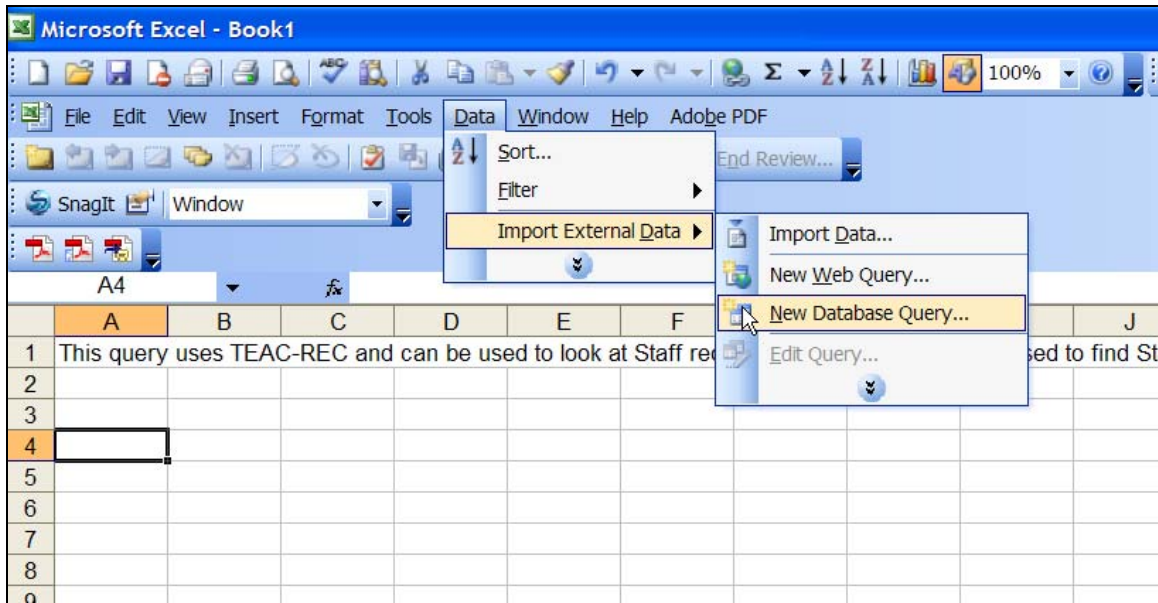


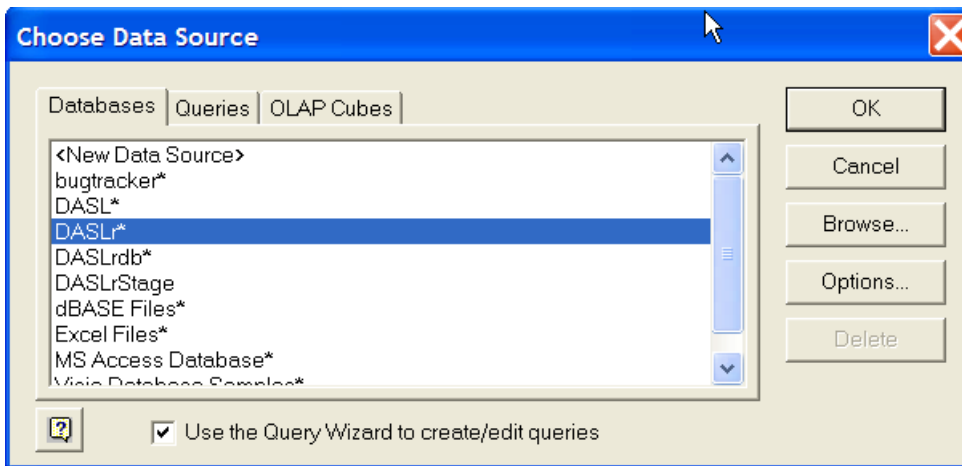
DASLr using Excel

Excel can be used to write simple queries to access DASLr data.

- 1) **Data – Import External Data – New Database Query** – to create a brand new query accessing a DASLr view.



