

## **ODBC** Driver Installation

In order to install and use the ODBC driver, you need to be an advanced PC user who is familiar and comfortable with standard ODBC tools. The ODBC Data Driver allows you to use popular productivity tools to connect to the database of your COGZ program. This will enable you to get to your program data as well as allow COGZ to communicate with other programs such as Excel and Access. Are you comfortable with the standard ODBC tools?

The ODBC Driver is used to read COGZ Data. The following installation instructions use Excel as an example. **(Excel must have the optional query module installed to run this application.)** 

The following steps illustrate the installation process:

- 1. This license is for a single user. This ODBC Driver is to be installed only on the user's workstation.
- 2. Download and SAVE the following file.
- http://www.cogz.com/download/odbc-ro.exe
- 3. Run the downloaded file
- 4. Follow installation prompts.
- 5. Enter Name and Company Information as instructed
- 6. Driver Serial Number: 30191-884-6227313-83954
- 7. Follow instructions below to complete your database settings after installation is completed

You will need to configure your TopSpeed Data Source Settings. To do this, you will need to open Excel. Click on the Data menu and select Import External Data. Select New Database Query from the new menu that pops up. *NOTE: For Excel 2010 see following page.* 



## For Excel 2010 Use the following selection:

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From Access	From Other Sources *	r Existing F Connections	Lefresh All → Conn	ections rties inks	A Z↓ZA Z↓Sort	Filter	🕻 Clear 🛜 Reapply 🌈 Advanced	Text to Remove Columns Duplicat
Get A1		rom SQL Server Treate a connection	to a SQL Server ta	able. Impo	ort data	Sort & Filter		D
Δ 1		rom Analysis Servic Treate a connection mport data into Exc	es to a SQL Server A el as a Table or Piv	nalysis Se votTable i	rvices cube. eport.	Н	I	J
2 3		rom XML Data Imp Open or map a XML	ort file into Excel.					
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Ready 🔚								

You will need to setup your Data Source. From this screen, be sure to select <New Data Source> and click OK.

Choose Data Source	
Databases Queries OLAP Cubes	ОК
<new data="" source=""> dBASE Files*</new>	Cancel
Excel Files* MS Access Database*	Browse
	Options
	Delete
Use the Query Wizard to create/edit queries	

Now you will need to setup your Data Source. Name your source COGZ as shown below and select the Topspeed driver from the drop-down list in the second field. After selecting the driver, click on Connect.

Crea	ate New Data Source 🛛 🔀					
1.	What name do you want to give your data source? COGZ					
2.	Select a driver for the type of database you want to access: 2. SoftVelocity Topspeed driver (*tos)					
	Click Connect and enter any information requested by the driver:					
3.	Connect					
	Select a default table for your data source (optional):					
4.	<b></b>					
$\square$ Save my user ID and password in the data source definition						
2	OK Cancel					

Now you must enter your connection settings as shown below. Click OK to complete the data source setup.

Tobabeed C	simection settin	Ro.	
			Directory
Database:			T 0 10 51
Extension:	tps		TopSpeed Super File
Password:			
Env file:			
Date fields:			
Time fields:			
🗆 ОЕМ		Seperator	
Treat Emp	tv strings as NULL	File Extension Seperator	
Use Altern	ate seperators	Super-File Seperator	
🔲 Treat ULO	NG fields as possible	DATE and TIME fields	
OK	Cancel	Help	

## The following pages provide information on how the data connects through the ODBC Data Driver using Excel as an example only.

Once you have completed the installation process you will need to open up Excel. Be sure to install the optional query module if you have not already done so. Now you are ready to read your data into this program. Click on the Data menu and select Import External Data. Select New Database Query from the new menu that pops up.



## For Excel 2010 Use the following Selection:

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A From Analysis Services Create a connection to a SQL Servi Import data into Excel as a Table of	er Analysis Services cube.					
2 From XML Data Import 3 Open or map a XML file into Excel	AVML Data Import     Open or map a XML file into Excel.					
5 6 From Data Connection Wizard Import data for an unlisted forma Connection Wizard and OLEDB.	t by using the Data					
7 8 From Microsoft Query Import data for an unlisted forma Query Wizard and ODBC.	t by using the Microsoft					
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H 4 D Bheet1 Sheet2 Sheet3 2						
Ready 🔚						

You will be prompted to choose your Data Source. Chose COGZ from the select list shown.

