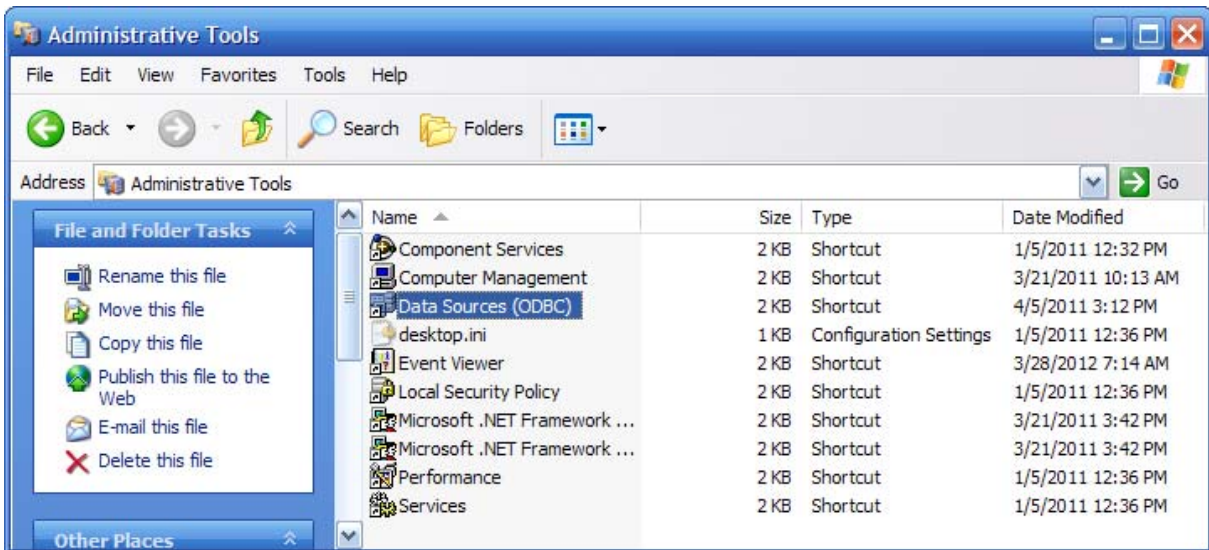


Shop Management SE 6.x - Export to Excel

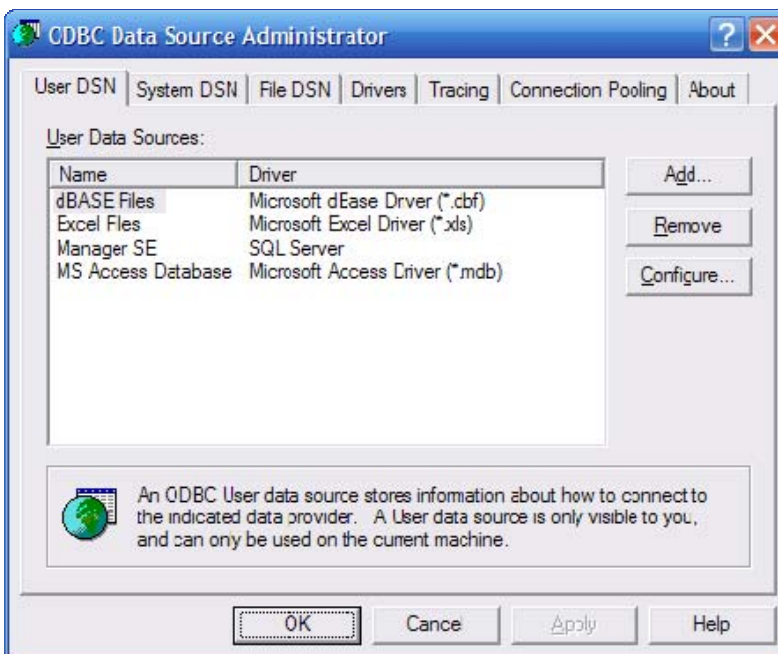
NOTE: Windows XP shown in this document; screens may differ slightly with Vista / 7.0.

