

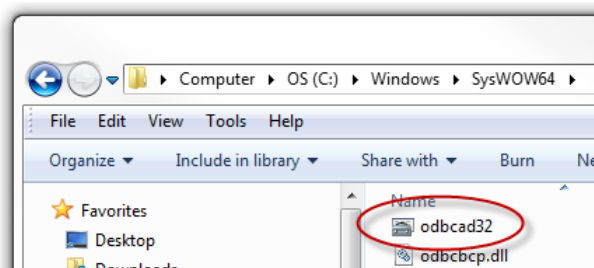
KnowledgeBase Article 2008

ODBC SETUP

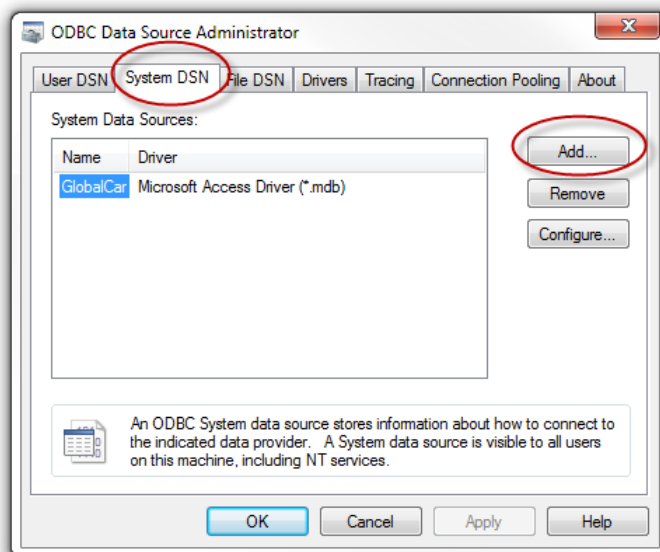
ODBC can be setup on a local computer to allow queries into the Guardian database to be run directly from Excel. This allows the user to perform queries of the Guardian data at any time from Excel and without the possibility of accidental changes to the database.

Note: When used with Microsoft Access, DO NOT create a Link to the database. This can cause serious damage to the data. Guardian is not responsible for any actions performed on the database as the result of careless or inadvertent use of any database manipulation tools. Do not use any ODBC tools unless you are knowledgeable in their use and effect or instructed to do so by Guardian support.

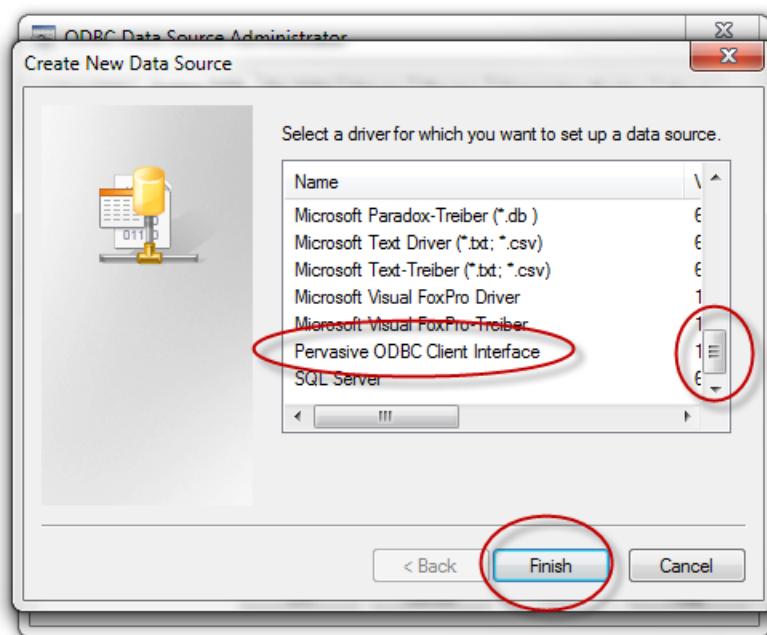
1. Navigate to the C:\Windows\SysWOW64 directory (64-bit Windows)
 - a. On 32-bit Windows: C:\Windows\System32
 - b. Double-click odbcad32.exe



