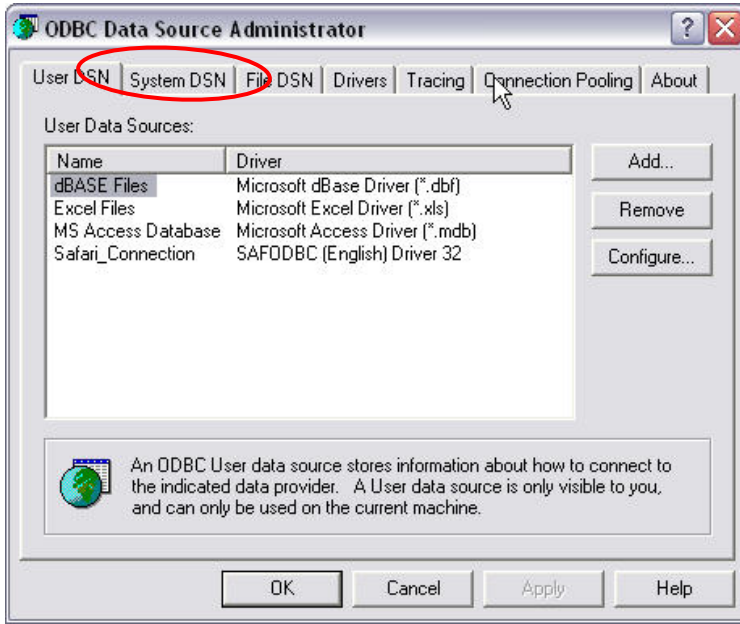


## SETUP ADDITIONAL DATA SOURCES

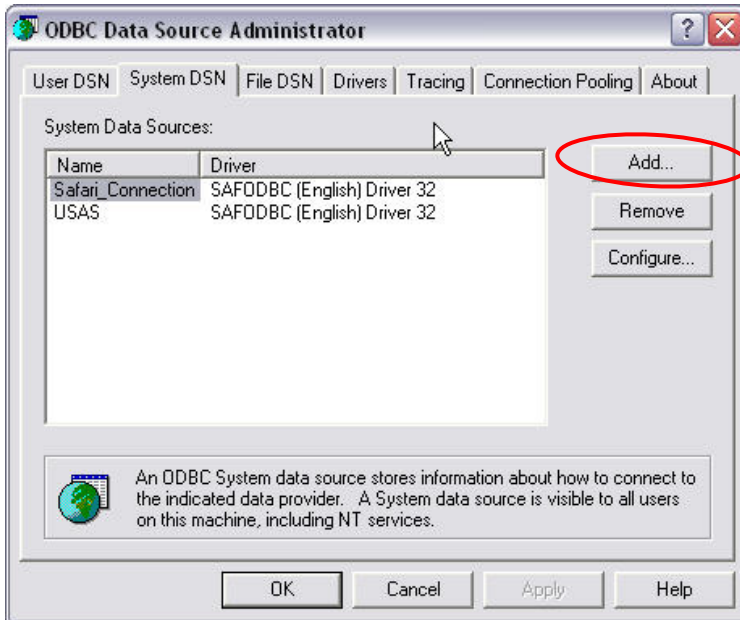
In the Safari folder you created, locate and open the ODBC Administrator (ODBCAD32), shown below:




You are taken to the following screen:

