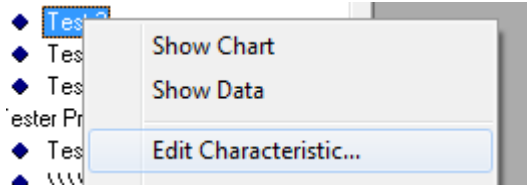
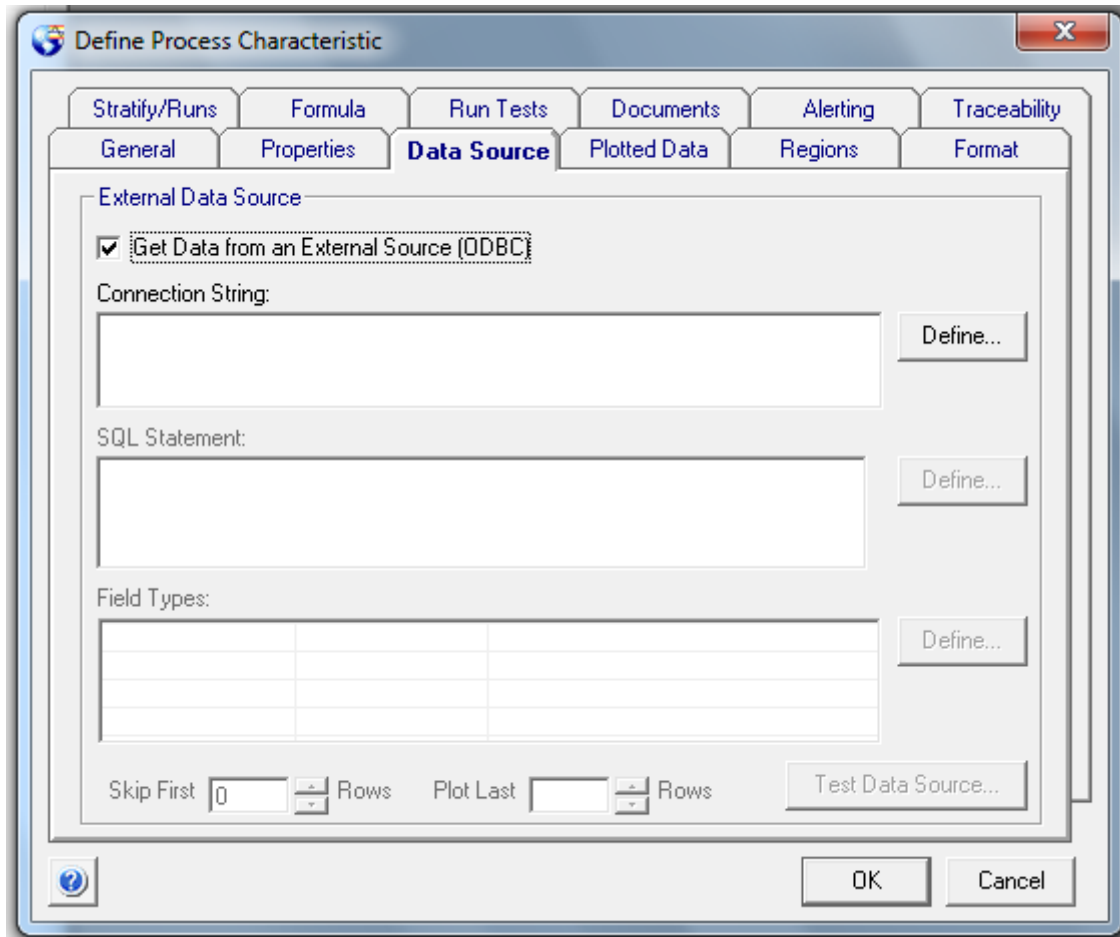


To Link a Data Source to a Characteristic:

