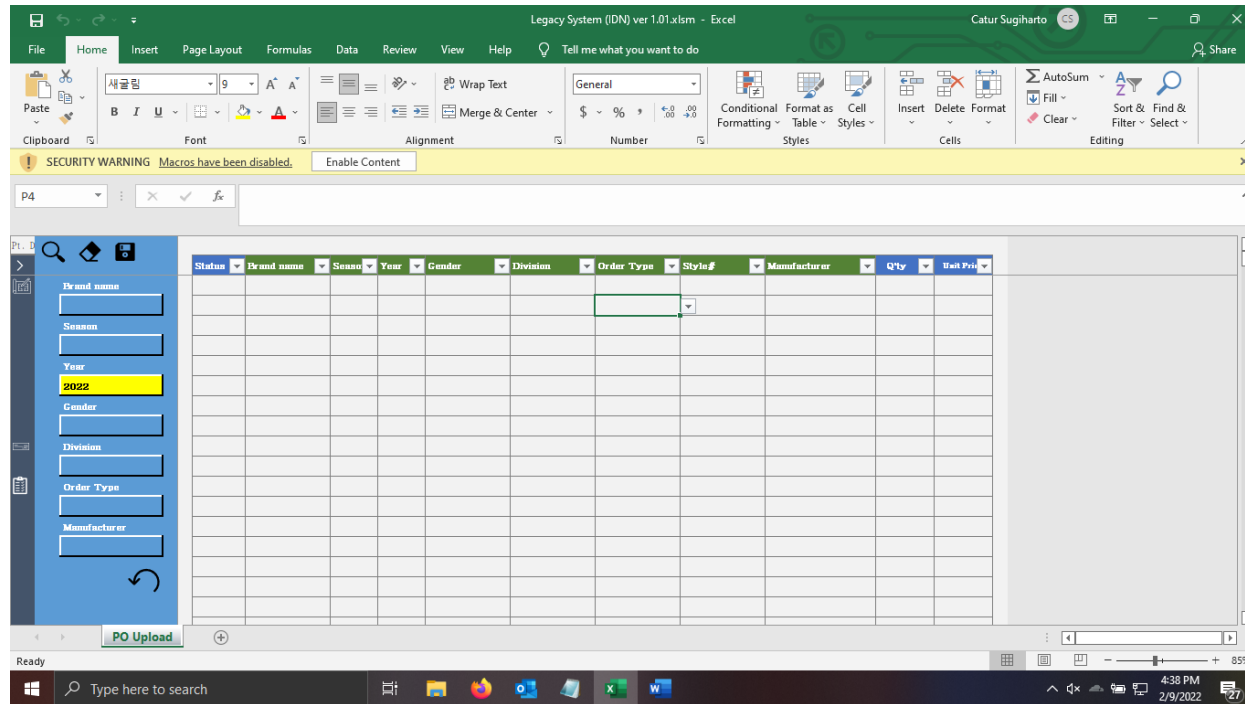


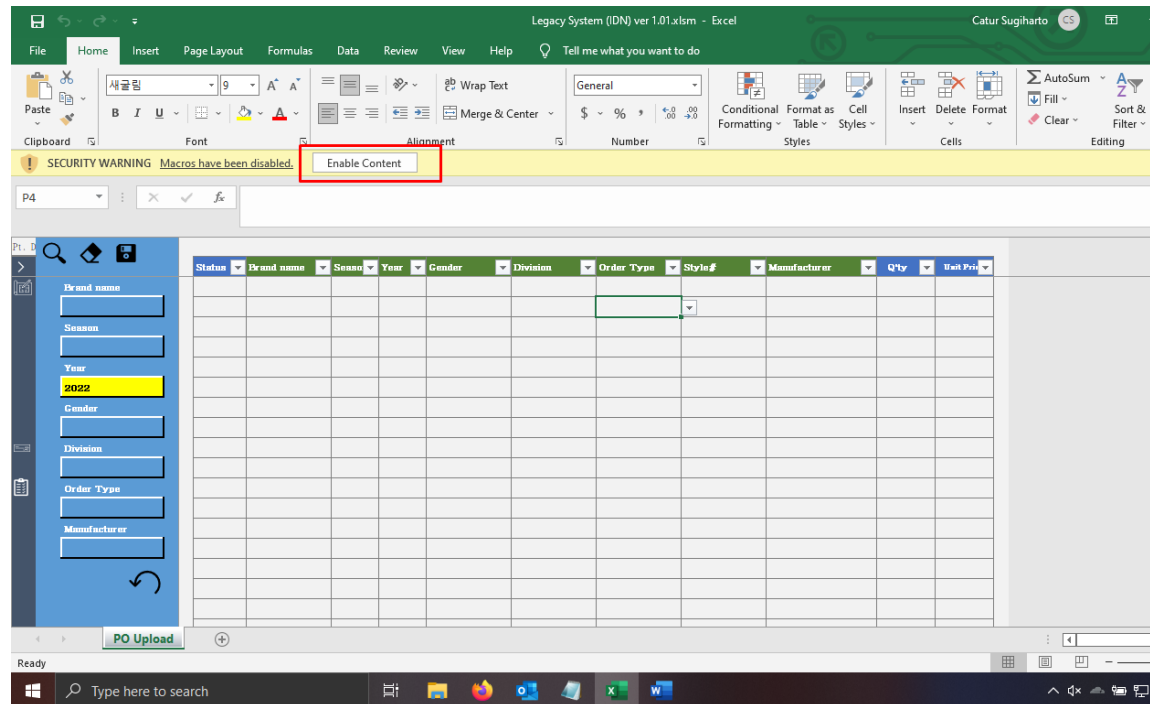
ODBC Excel Guide

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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

The screenshot displays the Microsoft Excel interface with a data table. The table has the following columns: Status, Brand name, Season, Year, Gender, Division, Order Type, Style#, Manufacturer, Q'ty, and Unit Price. A filter menu is open on the left side of the table, showing the 'Year' filter set to 2022. The 'Year' filter is highlighted in yellow. The 'Status' column is also filtered, showing only 'New' items. The 'Brand name' column is filtered, showing only 'Adidas' items. The 'Season' column is filtered, showing only 'Spring' items. The 'Gender' column is filtered, showing only 'Men' items. The 'Division' column is filtered, showing only 'Footwear' items. The 'Order Type' column is filtered, showing only 'Retail' items. The 'Manufacturer' column is filtered, showing only 'Adidas' items. The 'Q'ty' column is filtered, showing only '1' items. The 'Unit Price' column is filtered, showing only '1' items. The 'Status' column is filtered, showing only 'New' items. The 'Brand name' column is filtered, showing only 'Adidas' items. The 'Season' column is filtered, showing only 'Spring' items. The 'Gender' column is filtered, showing only 'Men' items. The 'Division' column is filtered, showing only 'Footwear' items. The 