Part 1: Configuring Manager SE as a Data Source

1. Go to Control Panel, Performance & Maintenance. Select Administration Tools. Then double-click on Data Sources (ODBC).

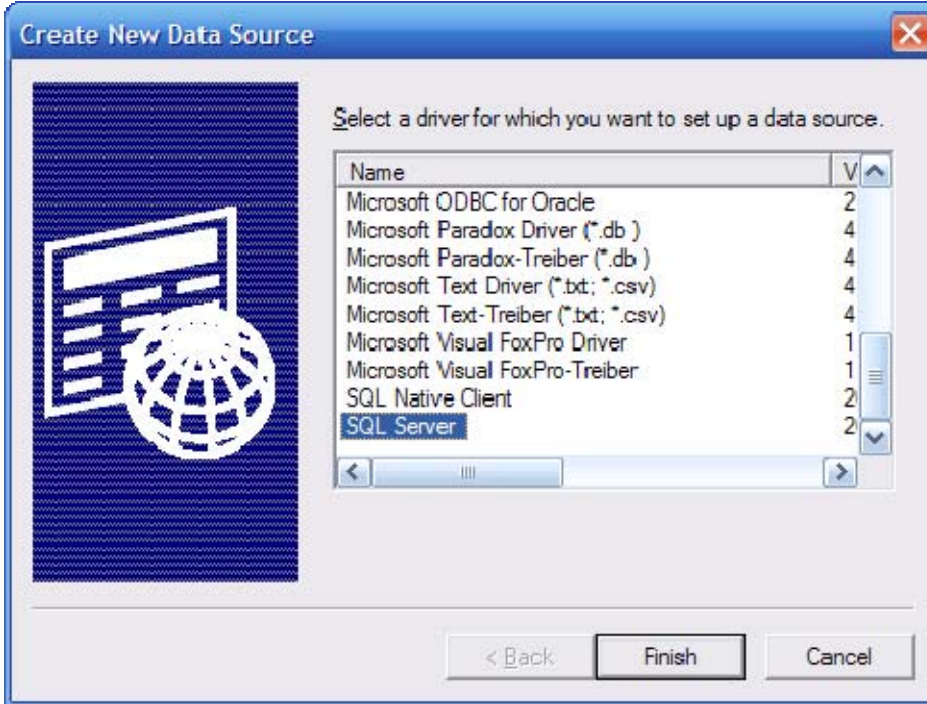