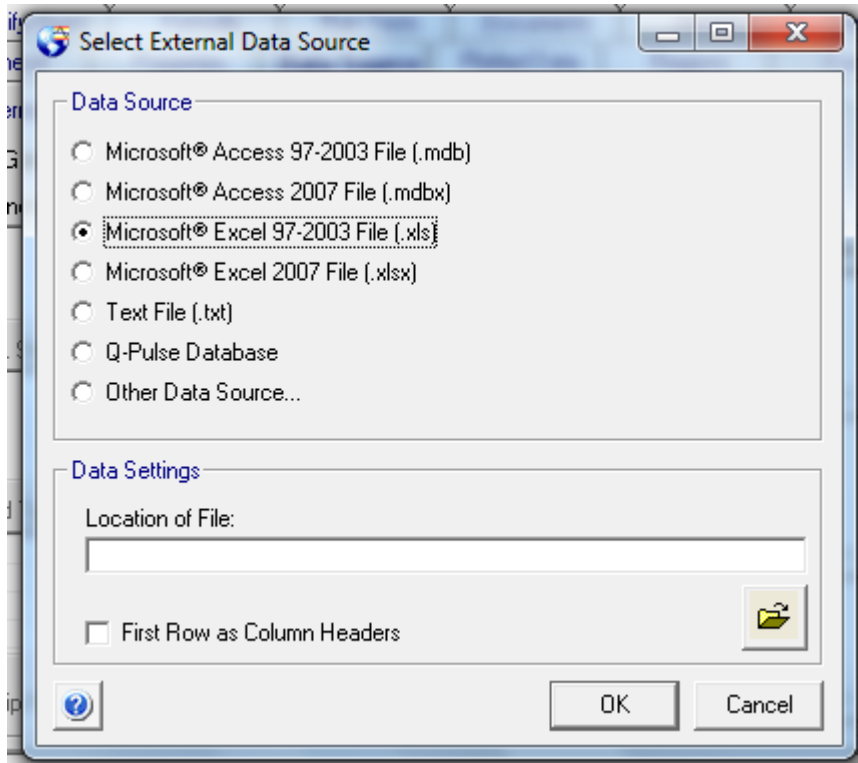
1. Right click on the characteristic you'd like to link the data to and select "Edit Characteristic..."



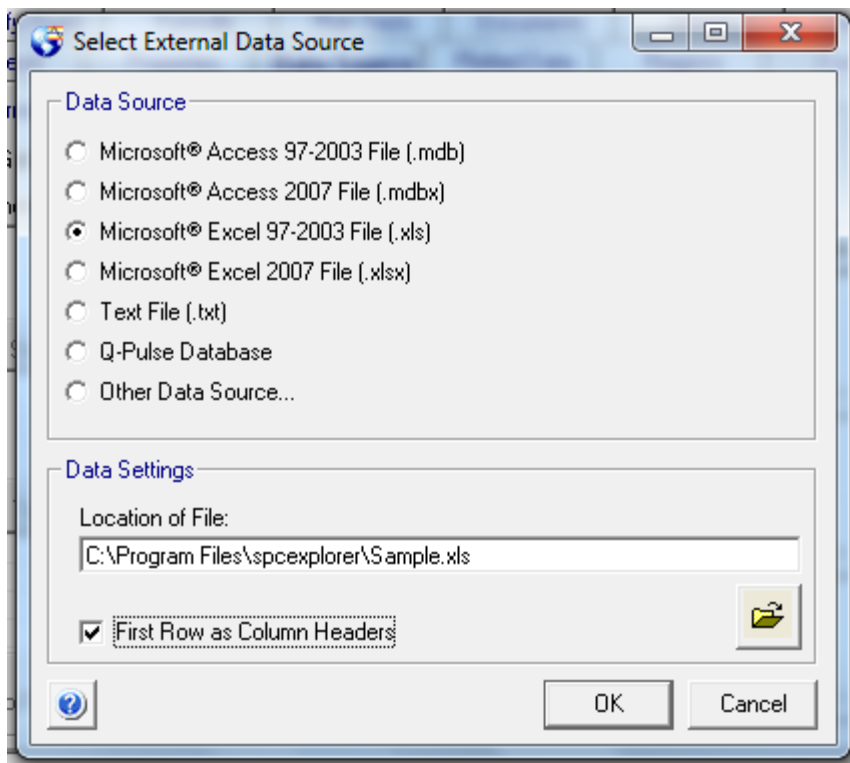
2. Click on the "Data Source" tab in the Edit Characteristic dialog box and check the "Get Data from an External Source (ODBC)" box.



