

Report Writer Instructions

Create .csv files on local hard drive

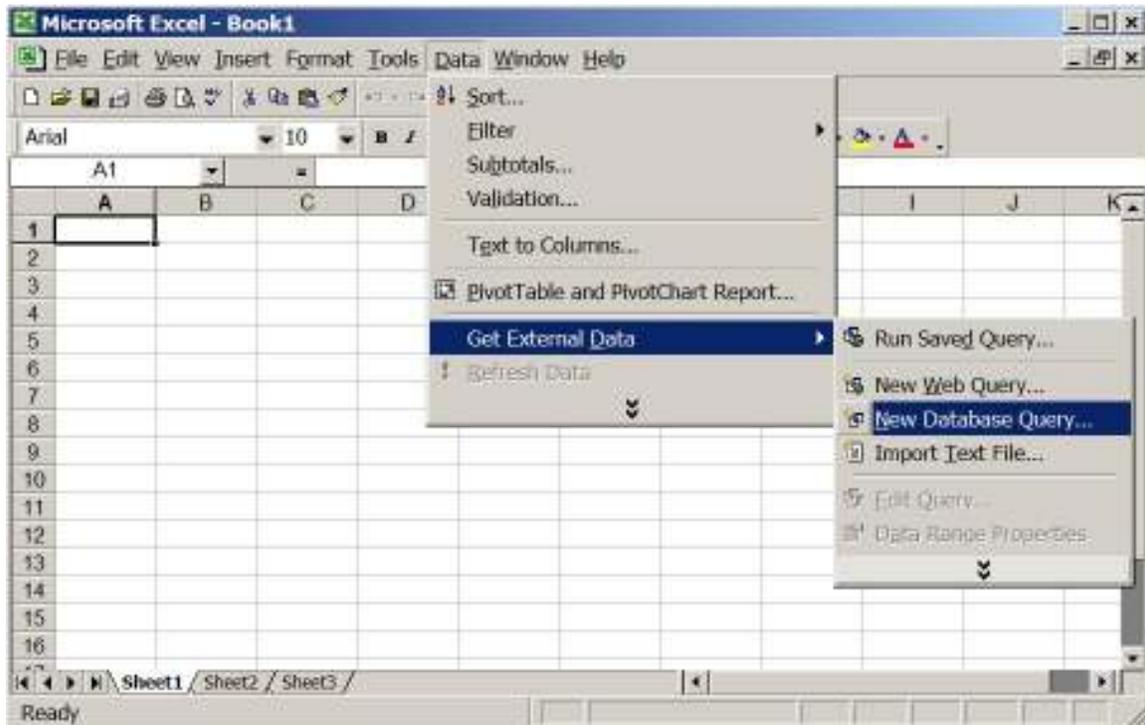
21 – Utilities

16 - Upload/Download Menu

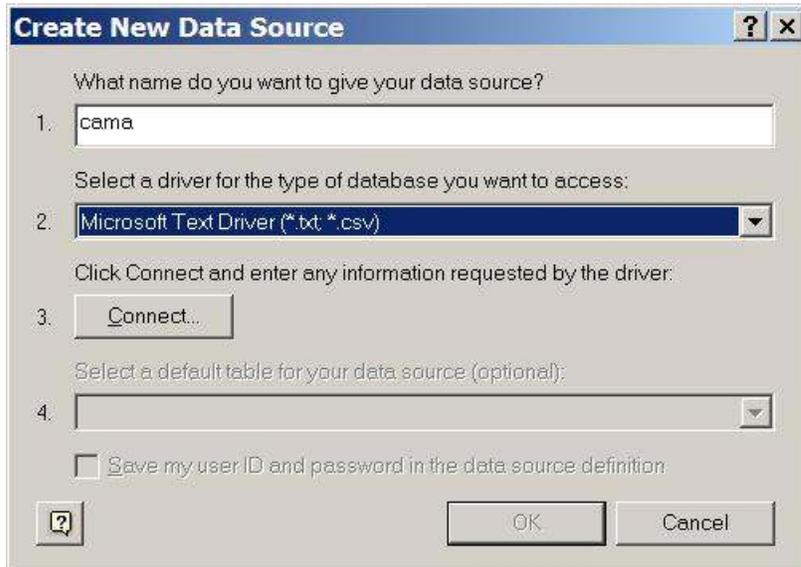
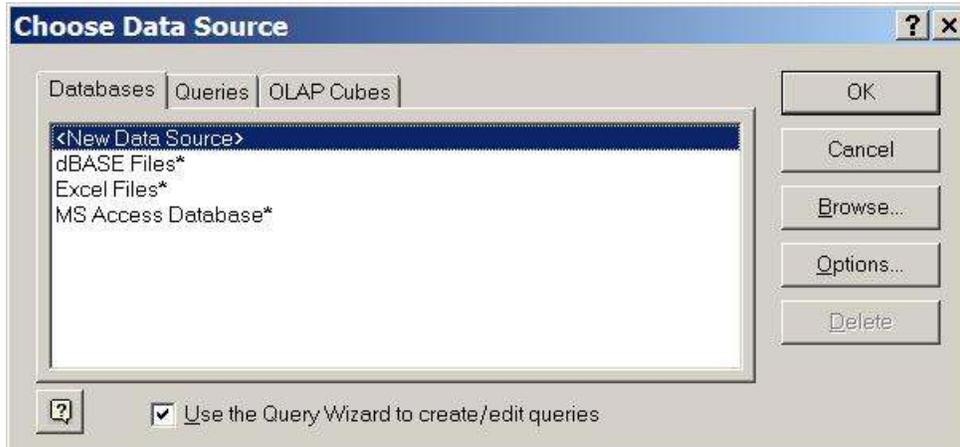
csv - Data for Report Writer – Camden City 31,000 Line Items – 20 Minutes

