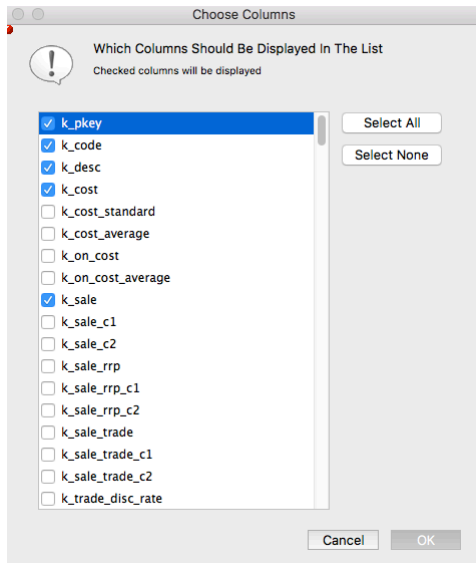




## Procedures

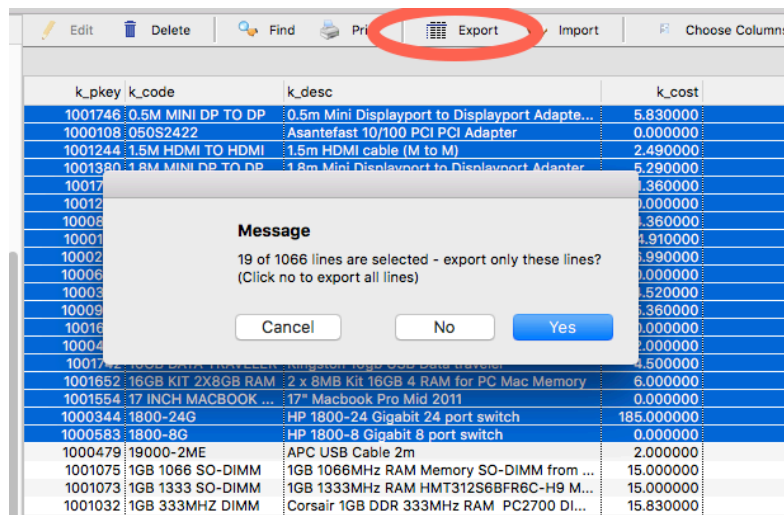
4. Select the columns containing data you wish to export by ticking the correct checkboxes from the list of columns.

If you wish to re-import data, you **MUST** include the first column, named **k\_pkey**.



5. The columns shown in the main SQLWorks Tables Viewer will now reflect your chosen columns. To export the data to your default export format (either a .txt or .csv file), click the 'Export' button in the top toolbar.

If you wish to export a selection of the data, highlight selected rows and then click the 'export button in the top toolbar.



## Procedures

6. Your delimited export file can now be opened in a text or spreadsheet editor, such as Microsoft Excel. If you wish to edit data and re-import the data to SQLWorks, make changes in the correct cells and save the file.

**DO NOT** edit the data in the **k\_Pkey** column, as this will prevent the import process from working correctly.

7. To import the amended data, open the 'Stock Ledger' in the main SQLWorks Navbar.
8. Right-click on the main list of stock items, and choose 'Import Stock' from the dropdown.
9. Choose your edited export file, and confirm the update. Your bulk data changes will be validated, and saved to the relevant Stock Ledger items in the database.

The screenshot displays the SQLWorks application interface. On the left is a dark blue sidebar with a 'Products' menu where 'Stock Ledger' is selected. The main window shows a table of stock items with columns: Product, Group..., Group Desc, and Descrip. The table lists various hardware items like adapters, switches, and storage. A right-click context menu is open over the table, showing options: 'Change Batch Size', 'Revert List to Default Settings', 'Toggle Active', 'Get Info', and 'Import Stock' (which is highlighted in blue). To the right of the table, there are panels for 'Main Group' (showing '0.5M MINI DP TO DP'), 'Stock Values (All WH)' (showing 'Actual' as 2 and 'Pending' as 0), and a 'Transaction List' at the bottom showing a transaction on '20 Sep 2017' with reference '010581'.