2. User DSN tab opened; click on Add to create a new entry for Manager SE SQL database.

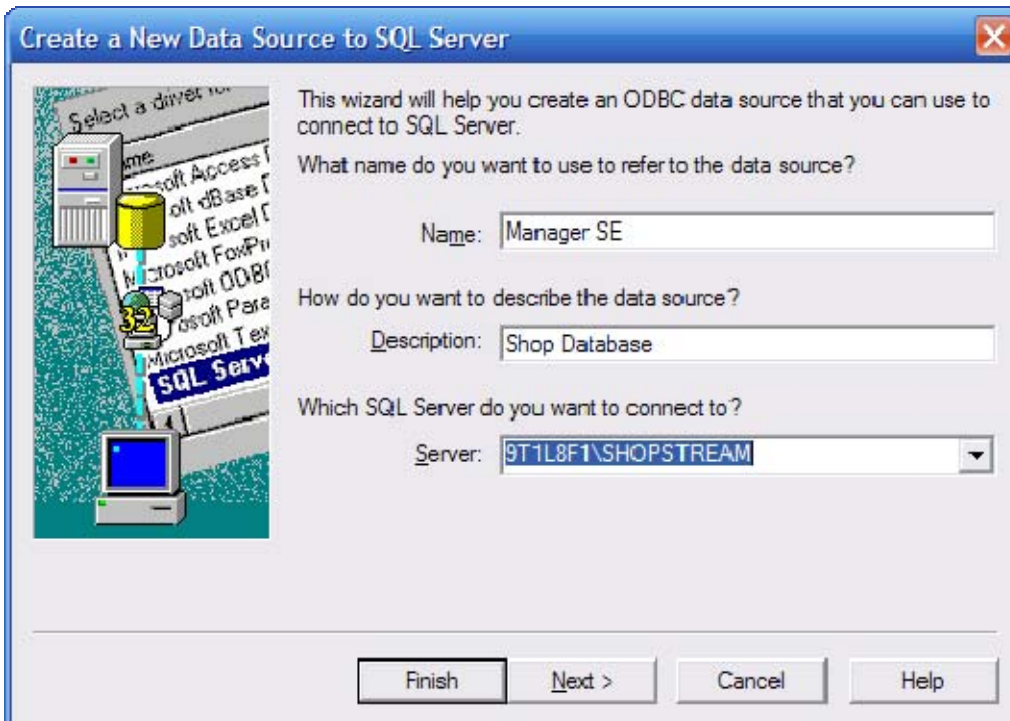


3. Select SQL Server as type, click Finish.

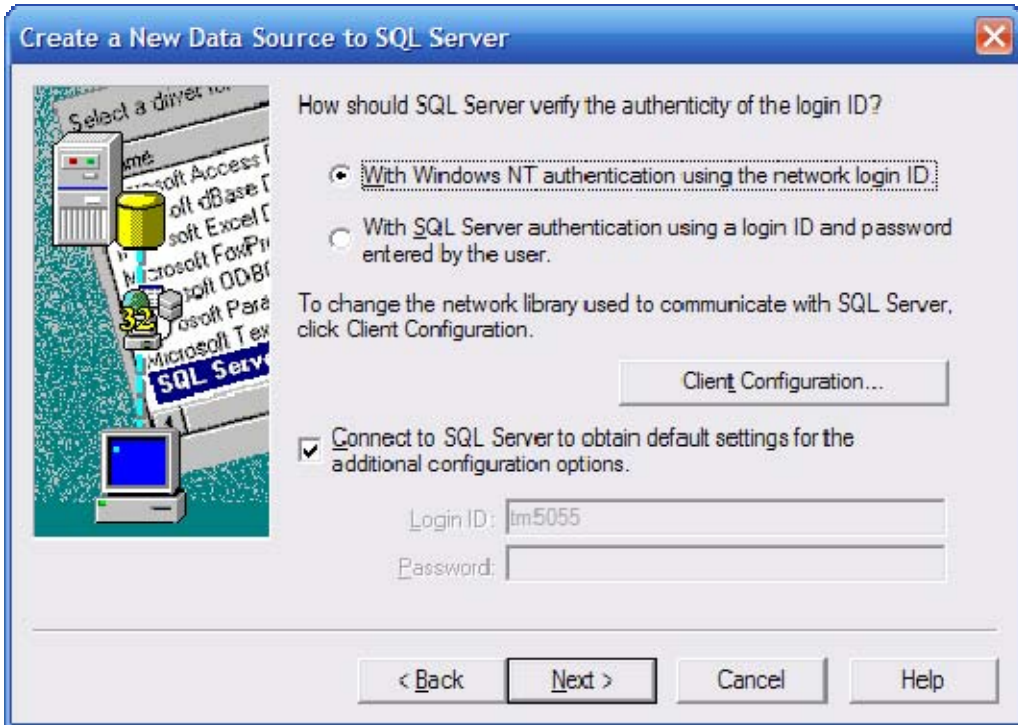
(DO NOT use SQL Native Client)