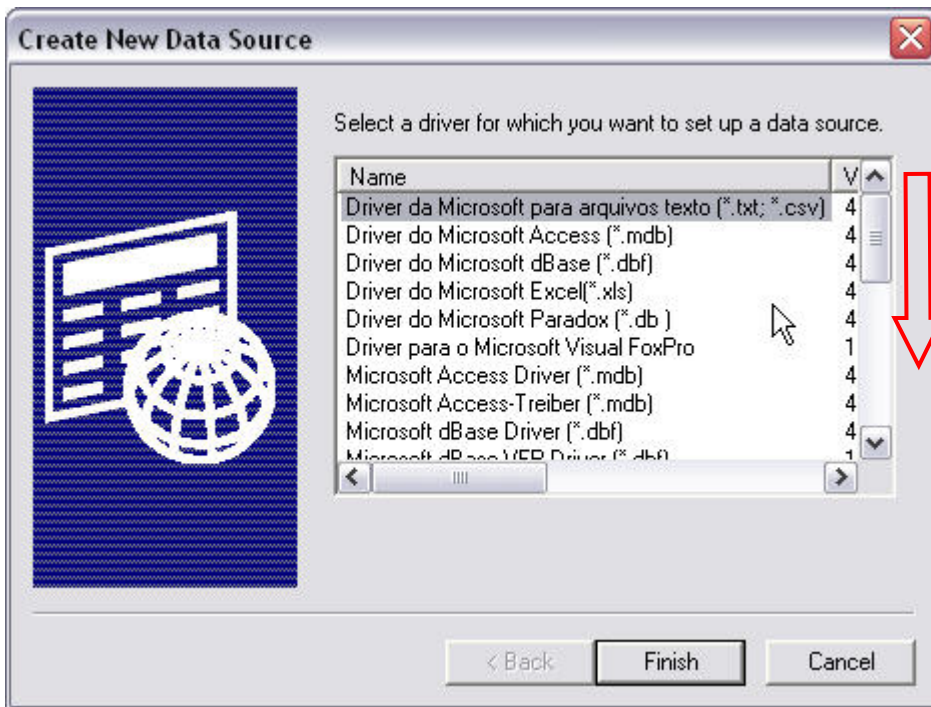


Here, click on the **System DSN** tab at the top. Your screen should now look like:

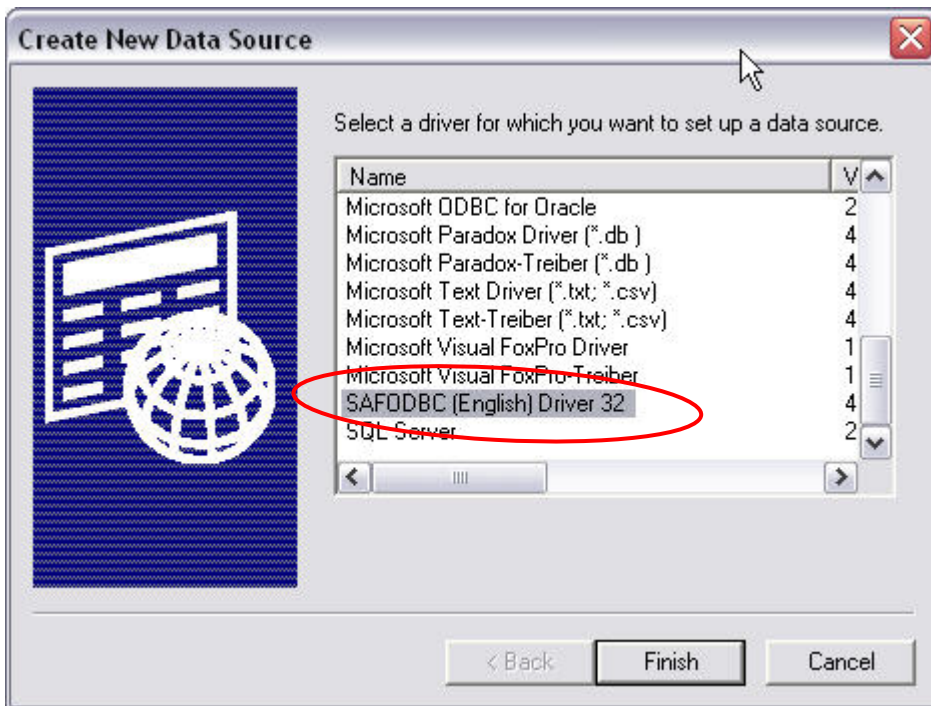



Click on  to add a new Data Source.