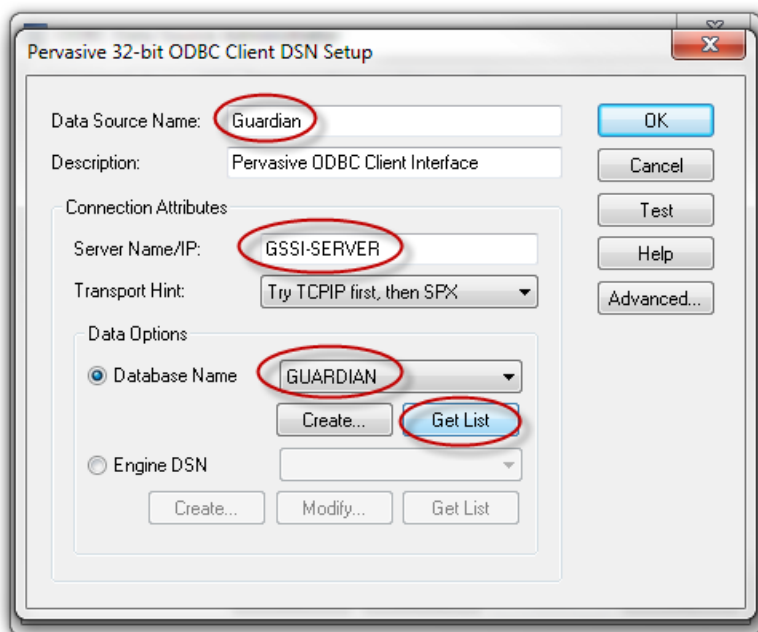
2. Select the System DSN tab, click Add



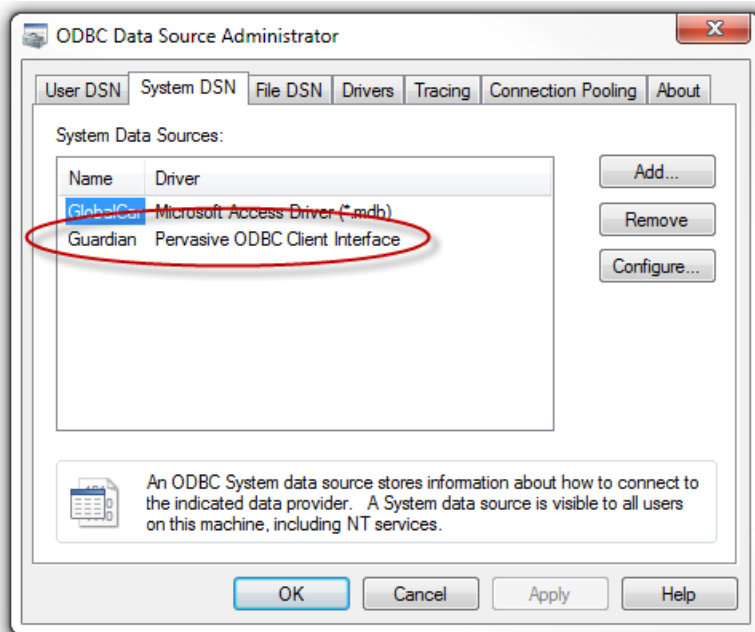
3. Scroll down to the bottom of the list
 - a. select Pervasive ODBC Client Interface
 - b. click Finish



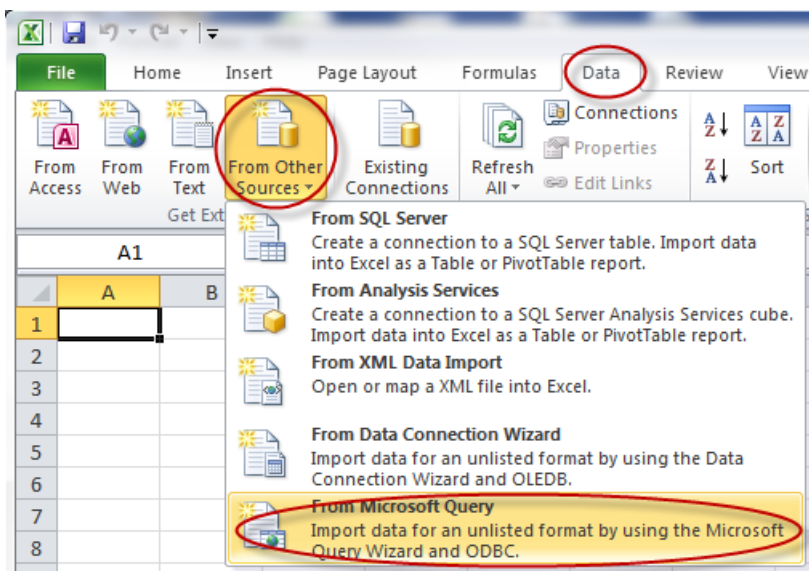
4. Type Guardian in the Data Source Name
 - a. "GSSI-SERVER" enter your Guardian Server Name or IP Address
 - b. Click Get List
 - c. Select GUARDIAN in the Database Name drop down list
 - d. Click OK



