



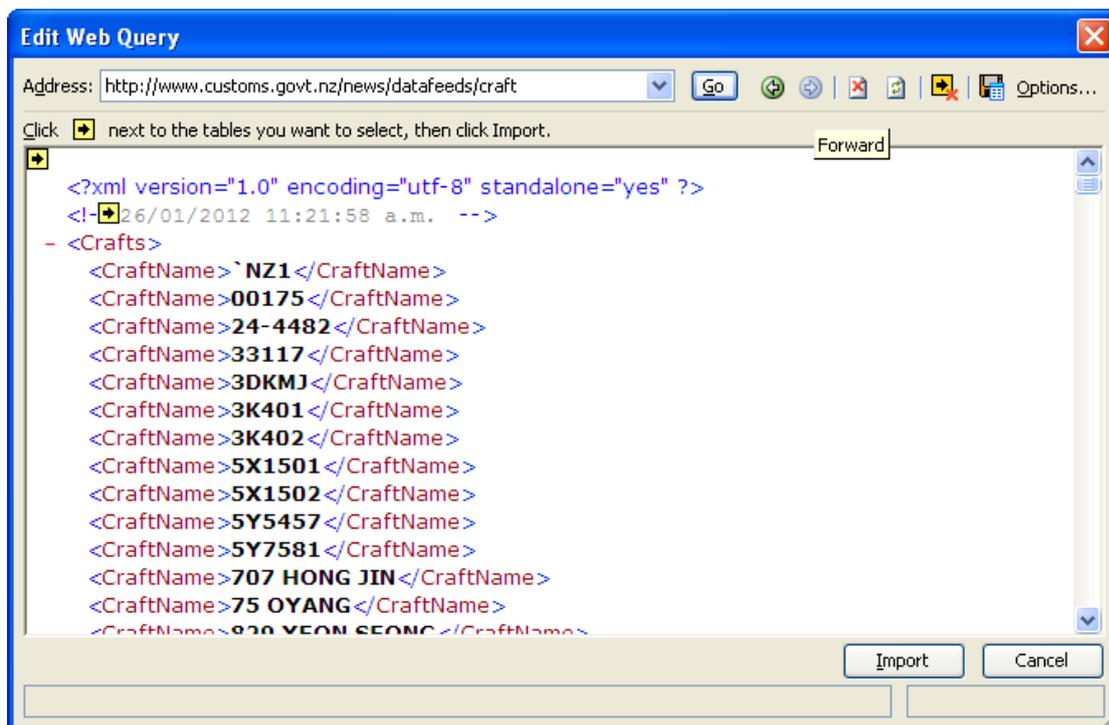
DOWNLOADING WEB SERVICES DATA

Users can download the web services data into excel as follows:

Setup

To set up the excel document the user must open eg, Microsoft Excel 2003 and go to:

1. Data > Import External Data > New Web Query.
2. Paste in the URL for the desired service and the parameters into the "Address" field, for example:
 - <http://www.customs.govt.nz/news/datafeeds/craft>
 - <http://www.customs.govt.nz/news/datafeeds/supplier?country=NewZealand&code=005&name=LTD>
 - <http://www.customs.govt.nz/news/datafeeds/exchange>
 - <http://www.customs.govt.nz/news/datafeeds/exchange?exch=all>

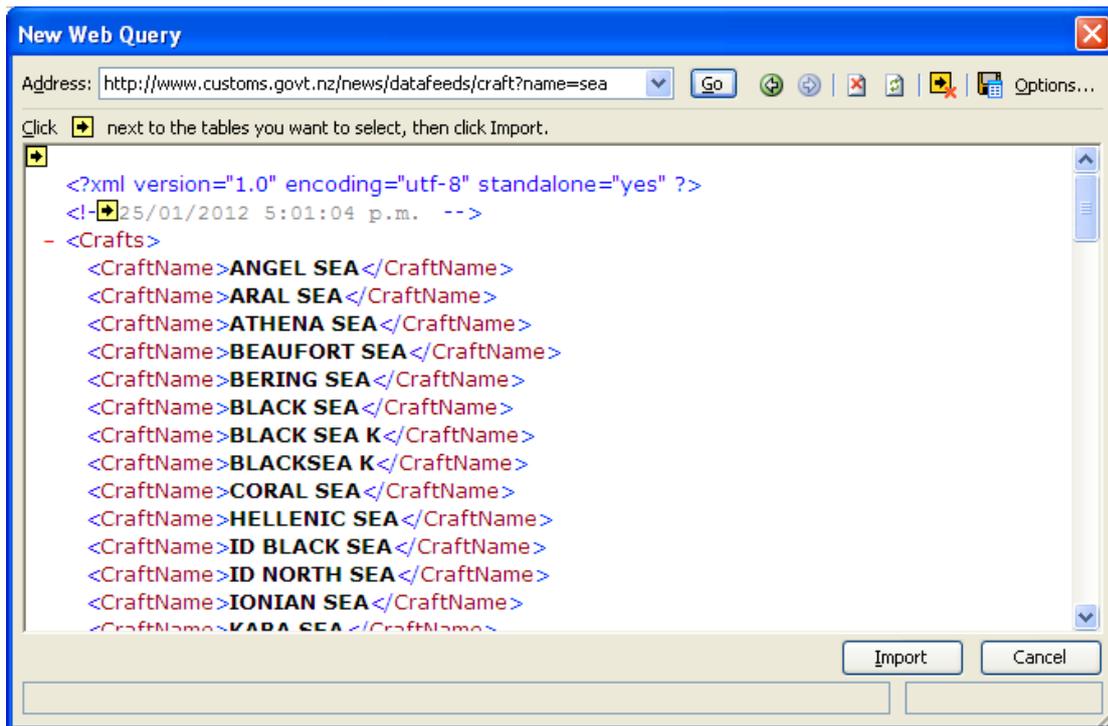


You will be able to search over the available query parameters, so please refer to the [Web Services Specifications](#) document on the Customs website for further detail. For example, to search for craft names and retrieve the results in XML format use the main URL for the craft name service below:

