

Connecting Excel to the Database

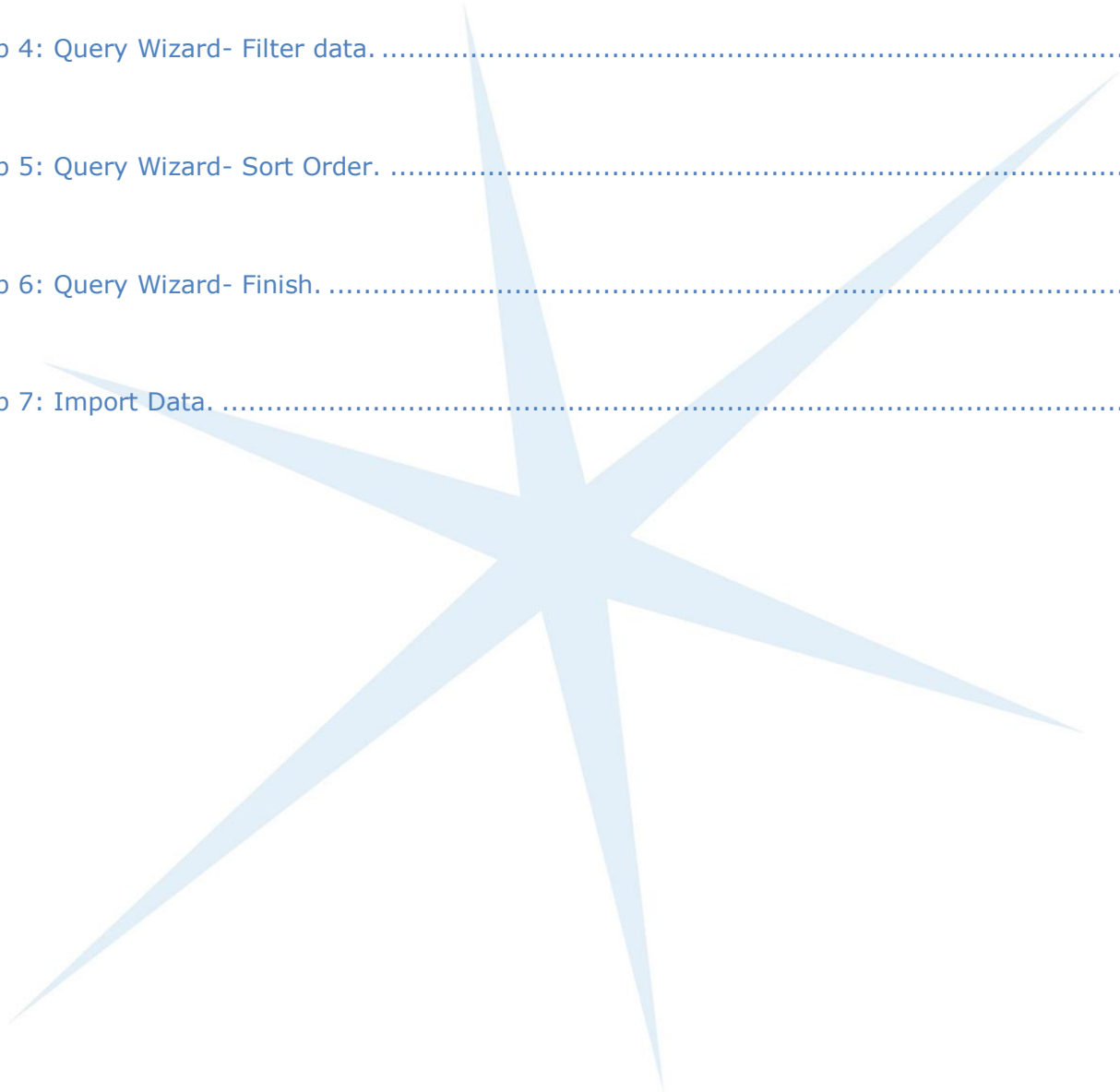
Customer Services

Sparkstone Technology Ltd



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Connect a Microsoft Excel spreadsheet to a Sybase SQL Anywhere database.

