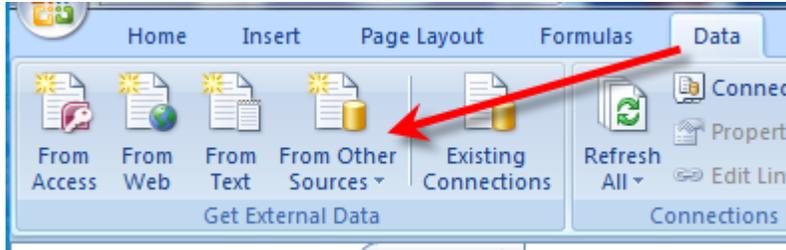
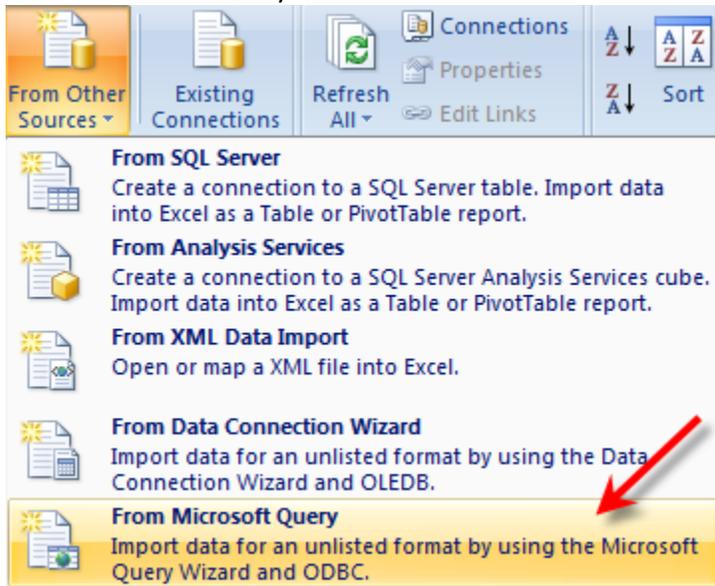


**SAFARI  
USPS DEDUCTION INFORMATION**

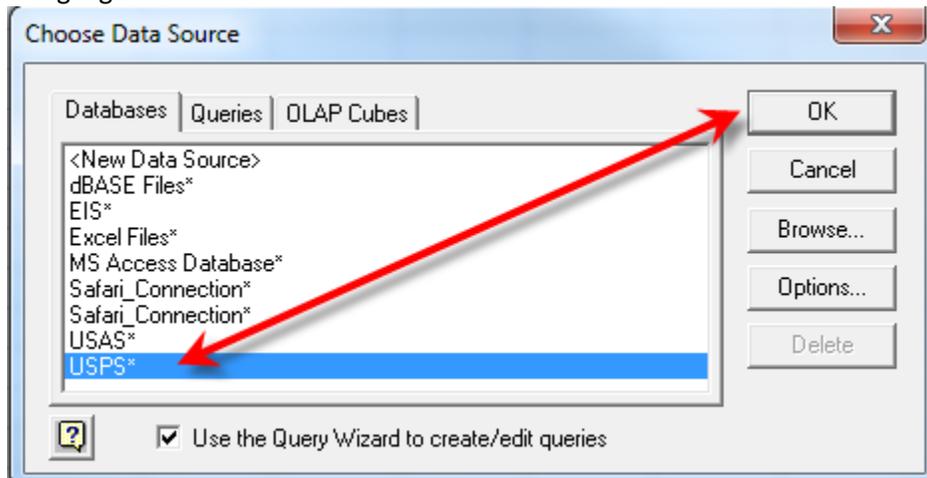
1. Open Microsoft Excel and go to the "Data" tab.
2. Select "From Other Sources" within the "Get External Data" area.