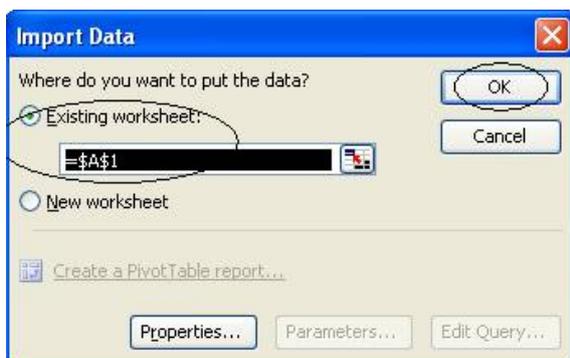
- <http://www.customs.govt.nz/news/datafeeds/craft>

This URL will initially return XML containing ALL the craft names. You can use the following query parameter to perform a filtering search over the craft names, for example:

- <http://www.customs.govt.nz/news/datafeeds/craft?name=sea>



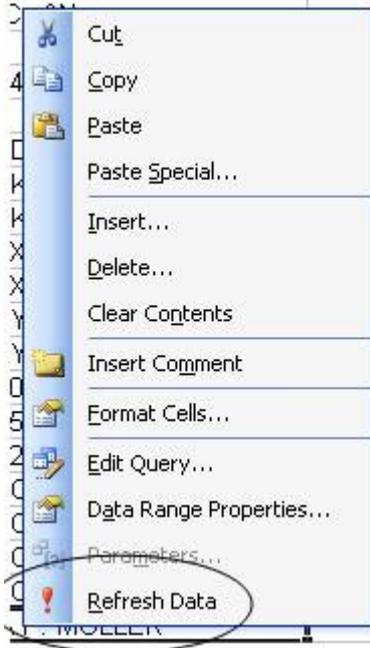
3. Select "Go".
4. Select "Import".
5. Select the cell where you would like the data to be imported to and press "OK" (see screen shot below). The top left hand cell in an excel document is A1 so the Import data box will display "Existing worksheet: =\$A\$1").



- The data that matches your URL and parameters will be imported into the selected worksheet.

Refresh

- Right-click on the data and select “Refresh Data”.



- Or, select the refresh icon in the External Data toolbox.

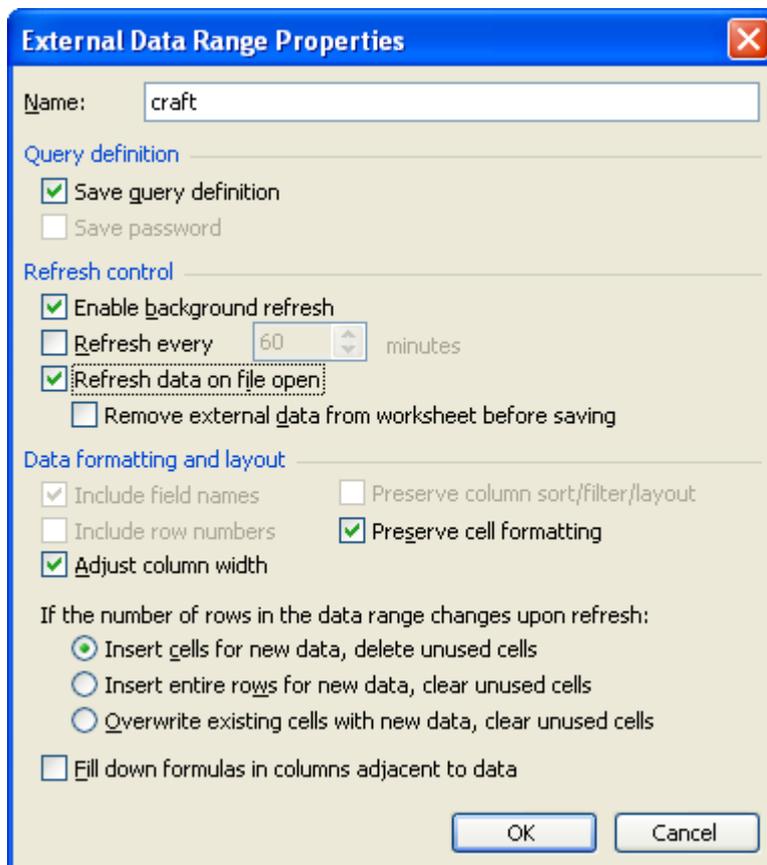


Refresh on opening

The user can then set up their spreadsheet to refresh upon opening. If you are setting up a spreadsheet for the exchange rates, it is advisable to separate out the Historical exchange rates from the Current exchange rates.

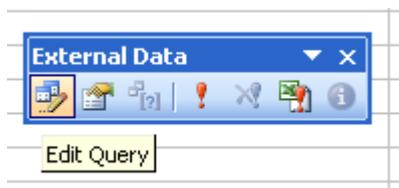
- Go to: Data Range Properties from either:
 - Data > Import External Data > Data Range Properties; or
 - “Data Range Properties” from the External Data toolbox.

10. In the “Refresh control” section – click the box “Refresh data on file open” to add a tick to it.



To change the query parameters

11. Select ‘Edit Query’ icon in the External Data toolbox.



12. Change the ‘address bar’ to reflect the parameters you want.

13. Select ‘Go’ (to the right of the address bar).

14. Select ‘Import’ (bottom right).