

Importing Manager database records into an Excel Spreadsheet

The database used in Mitchell Repair and ShopKey shop management software is secured to safeguard the valuable data and prevent inadvertent modifications that could cause your software investment to fail. You may however easily import the data contained within the database to Microsoft Excel. This document explains how to use Microsoft Excel 2002; however MS Excel 2000 should provide the same functionality. The most common fields imported into Excel are from Customer and History table. You may however import any field within the database.

Step 1: Open Microsoft Excel with a **blank worksheet** open as shown in Figure 1.

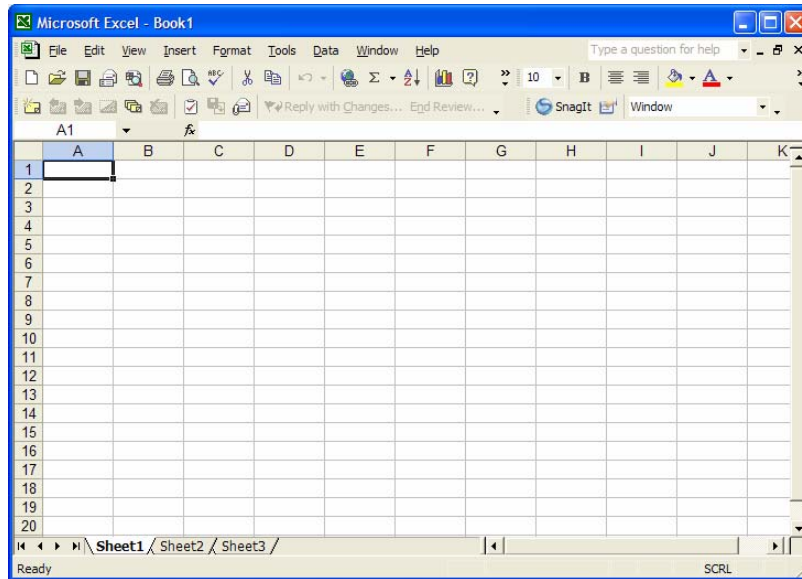


Figure 1

Step 2: With Excel open, select Date / Import External Data and click on New Database Query... as shown in Figure 2.

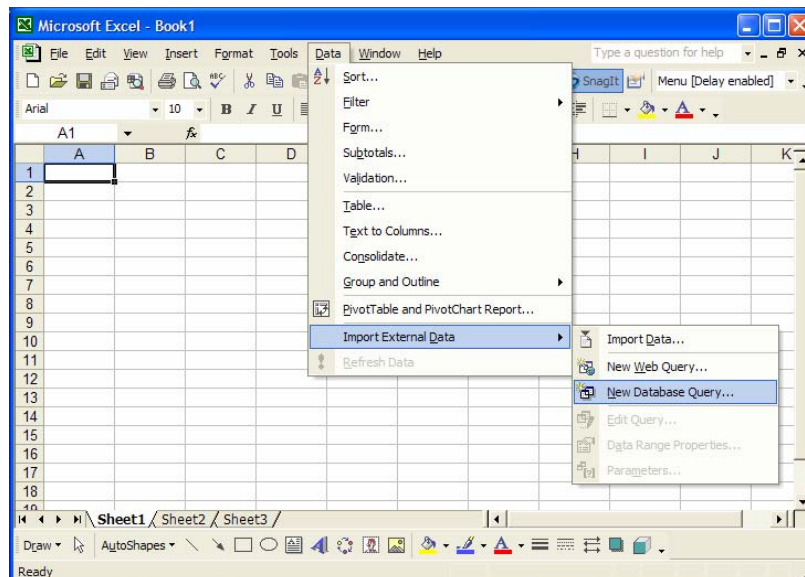


Figure 2

Step 3: After clicking on New Database Query, the Choose Data Source dialog will appear. You need to select the entry that starts with 'MMS Series ...' and click OK as shown in Figure 3. Your system may show MMS Series I 32 SU, MMS Series I 32 MU, MMS Series II 32 SU or MMS Series I 32 MU.