'Order Type' column is filtered, showing only 'Retail' items. The 'Manufacturer' column is filtered, showing only 'Adidas' items. The 'Q'ty' column is filtered, showing only '1' items. The 'Unit Price' column is filtered, showing only '1' items.

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
New	Adidas	Spring	2022	Men	Footwear	Retail		Adidas	1	1

c. Click search button

The screenshot shows the Microsoft Excel interface with the 'Legacy System (IDN) ver 1.01.xlsm' file open. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The left sidebar contains a search bar and several filter buttons: Brand name, Season, Year (set to 2022), Gender, Division, Order Type, and Manufacturer. A red square highlights the search button in the sidebar. The main table is empty, with headers: Status, Brand name, Season, Year, Gender, Division, Order Type, Style#, Manufacturer, Q'ty, and Unit Price. The status bar at the bottom shows 'Ready' and the Windows taskbar with the date 2/9/2022.

And the data will show up like below

The screenshot shows the same Excel interface, but now the table contains data. The search button in the left sidebar is highlighted with a red square. The table has 20 rows of data, including columns for Status, Brand name, Season, Year, Gender, Division, Order Type, Style#, Manufacturer, Q'ty, and Unit Price. The status bar at the bottom shows 'Ready' and the Windows taskbar with the date 2/9/2022.

