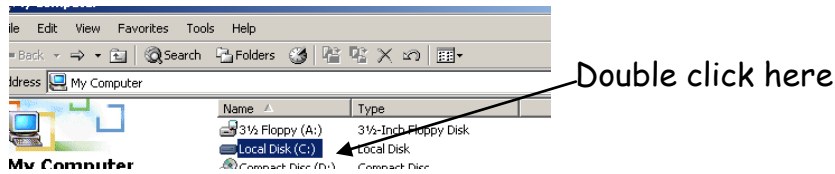
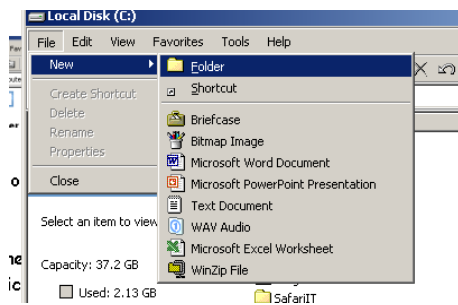


# Installation Instructions for SAFARI ODBC

It helps to create a folder first so that the set up files can be stored all together in a separate folder. For example, to create a folder on your C: drive, click on My Computer on your desktop and double click on the C: Local Disk



This will open up your C:Local Disk folder.

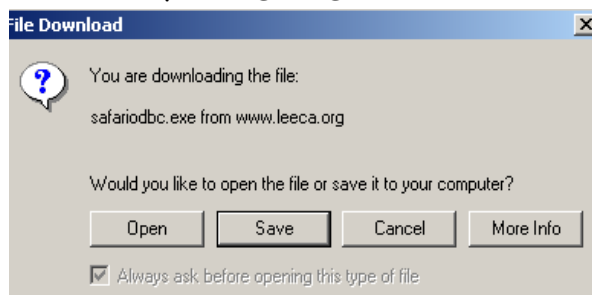


Click on FILE on the gray menu bar. Trace to NEW and select FOLDER  
A new folder will appear and the insertion point will be blinking for you to name your folder. Type in SAFARI and click outside of the box you are typing in.

You are now ready to download the safari set up files.

Click Safari Download

Click on Safari ODBC Download link

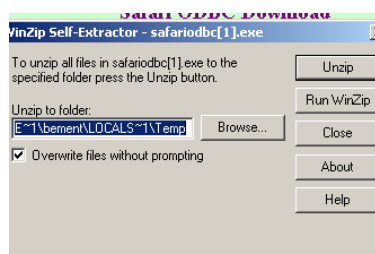


The file download box will appear. Click on OPEN.

(If this box does not appear then you'll have to save the file into the folder you created. Go to that folder then and click on the file to

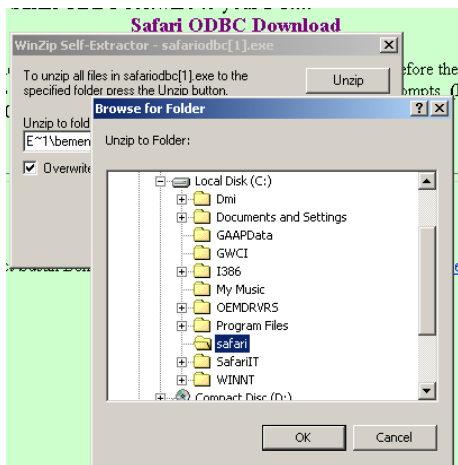
see the WinZip Self-extractor box.)

The WinZip Self-extractor box will appear.



You need to change the folder name so that the files unzip to the new folder you created earlier

(C:Safari in our example). Click on the Browse button, double click on the C:local drive and double click on the Safari folder.



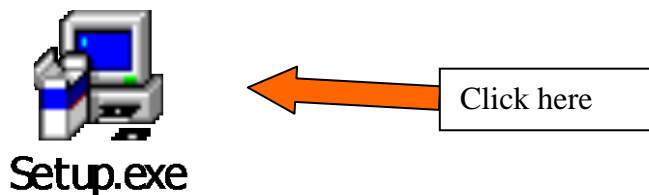
Say OK once the Safari folder is highlighted.

Click on the UNZIP button to unzip the 18 files to your Safari folder. After the files are successfully unzipped (18 files will be unzipped), close the WinZip window. You are now finished with your download of the Safari ODBC files.

You are now ready to install the Safari ODBC program onto your computer.

Go to My Computer and double click on the C:local drive and then double click on the Safari folder (or the folder you indicated to unzip the files into).