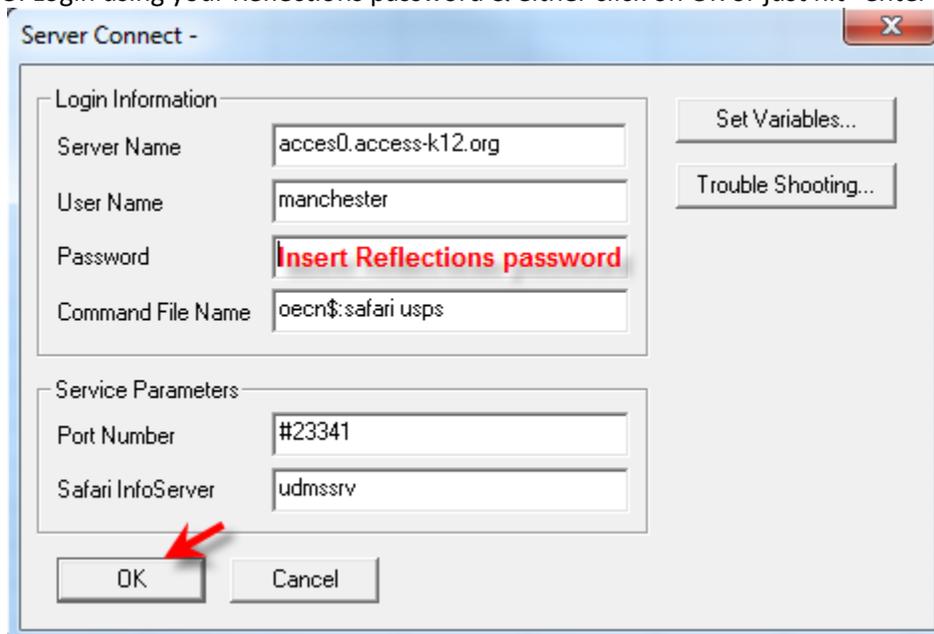
3. Select "From Microsoft Query"



4. Highlight "USPS" as the Data Source and click OK.



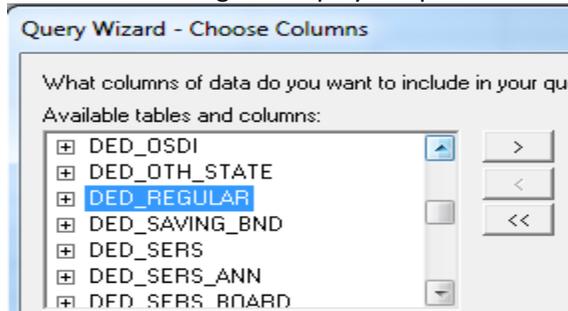
5. Login using your Reflections password & either click on OK or just hit “enter”.



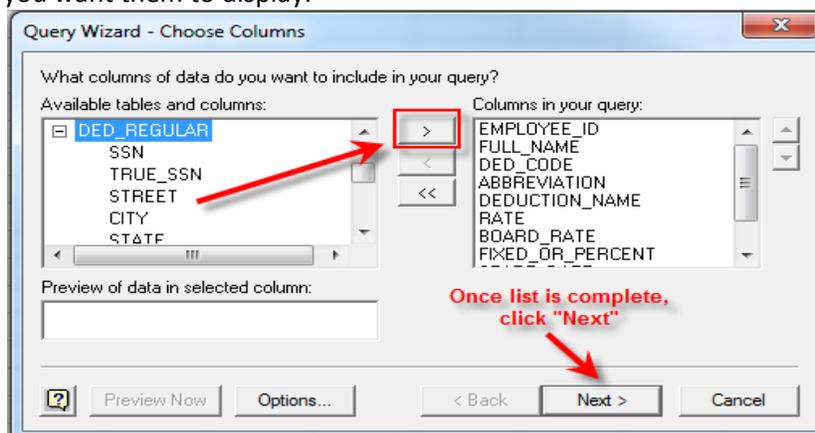
6. Scroll down until you find “DED\_REGULAR” or the deduction type that you’d like to work with.

**\*\*Many of the DED tables are determined by the TYPE on the DEDNAM record.**

7. Click on the + sign to display the possible selections.



8. Select the information you would like by highlighting & pressing the > arrow or you can double click on the field. Your selection should show in the “Columns in your query” box. Place the fields in the order you want them to display.