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	BRFS	SP	2022	Mens	Int. metro-Slopeswe	Regular	433021	Thanh Hoa	121,282	2.10
Activate	BRFS	SP	2022	Mens	Int. metro-Slopeswe	Regular	433020	Thanh Hoa	27,097	2.18
Activate	BRFS	SP	2022	Mens	Int. metro-Slopeswe	Regular	584350	Thanh Hoa	12,882	6.17
Activate	BRFS	SP	2022	Womens	Int. metro-Slopeswe	Regular	586830	Thanh Hoa	4,500	6.16
Activate	BRFS	SP	2022	Womens	Int. metro-Slopeswe	Regular	586832	Thanh Hoa	4,500	5.29
Activate	BRFS	SP	2022	Womens	Int. metro-Slopeswe	Regular	586833	Thanh Hoa	4,500	8.44
Activate	BRFS	SP	2022	Mens	Int. metro-Slopeswe	Regular	561770	Thanh Hoa	74,046	3.56
Activate	BRFS	SP	2022	Mens	Int. metro-Slopeswe	Regular	557366	Thanh Hoa	4,457	3.40
Activate	OO	SP	2022	Mens	Bottom	Regular	535042	Pt. Dachen Global (Beobes)	38,489	10.10
Activate	OO	SP	2022	Mens	Bottom	Regular	522077	Pt. Dachen Global (Shikobani)	11,433	7.03
Activate	OO	SP	2022	Mens	Bottom	Regular	517912	Pt. Dachen Global (Shikobani)	109,074	5.40
Activate	OO	SP	2022	Womens	Bottom	Regular	581944	Pt. Dachen Global (Shikobani)	113,120	8.98
Activate	OO	SP	2022	Womens	Bottom	Regular	591928	Pt. Dachen Global (Shikobani)	52,641	6.05
Activate	OO	SP	2022	Womens	Bottom	Regular	581945	Pt. Dachen Global (Shikobani)	13,250	8.94
Activate	OO	SP	2022	Womens	Bottom	Regular	586879	Pt. Dachen Global (Shikobani)	102,968	7.86
Activate	OO	SP	2022	Womens	Bottom	Regular	586880	Pt. Dachen Global (Shikobani)	84,115	6.03
Activate	OO	SP	2022	Womens	Bottom	Regular	557602	Pt. Dachen Global (Shikobani)	6,443	7.98
Activate	OO	SP	2022	Womens	Bottom	Regular	424681	Pt. Dachen Global (Shikobani)	22,181	7.18
Activate	OO	SU	2022	Mens	Bottom	Regular	535042	Pt. Dachen Global (Beobes)	26,359	10.10

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

[illegible]

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

[illegible]

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

The screenshot displays the Microsoft Excel interface with the 'Legacy System (IDN) ver 1.01.xlsm' file open. The 'Home' tab is active, and the ribbon shows various options like Font, Alignment, and Styles. A data table is visible with columns: Status, Brand name, Senao, Year, Gender, Division, Order Type, Style#, Manufacturer, Q'ty, and Unit Price. The table contains several rows of data, including items from 'Old Navy' and 'BTS'. The 'Status' column for the first row is highlighted in green and contains the text 'UPDATED'. A 'Microsoft Excel' dialog box is open in the center, displaying 'Completed' and an 'OK' button. The taskbar at the bottom shows the Windows Start button, a search bar, and several application icons, including Excel, Word, and Chrome. The system clock indicates 5:21 PM on 2/9/2022.

Status	Brand name	Senao	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	802063 - 802938	Pt. Dectan Global (Shikzom)	99,455	7.96
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	802926 - 802934	Pt. Dectan Global (Beebea)	130,161	7.58
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	875263 / 592081	Pt. Dectan Global (Beebea)	15,277	7.79
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	844540 - 585893	Pt. Dectan Global (Beebea)	36,872	7.38
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	844460 - 585893	Pt. Dectan Global (Beebea)	4,463	10.31
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	875249 - 586499	Pt. Dectan Global (Beebea)	1,719	10.93
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	875249 - 586499	Pt. Dectan Global (Shikzom)	59,525	10.22
Activate	Old Navy	SU	2022	Womencs	Denim Bottom	Regular	875249 - 586499	Pt. Dectan Global (Shikzom)	60,305	9.75
BDFS	BTS	2022	Girls	Active Outerwear	Regular	123456		Pt. Dectan Global (Beebea)	1	5.00

3. How to revise data

- Go to the data that you want to revise, change the “Status” column from “Activate” to “Revise”

The screenshot shows an Excel spreadsheet titled "Legacy System (IDN) ver 1.01.xlsm". The data table has the following columns: Status, Brand name, Season, Year, Gender, Division, Order Type, Style#, Manufacturer, Q'ty, and Unit Price. The 'Status' column is being edited from "Activate" to "REVISE".

