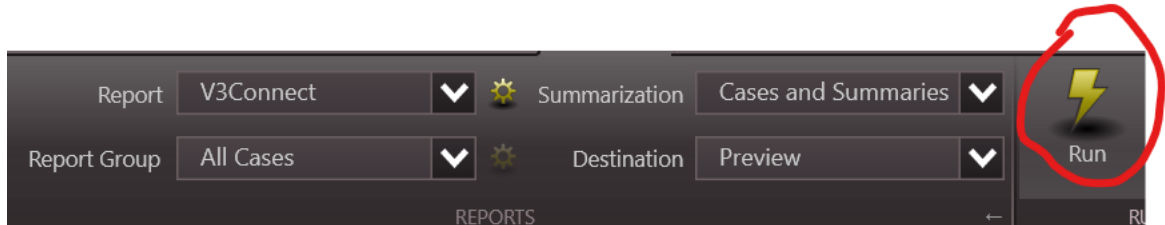


## Setup Any V3Connect Sheet

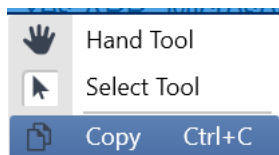
1. Run the V3Connect report with the “Preview” option in the drop down for Destination:



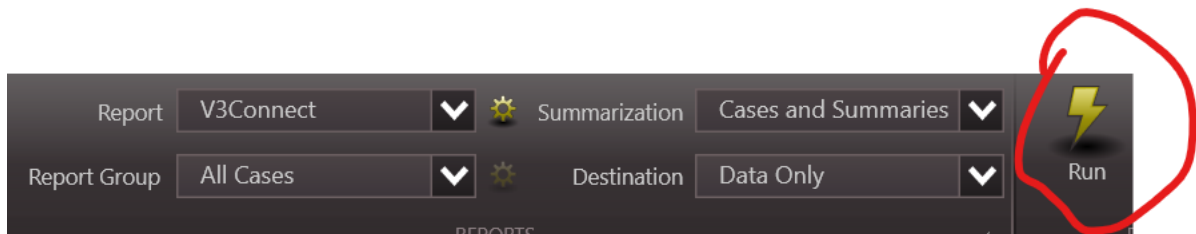
2. When the report window pops up at the bottom it should say:

The Connection String for this SQL Instance is below

3. Copy the block of text below those words onto your clipboard by highlighting it and clicking copy. Leave the Report Window open until you are done with Step 14.



4. Make sure you are now in the correct scenario. The correct scenario will have the Projection Qualifier you want to edit as the primary projection qualifier.
5. Rerun the V3Connect report for All Cases again, this time with “Data Only” as the Destination:



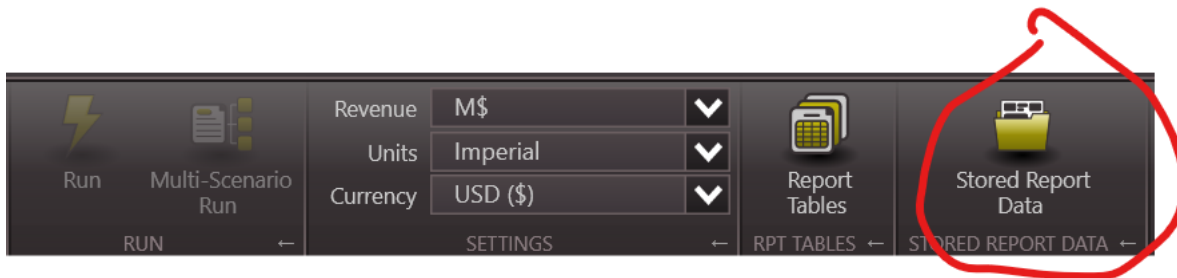
6. In the prompt that comes up give any label for this report run that makes sense to you (will not change the result can even just be NA):

**Report Description** ✕

Enter a description used to store the data of the current report run:

NA

- 7 When the report run is completed go to the “Stored Report Data” button further down on the report ribbon:



- 8 When the Stored Report Data window opens grab the “Report ID” from this window (it is the left most column) and write it down:

**Stored Report Data**

**Filters**

Users: <Current User> ▼

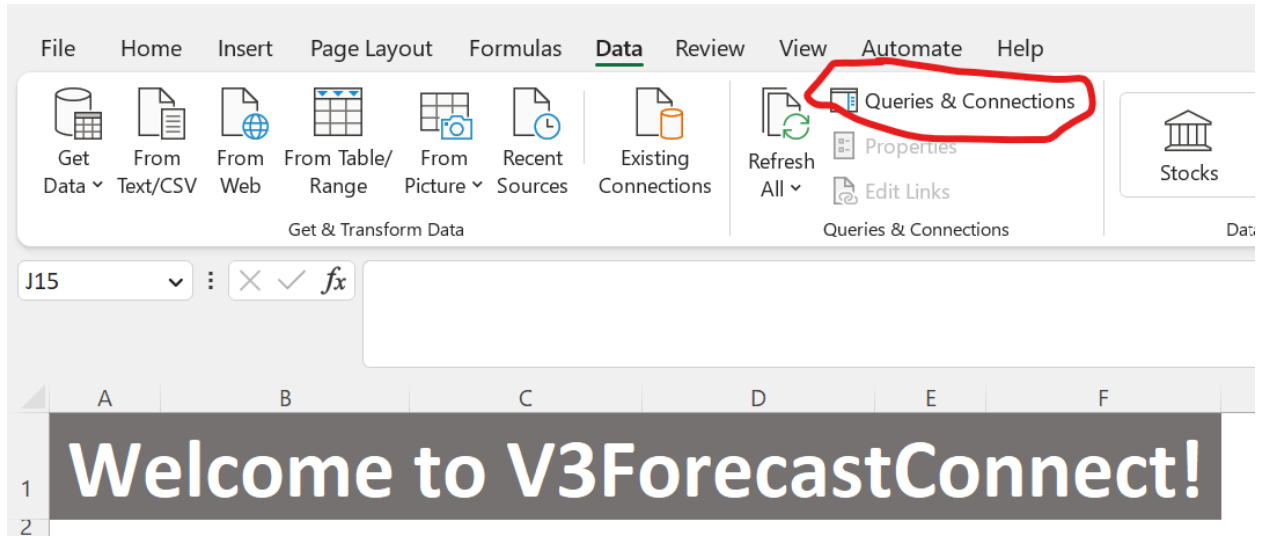
Output Type: All ▼

IC	USER	DESCRIPTION
4194	jsmith	NA

- 9 Open up the V3ForecastConnect.xlsm sheet included with this zip file. Enable Macros if it asks you to. Enter the Report ID you wrote down in the last step into the “Report ID” box on the “Start Here” tab of the workbook:

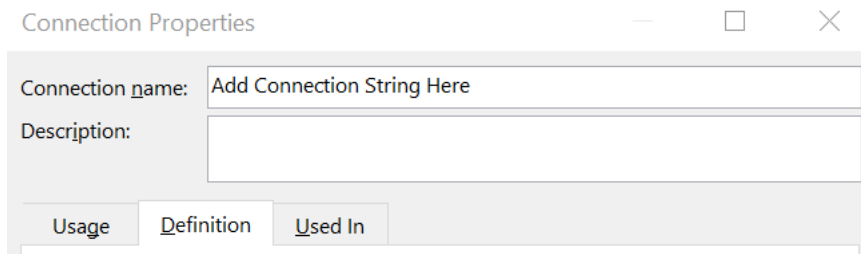
Report ID 4194

10 Go to the Data ribbon in Excel and select “Queries and Connections:”



11 In what pops up make sure it is set to “Connections” not Queries. If so, you should see one or more connections labeled “Add Connection String Here”. Right click on the first “Add Connection String Here” connection and then select “Properties”

12 In the Connection Properties window that opens up select the “Definition” tab:



13 On this tab find the field called “Connection string:” and paste in the text you copied from the report in step 7. Then click ok. If you get warnings double check you have the correct report ID in the Start Here tab.

14 Repeat steps 11-13 for all of the “Add Connection String Here” connections.

15 Go to the Start Here tab and hit the green refresh button if you are able to enable Macros. If not hit “Refresh All” twice on the Data ribbon in Excel:



16 **Please note the rules on the Start Here page!**