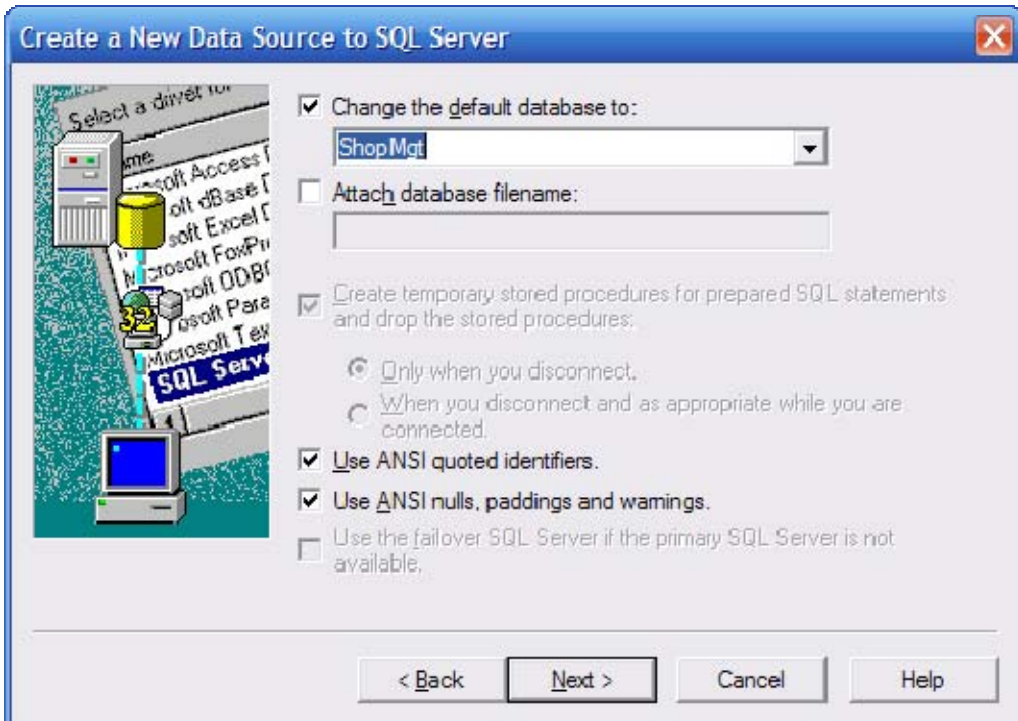
4. Fill in Name, Description and Server (PC name\database in drop list). Click Next.



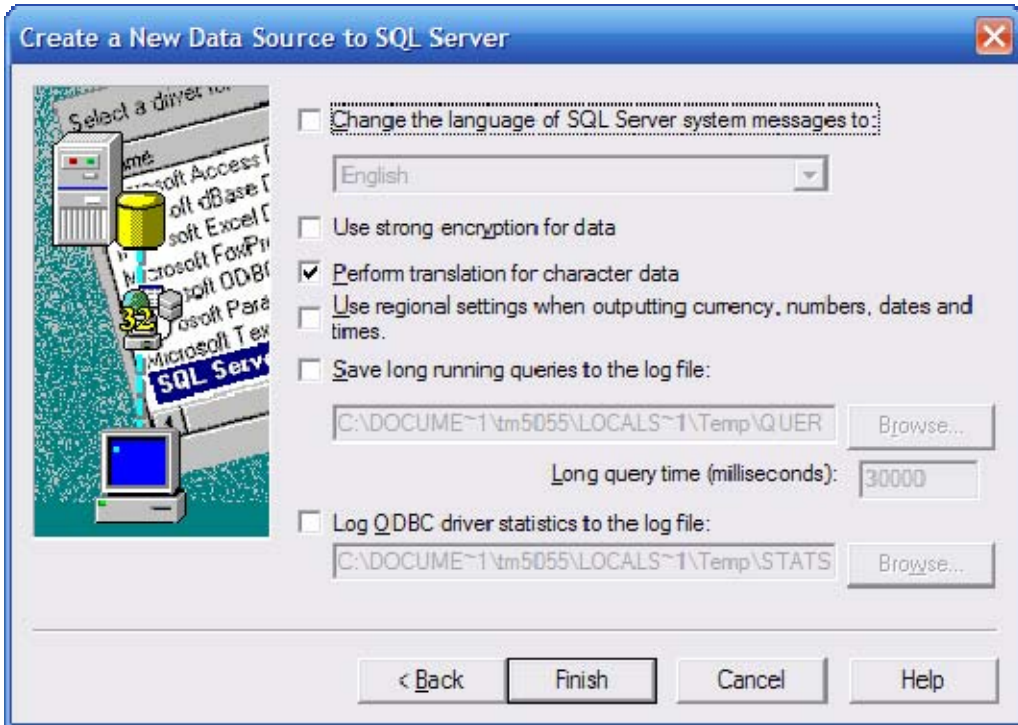
5. Do not change anything in this window; click Next.