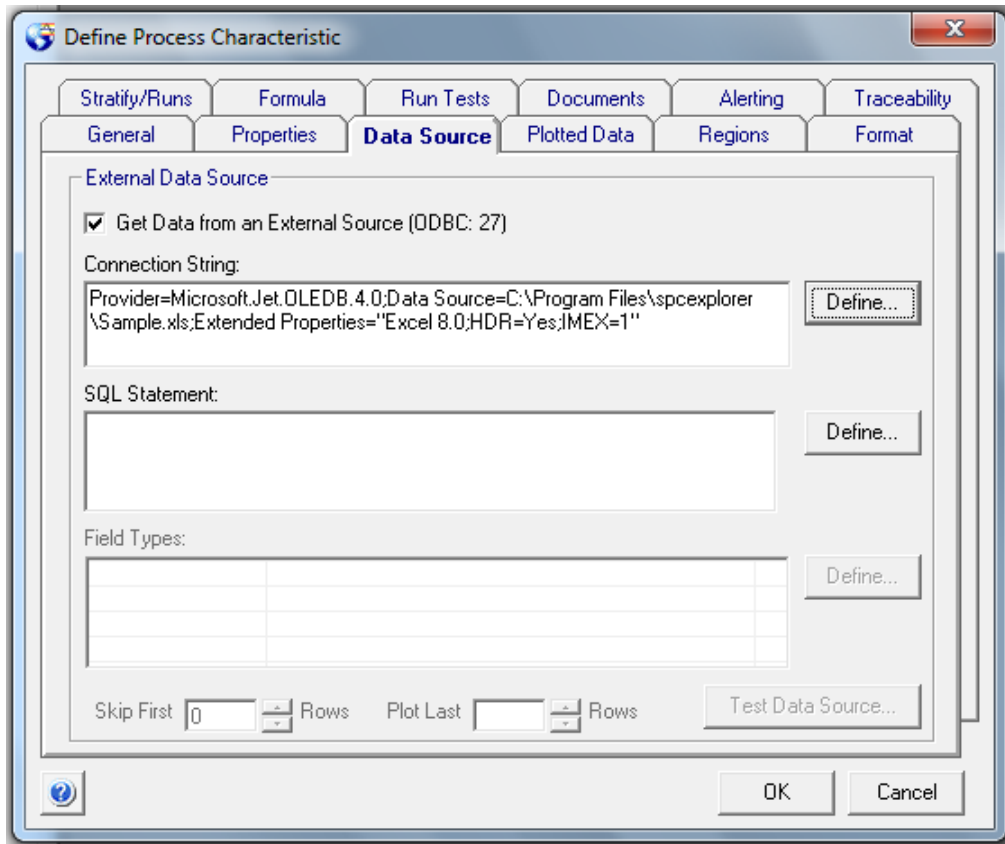
3. Click on the top “Define...” button. Select the type of data source you’d like to link to this characteristic.



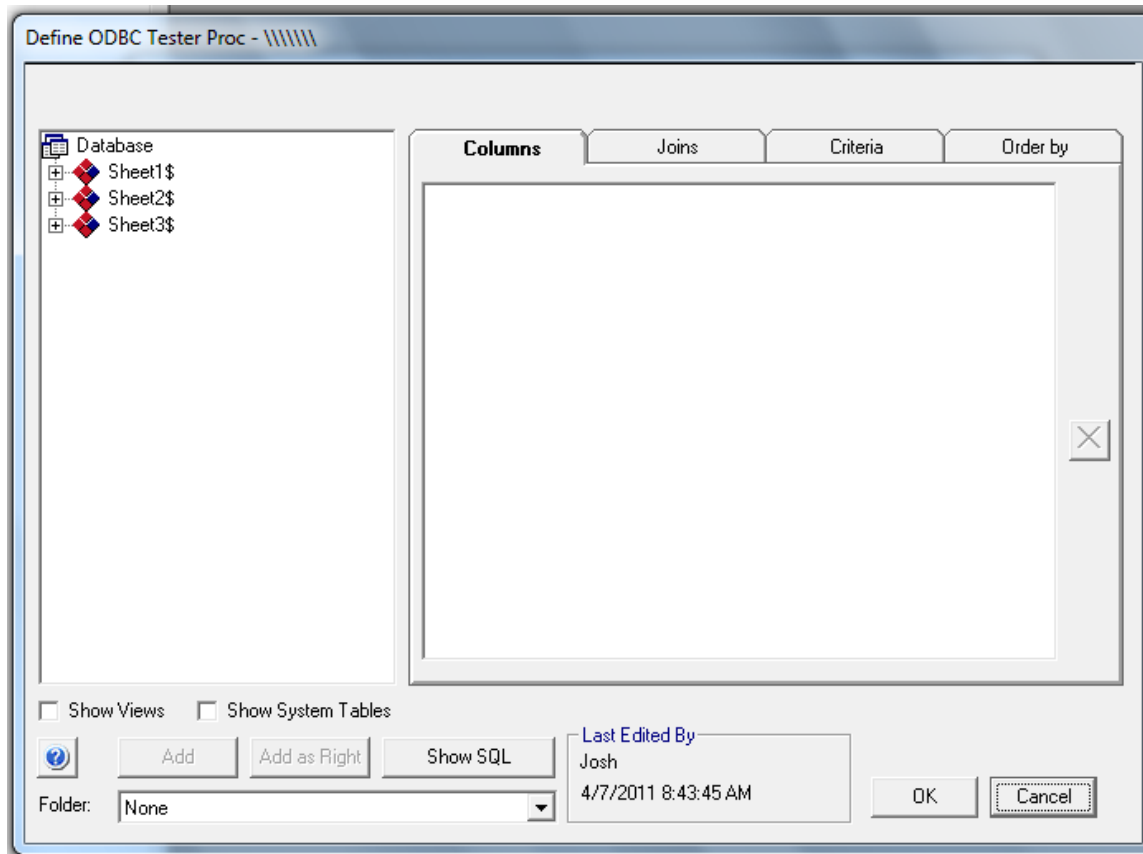
4. If you select one of the top 6 data sources (any of the options besides “Other Data Source...” – NOTE: If you select this option, please see step 12 below and then come back to step 5.), click on the open folder and browse to the data source. Check the box for “First Row as Column Headers” if that is how your file is set up.