Requirements:

PC with Sparkstone Retail and Microsoft Office installed (specifically Microsoft Excel).

Step 1: Connecting a Microsoft Excel spreadsheet to a table or view.

Open a new Microsoft Excel spreadsheet and navigate to:

Data | From other sources | From Microsoft Query

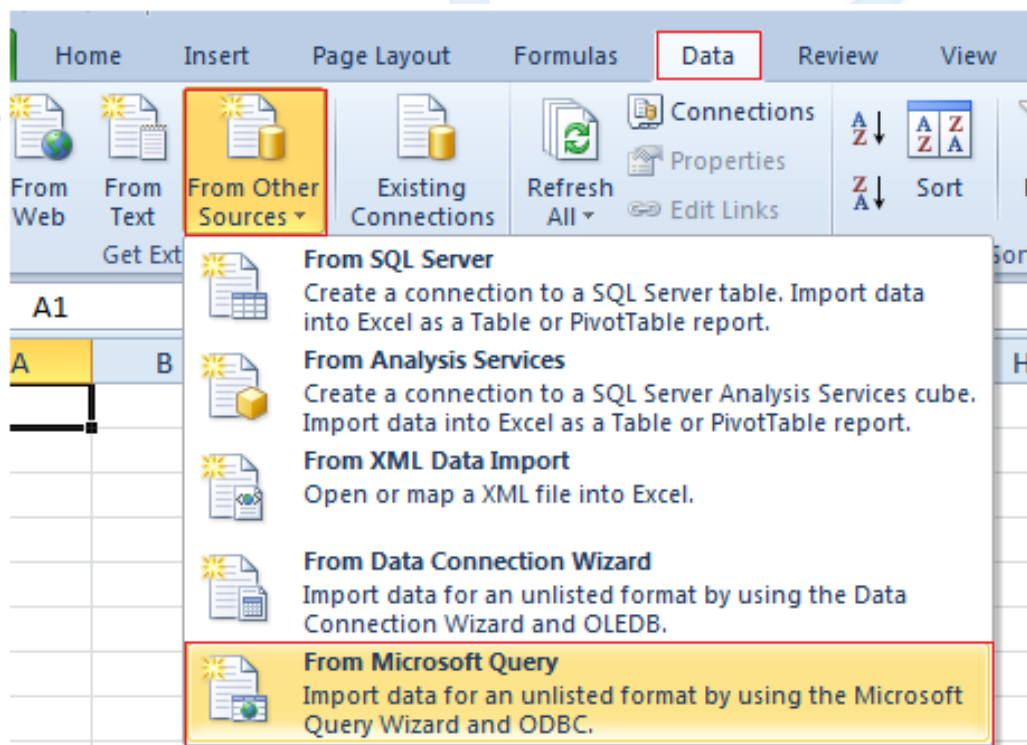


Image 1: Connecting a Microsoft Excel spreadsheet to a table or view.

Step 2: Choose a Data Source.

Select 'ASA' as the data source and click 'OK'.

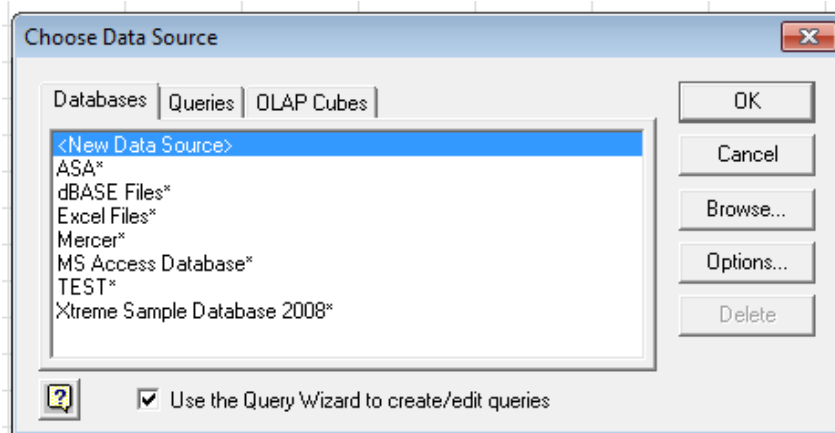


Image 2: Choose Data Source

Step 3: Query Wizard- Choose Columns.