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachea Global (Shikabau)	138,032	6.93
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	825246 - 582521	Pt. Dachea Global (Shikabau)	29,822	6.36
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachea Global (Shikabau)	7,142	6.72
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachea Global (Shikabau)	99,455	7.96
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	802926 - 802934	Pt. Dachea Global (Beebea)	130,161	7.58
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875263 / 592081	Pt. Dachea Global (Beebea)	15,277	7.79
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachea Global (Beebea)	36,872	7.38
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844540 - 585893	Pt. Dachea Global (Beebea)	4,463	10.31
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844460 - 585893	Pt. Dachea Global (Beebea)	1,719	10.93
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875249 - 586499	Pt. Dachea Global (Shikabau)	59,525	10.22
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	876564 - 586499	Pt. Dachea Global (Shikabau)	60,305	9.75
Activate	BTS	2022	Girls	Active Outerwear	Regular		123456	Pt. Dachea Global (Shikabau)	1	5.00

The 'Status' column is being edited 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

Legacy System (IDN) ver 1.01.xlsm - Excel

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Clipboard Font Alignment Number Styles Cells Editing

T275

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Sokobanu)	138,032	6.93
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	825246 - 582521	Pt. Dachen Global (Sokobanu)	29,822	6.36
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Sokobanu)	7,142	6.72
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Sokobanu)	99,455	7.96
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	802926 - 802934	Pt. Dachen Global (Sokobanu)	130,161	7.58
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875263 - 592081	Pt. Dachen Global (Sokobanu)	15,277	7.79
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Sokobanu)	36,872	7.38
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844540 - 585893	Pt. Dachen Global (Sokobanu)	4,463	10.31
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844460 - 585893	Pt. Dachen Global (Sokobanu)	1,719	10.93
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875249 - 586499	Pt. Dachen Global (Sokobanu)	59,525	10.22
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	876564 - 586499	Pt. Dachen Global (Sokobanu)	60,305	9.75
UPDATE	BFS	BTS	2022	Girls	Active Outerwear	Regular	123456	Pt. Dachen Global (Sokobanu)	1	10.00

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As usual, it'll be updated like below

Legacy System (IDN) ver 1.01.xlsm - Excel

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Clipboard Font Alignment Number Styles Cells Editing

T274

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Sokobanu)	138,032	6.93
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	825246 - 582521	Pt. Dachen Global (Sokobanu)	29,822	6.36
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Sokobanu)	7,142	6.72
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Sokobanu)	99,455	7.96
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	802926 - 802934	Pt. Dachen Global (Sokobanu)	130,161	7.58
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875263 - 592081	Pt. Dachen Global (Sokobanu)	15,277	7.79
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Sokobanu)	36,872	7.38
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844540 - 585893	Pt. Dachen Global (Sokobanu)	4,463	10.31
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844460 - 585893	Pt. Dachen Global (Sokobanu)	1,719	10.93
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875249 - 586499	Pt. Dachen Global (Sokobanu)	59,525	10.22
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	876564 - 586499	Pt. Dachen Global (Sokobanu)	60,305	9.75
UPDATE	BFS	BTS	2022	Girls	Active Outerwear	Regular	123456	Pt. Dachen Global (Sokobanu)	1	10.00