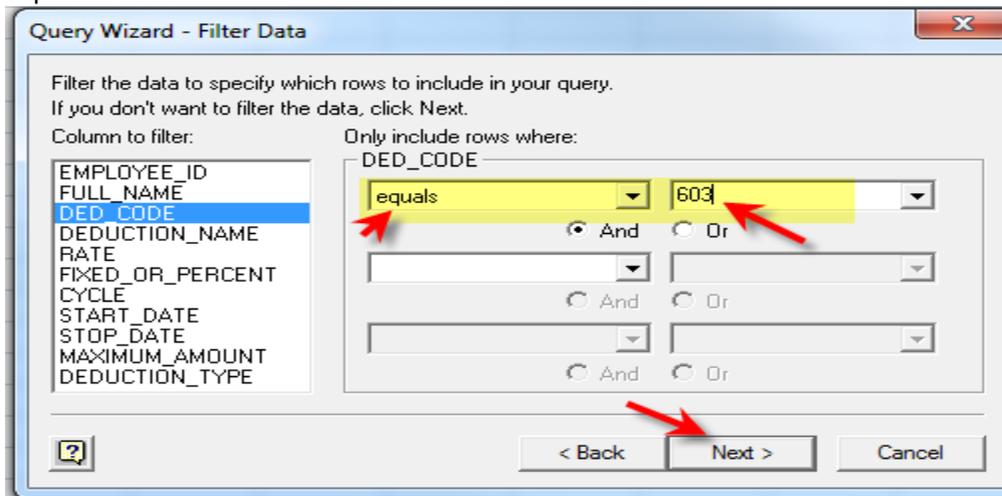


Selections in “Columns in your query” box can be moved to a different order by using the arrows to the right of the box.

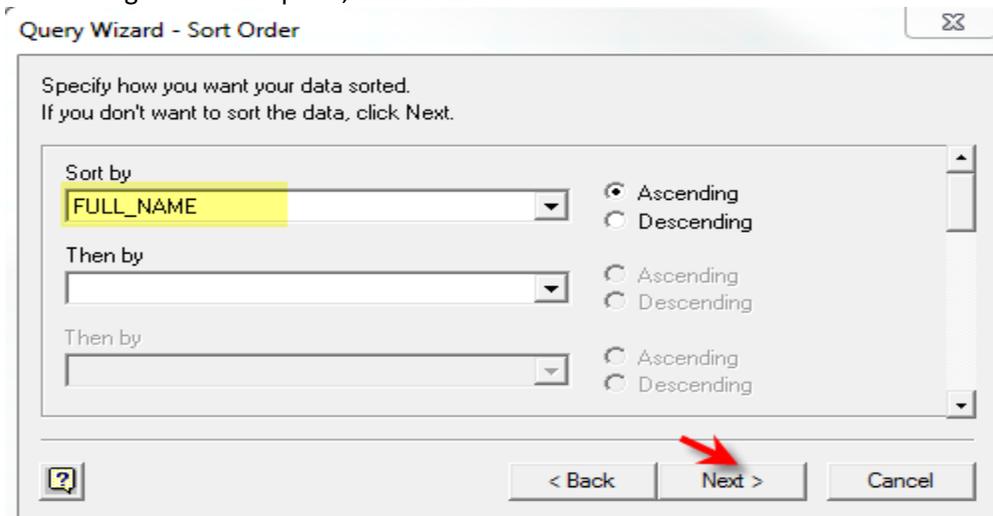
The selections will display on the excel spreadsheet in the same order that you have them here.

To move:  
Highlight the field & use the arrow buttons to move.

9. It is a good idea to select an area that can minimize the number of records that return. If you do not select this feature, then every record (inactive and active) will be returned. In this case, we are selecting a specific deduction code to filter on:



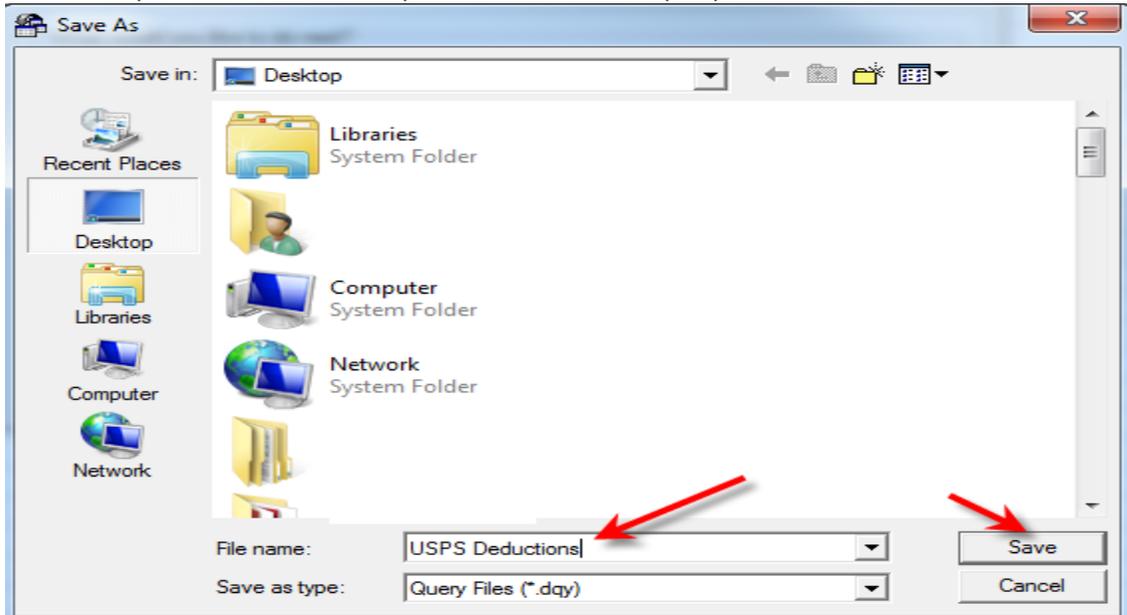
10. Select the sort order that you want to see in Excel & whether you want to view it Ascending or Descending. When complete, click "Next".



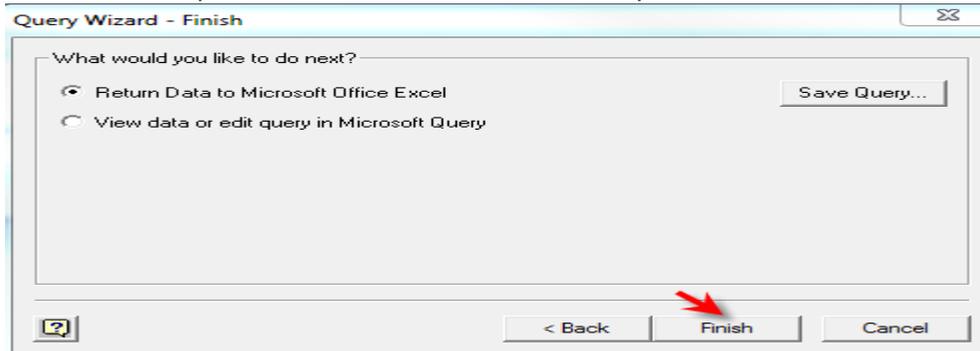
\*\*At this point, if you do not want to save the Query, you can click "Finish" & "OK" on the Import Data box and the data will populate the spreadsheet.

### **SAVING & REUSING THE QUERY**

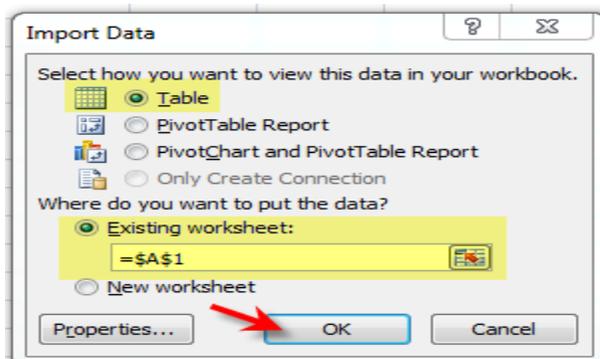
11. If this is a query that you will use over, then you can elect to “Save Query”. This will open the “Save As” area & you can decide where you want to save the query. Give the file a name & click “Save”.



12. Once saved, you will be directed back to the Query Wizard to finish. Click on “Finish”.



13. An “Import Data” box will display on the Excel spreadsheet. This box is set to create a Table & to start in the first cell. Click “OK” once verified.



