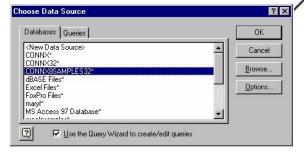


## CONNX Quick Reference Card

## Using Microsoft Excel to Access CONNX Data Sources

Create a new workbook in Microsoft Excel. On the Data menu, select Import External Data, and then select New Database Query. The Microsoft Query Choose Data Source dialog box appears. Select a data source for your query on the Databases tab. and then click OK.



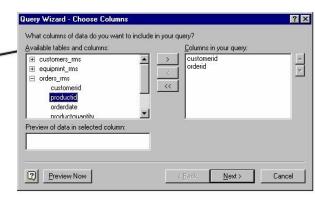


Type your user name and password in the **CONNX** Integrated Logon dialog box. You can select an application or database type in the **Application** list box, or click the **Custom** button to view a list of databases available for connection. Click the **OK** button.

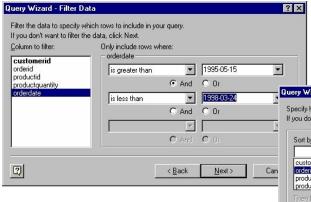
5. To insert a sort order, select a column to sort by in

the Sort By list box in the Query Wizard - Sort

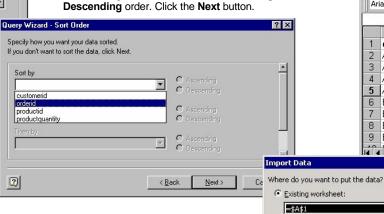
Order dialog box, and then select Ascending or



3. Select the tables and columns to use within the query and click the > button. After selecting the tables, click the Next button.



4. To filter the data in the query, select the column to filter by in the left pane of the Query Wizard - Filter Data dialog box. Select filter criteria from the list box, and then select either And or Or criteria.

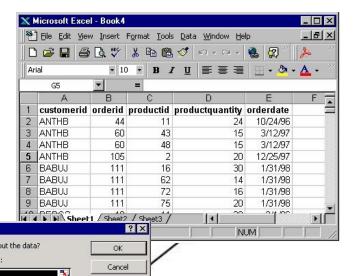


C New worksheet

Create a PivotTable report...

Properties...

from the list of choices describing possible destinations for your data, then click the Finish button. In the Import Data dialog box, click the Existing Worksheet check box or create a new worksheet in which to place vour data. You can also create a Pivot Table report.



Edit Query...

6. The Finish dialog box appears. Select

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7. Click the **OK** button to view the

results of the query.

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