Unzip the c:\tmp\csv.zip File

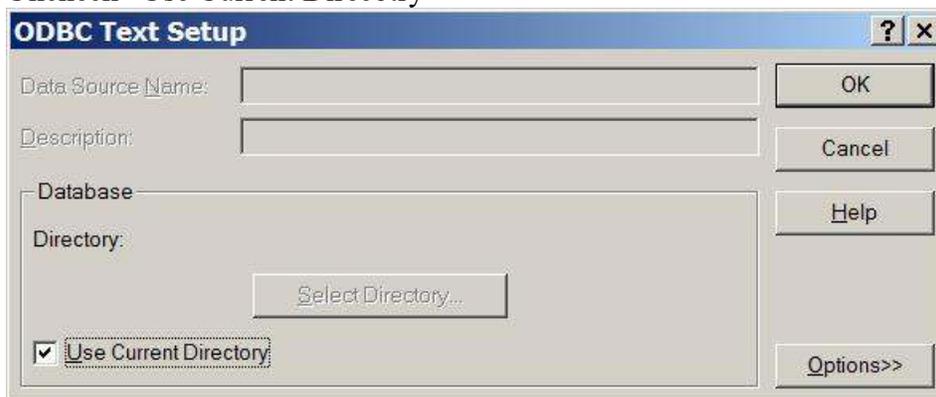
Select “New Database Query”



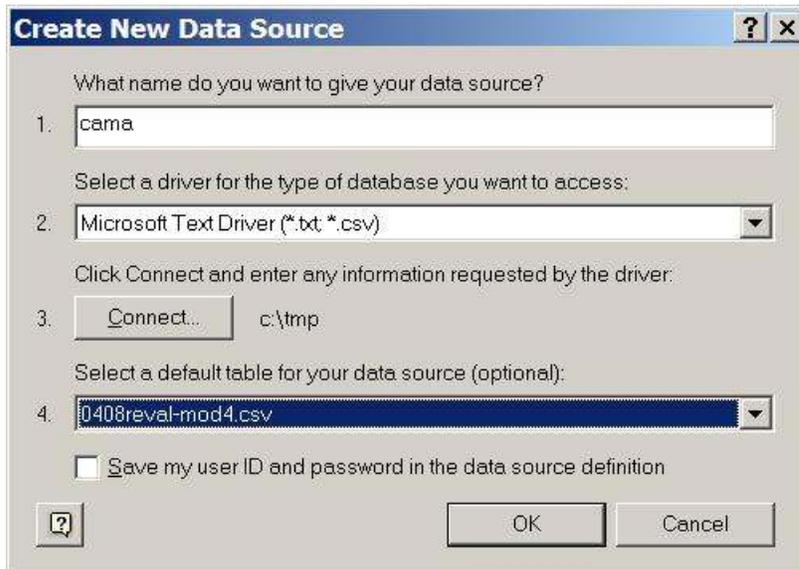
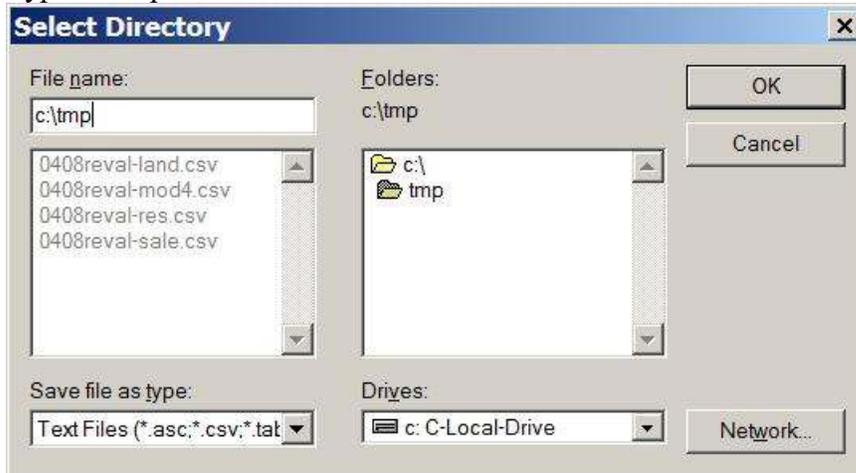
Create Data Source – This needs to be done if “cama” is not listed



Uncheck “Use Current Directory”



Type C:\tmp or other location where .csv files are saved.



