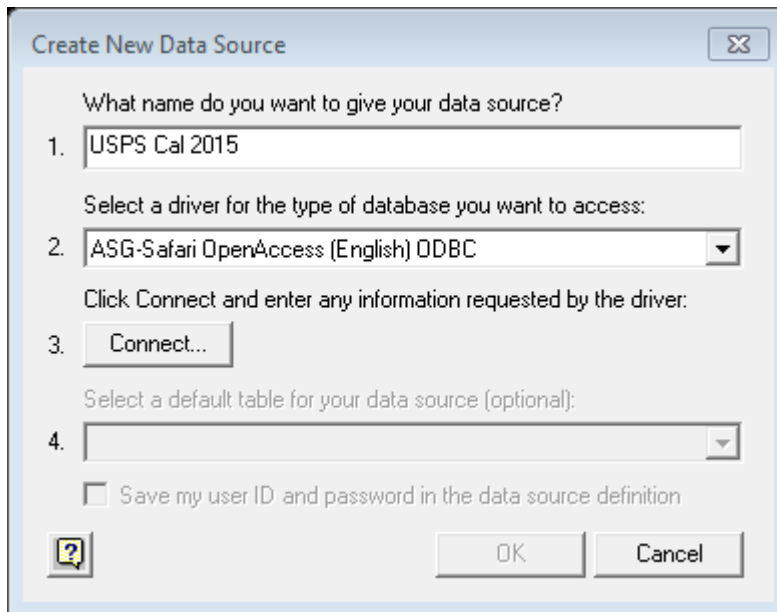


Give your new data source a name in the first box.

Note: This will be the name that shows on the list of Databases seen on the previous screen so make sure to give your database a descriptive name.

In the second box, choose the driver "**ASG-Safari OpenAccess (English) ODBC**"

Click Connect.



Fill out the above fields. When finished Click OK.

You can use this page to fill out most fields – the Server Name and Port Number will need to be entered as you see them in the above screen shot.

The username and password will be the same as the one that you currently use to log into reflections.

The Script Path will vary depending on the database that you indent to enter.

- You will always enter “OECN\$:SAFARI.COM”
- Then you will enter either USAS or USPS
- If you would like to view History files in your database you can also signify a year
 - C = Calendar Year
 - F = Fiscal Year

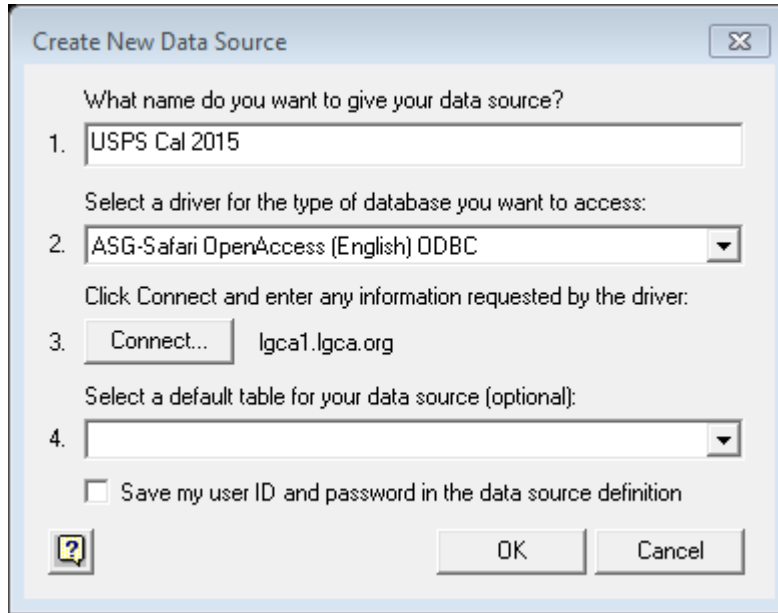
Example: OECN\$:SAFARI.COM USAS F2014 will create a database to view Fiscal Year 2014 Accounting information

The above example shows how you would create a database to view Calendar 2015 Payroll information.

Note: To create a database for current files you do not need to designate a year.

OECN\$:SAFARI.COM USPS

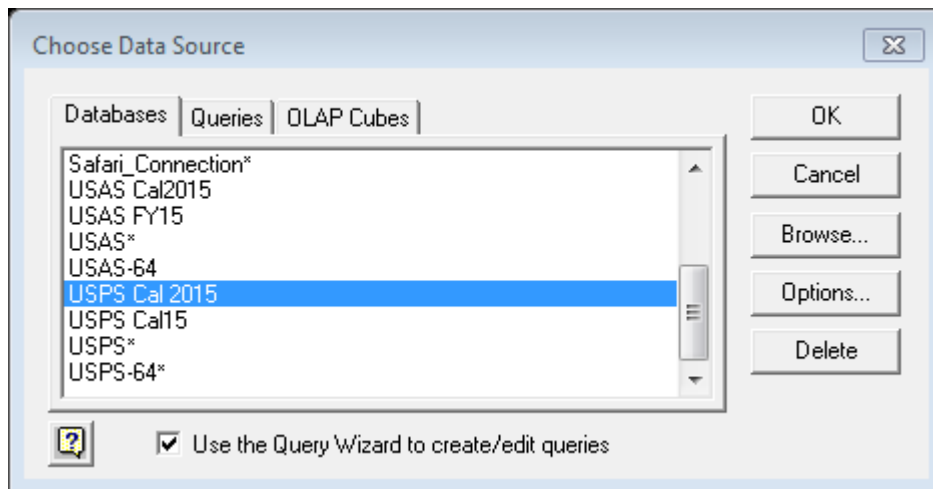
OECN\$:SAFARI.COM USAS



When you return to the Create New Data Source window, it will take a minute to connect to the query in the background.

When it loads, you will see "lgca1.lgca.org" next to the Connect button. The last drop down box will also become available. This drop down is optional and we usually do not use it since it would limit the options that you will see later on.

Click Ok.



You will now see your new Database in the list.

You may now use this Definition to extract information from the history files.