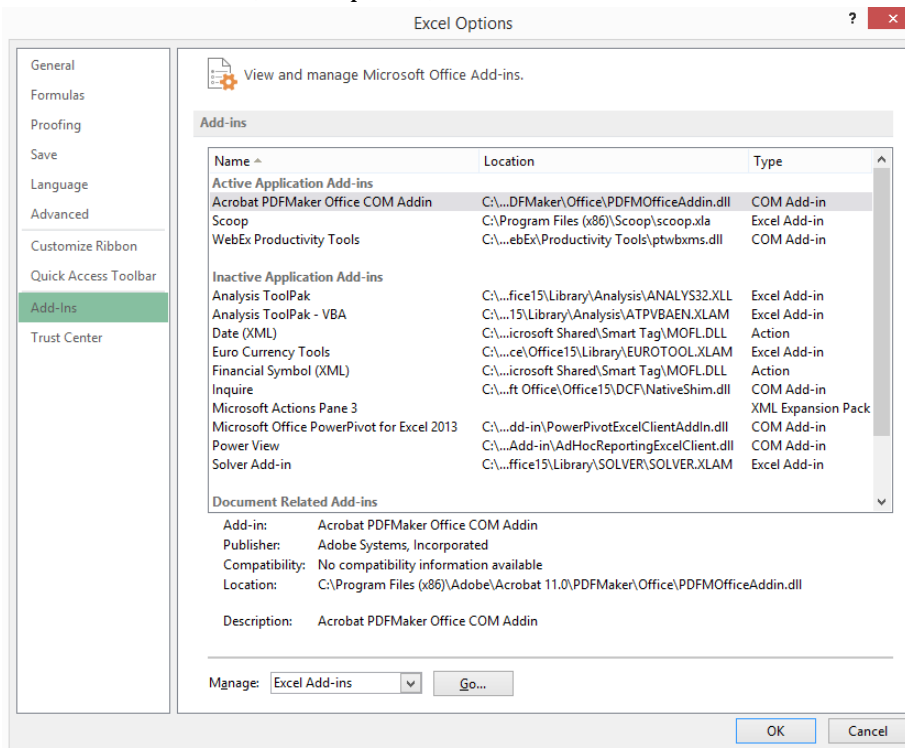


Scoop and MS Query First Run Setup in Excel

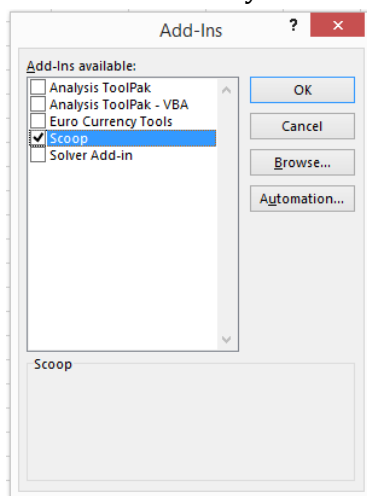
This document will show you how to set Scoop or MS Query in Excel. This document has a prerequisite that the backend ODBC connections and initial Scoop install have been taken care of by your IT department. These setups are profile specific so each person that uses the computer will need to use these directions.