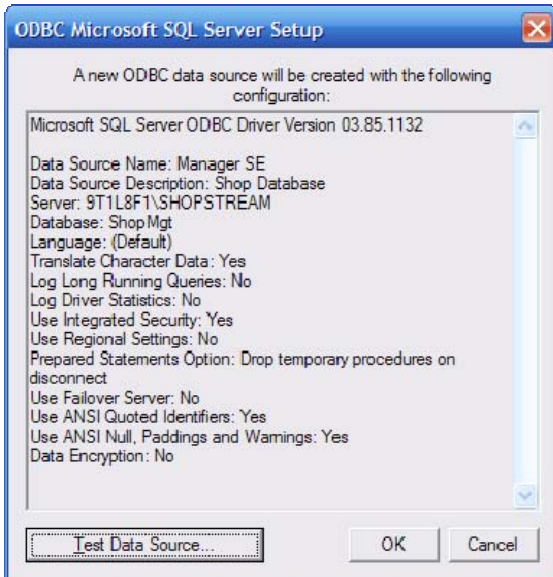
6. Check the box for default database and select ShopMgt from drop list. Click Next.



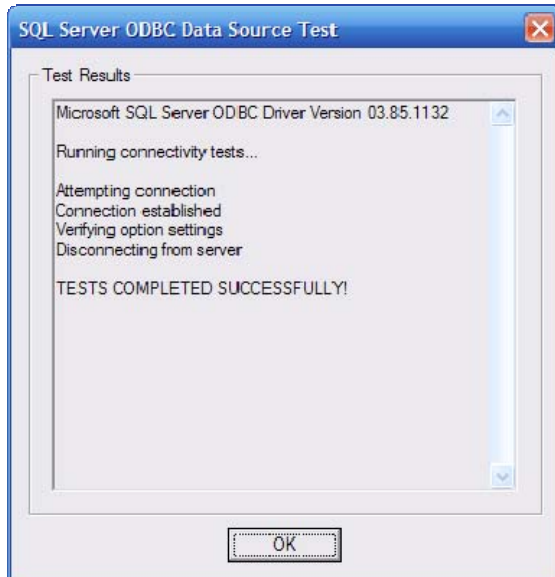
7. Do not change anything in this window; click Finish.