- 2) **Choose Data Source** – you will need to choose the proper DASLr database

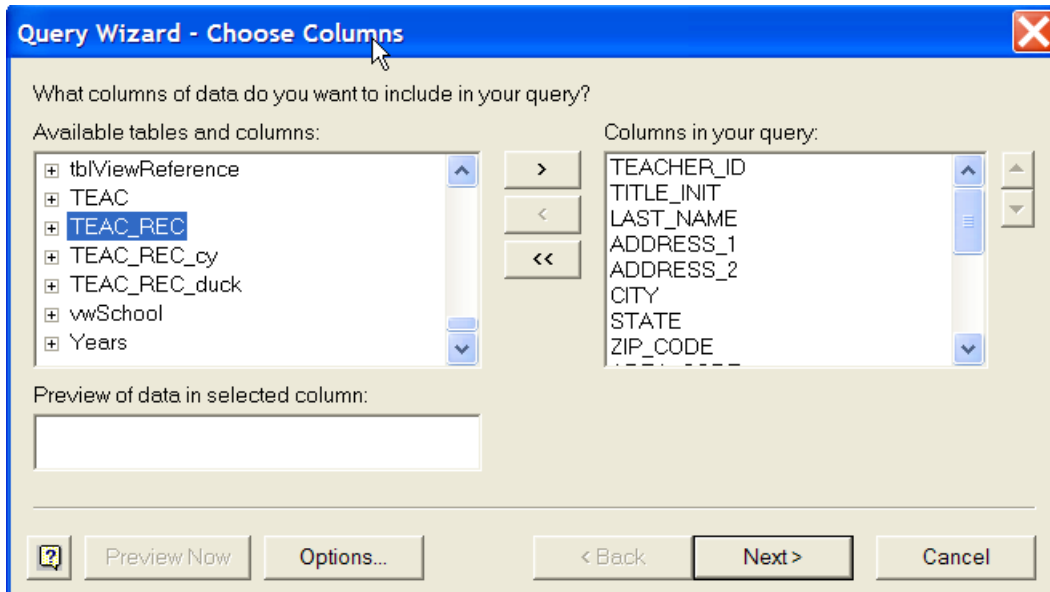


DASLr using Excel

3) **SQL Server Login** -- Log in to DASLr with your name/password

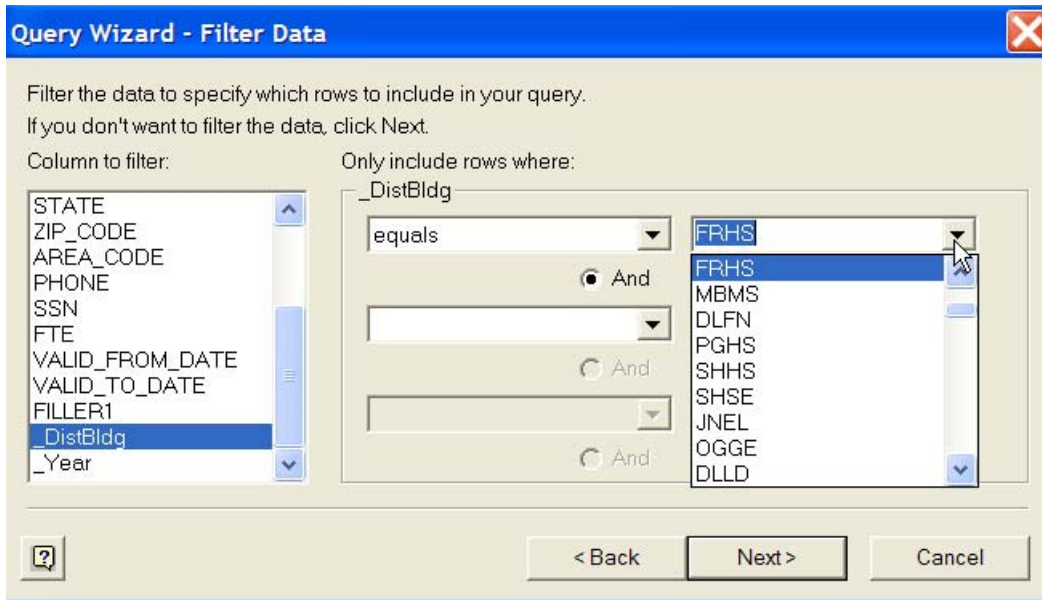


4) **Query Wizard – Choose Columns** -- Choose the DASLr view (table) that you wish to use.