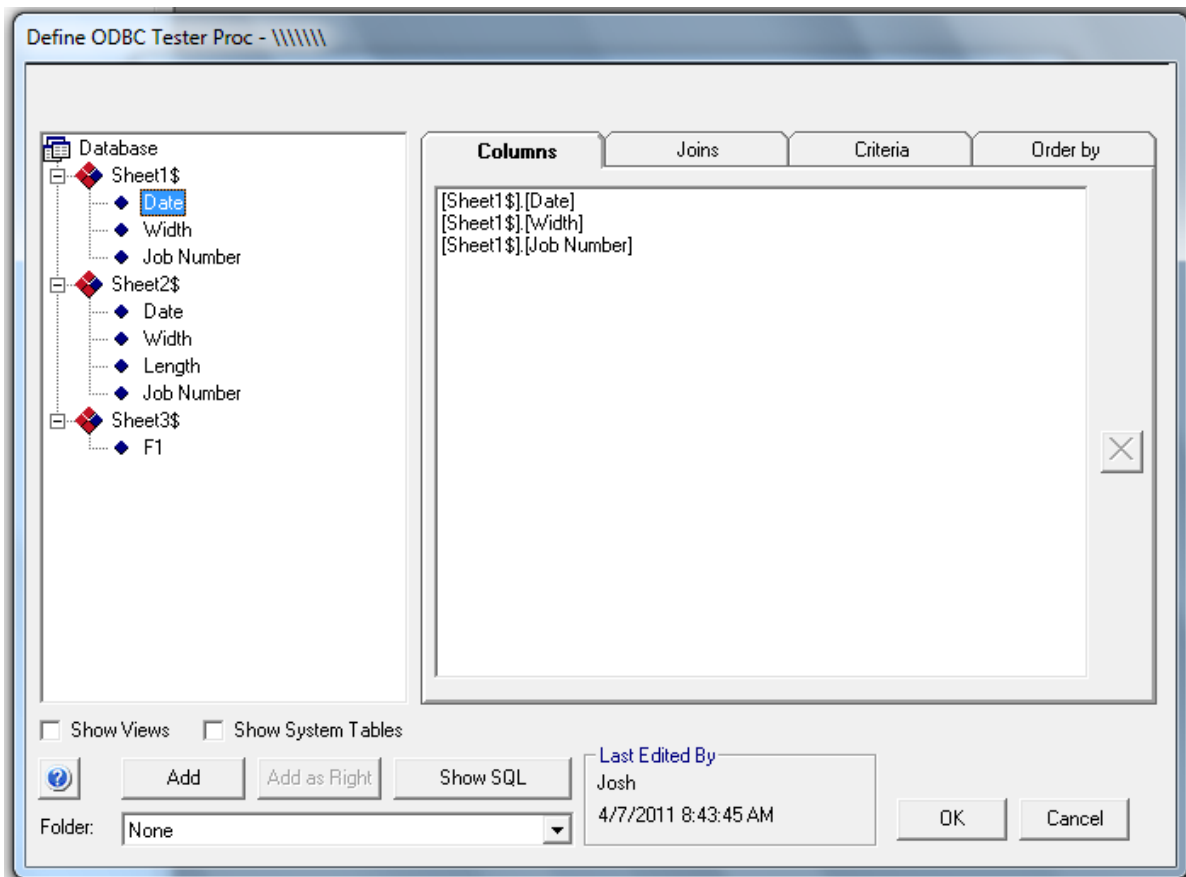
5. Click OK. The top text box on the Data Source tab will now be filled in with an SQL statement and the 2nd "Define" button will be enabled.