8. Click on Test Data Source.

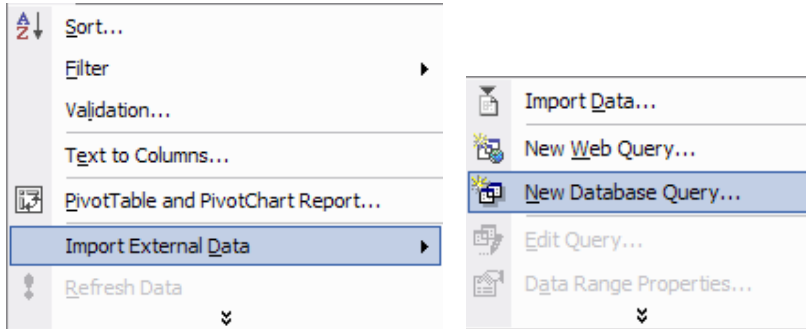


9. Results should be successful. Click OK.

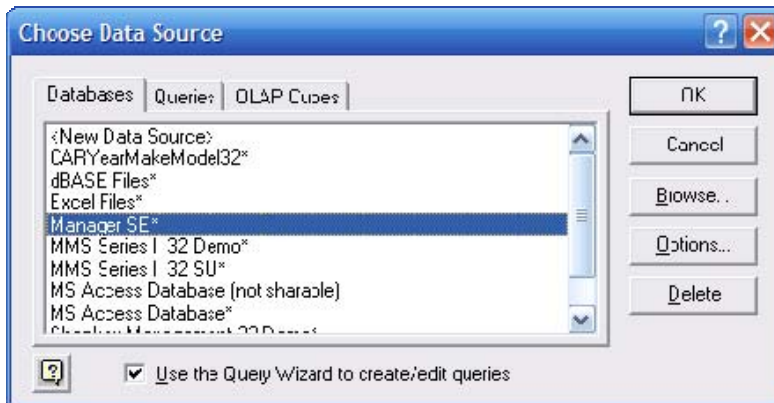


Part 2: Selecting Manager SE database as Data Source from Excel

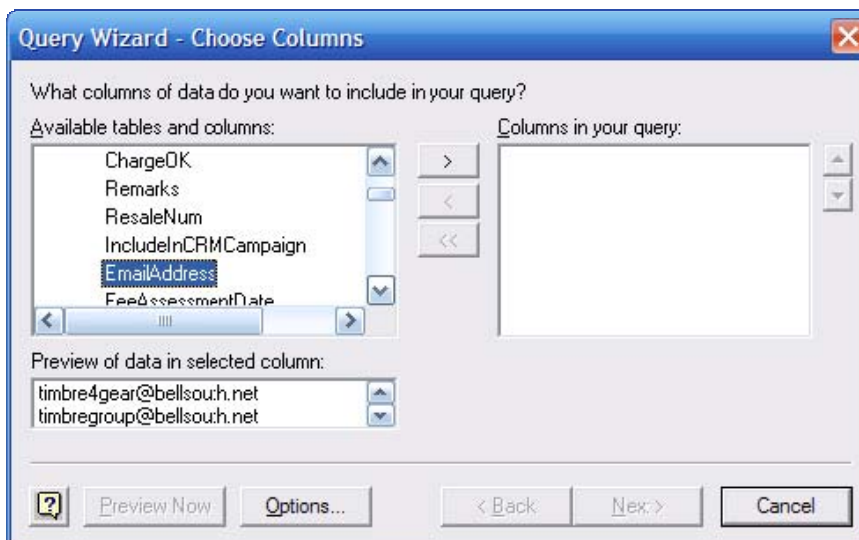
1. Select Data menu, choose Import External Data, then New Database Query...



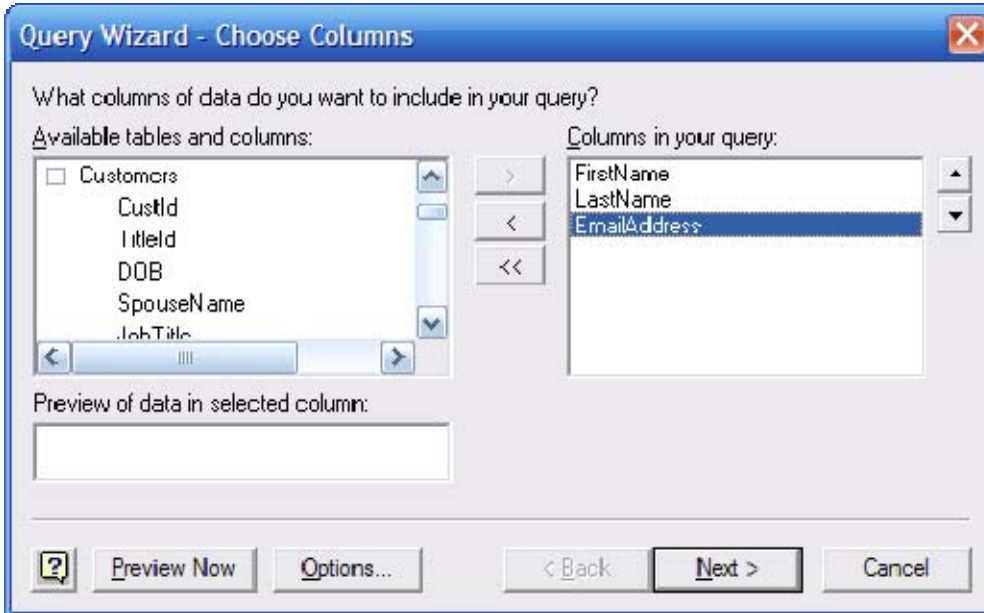
2. In Choose Data Source, select Manager SE and click OK.



