

Set up Microsoft Excel to Import Vision 3 Data

Step-by-Step User Guide

Instructions for Microsoft Office 2007

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This document has been written by Bradley Sieve personally. Therefore INPS have not reviewed the contents, if there are any issues please contact me directly by email: bradley@tailormadeit.co.uk

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Setting up Excel for Vision searches

If you use a remote server solution all the required features would have already been installed and you will not need to carry out any of these instructions.

This procedure only needs to be performed once per workstation if you control your own server locally in your practice.

Installing the Microsoft FoxPro Driver

If you are using a PC with Microsoft XP you may have to install a FoxPro ODBC driver first, follow this link <http://msdn2.microsoft.com/vfoxpro/Bb190233> and download this driver "VFPODBC.MSI" in English.

When downloaded, double click the file and it will install the correct driver, just accept all the questions.

Installing Microsoft Query

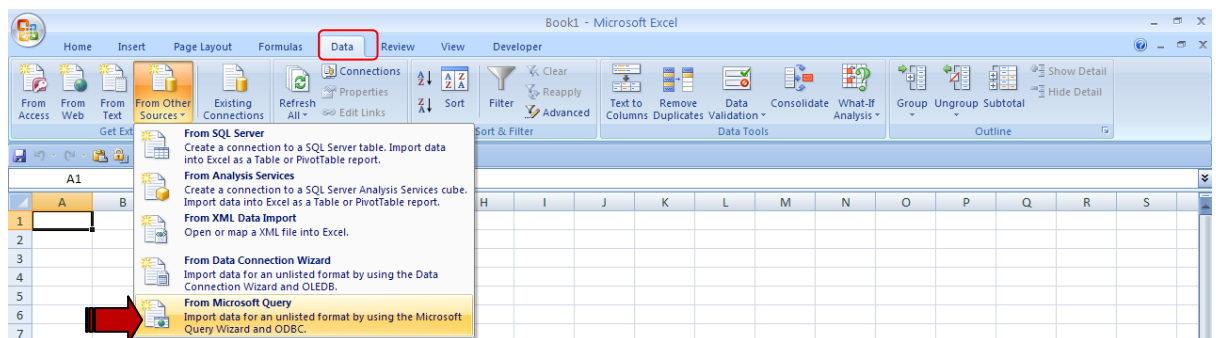
MS Query isn't part of the default Office installation. If you need to install it:

1. Click Start > Control Panel > Add/Remove Programs
2. Scroll down and highlight Microsoft Office 2003
3. Click Change
4. Select Add or Remove Features
5. Click Continue
6. Then expand the Office Tools node
7. Locate MS Query, click the drop-down arrow next to it, select Run from My Computer
8. Click Continue and when complete click Close

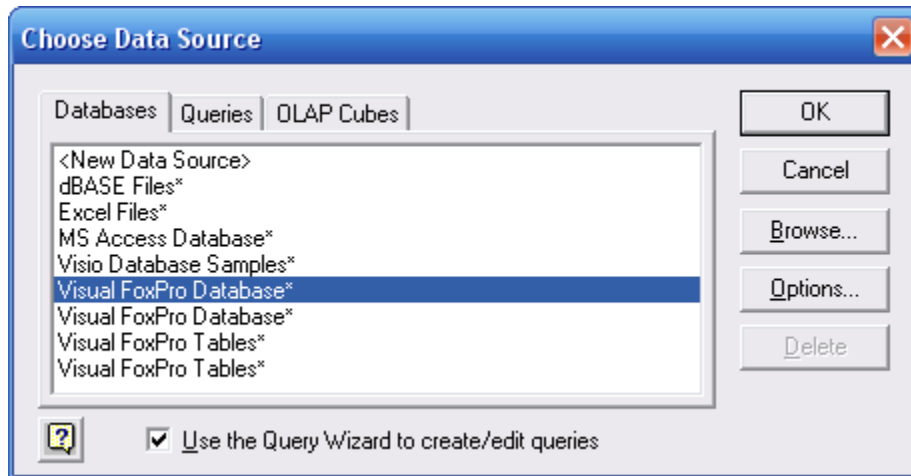
Microsoft Query Verification

If you are not sure whether Microsoft Query has been installed and you do not currently have possession of the Office CD, you can try to create a data source in Excel to verify this. If you complete the following steps then your workstation is ready to import Vision data into Microsoft Excel...

