

MAJOR NELSON

Bank

Data Extraction Procedures

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Purpose

To document the procedures used to extract downloaded Major Nelson test data into Excel for the production of management reports. (Ref: "Data Download and Backup Procedures, 8/7/96" and "Daily Report Formatting Procedures, 8/7/96".)

Requirements

- VisData Program (packaged with Visual Basic.)
- MS Excel 5.0 (or 7.0).
- MS Access 2.0

Procedure Overview

1. Open MS Access database file that contains downloaded data in VisData.
2. Run queries to extract the appropriate data.
3. Export this data to sheets within Excel.

Procedure Detail

1. Open VisData and load Database

- Open VisData
- Choose File\Open Database Jet Engine MDB.
- In the Open Jet Database dialog, go to H:
- (*"H" is the "Programmers on Major Nelson" share on MNELSON server*)
- Click on "Data" folder, click on "1 Current" folder.
- *This will take you to H:\Data\Current*
- Double click on Mjdata.Mdb to open the database in VisData
- Use "Clear SQL" command button to clear any Select statement that appears when Mjdata.Mdb is loaded.

2. Run Query #1 Summary, Daily

- In Tables/Queries dialog box double click on tblQueries.
- In tblQueries dialog box in the column entitled "Identifier," find "Summary, Daily."
- (*You might have to widen column to see all the words.*)
- In that row in the second column (Query) you will see the word "SELECT."
- Click on that word so that the whole cell is highlighted.
- Type Ctrl - C to copy cell info into the MS Windows clipboard.
- Click in the edit area of the SQL Statement dialog box.
- Type Ctrl - V to paste in the Query. You will see the SELECT statement appear.
- (*if it doesn't, you did something wrong. Start over or see system administrator for help.*)
- In SELECT statement find the words: "format (TestdateTime,"dd")="
- After this statement change the number in quotes (example: "02") to **Yesterday's date**.
If yesterday's date was 8/3/96, type 03 in place of the existing number.
- You may also have to change the "Format(TestDateTime, "mm") = "08"" expression to the **Correct Month**. (e.g. "08" is August, etc.)

3. Export Data from Query #1

1. In the VisData menu bar choose "Utility\ Import/Export."

IMPORTANT: AT THIS POINT YOU SHOULD DRAG the VisData Imp/Exp dialog box OUT OF THE WAY of the SELECT STATEMENT in the "SQL Statement" dialog box.

Since the Data Export Process will take 5-10 minutes, this gives you the opportunity to verify entering **Yesterday's date** in the SELECT statement "format TestdateTime,"dd")=" (SEE ABOVE.)

2. In the VisData Imp/Exp dialog box click on "Export SQLResults" button.
3. In the drop-down list box under "Data Source:" find Excel 5.0 option. Click on it once and then choose "OK."
(*Hint: you can just press the "e" key and the Excel 5.0 option will appear automatically*)
4. In the "Select File" dialog box, in the File Name edit box, type first three letters of the present month plus the three letters "Day" plus the number of the day.
Example: "AugDay03."
 - In the "Save in" drop-down box make sure that the file saves in the H:\Data\current directory.
 - Press Save.
 - In the Export dialog box type in "Day" plus the number of the day.
 - *Example: Day03. (This will appear as another sheet within Excel.)*

- Click “OK.”
- When this process is finished (it may take 5-10 minutes or more) a message box will appear: “Successfully Exported SQL Statement.”
- Click “OK.”
- Close VisData Imp/Exp dialog.
- Clear SQL Statement.

4. Run Query #2, Steps, Daily

- In tblQueries dialog box in the column entitled “Identifier,” find “Steps, Daily.”
- In that row in the Query column click on the word “SELECT” so that the whole cell is highlighted.
- Type Ctrl - C to copy cell info into the MS Windows clipboard.
- Click in the edit area of the SQL Statement dialog box.
- Type Ctrl - V to paste in the Query. You will see the SELECT statement appear.
- In the SELECT statement find the words: “format (TestdateTime,”dd”)=”.
- Again, after this statement change the number in quotes (example: “02”) to *Yesterday’s* date.
- Again, you may also have to change the “Format(TestDateTIme, "mm") = "08”” expression to the **Correct Month**. (e.g. “08” is August, etc.)

5. Export Data from Query #2

5. In the VisData menu bar choose “Utility\ Import/Export.”
6. In the VisData Imp/Exp dialog box click on “Export SQLResults” button.
7. In the drop-down list box under “Data Source:” find Excel 5.0 option. Click on it once and then choose “OK.”
8. In the “Select File” dialog box, in the File Name edit box, select or type the SAME FILENAME you CREATED in #3 above. (i.e. AugDay03.xls.)
1. In the “Save in” drop-down box make sure that the file saves in the H:\Data\current directory.
2. Press Save.
3. In the Export dialog box, type “StepsXX” (e.g. “Steps03”) and press Save.
4. *(This will make Steps03 appear as another sheet within the same Excel file as JulDay03.)*
5. When this process is finished (it may take 5-10 minutes or more) a message box will appear: “Successfully Exported SQL Statement.”
6. Click “OK.”
7. Close VisData Imp/Exp dialog box.
8. Choose File\Exit to leave VisData
- 9.

10. ***This process will create a file named “JulDayXX.xls” in the specified directory, with the sheets “DayXX,” and “StepsXX.”***

11.

12. **Note: No multitasking should be performed while the VisData extraction process is running.**