14. The information will populate the Excel spreadsheet.

15. Save the Excel spreadsheet.

**To add more information to the spreadsheet:**

16. Open the query by double clicking. You may see a Security notice – select “Enable”.

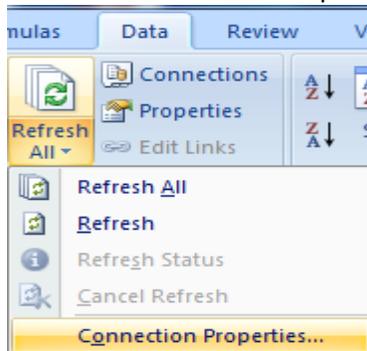


17. A login will appear. Type in your Reflections password & hit enter. The information will populate the spreadsheet.

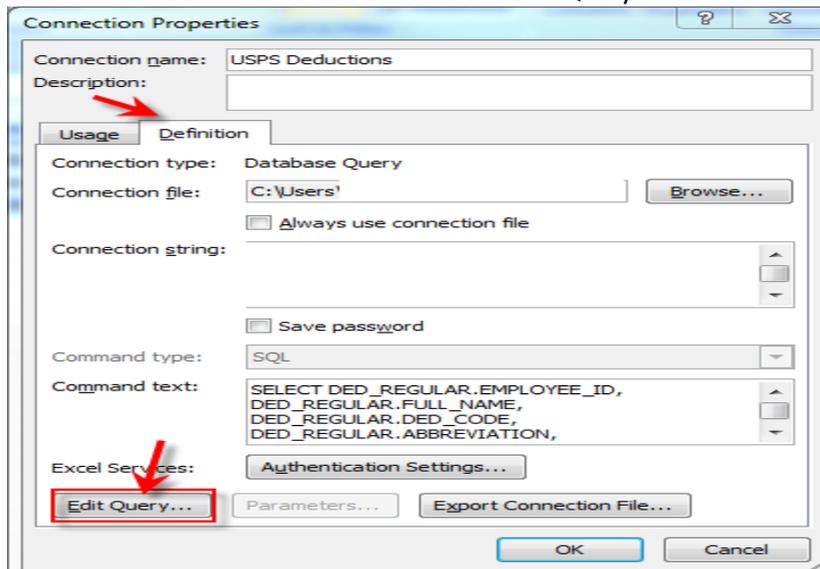
18. Click on the “Data” tab.

19. Click on the arrow under “Refresh All” to open a drop down window.

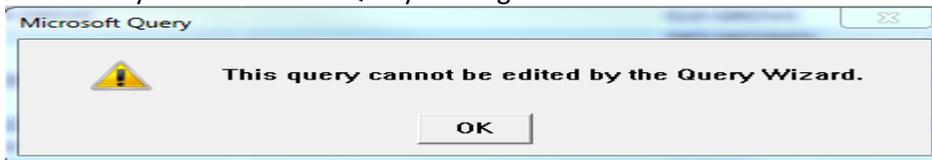
20. Select “Connection Properties”.



21. Select the “Definition” tab & click the “Edit Query” button.



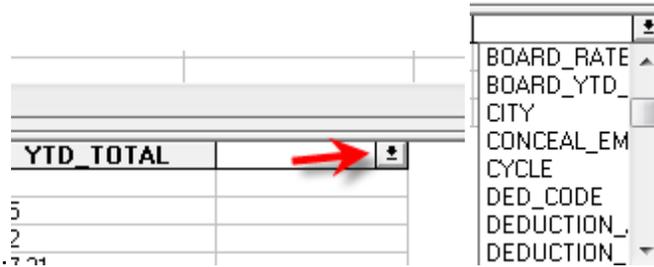
22. You may see a Microsoft Query message:



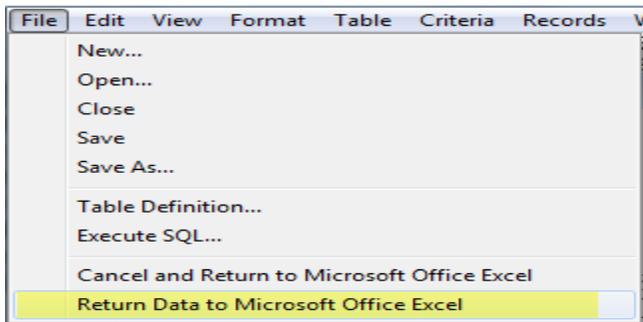
Click OK.