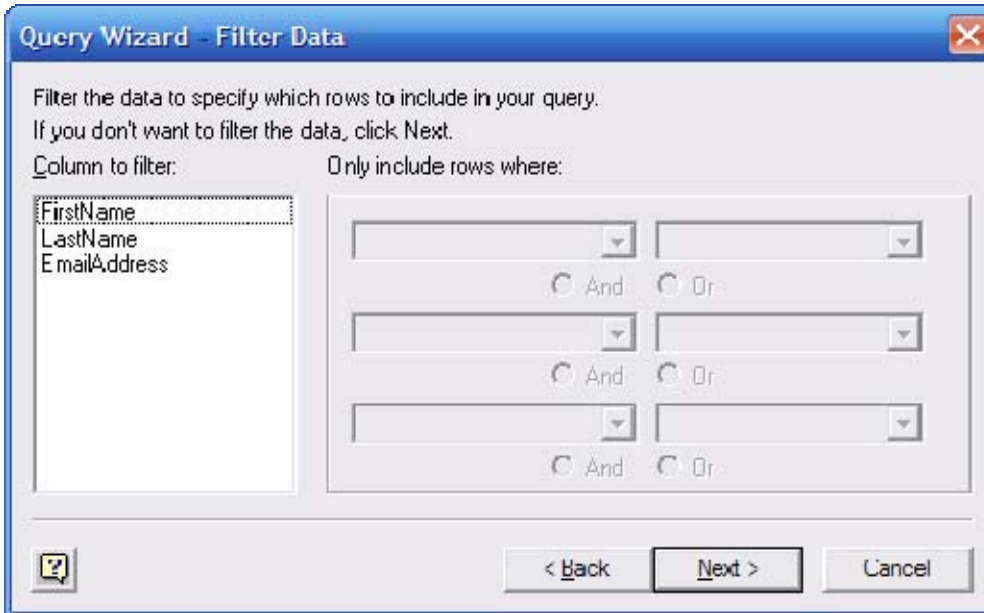
3. In Query Wizard, scroll to desired tables/columns (i.e. Customers, EmailAddress etc)



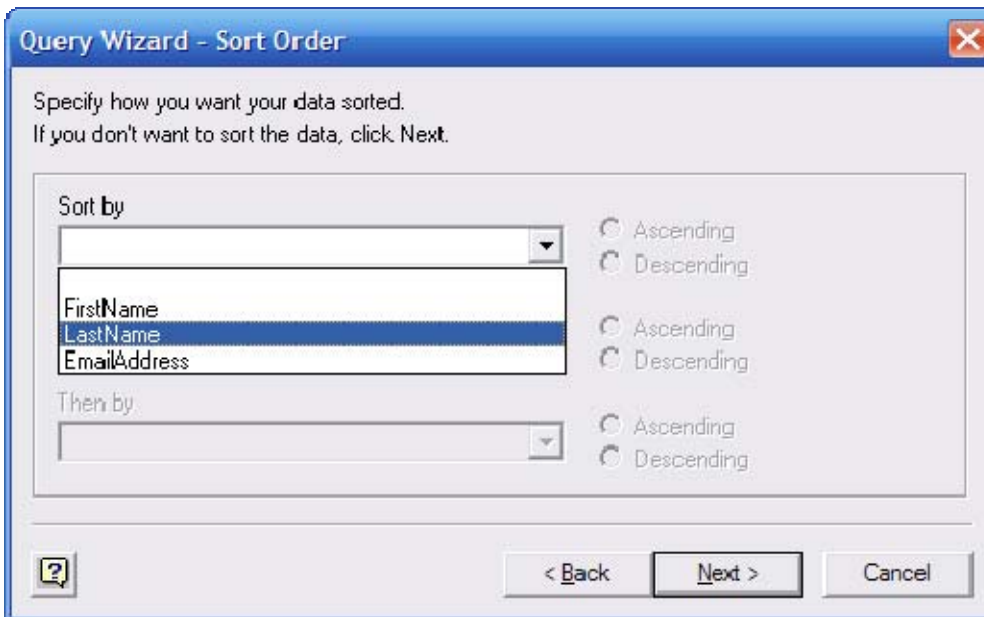
4. Use the arrow tool (>) to move the desired column to your query. Repeat this process for each column you need. Click Next.



5. Optional filters can be applied as needed; click Next.



6. Optional sorting can be applied as needed; click Next.



7. With Return Data to Microsoft Excel selected, click Finish.