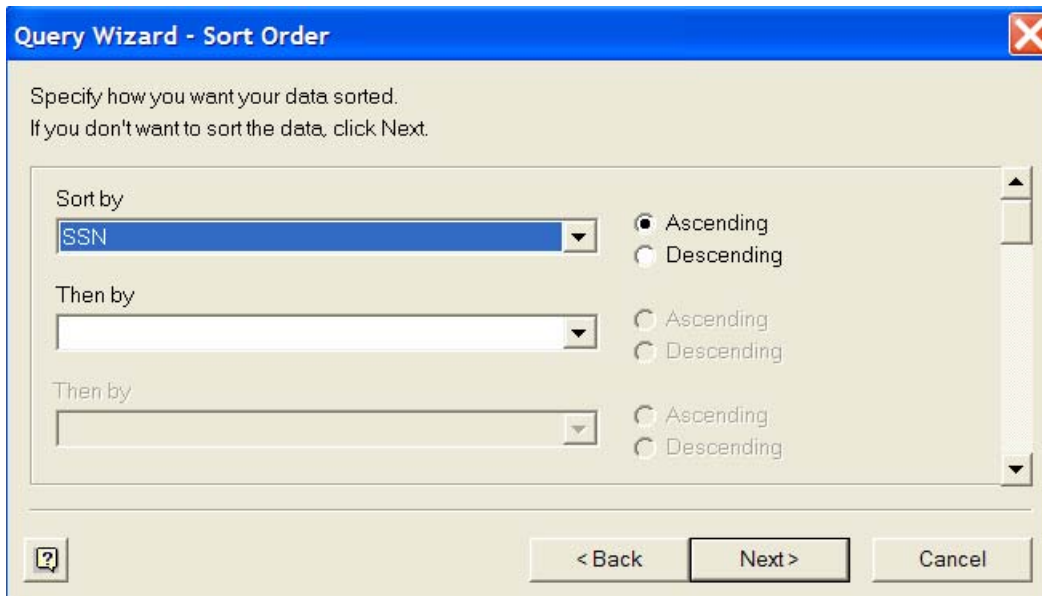


5) **Query Wizard – Filter Data** – Filter your data as appropriate – perhaps by building or school year or student id, etc.

DASLr using Excel

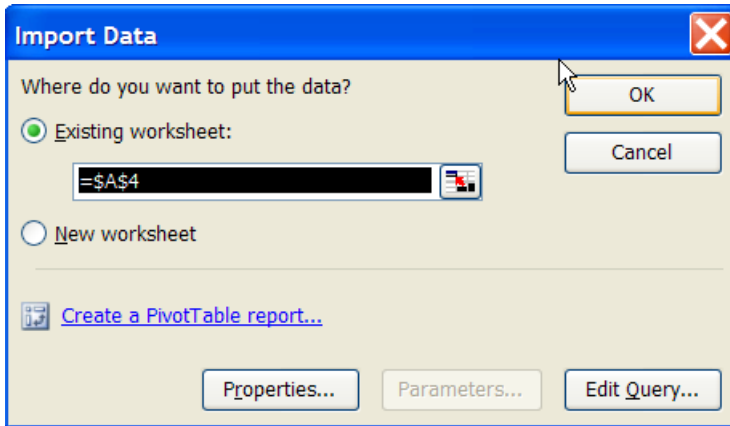


6) Query Wizard – Sort Order – Choose your sort(s)