You are taken to the following screen:

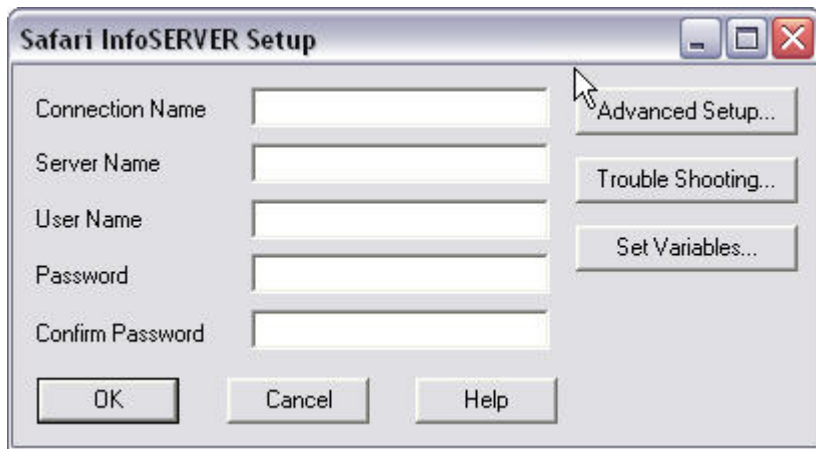


Scroll down the list of drivers and click on the driver named **SAFODBC (English) Driver 32**, shown below:



Click on . You are taken to a screen to setup a new connection.

The new connection screen looks like:



Safari InfoSERVER Setup

Connection Name

Server Name

User Name

Password

Confirm Password

Advanced Setup...

Trouble Shooting...

Set Variables...

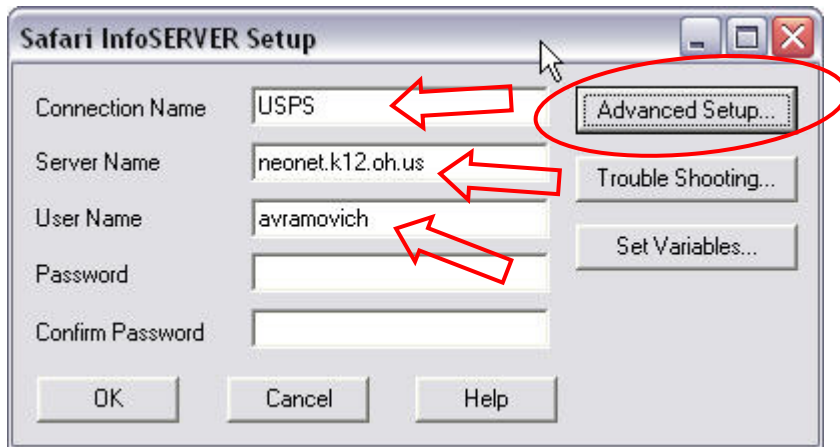
OK Cancel Help

**Connection Name:** Enter a name (of your choice) that refers to the data you want to query.

**Server Name:** **neonet.k12.oh.us**

**User Name:** The username used to log in to **NEOnet/Reflections**

**Password:** Leave the password field blank **\*\*very important\*\***



Safari InfoSERVER Setup

Connection Name

Server Name

User Name

Password

Confirm Password

Advanced Setup...

Trouble Shooting...

Set Variables...

OK Cancel Help

Click  after entering a Connection Name, Server Name, and your User Name.

The Advanced Setup screen looks like:



The Path Name will point to that particular area in the system. The Path Name should correspond to the Connection Name you entered.


**Examples:**


For **USAS** data, enter the following in the Path Name field: **oecn\$:safari usas**

For **USPS** data, enter the following in the Path Name field: **oecn\$:safari usps**

For **EMIS** data, enter the following in the Path Name field: **oecn\$:safari emis**

For **EIS** data, enter the following in the Path Name field: **oecn\$:safari eis**

Click  when finished to close the Advanced Setup window.

You are taken back to the ODBC Data Source Administrator window. From here, you can add additional data sources or click  to close the ODBC Data Source Administrator window. You are now able to select the new data source(s) in Excel when you create a new database query.