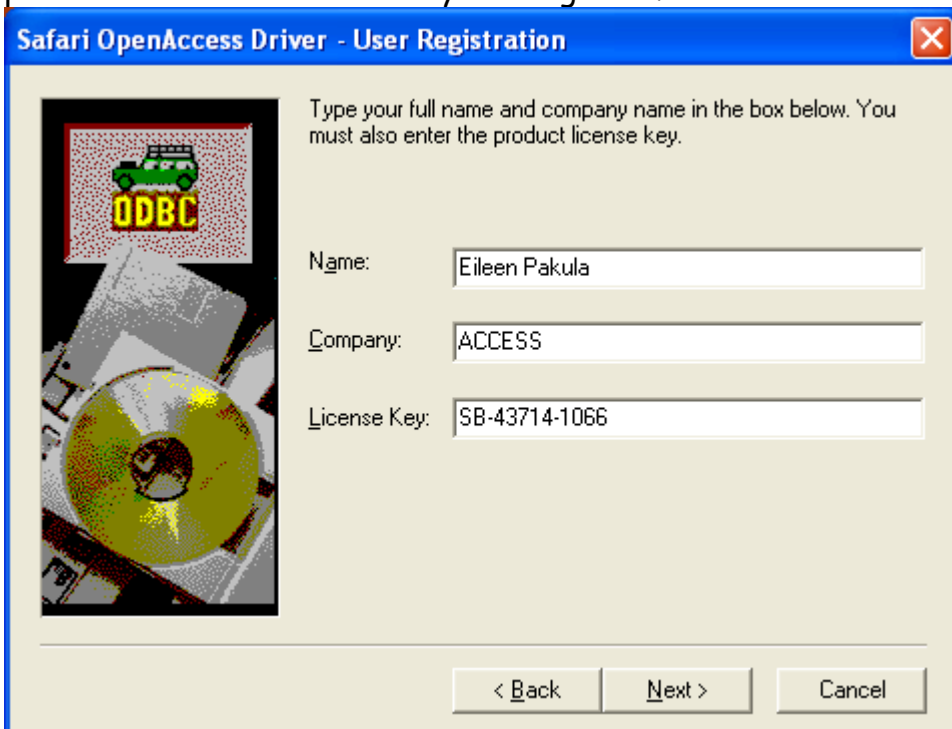
Locate and double click on the icon that looks like a computer named SETUP.EXE with a type as Application (60KB).



The following wizard will open up and you will see

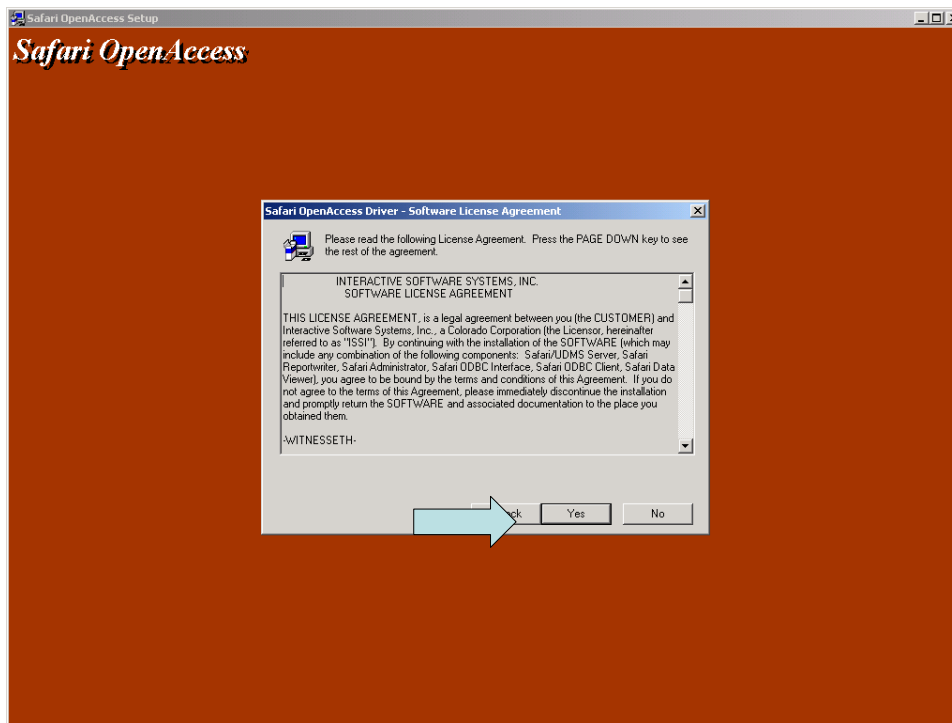


Follow the instructions on the screen to install SafariODBC. You will proceed to the next screen by clicking next.

