Datastream in the Learning Resource Center (*Version juli 2017*)

<u>First time us</u>ers of Datastream in the Learning Resource Center needs to configure the Datastream software with password/userid before being able to use the system - and furthermore to install the Excel-add-in
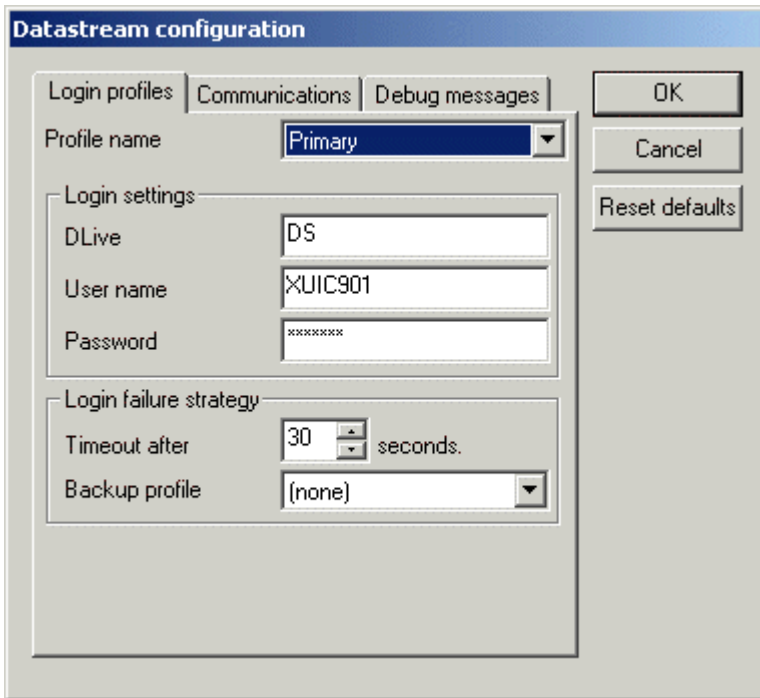
'Advance for Office, if you need to download larger amounts of data.

1. Log on the computer in LRC with your CBS <u>mail userid/password</u> - as usual

2. Make changes in Datastream configuration - Userid<u>/Password (see secti</u>on A below)

3. Instal the Excel-add-in Advance for Office in Excel (see section B below)

4. Close both programmes – both Datastream and Excel

5. Turn off computer - as if you would leave it completely

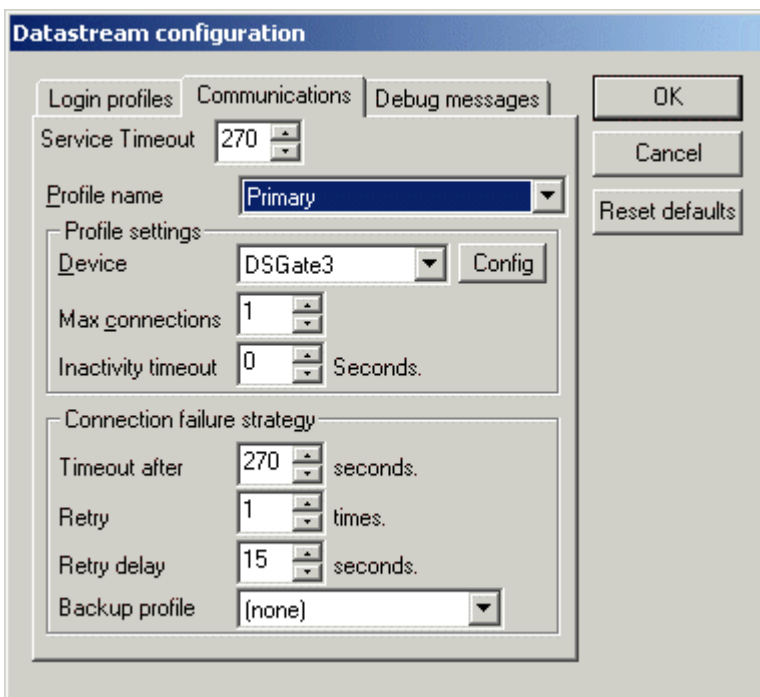6. Reboot computer - and log on with your CBS mail userid/password.

You only need to do this configuration once. Next time you log on any computer in the Learning Resource Center, Datastream should be configured with password/userid and gateway ip-number, and the Excel add-in should be installed and ready for use.

SECTION A: DATASTREAM CONFIGURATION

1. Start Datastream

2. Go to TOOLS > CONFIGURE COMMUNICATIONS.

3. Choose "Login profiles" and fill out as seen below

4. User name: XUIC901

5. Password: DENMARK.

6. Then choose "Communications", and fill out as seen in next screen-dump:

7. Device: needs to be set to : DSGate3

8. On the screen seen above you need to click on the small "Config"-button, and the last part of the Dastream configuration appears (see screen-dump below)

9. "User name": type in own name or mail (only first part)

10. "Gateway name": insert IP-number for the Datastream gateway = 130.226.47.181

11. Close configuration with "OK"

SECTION B: INSTALLATION OF EXCEL ADD-IN ("ADVANCE FOR OFFICE")

EITHER:

1. Open Excel and select **File**, then **Options**
2. Select **Add-Ins**
3. Next to 'Manage: Excel Add-Ins', select **Go**
4. Select **Browse**
5. Navigate to the C Drive, select Programmer > datastream > Datastream Advance
6. then double click on the file Advance Office.xlam. The Datastream add-in should now be available within Excel
7. restart Excel and the computer – and log-in with you CBS e-mail userid / password

OR

1. Open Excel and select **File**, then **Options**
2. Select **Add-Ins**
3. Find the file Advance Office.xla under **Inactive Application Add-ins** and click on it, to install it in Excel
4. (If found under **Active Application Add-ins** it's already installed!)
5. restart Excel and the computer – and log-in with you CBS e-mail userid / password