# Instructions for getting data from SASMT database into a spreadsheet

(unfortunately I only use an Afrikaans browser version so the example for saving the file is in Afrikaans but I am sure you will be able to figure it out in English)

1   Ensure beforehand that you have also downloaded the Excel macro file **SAVMO_csv2spr_1.xls** and that you know the password for the centre whose data you are going to download.

2   Go to **http://www.sasmt-savmo.org.za/maint/** with your browser (for example Firefox or Internet Explorer)
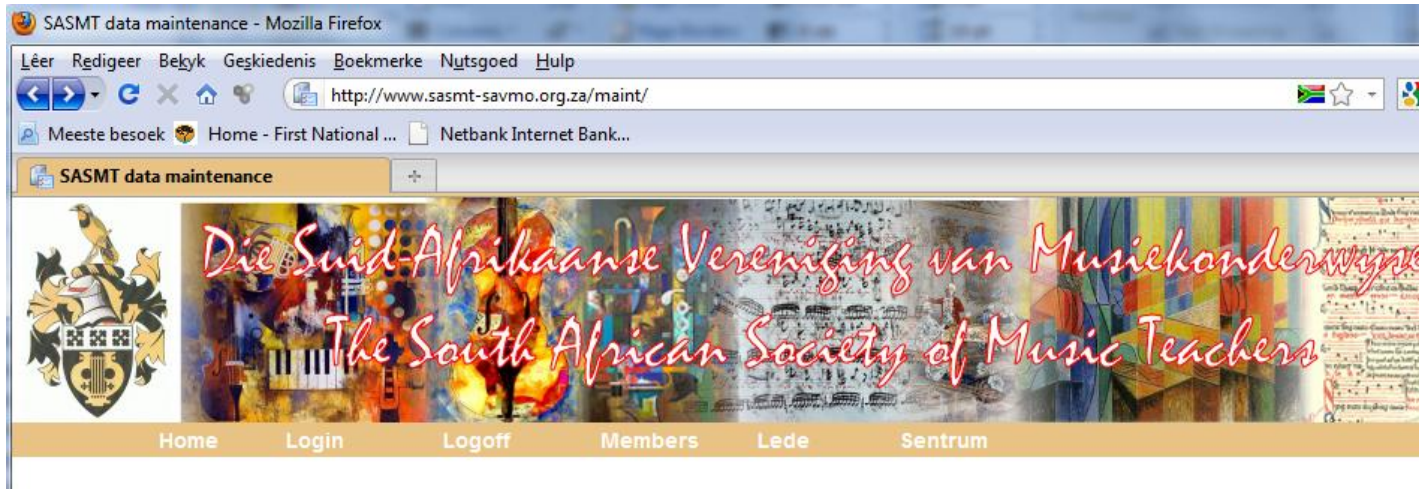

3   Click on '**Login**'

4   Choose centre you are editing and supply the correct password. Click on the '**Login**' button.

5   Go to menu item **Members** and under that **List**
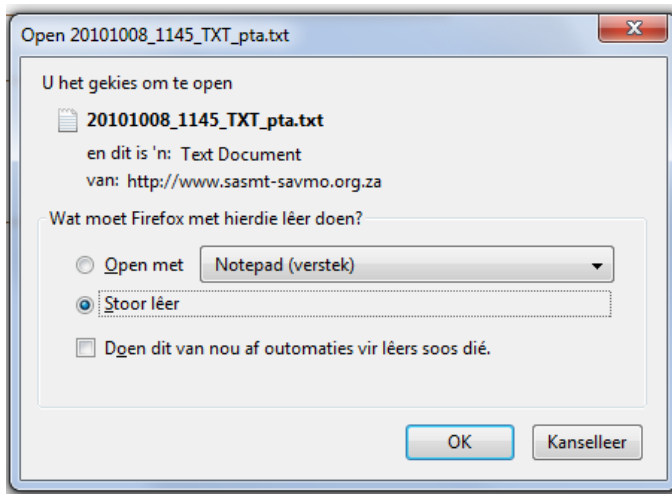
6   Click on '**OK**' to save the file.

