

# Query for a List of Systems from an Excel Spreadsheet

To use an Excel spreadsheet as a source of system information for Privileged Identity:

1. To read from an Excel spreadsheet, you will need to know where in the spreadsheet your data is listed. Specifically, what sheet and what columns/rows.
2. Download the 32-bit *Microsoft Access Database Engine 2010 Redistributable* from the [Microsoft Download Center](#).
3. In Privileged Identity, open your management set properties and select the **Data Sources** tab (tools) or click **Add** and select **Targets for query to a data source**.
4. Click the new button in the top right corner (tools) or click the configure button.
5. Select the option to **Allow Manual Editing of the Connection String**.
6. Set the connection string to: **Provider=Microsoft.ACE.OLEDB.12.0;Data Source=PATH\_TO\_SPREADSHEET;Extended Properties="Excel 12.0;HDR=YES";**
  - For Example: **Provider=Microsoft.ACE.OLEDB.12.0;Data Source=c:\book1.xlsx;Extended Properties="Excel 12.0;HDR=YES";**
7. Configure the query to your data. This will identify the sheet, columns and row numbers from which to pull. The format is: **select \* from SHEET\$COLUMN-START:COLUMN-END**.
  - For example: **select \* from [Sheet1\$b1:b20]**
  - The above example will select from sheet 1, column B, row 1 through column b, row 20.
  - Note that the provider will not include row 1 in the query as this typically contains column name headers.