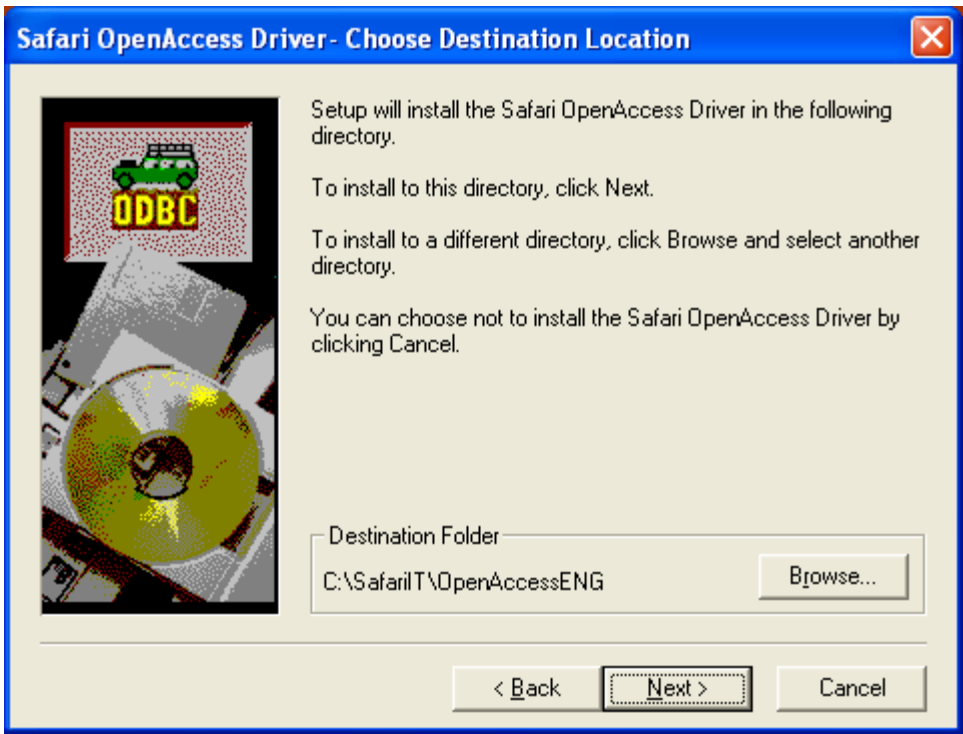


When prompted for the license key, type in the following number :  
SB-43714-1066 (must be uppercase).

The next screen will ask you to select your language of choice.

