ODBC Excel Guide
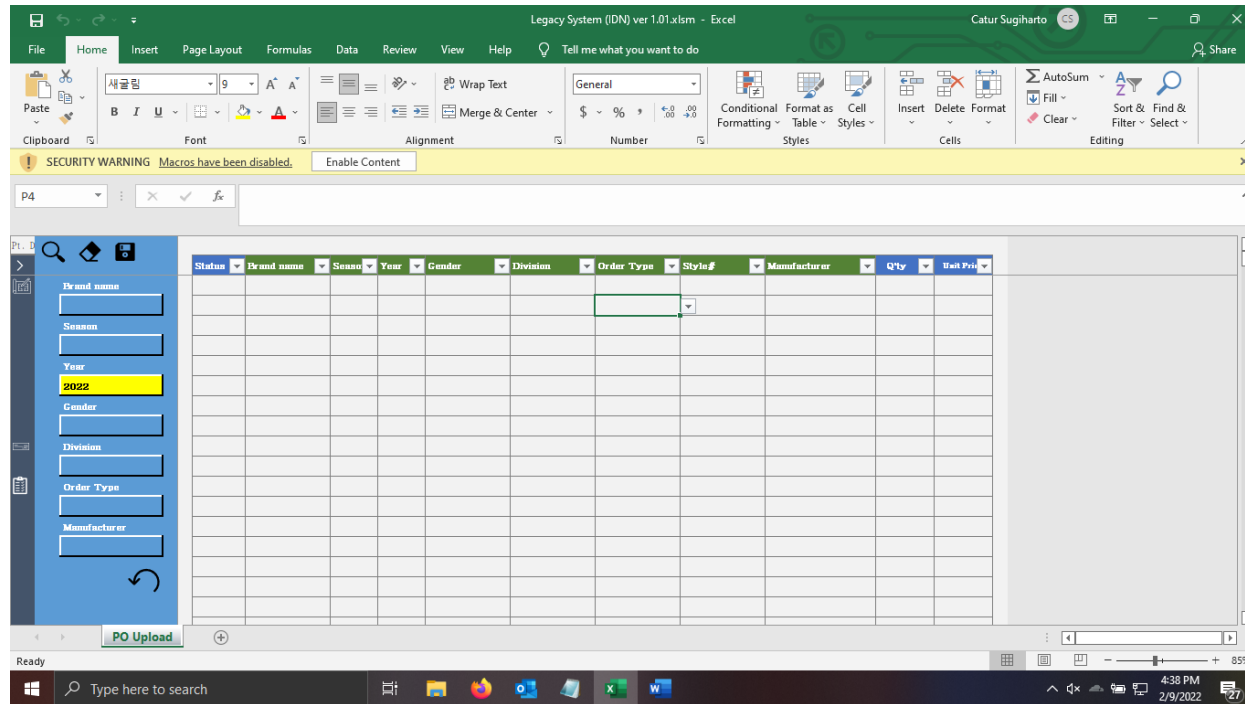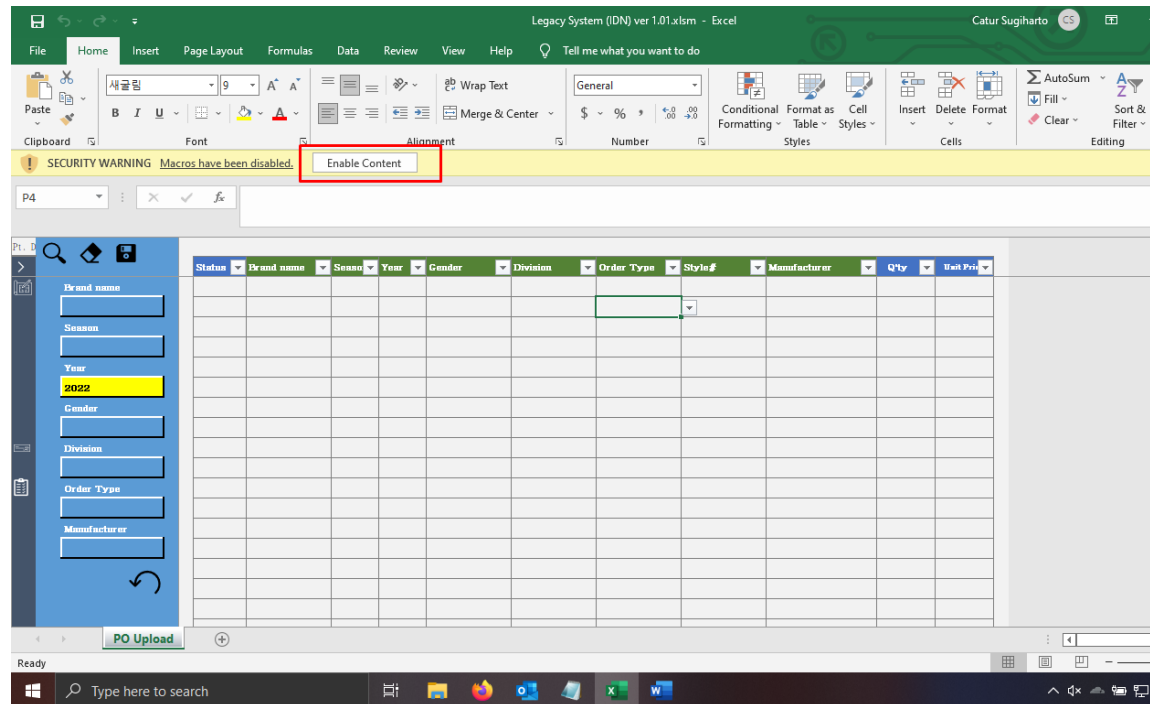
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1. How to search data
   a. Open the excel file