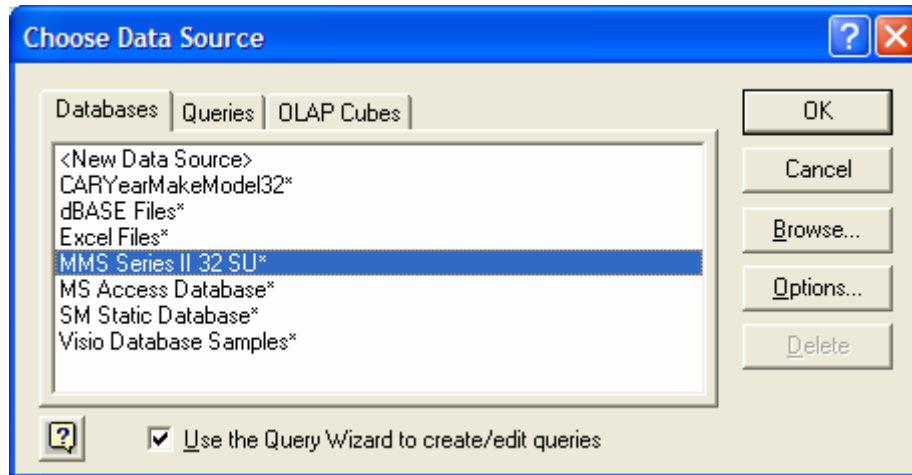


Figure 3

Step 4: The Login dialog screen will display next (as shown in Figure 4), enter the following credentials and click OK: (**Note:** The Login Name and Password must be type exactly as detailed, both are case sensitive.)

Login Name: CMDMricStatic
Password: su3845

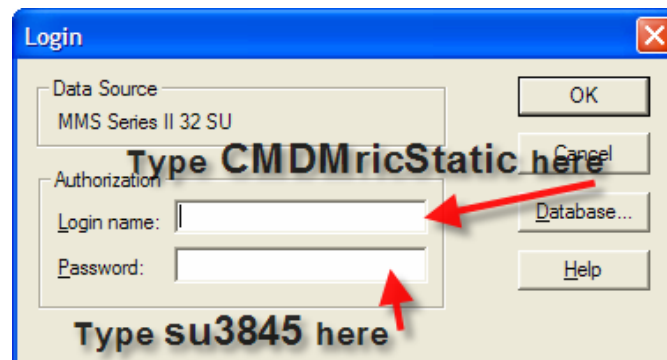


Figure 4

Step 5: In Figure 5, I have scrolled down to find the Customer table, clicked on 'Customer' and then clicked on the right arrow and finally clicked on Next. This will prepare to import all the records into Excel from the Customer table.

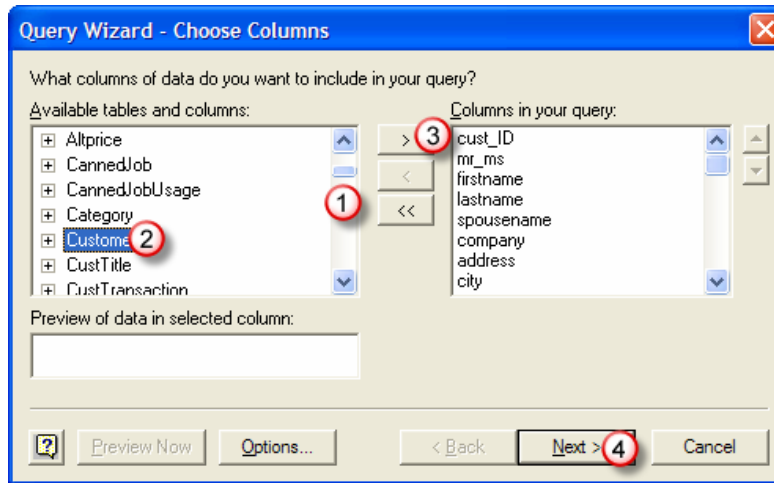


Figure 5

Step 6: Once you have clicked on the Next button in the Query Wizard – Choose Columns dialog, the Query Wizard – Filter Data window will appear (Figure 6). You may choose to apply filters at this point that can exclude or include specific ranges of data. In this example, we will bypass the filter and click Next.