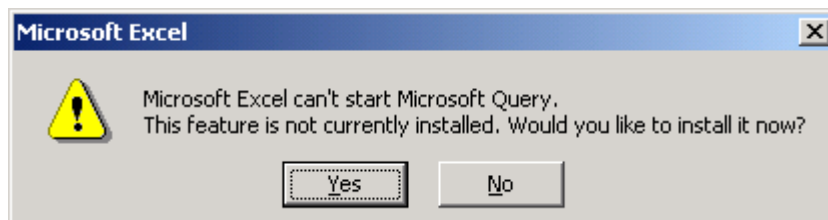
1. Open Microsoft Excel
 1. Click the Data tab and select "From Other Sources button"



2. Select "From Microsoft Query"
3. Highlight "Visual FoxPro Database" in the list, click OK button



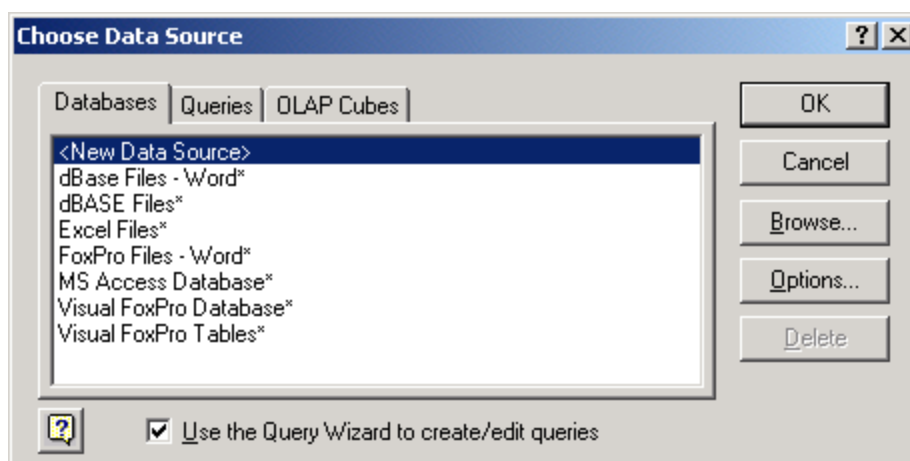
If you receive this message



You will need the Microsoft Office 2007 CD, which you will need to put into the CD drive bay and press the Yes button. This will install Microsoft Query automatically.

Then you can continue to verify the FoxPro driver...

2. Press OK (make sure that <New Data Source> is highlighted)



3. Type in details of the Data Source i.e. "Search data from Vision"

Create New Data Source [?] [X]

What name do you want to give your data source?

1.

Select a driver for the type of database you want to access:

2.

Click Connect and enter any information requested by the driver:

3.

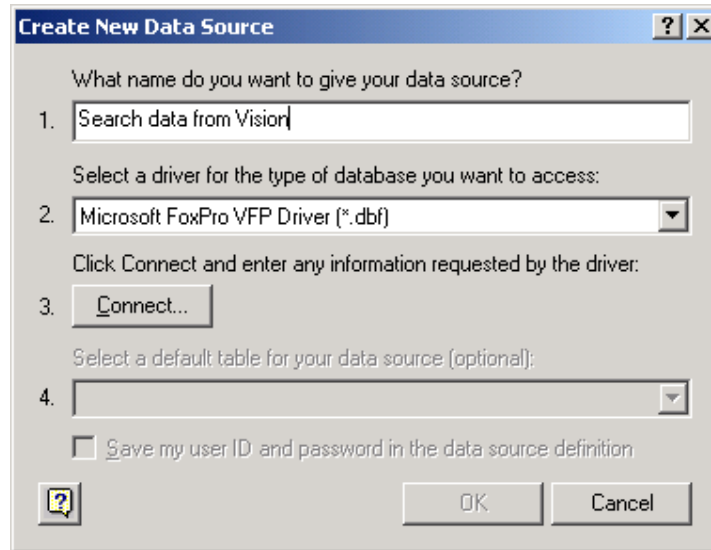
Select a default table for your data source (optional):

4.