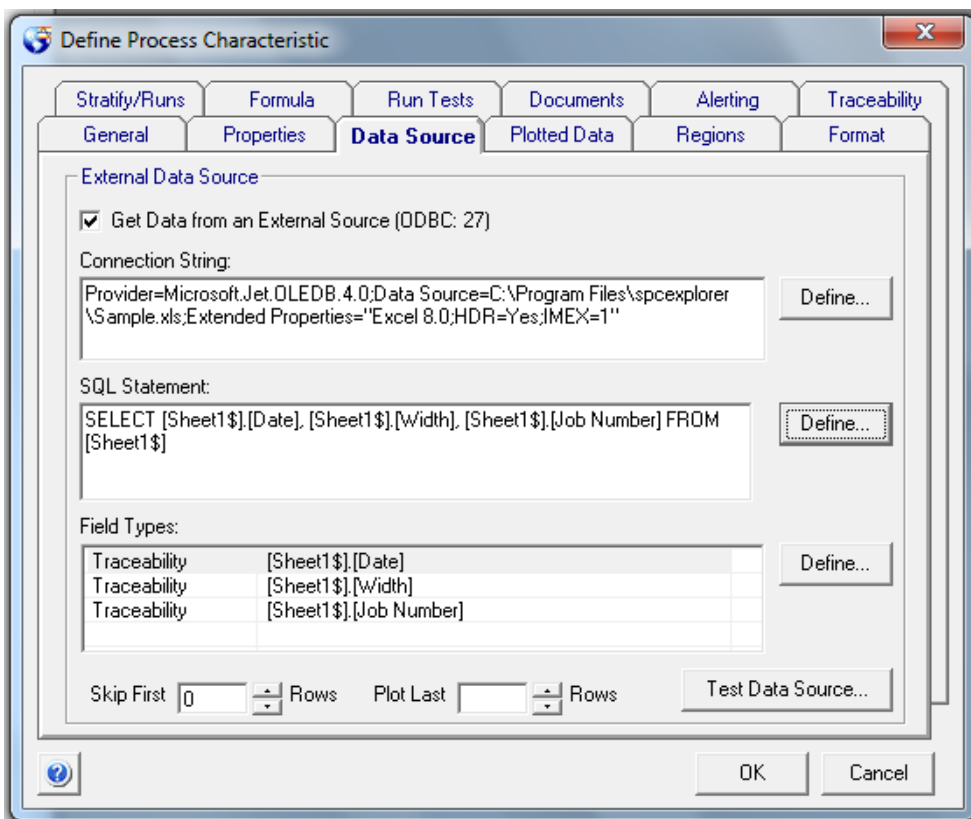
6. Click on the 2nd "Define" button.



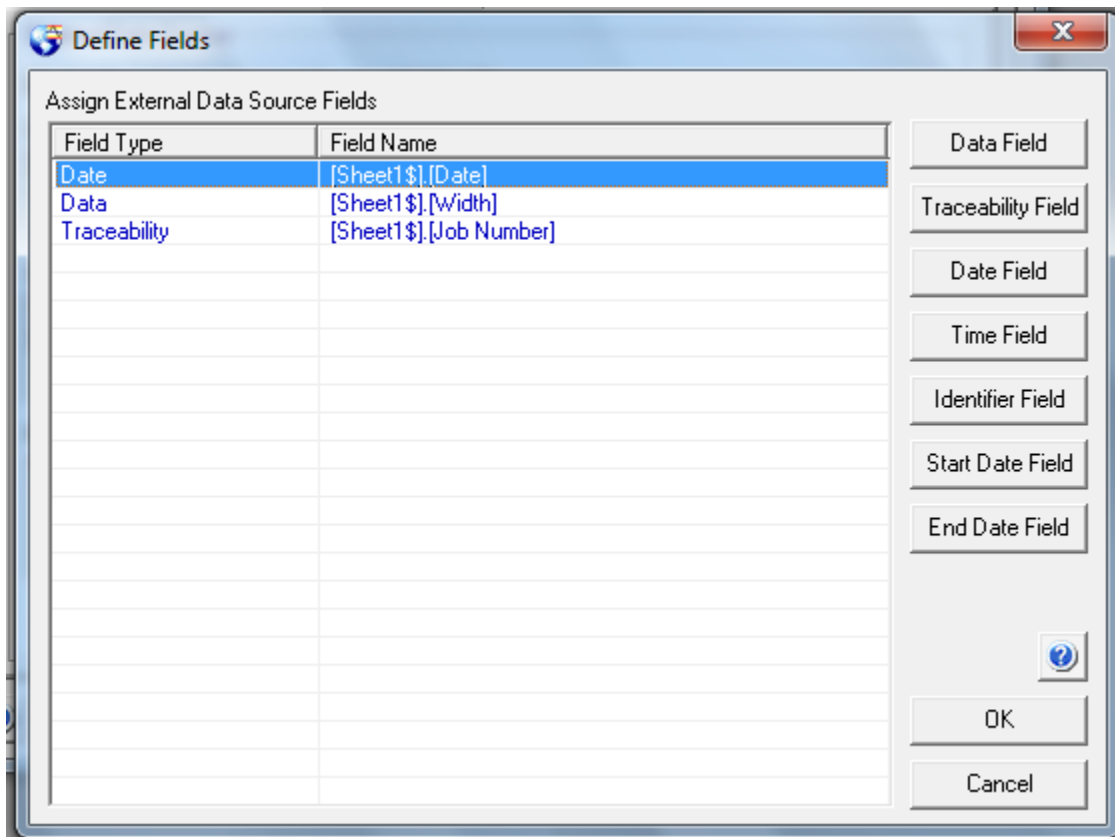
7. In the left pane, select the data you'd like to import. This is a tree representation of the data source you've chosen to link. Each column (for Excel files), each table column (for Access and SQL databases), etc will be listed as you expand the tree. To select something, you can double-click on it or highlight it and click on the "Add" button at the bottom of the dialog box. Once all the data fields you want to link are selected, click "OK".