PO Upload

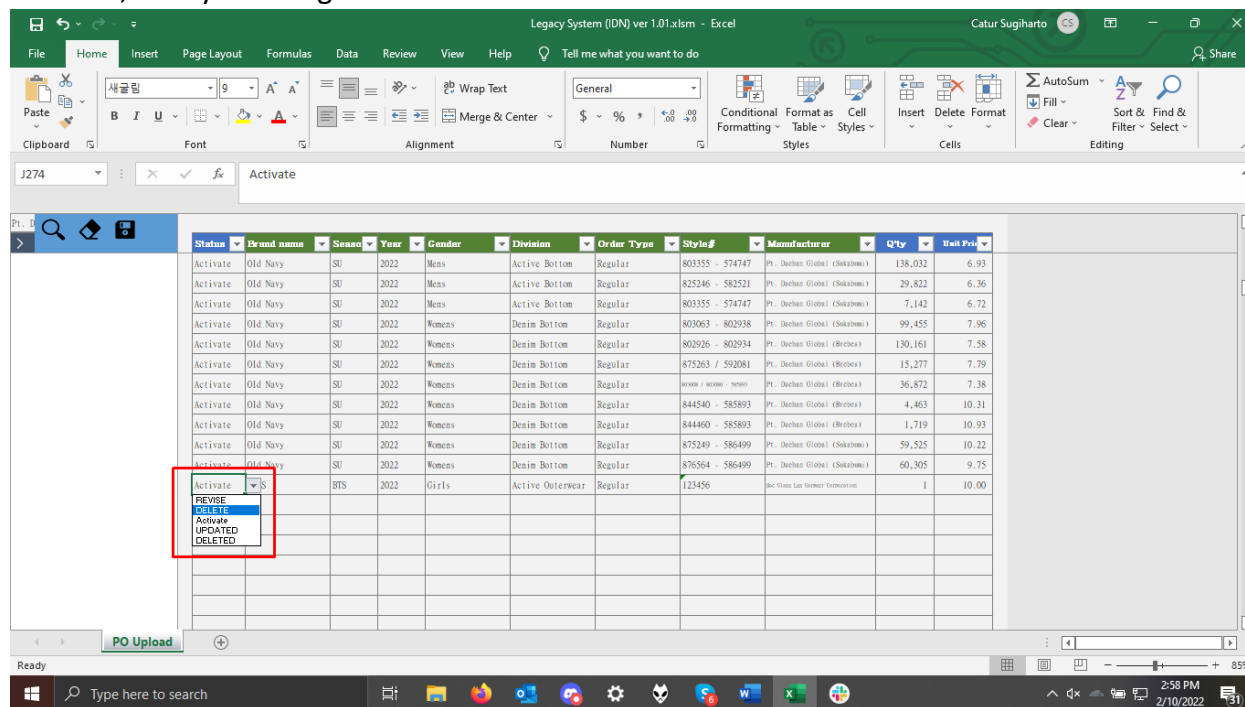
Microsoft Excel

Completed

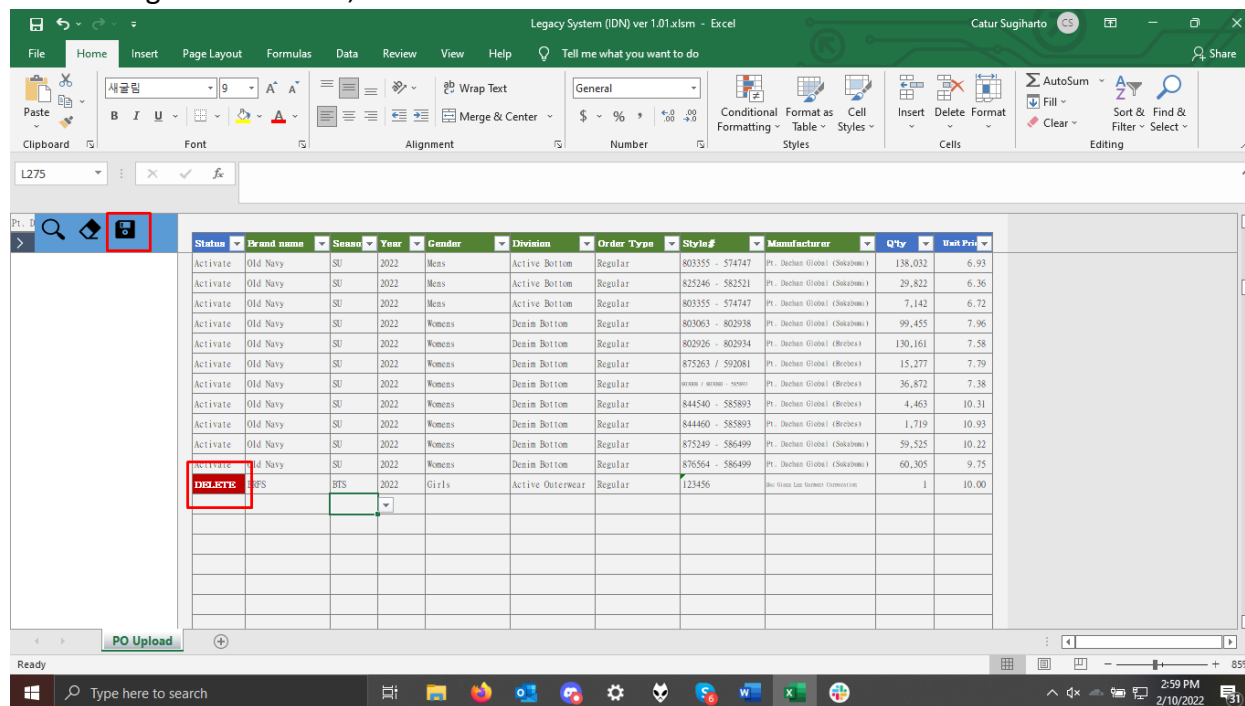
OK

4. How to delete data

- It's almost the same like revise data, but instead of change status column to "Revise", now you change it to "Delete"



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



The status will be changed like this,

Legacy System (IDN) ver 1.01.xlsm - Excel

Catur Sugiharto

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

L275

Microsoft Excel X
Completed
OK

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Shikibaru)	138,032	6.93
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	825246 - 582521	Pt. Dachen Global (Shikibaru)	29,822	6.36
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Shikibaru)	7,142	6.72
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Shikibaru)	99,455	7.96
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	802926 - 802934	Pt. Dachen Global (Shikibaru)	130,161	7.58
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875263 / 592081	Pt. Dachen Global (Shikibaru)	15,277	7.79
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Shikibaru)	36,872	7.38
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844540 - 585893	Pt. Dachen Global (Shikibaru)	4,463	10.31
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844460 - 585893	Pt. Dachen Global (Shikibaru)	1,719	10.93
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875249 - 586499	Pt. Dachen Global (Shikibaru)	59,525	10.22
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	876564 - 586499	Pt. Dachen Global (Shikibaru)	60,305	9.75
DELETED	Old Navy	SU	2022	Girls	Active Outerwear	Regular	123456	Pt. Dachen Global (Shikibaru)	1	10.00

PO Upload

Ready

Type here to search

2:59 PM 2/10/2022

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

Legacy System (IDN) ver 1.01.xlsm - Excel