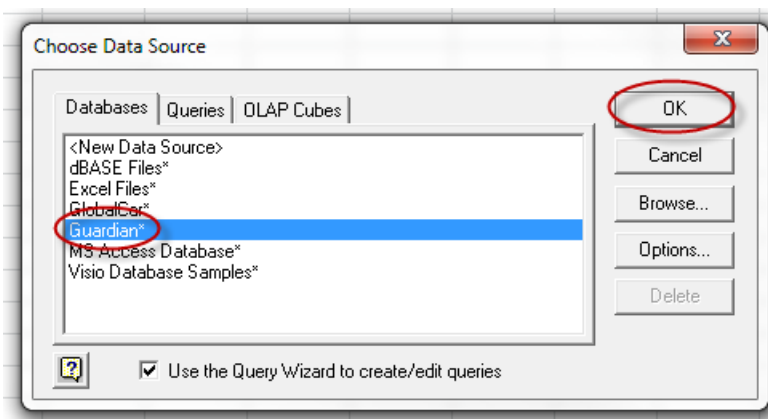
5. Guardian is now listed as an ODBC Data Source...click OK



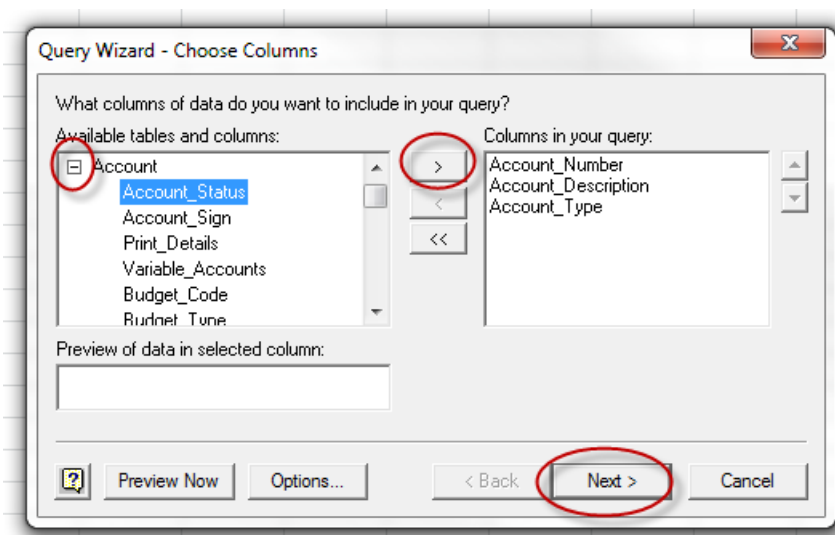
6. Open Microsoft Excel (2010 is used in these illustrations)
7. Under Data...
 - a. Select From Other Sources
 - b. Select From Microsoft Query



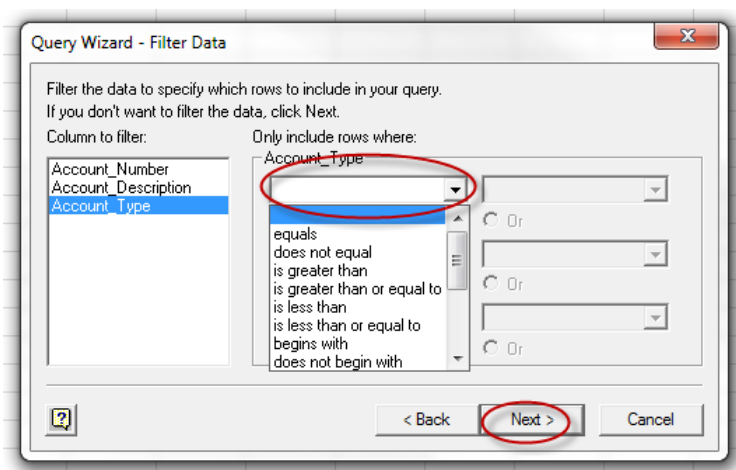
8. Select the Guardian Data Source created in step 4 above and click OK