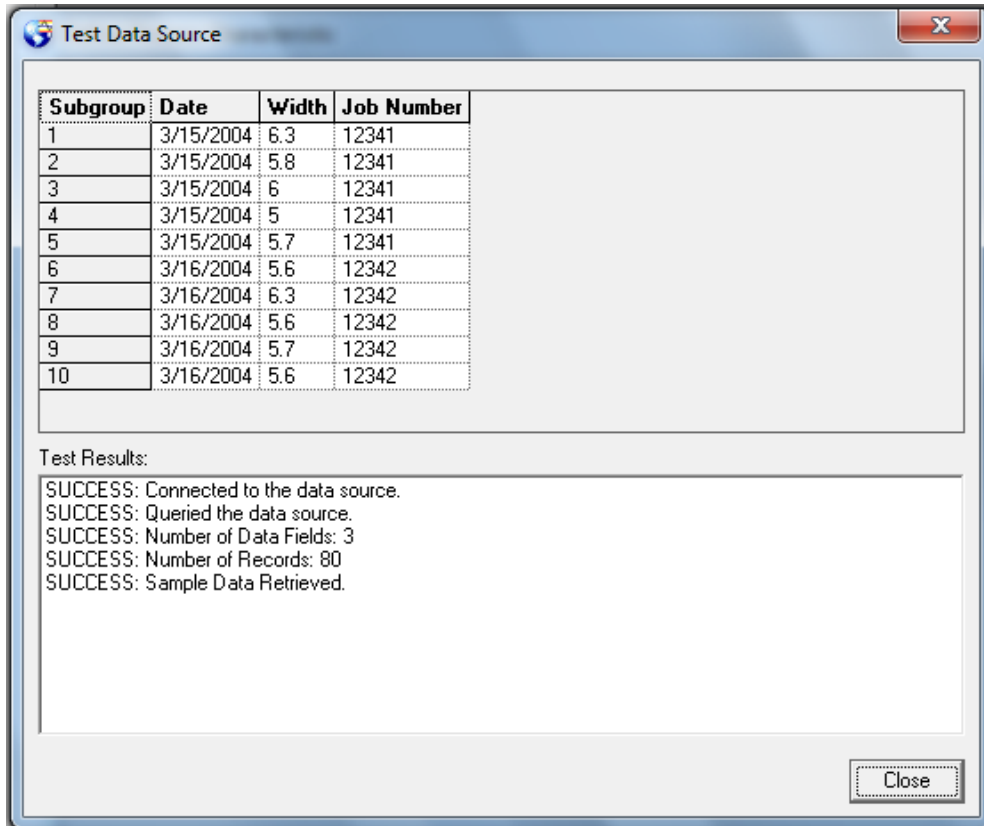
8. The 2nd and 3rd text box will now have text in them and the 3rd “Define” button will be enabled. Click it.