Select the columns from the table or view that you wish to report into Microsoft Excel. Click on the '>' chevron and all columns from the table, or view, will appear in the box on the right:

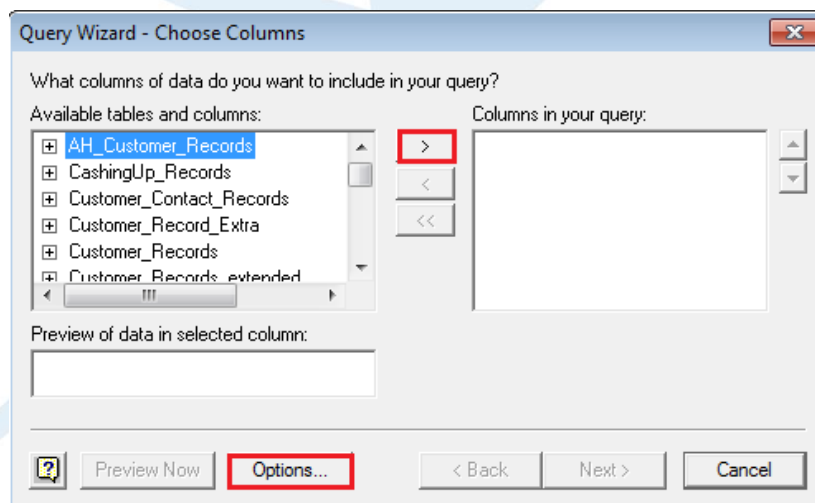


Image 3: Query Wizard- Choose columns. Step 1

Please note: By leaving the column selection in the box on the left hand side with the '+' against it will enable all of the contents under the title to be selected into the box on the right.

Step 4: Query Wizard- Filter data.

It is possible to filter the information as required. For example, the title could be equal to 'Mr'. This would then populate the Microsoft Excel spreadsheet document with the selected data. To do this, select the line on the left, click on the drop down to select 'Equals' then type in 'Mr' in

the next text box. Alternatively, it can just be left blank and the information will populate as it appears in the table.

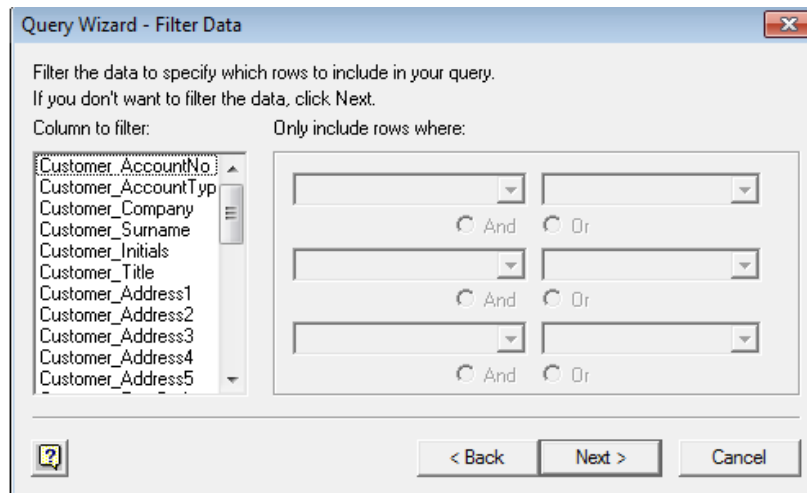


Image 4: Query Wizard- Filter Data. Step 2 of 4.

Please note: This does not change the table in the Sybase SQL Anywhere database – it is a method by which data can be accessed and filtered, if necessary.

Step 5: Query Wizard- Sort Order.

