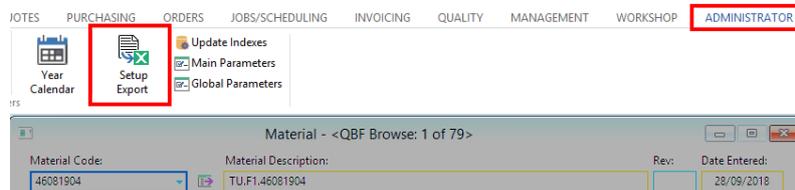


2013-107a - Create a New Export Name for a Query

Overview

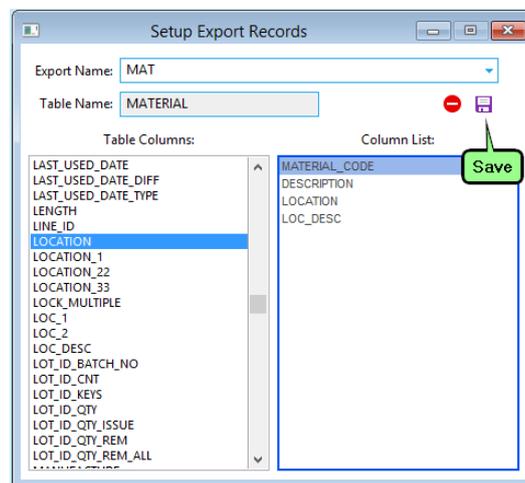
The USER **MUST** run a query in the required window before they can create a new Export Name for the query data. For this example the Material Details window has been used for the query. With the executed Query open, navigate to the **Administrator** tab in the Opto Ribbon and **click** on the **Setup Export** icon.



In the **Setup Export** window, enter a name for the new export query in the "Export Name" field. The "Table Name" field will automatically populate based on which window you ran the initial query from.

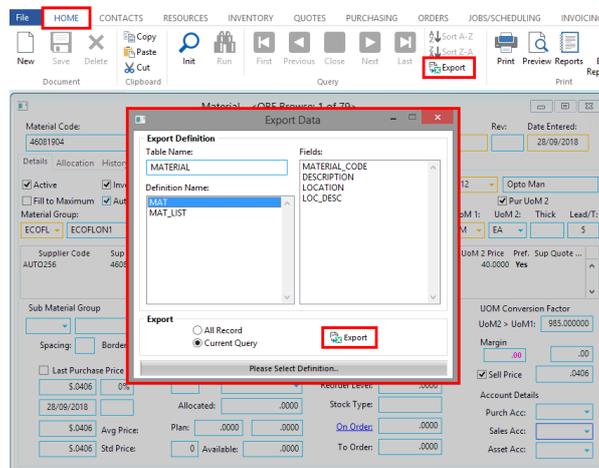
Scroll through the "Table Columns" list to find the required fields; for this example I have used Material Code (MATERIAL_CODE), Material Description (DESCRIPTION), the Bin Location Code (LOCATION), and the Bin Location Description (LOC_DESC). **Click** on the field name to highlight and **double-click** to include that field.

Click on the **Save** icon when complete.



Export Query Data

With the query still open, click on the **Export** icon located under the **Home** tab in the Opto ribbon to open the **Export Data** table. In the "Definition Name" table, select the name of the export you created in the previous steps.



Click on the **Export** button to export the query data in an excel spreadsheet. Close the Export Query window when complete.