9. Here, you will set up the various fields you’ve selected to link. These fields will be set to Date fields, Data values, Traceability fields, etc. Highlight the field on the left and then select its appropriate type on the right (using the buttons). Click “OK” once you’ve assigned the different types to all the fields.



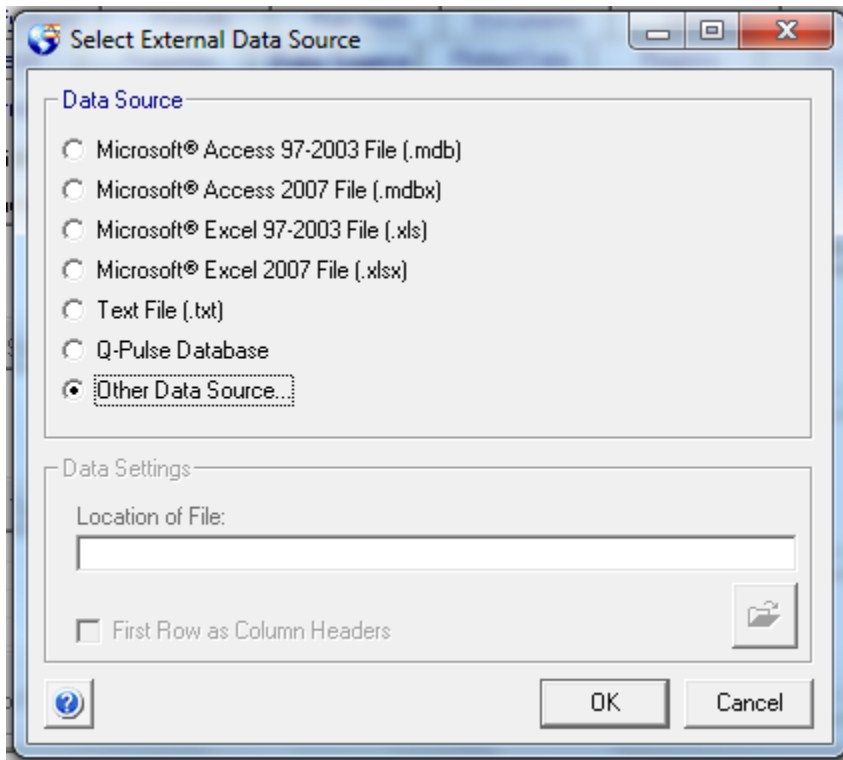
10. The link should now be set up. To test it, click on the “Test Data Source” button at the bottom. If it is set up properly, you’ll see a dialog box with a few rows of data on it. This will NOT show all the data in the file. Only the first 10 rows or so will be presented. This is as designed.



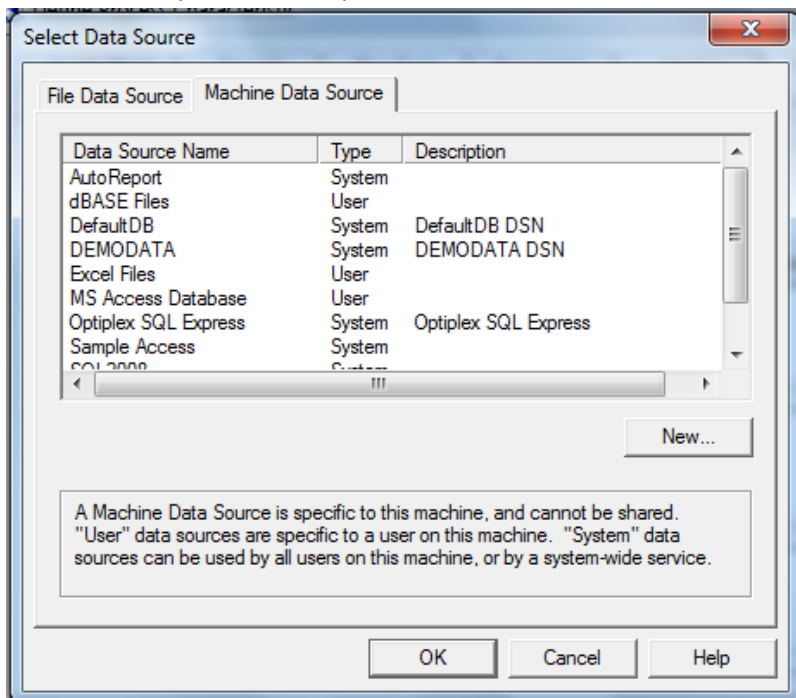
11. Click on “Close” to close the Test Data Source dialog box and click “OK” to exit out of the Edit Characteristic dialog box.