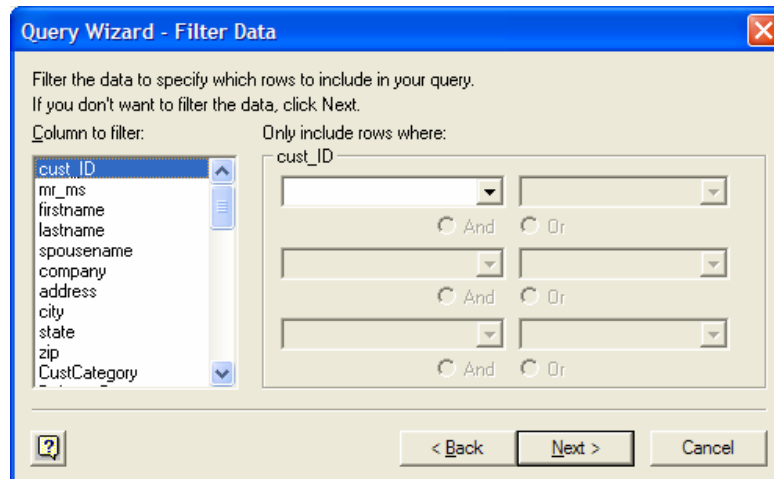


Figure 6

Step 7: The next dialog to appear is Query Wizard – Sort Order as shown in Figure 7. You may use to sort the data by any field or just continue. A typical sort may be ordered by ZipCode. In this example, we will bypass the sort and continue by clicking on Next.

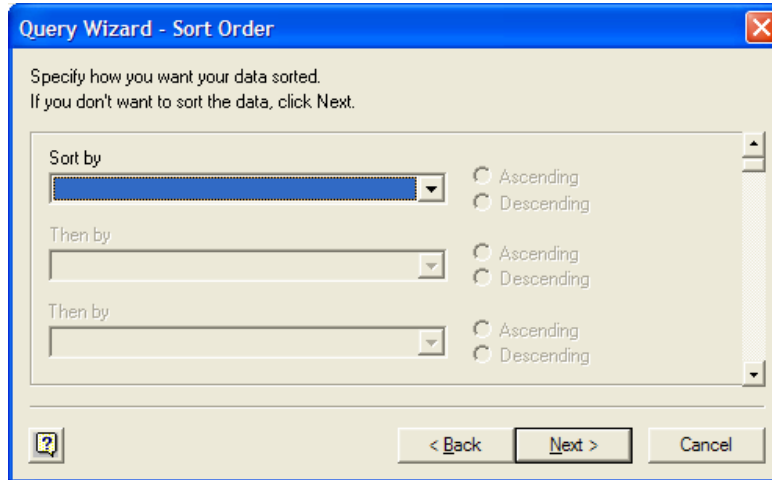


Figure 7

Step 8: When the Query Wizard – Finish displays (Figure 8), you are presented with a few options. Make certain 'Return Data to Microsoft Excel' is selected and click on Finish.

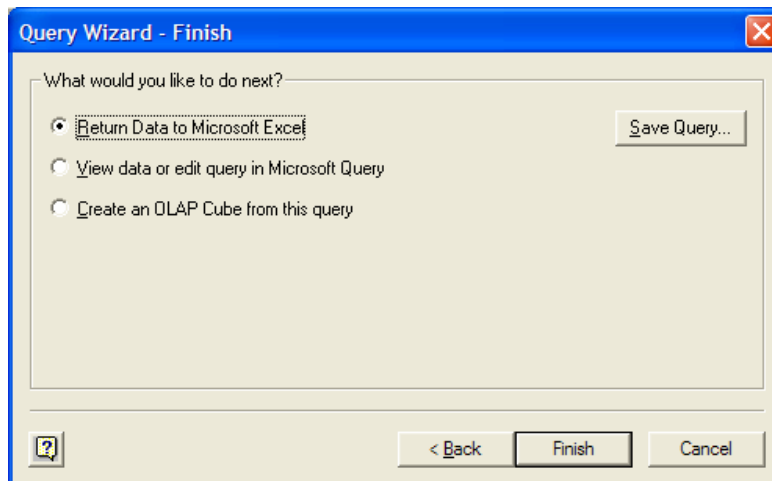


Figure 8

Step 9: Microsoft Excel will display the Import Data (Figure 9) dialog. Be certain the 'Existing Worksheet' option is selected and click OK.