Choose Data Source	
Databases Queries OLAP Cubes	ОК
<new data="" source=""> CDGZ</new>	Cancel
dBASE Files* Excel Files*	Browse
M3 Access Database	Options
	Delete
Use the Query Wizard to create/edit queries	1

Click OK to select the data source. Click on the Directory button in the TopSpeed Connection Settings to add your program directory location. Click on the COGZ folder in your C directory and press the Open button. This will return you to the TopSpeed Connection Settings screen with the correct information entered.

elect databas	e directory				2
Look in:	COGZ		• ÷ €	📩 🎫	
My Recent Documents	BACKUP RWTUTOR acc_ount.tps	EMP_LOYE.TPS EQP_MAIN.TPS I gnt_note.tps i ieq_part.tps	login.tps     phd_head.tps     phy_inv.tps     pln_line.tps	SSECUTtps STA_CODE.TPS SYS_INFO.TPS	es les les les
Desktop	com_pont.tps config.TPS cst_cost.tps dep_ment.tps	IHARC.TPS IHS_HIST.TPS IIIabel.tps III imagefil.tps	pmp_proc.tps ppr_std.tps ppt_part.tps PRI_CODE.TPS	thd_head.tps TIN_VENT.TPS thn_ine.tps	
My Documents	door_new.tps dummyltf.tps dwn_time.tps	impexd.TPS IMPEXF.TPS IMPLAYT.TPS	pro_prty.TPS	typ_new.tps upg.tps use_rs.TPS	
My Computer	dwnarc.tps dynalbis.tps ecd_cad.tps elabel.tps	ixf_part.tps	CONTRACTOR REQUEST. TPS	WHARC.TPS	
	<				2
My Network Places	File name: Files of type:	*.tps Topspeed files		▼ Ope	n :el

Once your directory information has been updated in the screen below as shown, click OK to continue with your database query.

TopSpeed Connection Settings						
			- Directory			
Database:	C:\COGZ\		TonSpeed Super File			
Extension:	tps					
Password:						
Env file:						
Date fields:						
Time fields:			-			
🗆 ОЕМ		Seperator				
🔲 Treat Emp	ity strings as NULL	File Extension Seperator				
Use Alternate seperators Super-File Seperator						
Treat ULONG fields as possible DATE and TIME fields						
ОК	Cancel	Help				

Now you are ready to choose which columns you would like to include in your query. Choose the desired columns by highlighting them and pressing the right arrow key to move those columns into the right-hand screen. To remove columns from your query highlight the column you would like to remove and press the left arrow key to move them back into the available columns list. Press the Next button to continue.

Query Wizard - Choose Columns		×
What columns of data do you want to include Available tables and columns: acc_ount com_pont cst_cost dep_ment dummyltf dwn_time review of data in selected column:	e in your query? Columns in your query: ACCOUNT DESCRIPTION HOURSBUDGET\$1 HOURSACTUAL\$1 LABORBUDGET\$1 LABORACTUAL\$1 MATERIALBUDGET\$1 MATERIALBUDGET\$1 MATERIALBUDGET\$1	
Preview Now Options	< Back Next > Can	cel

Follow the instructions on the rest of the screens to customize your query to fit your needs. Once the query has been specified press the finish button and select the cells in which you will display your data. Once you have done this the data will appear in excel as the example shown below.

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1	ACCOUNT	DESCRIPTION	HOURSBUDGET\$1	HOURSACTUAL\$1	LABORBUDGET\$1	
2	SHIPPING	SHIPPING	0	0	0	
3	PRODUCTION	PRODUCTION	0	24.43	0	
4	BUILDING	BOILERS AND STEAM SYSTEMS	0	24.92	0	
5	SYSTEM-TAX	TAX ACCOUNT	0	0	0	
6	SYSTEM-FREIGHT	FREIGHT ACCOUNT	0	0	0	
7	MISC	MISCELLANEOUS	0	4.7	0	
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