Open "cama" Data Source

Query Wizard - Choose Columns

What columns of data do you want to include in your query?

Available tables and columns:

- 0408reval-mod4.csv
 - Bldg
 - 0Join
 - Owner Name
 - Owner Street
 - Owner Csz
 - Land Value**

Columns in your query:

- Block
- Lot
- Qual
- Location
- Class

Preview of data in selected column:

[?] Preview Now Options... < Back Next > Cancel

Query Wizard - Filter Data

Filter the data to specify which rows to include in your query.
If you don't want to filter the data, click Next.

Column to filter:

- Block
- Lot
- Qual
- Location**
- Class

Only include rows where:

Location

contains | vermon |

And Or

And Or

And Or

[?] < Back Next > Cancel

Query Wizard - Sort Order

Specify how you want your data sorted.
If you don't want to sort the data, click Next.

Sort by
Class Ascending Descending

Then by
 Ascending Descending

Then by
 Ascending Descending

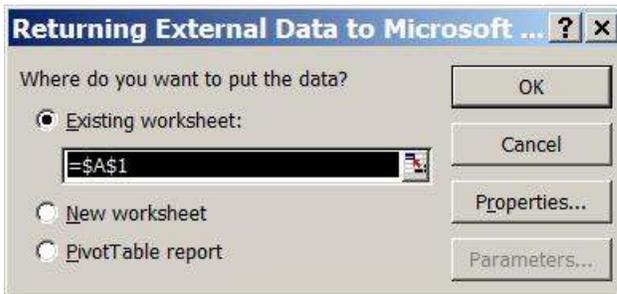
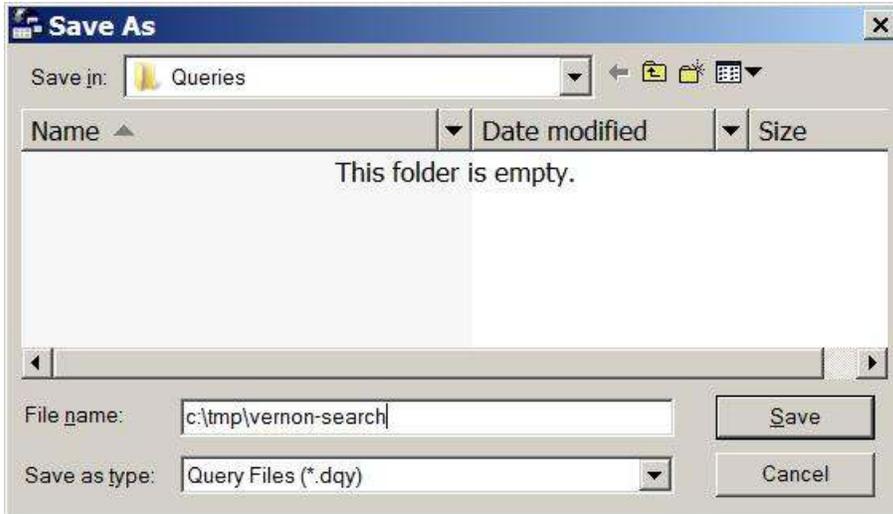
Query Wizard - Finish

What would you like to do next?

Return Data to Microsoft Excel

View data or edit query in Microsoft Query

Create an OLAP Cube from this query



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

100%

Arial 10 B I U

A1 = Block

	A	B	C	D	E	F	G	H	I	J	K
1	Block	Lot	Qual	Location	Class						
2	253	6		316 MT VERNON ST	1						
3	252	1		244 MT VERNON ST	1						
4	252	26		296 MT VERNON ST	1						
5	252	18		278 MT VERNON ST	1						
6	253	3		310 MT VERNON ST	1						
7	253	5		314 MT VERNON ST	1						
8	253	7		318 MT VERNON ST	1						
9	252	10		262 MT VERNON ST	1						
10	253	8		320 MT VERNON ST	1						
11	252	20		282 MT VERNON ST	2						
12	252	23		290 MT VERNON ST	2						
13	253	2		308 MT VERNON ST	2						
14	253	9		322 MT VERNON ST	2						
15	253	1		306 MT VERNON ST	2						
16	253	10		324 MT VERNON ST	2						
17	252	25		294 MT VERNON ST	2						
18	253	12		328 MT VERNON ST	2						

External Data

Sheet1 Sheet2 Sheet3

Ready