Scoop Setup in Excel

1. Open Excel
2. Click on the File Tab, then Options, Then Add-Ins



3. Click 'Go' at the very bottom of the screen.



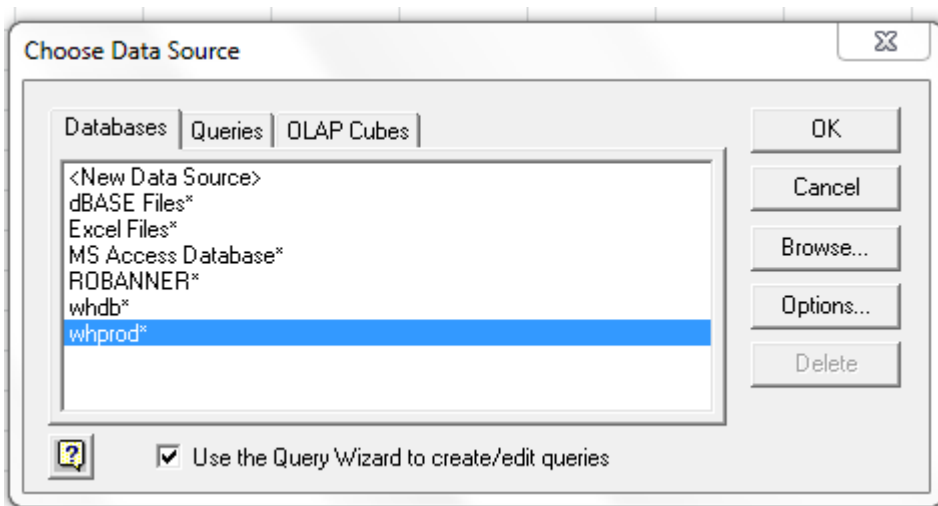
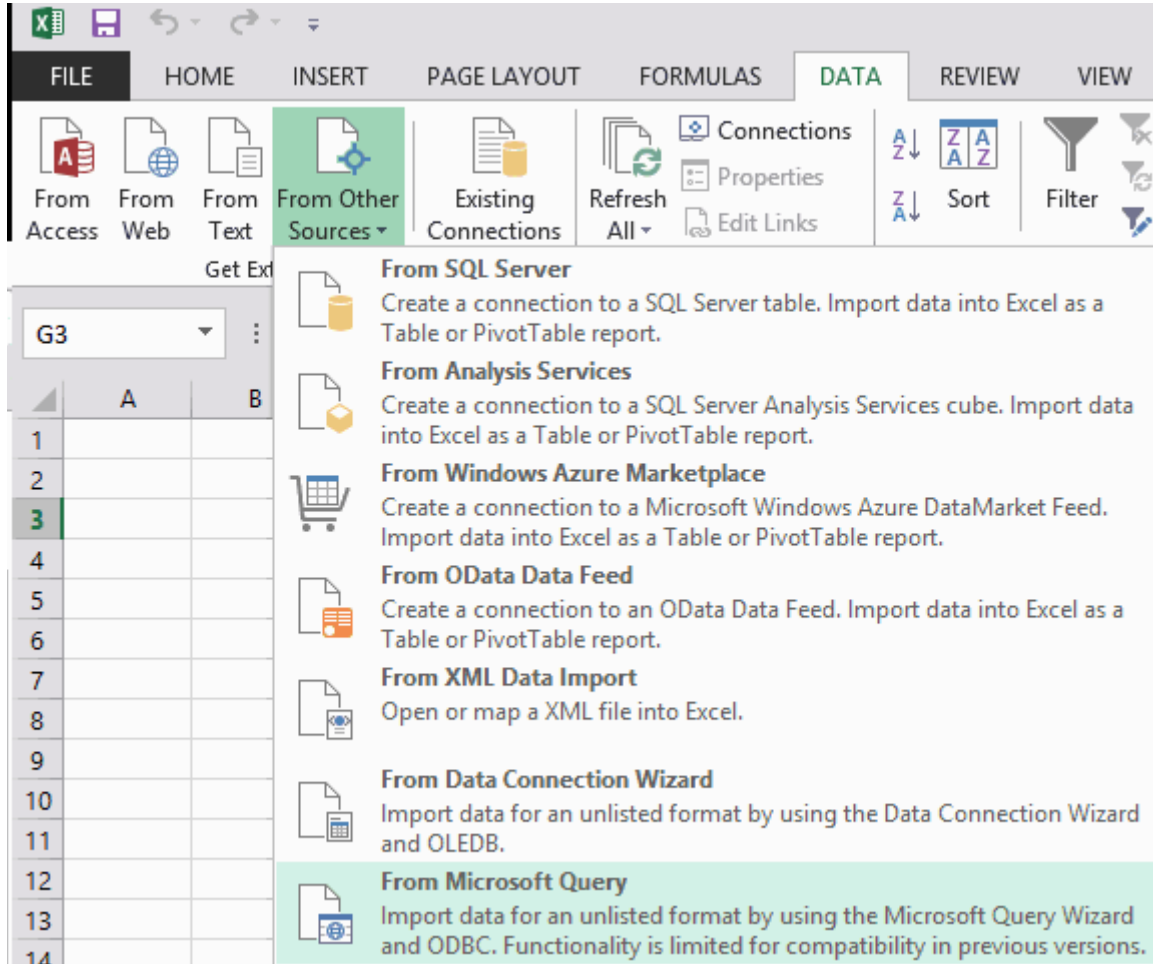
In the picture above Scoop is already installed
NOTE: If Scoop is not showing up on Add-Ins list. Continue to #4:

4. Click Browse
5. Navigate to C:\Program Files (x86)\Scoop and select scoop.xla

6. The Click 'OK' to return to Excel and you will have a 'ADD-IN' tab that has scoop on it
7. SCOOP will be ready to use now

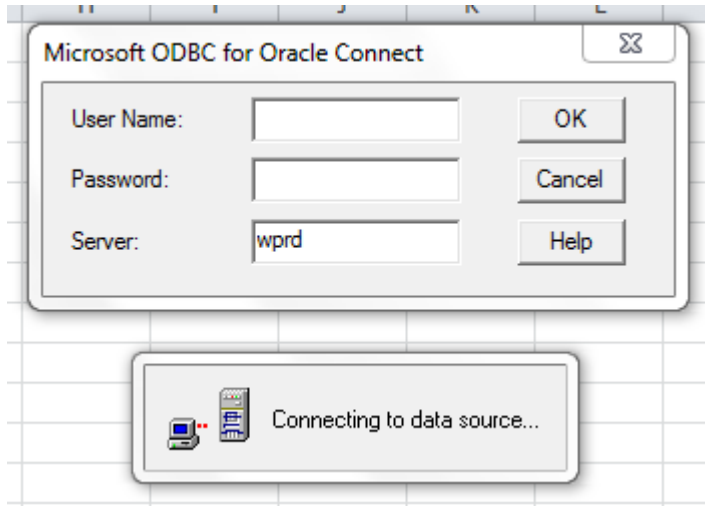
Initial MS Query Setup in Excel

1. Open Excel
2. Click the Data Tab
3. Click on 'From Other Sources' then 'From Microsoft Query'



4. Select WHPROD and click OK

5. This will then be displayed



Enter the following
<PID>
<Banner Password>
WHPROD

Click OK