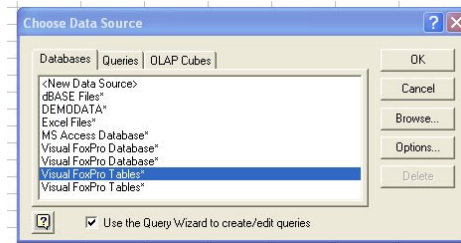


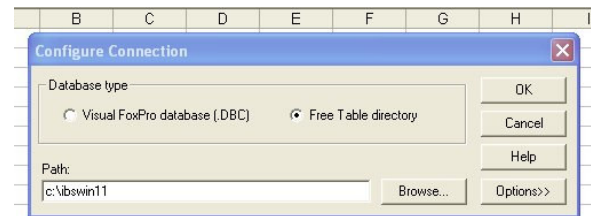
## Excel Query Steps – Exporting Data from IBSWIN

The purpose of this document is to walk you through the steps of creating a custom query (using the standard Data Query tool available as part of Excel) to export various information from IBSWIN. This function uses an “ODBC” link to pull any of the data out of your IBSWIN database so that you can create custom reports. The simple example outlined below will walk you through this process. Please note that this will only work if your Excel installation was installed with ODBC.

- 1) In Excel, choose ‘Data’
- 2) Select ‘Import External Data’
- 3) Select ‘New Database Query’

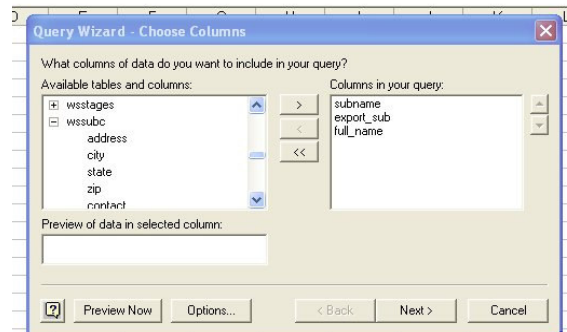


- 4) Choose ‘Visual FoxPro Tables’ and press ‘OK’ for the screen to the right to open.



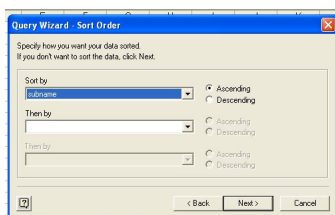
- 5) Use the “Browse” button to find the IBSWIN folder (that is usually on your server). Click ‘OK’ to connect to your data source. (This can take a few minutes).

- 6) Now choose the database file that you want to extract information from. The most common database files you would want to extract information from are: **wssubc** for Subcontractors, **wsprosp** for Prospects, and **wslot** and **wslot2** for Buyers.

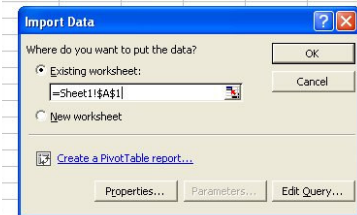
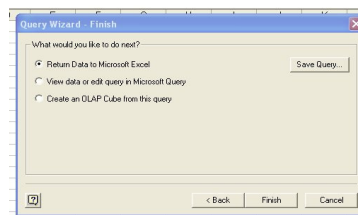


- 7) Then use the ‘+’ (on the left of the file name) to see all the fields available in that database file. By simply selecting the field name you desire and using the > button you can select the fields you want to include in your query (export).

- 7) Once your field selections are complete, select ‘Next,’ and follow the prompts as pictured below.



(choose sort criteria if desired)



- 8) When complete your chosen data will appear in Excel which you can then manipulate and save as necessary.