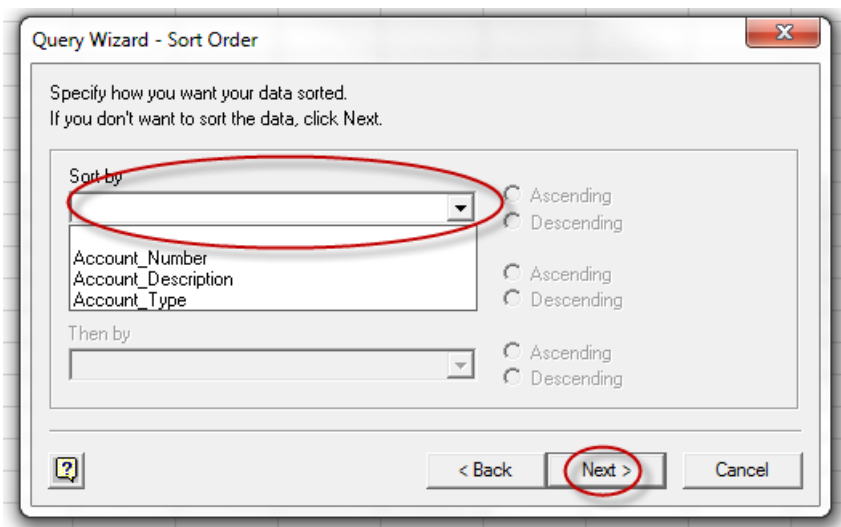
9. Select the criteria you wish to query and click Next



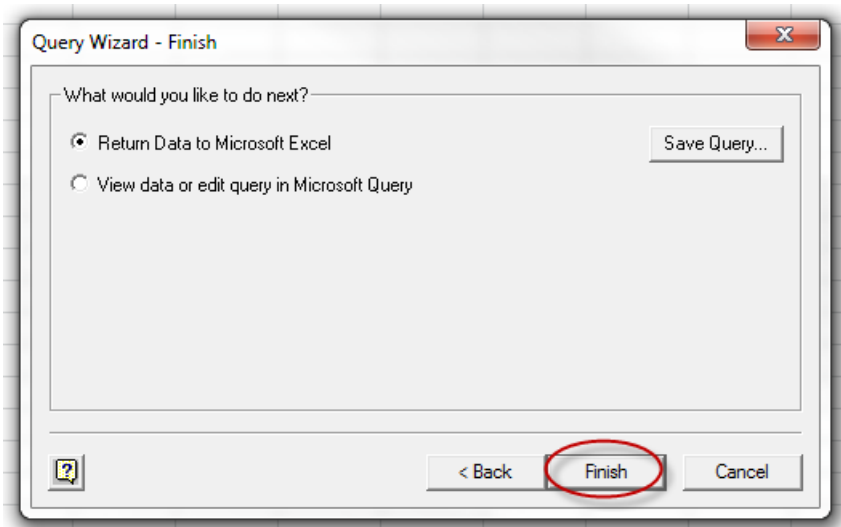
10. Filter the Query as required



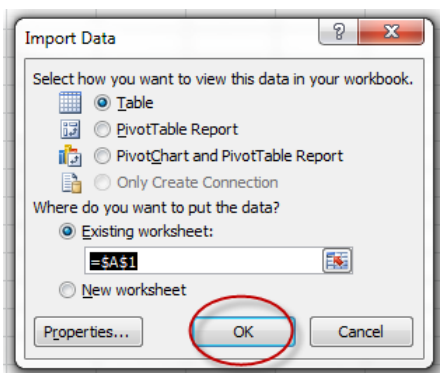
11. Select the Sort Criteria



12. Finish the Query



13. Click OK to import the data



14. Manipulate your data as required