23. The query will appear in Microsoft Query format.

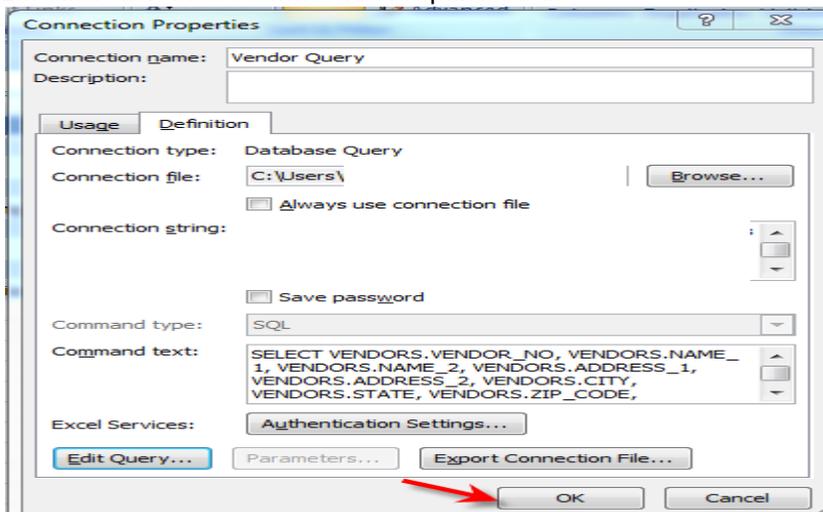
24. Put your cursor in the last column heading & a drop down arrow will appear. Click on the arrow to display additional records. Select the additional fields.



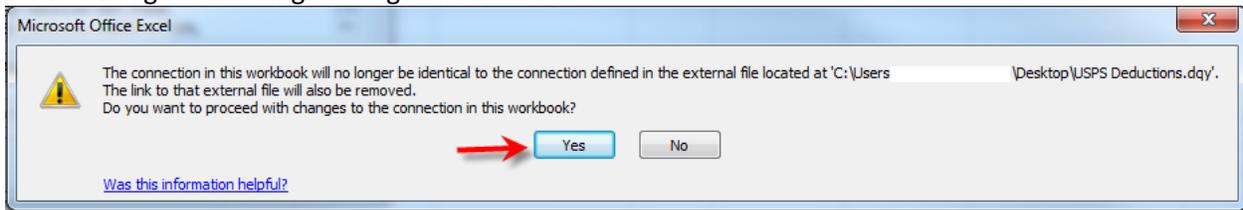
24. Select File>Return Data to Microsoft Office Excel



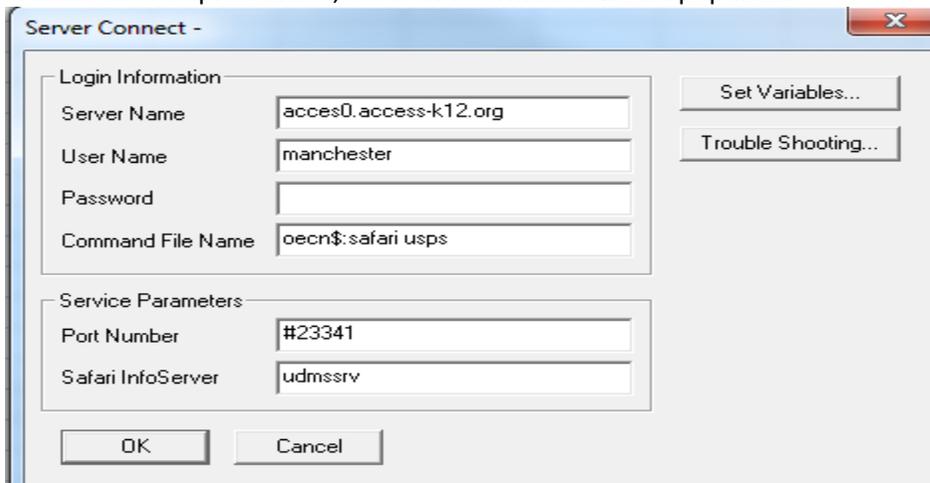
25. Click "OK" in the Connection Properties box



26. You will get a warning message. Click “Yes”.



27. A login prompt will display. Login using your Reflections credentials & click “OK”. The query will go out and find the new information and add it to the existing query. If any other changes had been made to fields on the spreadsheet, the new information would populate.



**\*\*Could use USPLOAD to import changes into USPS.**

SSDT documentation can be found on the Documentation tab at:

<http://ssdt.oecn.k12.oh.us/>

Select USPS>USPS User Guide>USPS Useful Procedures>Field Definitions for UDMS-Safari ODBC