      i. Click enable content if it's still there

b. Filter the data that you want

c. Click search button

And the data will show up like below

2. How to add data
   Note : Skip "Status" column
   a. There's 2 way to add data, while the file is blank (step **1a**). Or already searching something like step **1c.**
      i. If you're using the blank file, you can add directly on above like below

      ii. If you've already searched some data, go to recent data (down) by clicking CTRL + Down arrow button on data

b. After that, click save button. And the "Status" column will be changed to "Updated"

3. How to revise data
   a. Go to the data that you want to revise, change the "Status" column from "Activate" to "Revise"

b. Change the data that you want to revise (mine is changing Unit Price from 5 to 10), and click save button

As usual, it'll be updated like below
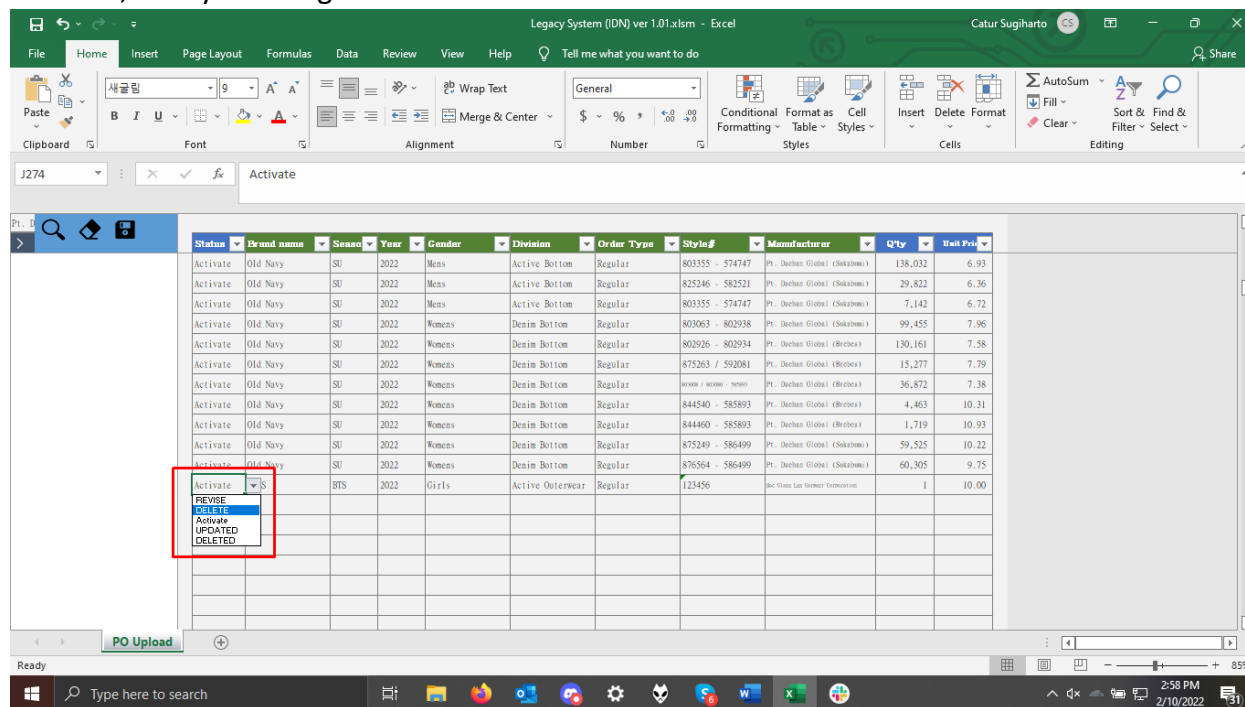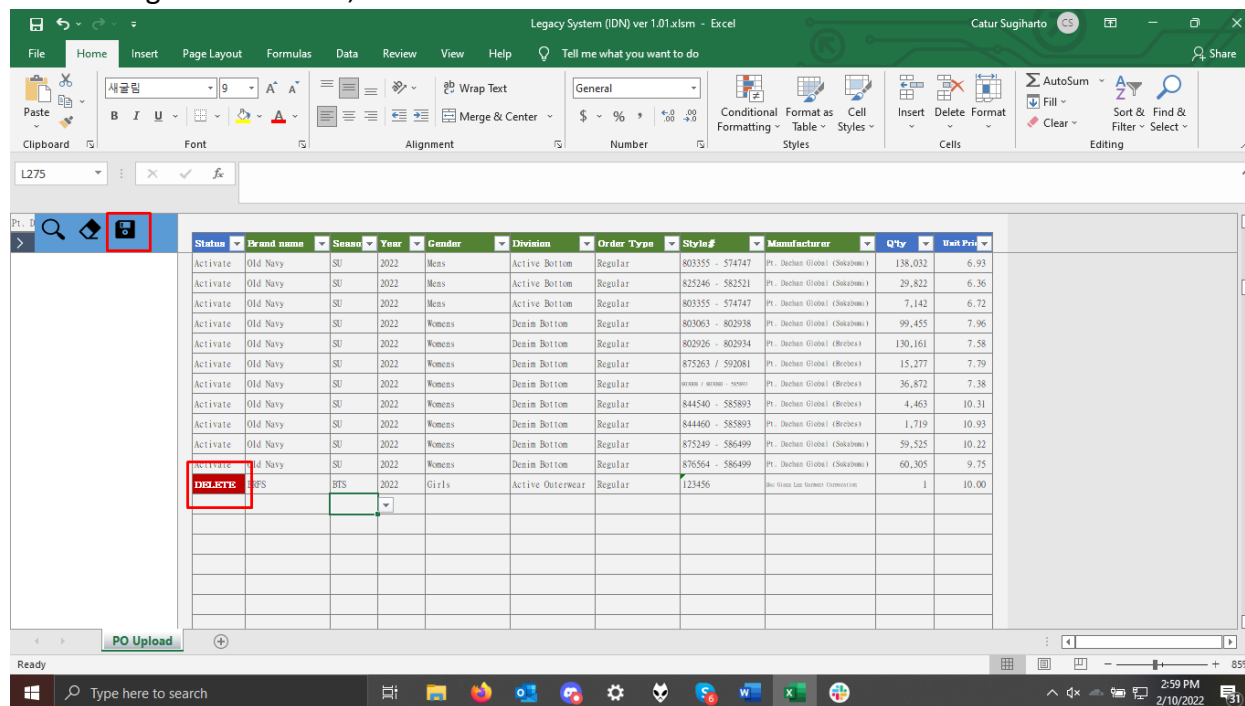
4. How to delete data
   a. It's almost the same like revise data, but instead of change status column to "Revise", now you change it to "Delete"

   b. After changed to "Delete", click save button like usual.

   The status will be changed like this,

But if you search again, it'll be gone from the data