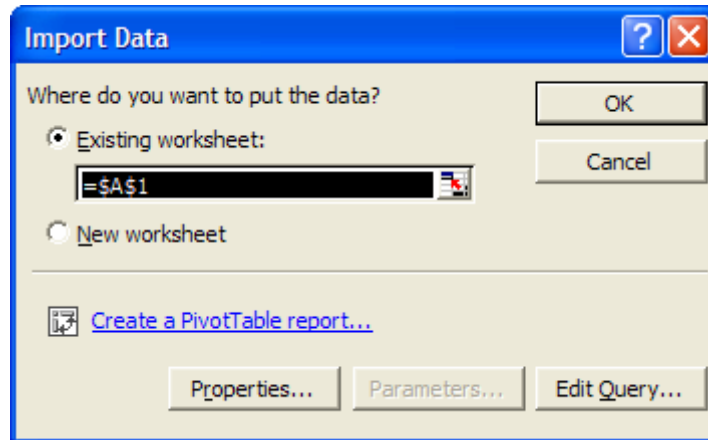


Figure 9

In a few moments, depending on the size of your database, Microsoft Excel will contain a copy of all customer records contained in the database (Figure 10). You may use Excel to manipulate the data further. Be sure and save your Excel workbook file to keep this data readily available.

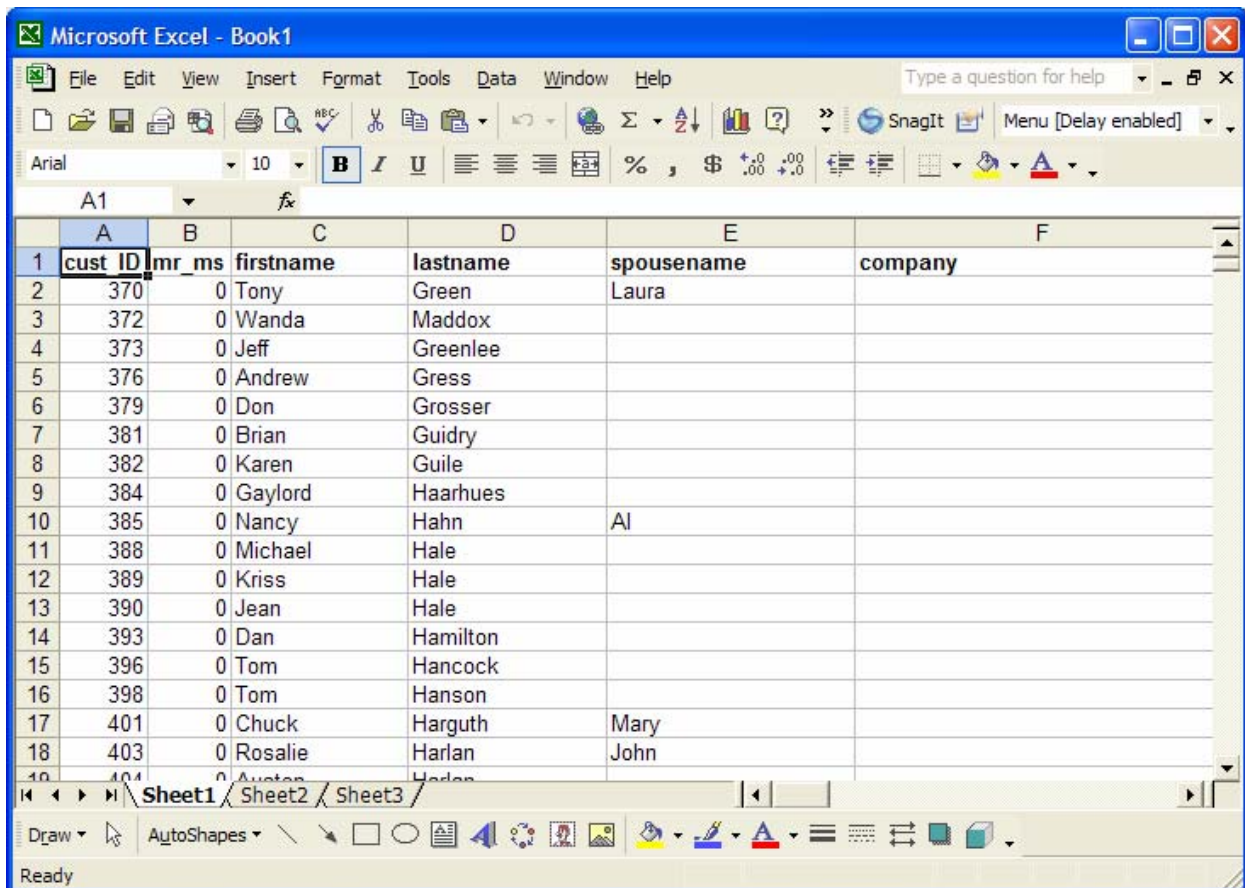


Figure 10