If you are using a data source other than those listed in step 4, please follow the steps below, then go back to step 5 above:

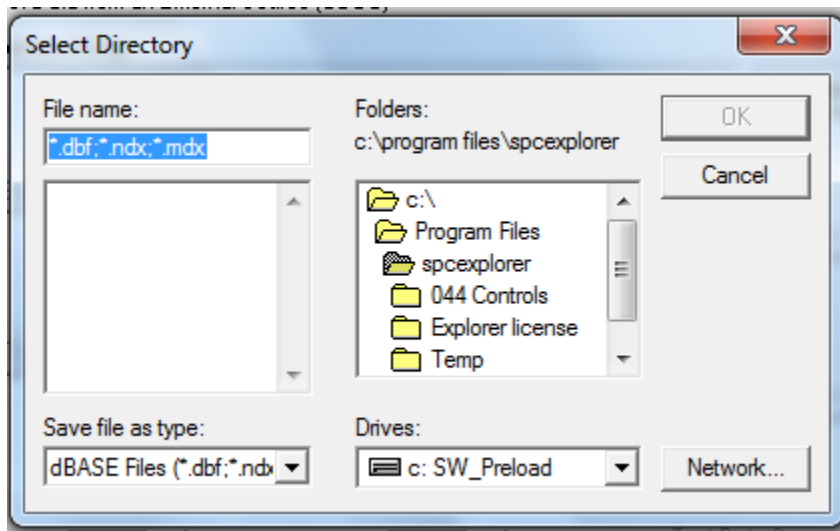
12. Select the "Other Data Source" option. Please notice that the browsing button is no longer enabled. Click "OK".



13. You will need to browse through the data sources available on the File Data Sources tab or the Machine Data Sources tab and select the type of Data Source you are using. If you find it, select it and click "OK". If it is NOT listed here, skip down to step 16.

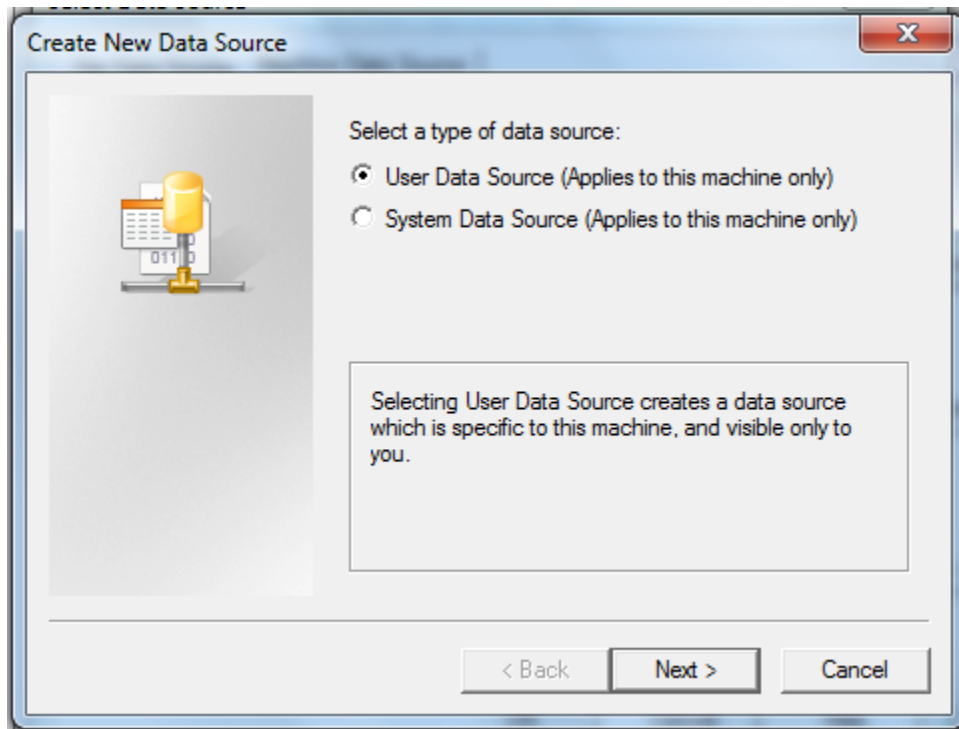


14. You will then be prompted to browse to and select the file.



15. Select it and click “OK”. Proceed back up to step 5 now.

16. If your data source is not listed in the File Data Sources or Machine Data Sources tabs, then click on the “New” button. The Data Source Creation Wizard will start.



17. The wizard will guide you through the creation of your specific data source. Once you are done, proceed back to step 5.