DASLr using Excel

7) **Import Data** – Choose where to insert the data into the worksheet

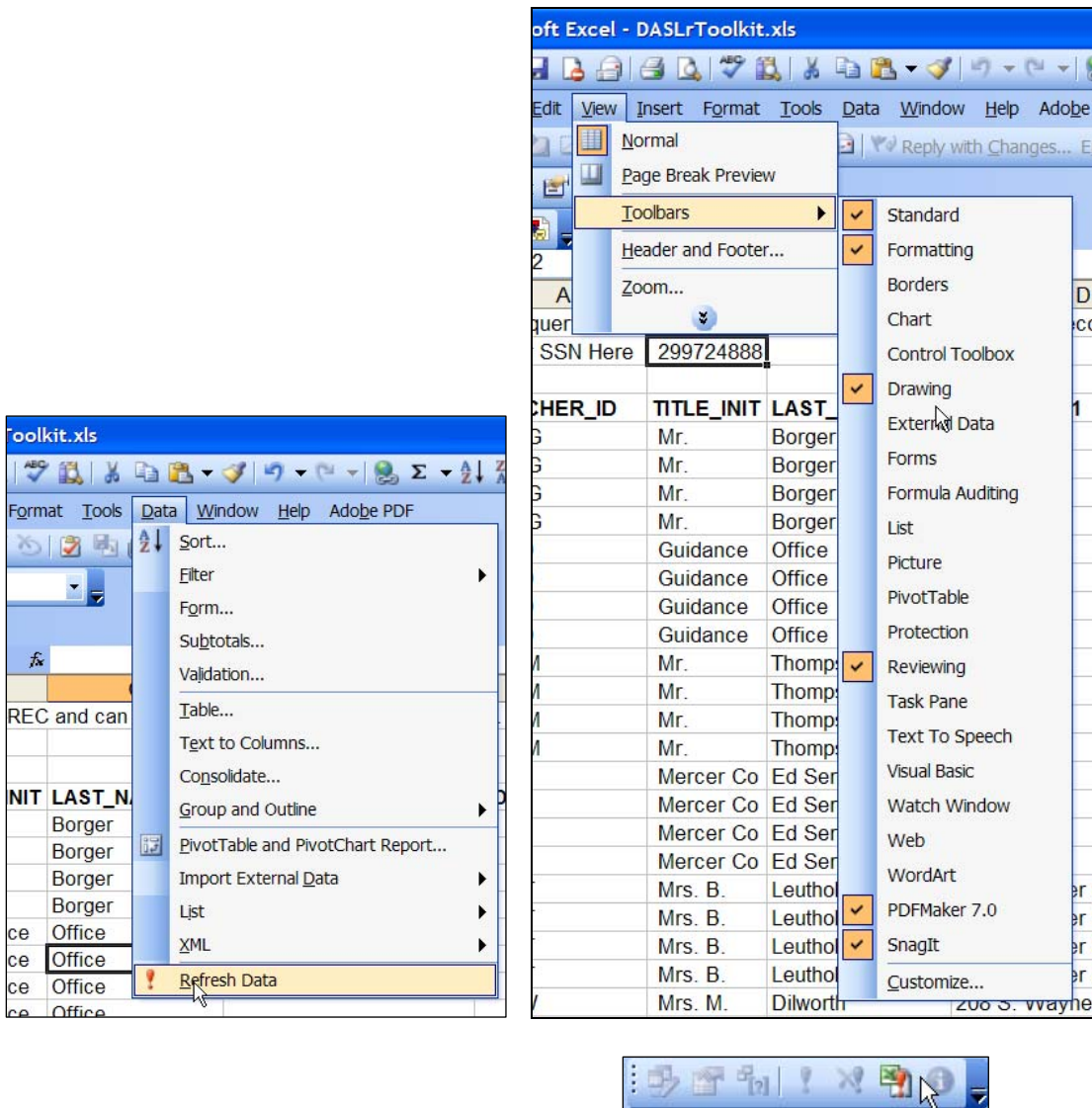


8) **Data** - Your data is returned. You can then sort, filter, search as needed in Excel