Click 'Next' and the following window will appear:

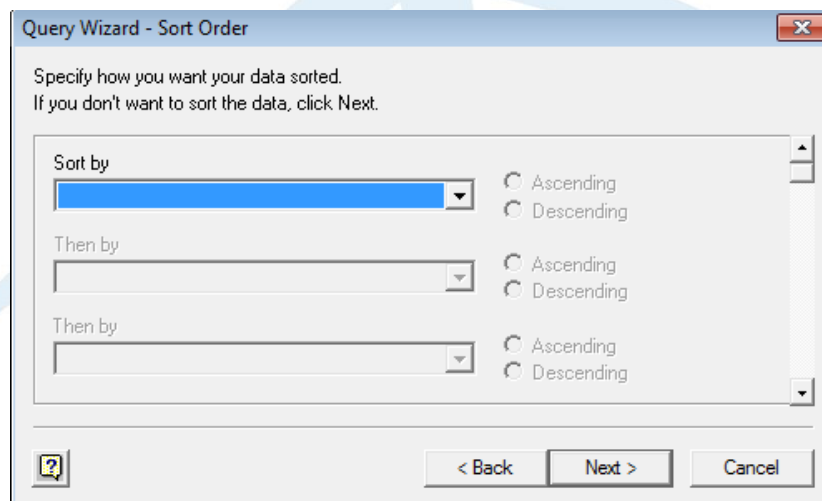


Image 5: Query Wizard- Sort Order. Step 3 of 4.

This is where it is possible to specify how the data is sorted. E.g. on the first drop down box select 'Title' and 'Ascending' then other filters can be applied in the other drop down menus below the first one.

Step 6: Query Wizard- Finish.

When all the desired options have been selected, click 'next' and this window will appear:

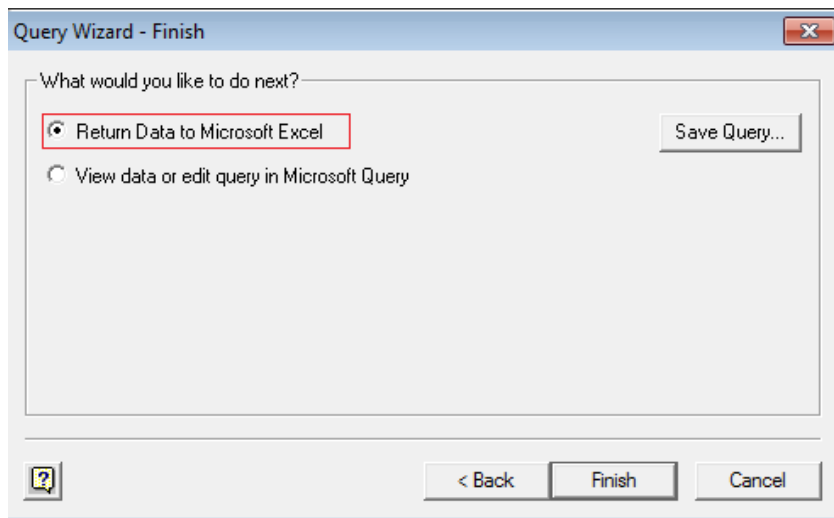


Image 6: Query Wizard- Sort Order. Step 4 of 4.

Image 6: Query Wizard- Sort Order. Step 4 of 4.

Click on 'Return data to Microsoft Excel' and 'Finish' and it will take you back to the Microsoft Excel page.

Step 7: Import Data.

A message will appear asking which cell the data could be inputted into:

Click 'OK' and the data will be populated into Microsoft Excel.

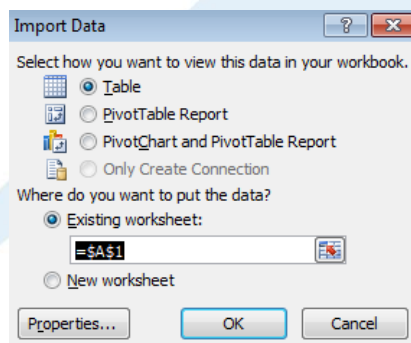


Image 7: Import Data.

This will enable the data to be accessed from the table or query and imported into the Microsoft Excel spreadsheet. This is a more accessible way to use the data and filters can be applied to determine different results.