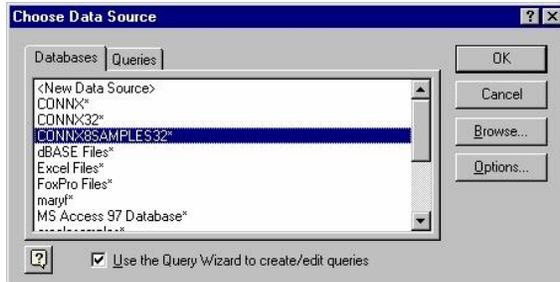
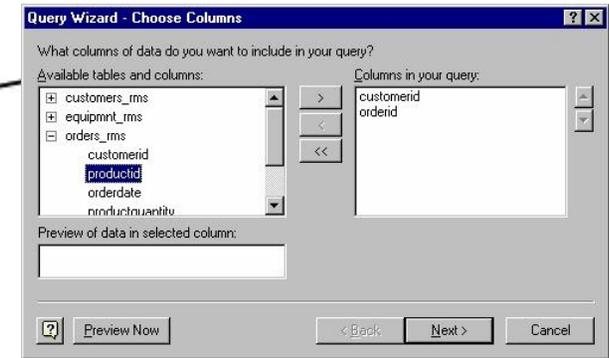


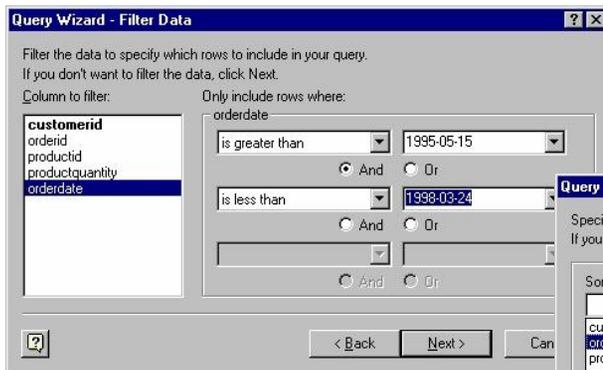
1. Create a new workbook in Microsoft Excel. On the **Data** menu, select **Import External Data**, and then select **New Database Query**. The **Microsoft Query Choose Data Source** dialog box appears. Select a data source for your query on the **Databases** tab, and then click **OK**.



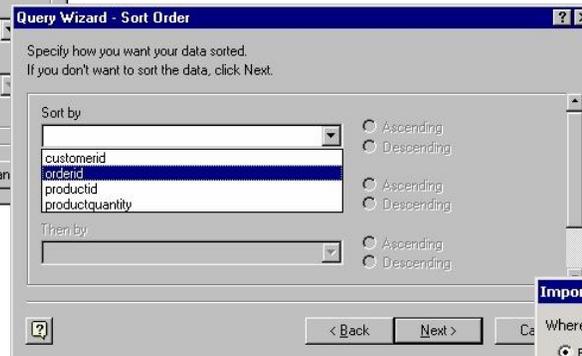
2. Type your user name and password in the **CONNX Integrated Logon** dialog box. You can select an application or database type in the **Application** list box, or click the **Custom** button to view a list of databases available for connection. Click the **OK** button.



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

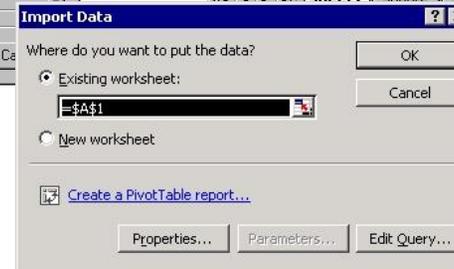
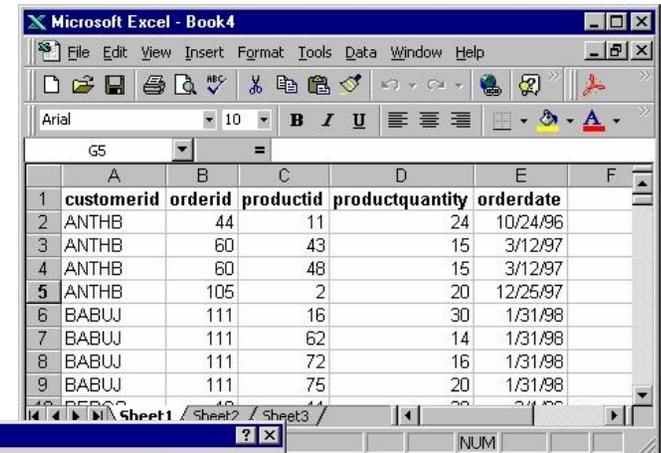


5. To insert a sort order, select a column to sort by in the **Sort By** list box in the **Query Wizard - Sort Order** dialog box, and then select **Ascending** or **Descending** order. Click the **Next** button.



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.

6. The **Finish** dialog box appears. Select 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 your data. You can also create a Pivot Table report.



7. Click the **OK** button to view the results of the query.