7   Wait until file has finished downloading. It will have a name built-up from the date, time and centre code, for example 20101108_0905_TXT_pta.txt

If in stead you are using Internet Explorer and you see the data directly on the screen, like for example:
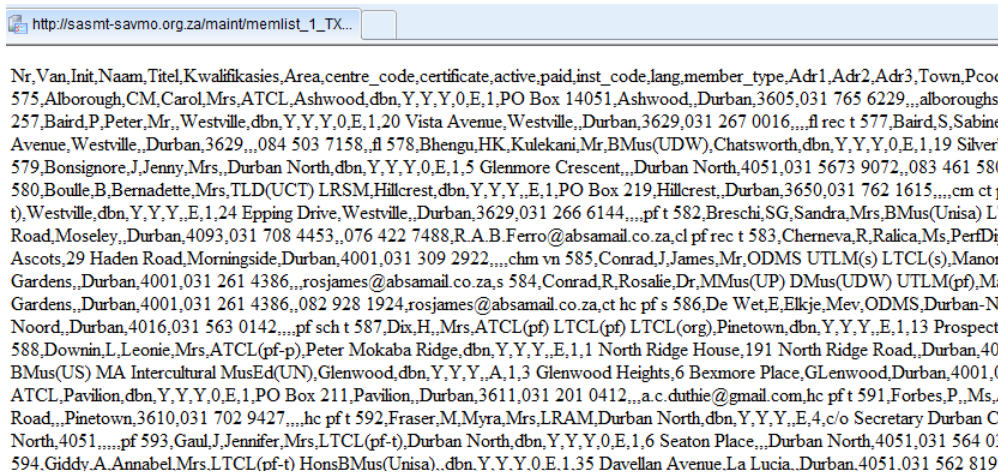

Right-click on this data, choose **View Source** then press **Ctrl-s** to save it. Save it as a text file (it must have the extension **.txt**) For example you can save it as **Dbn_data.txt.**

8   Make a note of where you save the file. You will need to refer to it again. Otherwise, move it to the location where you normally keep SASMT data.

9   Find the Excel macro file **SAVMO_csv2spr_1.xls** and double-click on its name. It should open in Excel and show the version of Excel. If it is 12, you have MS Office 2007; if it is 11 is, you have MS Office 2003.

10   If there is a message indicating that Excel macros cannot run because it is "disabled", you will have to "enable" it first. This is a one-time action. See the instructions for it for Excel 2007 below. For Excel 2003 the "enable" button should appear immediately.
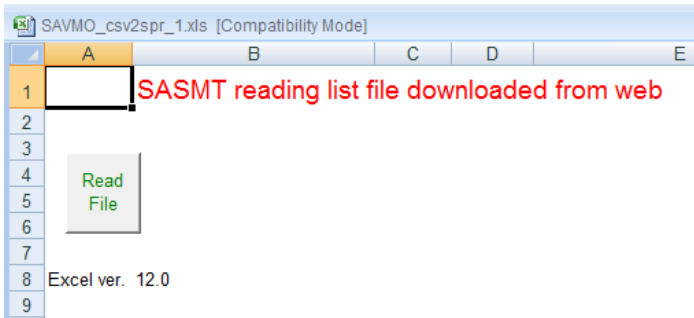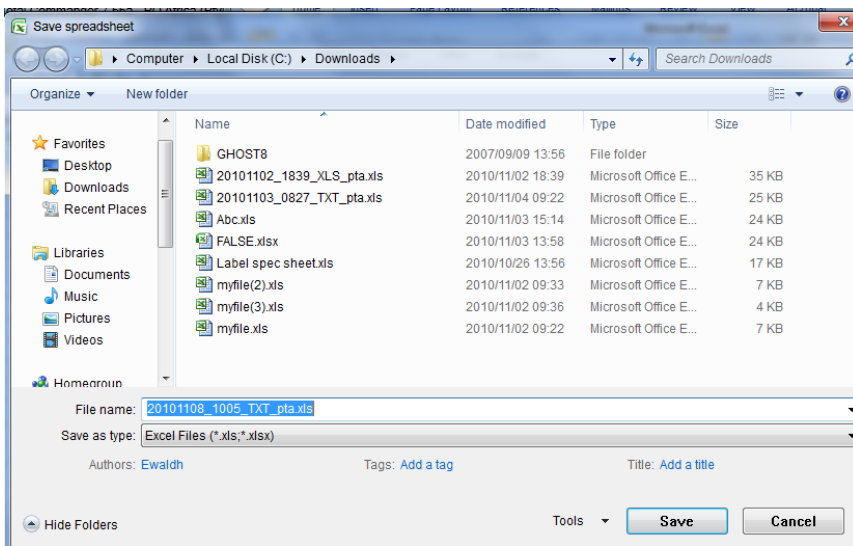
11 Click on "Read File".
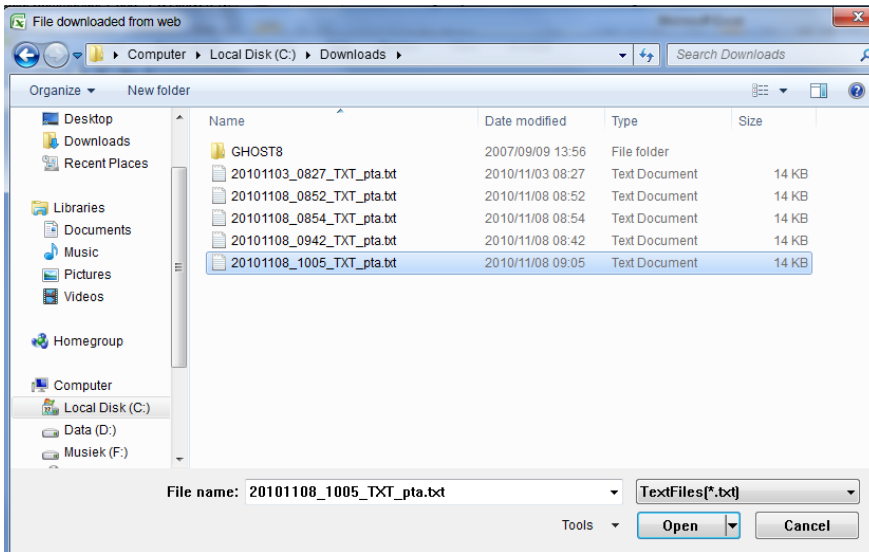
12 Choose the file you have downloaded from the web and click on "Open" to read it.
13 The file is read into Excel and saved with the same name except for the extension "xls" indicating that it is now a spreadsheet. You can accept the suggested name or specify another.
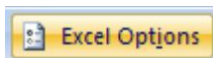
Activating macros in Excel

