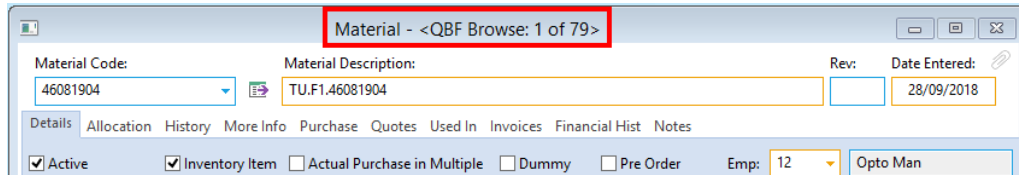# 2013-108 - Add Table Columns to New Query Export
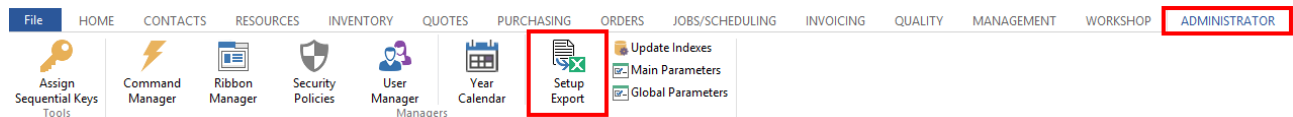
Run Query

For this example, the query will be executed from the Material details window.

Open the Material Details window, **press <F11>** and enter the search field in the Material Code field. **Press <F12>** to run the query.


Set-up Export

With the query window still 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.
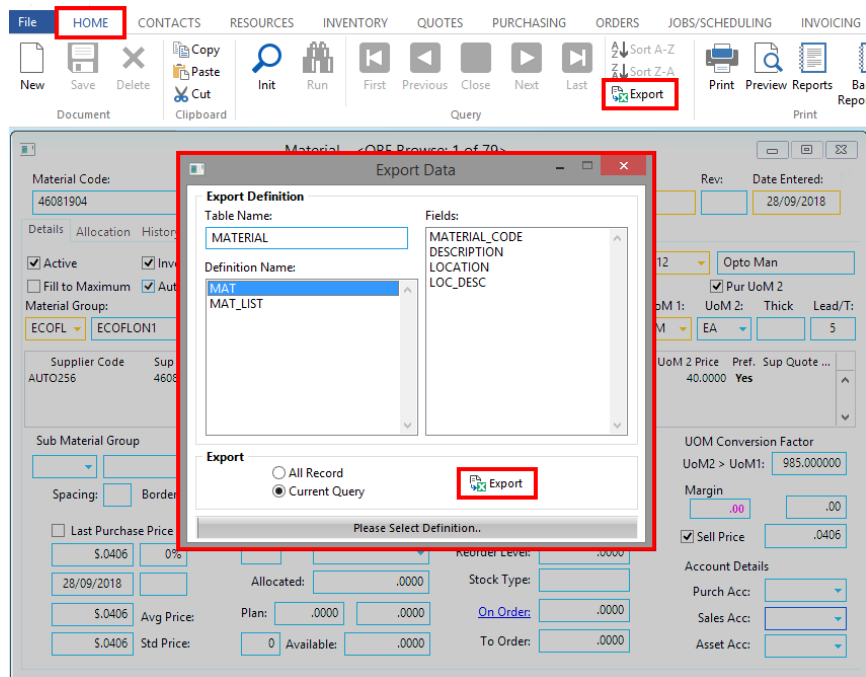
Click on the **Save** icon when complete.
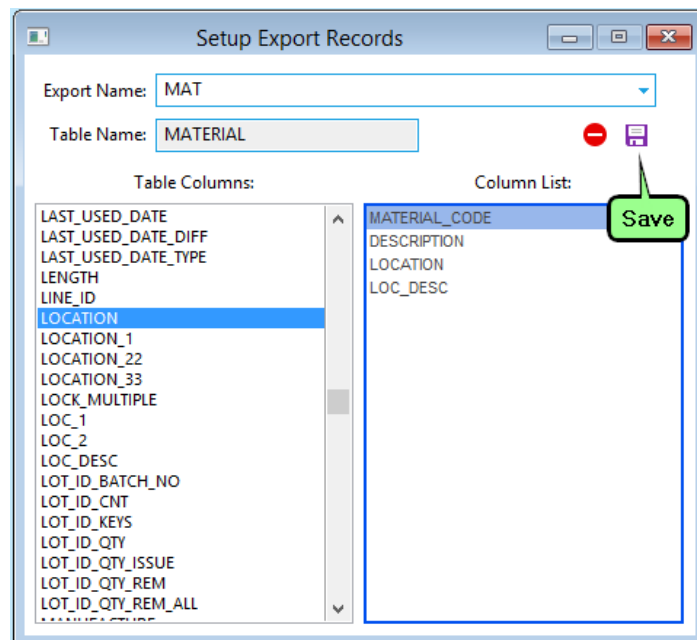
Export Query Data

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.