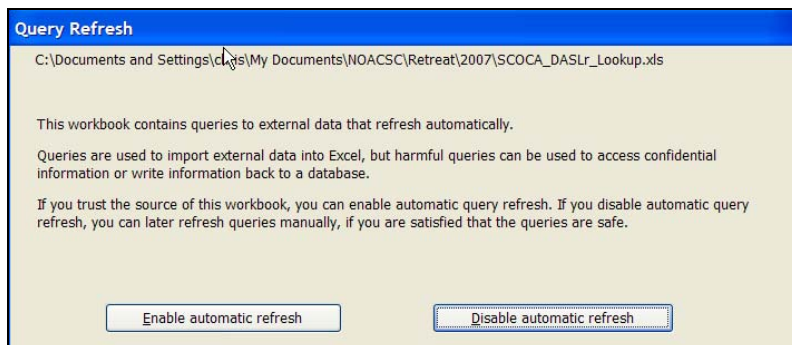
TEACHER_ID	TITLE_INIT	LAST_NAME	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE	AREA	PHONE	SSN	FTE	VALID_FF	VALID_T	FILLER1	_DistBldg	_Year
5	BORG	Mr.	Borger												FRHS	2004
6	BORG	Mr.	Borger												FRHS	2005
7	BORG	Mr.	Borger												FRHS	2006
8	BORG	Mr.	Borger												FRHS	2007
9	GUID	Guidance	Office												FRHS	2004
10	GUID	Guidance	Office												FRHS	2005
11	GUID	Guidance	Office												FRHS	2006
12	GUID	Guidance	Office												FRHS	2007
13	THOM	Mr.	Thompson												FRHS	2004
14	THOM	Mr.	Thompson												FRHS	2005
15	THOM	Mr.	Thompson												FRHS	2006
16	THOM	Mr.	Thompson												FRHS	2007
17	ESC	Mercer Co	Ed Service Cente												FRHS	2004
18	ESC	Mercer Co	Ed Service Cente												FRHS	2005
19	ESC	Mercer Co	Ed Service Cente												FRHS	2006
20	ESC	Mercer Co	Ed Service Cente												FRHS	2007
21	LEUT	Mrs. B.	Leuthold	204 W. Butler St.	P.O. Box 179	Fort Recovery	OH	45846	419	3754490	00000000				FRHS	2004
22	LEUT	Mrs. B.	Leuthold	204 W. Butler St.	P.O. Box 179	Fort Recovery	OH	45846	419	3754490	00000000				FRHS	2006
23	LEUT	Mrs. B.	Leuthold	204 W. Butler St.	P.O. Box 179	Fort Recovery	OH	45846	419	3754490	00000000				FRHS	2007
24	LEUT	Mrs. B.	Leuthold	204 W. Butler St.	P.O. Box 179	Fort Recovery	OH	45846	419	3754490	00000000				FRHS	2005
25	DILW	Mrs. M.	Dilworth	208 S. Wayne	P.O. Box 342	Ft. Recovery	OH	45846	419	3752957	123456789				FRHS	2004
26	DILW	Mrs. M.	Dilworth	208 S. Wayne	P.O. Box 342	Ft. Recovery	OH	45846	419	3752957	123456789				FRHS	2005
27	DILW	Mrs. M.	Dilworth	208 S. Wayne	P.O. Box 342	Ft. Recovery	OH	45846	419	3752957	123456789				FRHS	2006
28	DILW	Mrs. M.	Dilworth	208 S. Wayne	P.O. Box 342	Ft. Recovery	OH	45846	419	3752957	123456789				FRHS	2007
29	MEYD	Deborah	Meyer							234567890					FRHS	2007
30	MEYD	Deborah	Meyer							234567890					FRHS	2005
31	MEYD	Deborah	Meyer							234567890					FRHS	2006
32	WARV	Mr. D.	Warvel							234567890					FRHS	2004

DASLr using Excel

9) **Data Refresh** - Refresh your data as needed using the standard tool bar or the External Data toolbar

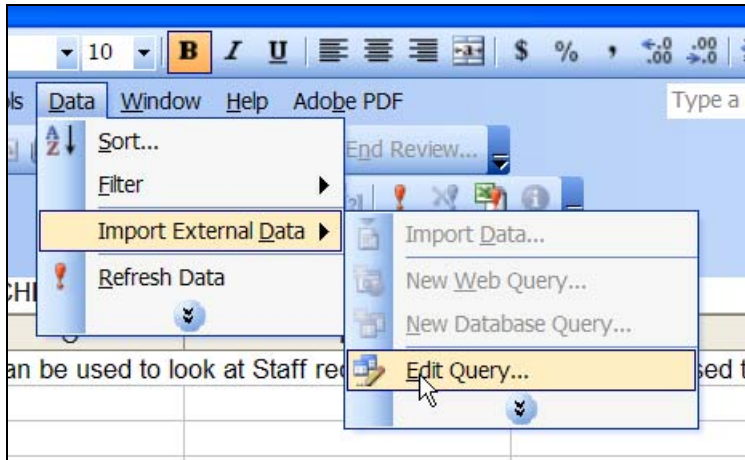


You can also refresh automatically.....



DASLr using Excel

10) **Edit Query** – to make changes to an existing Query



DASLr using Excel

Coming Soon - DASLr Excel Toolkit

DASL State Support is working on a DASLr Excel Toolkit to use in State Support and to share with all ITCs. It will contain some of the most common data lookup requests from the Help Desk that can be resolved by using DASLr. Examples would be finding students with duplicate SSN or a specific SSN. ITCs can obviously create their own DASLr queries using whatever tools they would like, but this would give all ITCs a basic set of tools to use for common help desk requests. This toolkit will be communicated via a future DASL Implementation Update and User Group Meetings in the near future.