When Excel 2007 is first installed, macros are disabled by default.
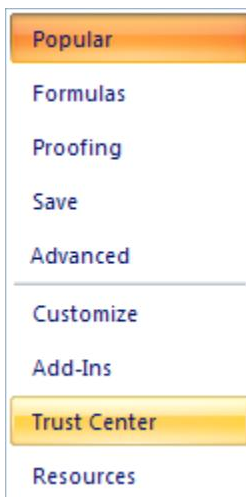
To activate, do the following:

1   Click on the application button of Microsoft

2   Click on "Excel Options"

3   Choose "Trust Centre"
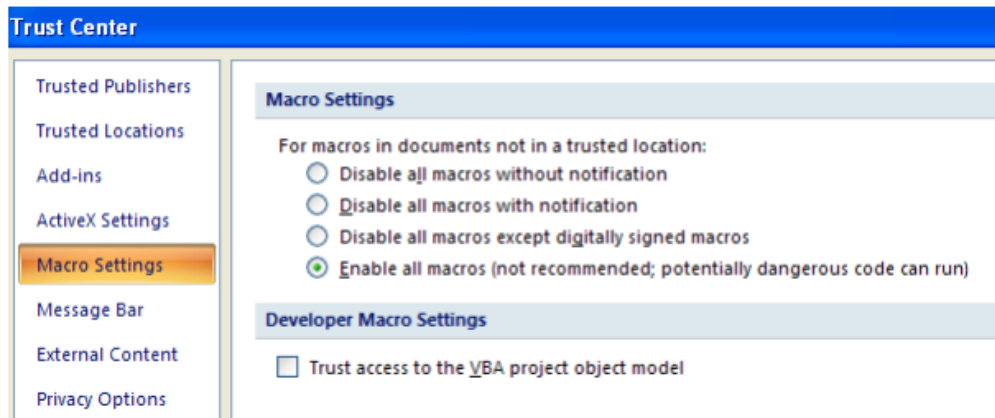

4   Click on "Trust Center Settings"

5   Choose "Macro Settings"

6   Choose "Enable all macros"

7   Click on "OK" repeatedly until you are back in the spreadsheet.