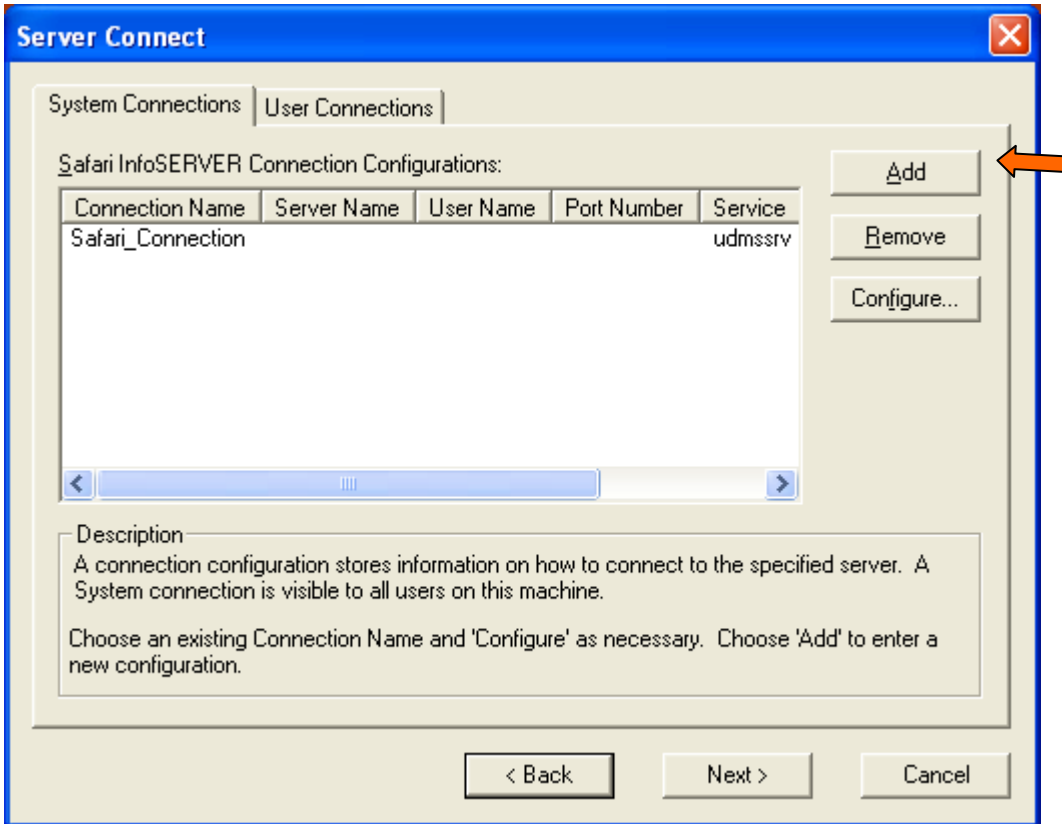


Accept the license agreement.

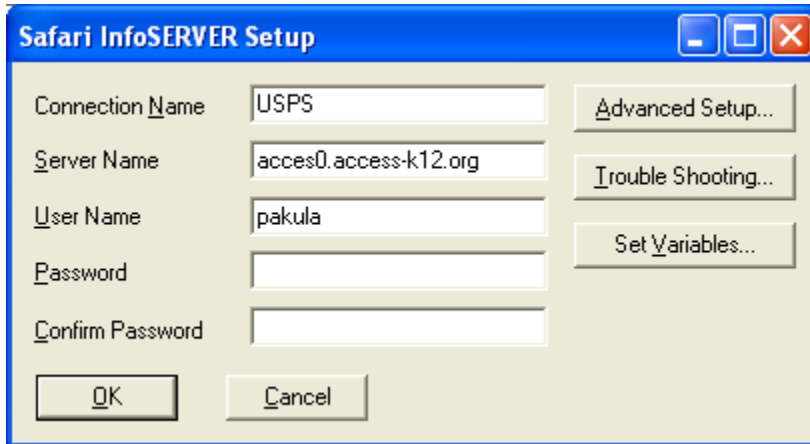


You will come to a dialog box that says "Server Connect". The System Connections tab should be highlighted.

Click Add to add a new connection.



\*If you already had a version of Safari loaded, you should see your connection names already listed there. If no changes are necessary, then you can just click on next. If you need to make a change to already existing connection names, click on configure and make any necessary changes. If you are loading Safari for the first time, then you will need to add your connection names here.



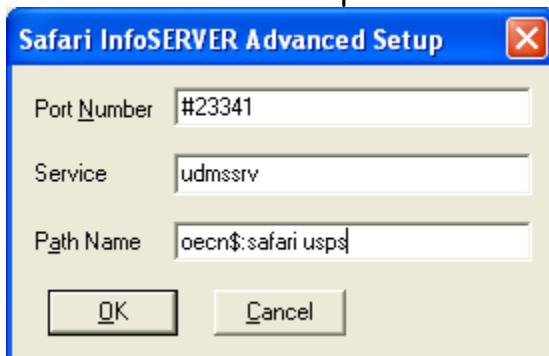
Your connection name will be USPS

Your server name is always acces0.access-k12.org

Enter your username dist\_XXX

Leave password and confirm password blank

Click on advanced setup



To change click here

Your new Connection Name should now be listed under the "System Connections" tab. In this example, it would be USPS.

You may follow this same procedure to set up connections for all of the files that you wish to access. Here is a list of the valid possibilities for the "path" to access the various files:

- Oecn\$:safari USAS ( Accounting files)
- Oecn\$:safari USPS (Payroll files)
- Oecn\$:safari EIS (Inventory files)

When all of the connection names have been added that you wish to use, you are ready to complete the installation.

Click on the next button all the way through and then click on finish.

After you have finished, it is recommended that you restart your computer. You can do so by choosing Start>Shutdown>Restart.

NOTE: Microsoft Query needs to be installed with your Excel application. MS Query is part of a custom installation from the MS OFFICE Software.

You are now ready to use Excel to access your data!

If there are any problems with the connection, you can use the ODBC Administrator again to modify the connection properties to change the username, host name or path. Do this as follows:

Start>Programs>Safari BI Plus>Safari InfoTools>ODBC32 Administrator

Click on the SYSTEM DSN tab and you will see your connection names. Highlight and click on configure to check your setup. You may need to refer to the connection name set up directions above.

**Happy Safari-ing!**

Please notify [fiscal@access-k12.org](mailto:fiscal@access-k12.org) with any questions.