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File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

M275

Status	Brand name	Season	Year	Gender	Division	Order Type	Style#	Manufacturer	Q'ty	Unit Price
Activate	Old Navy	SU	2022	Mens	Bottom	Regular	853475 / 590954	Pt. Dachen Global (Shikibaru)	286,271	7.81
Activate	Old Navy	SU	2022	Mens	Bottom	Regular	853507 / 581653	Pt. Dachen Global (Shikibaru)	194,878	7.82
Activate	Old Navy	SU	2022	Mens	Bottom	Regular	880759 / 583152	Pt. Dachen Global (Shikibaru)	6,762	7.61
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	738253 - 571993	Pt. Dachen Global (Shikibaru)	31,627	9.38
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	824691 - 574747	Pt. Dachen Global (Shikibaru)	248,795	6.55
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Shikibaru)	138,032	6.93
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	825246 - 582521	Pt. Dachen Global (Shikibaru)	29,822	6.36
Activate	Old Navy	SU	2022	Mens	Active Bottom	Regular	803355 - 574747	Pt. Dachen Global (Shikibaru)	7,142	6.72
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Shikibaru)	99,455	7.96
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	802926 - 802934	Pt. Dachen Global (Shikibaru)	130,161	7.58
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875263 / 592081	Pt. Dachen Global (Shikibaru)	15,277	7.79
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	803063 - 802938	Pt. Dachen Global (Shikibaru)	36,872	7.38
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844540 - 585893	Pt. Dachen Global (Shikibaru)	4,463	10.31
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	844460 - 585893	Pt. Dachen Global (Shikibaru)	1,719	10.93
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	875249 - 586499	Pt. Dachen Global (Shikibaru)	59,525	10.22
Activate	Old Navy	SU	2022	Womens	Denim Bottom	Regular	876564 - 586499	Pt. Dachen Global (Shikibaru)	60,305	9.75

PO Upload

Ready

Type here to search

3:00 PM 2/10/2022