Save my user ID and password in the data source definition

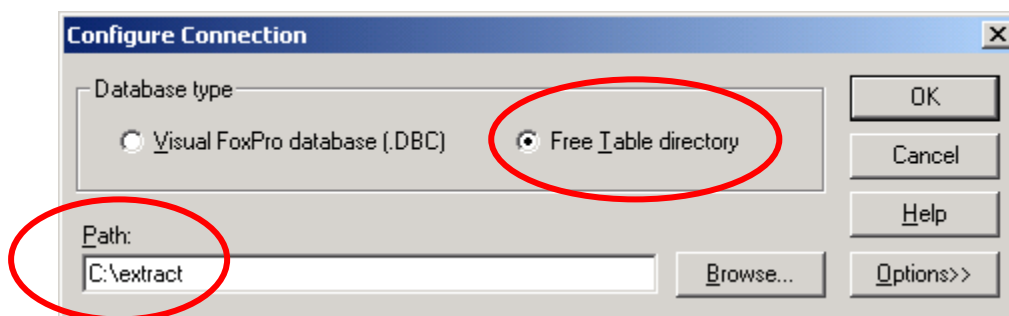
[?]

4. Now choose the driver "Microsoft FoxPro VFP Driver (*.dbf)"

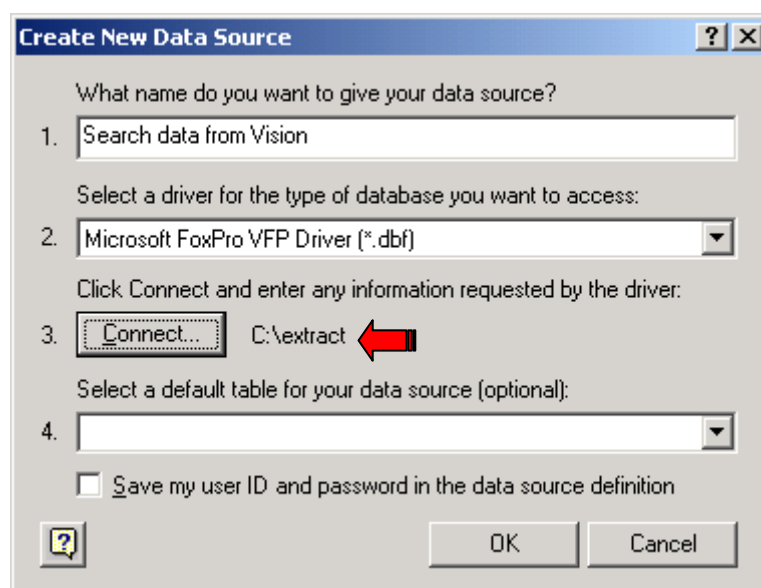


5. Now click the Connect... button (*this sets up a connection between the contents of the local C:\Extract folder and Microsoft Excel Query*)

Choose "Free Table directory" and click on the Browse button to locate your "extract" folder or type in the location of the folder in the Path text box as shown below. Then press the OK button

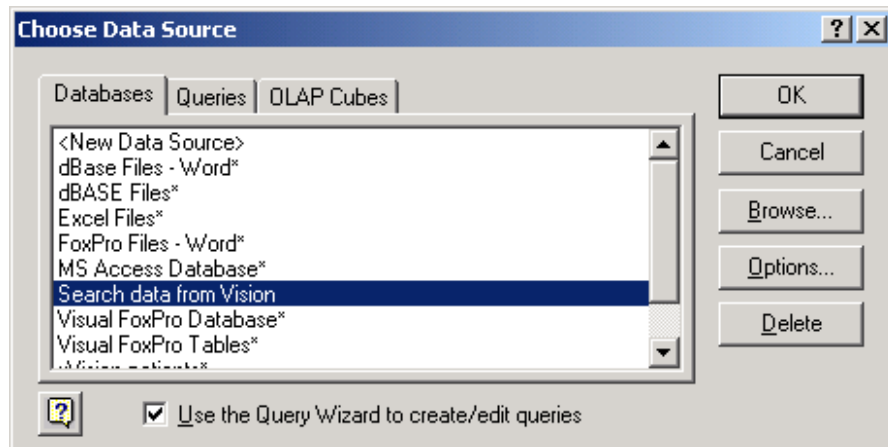


6. Press the OK button again when it looks like the example below;



You have now linked the MS Query Data source to the Extract folder, and you won't have to do this again unless you use a different PC.

All you will do in future is highlight the line "Search data from Vision" to enable you to import Vision search data located in the C:\Extract folder, set up by this particular data source.



Please note: That you can set up as many different data sources as you need, because each new folder will require a new data source if you will use it regularly.