



Import Export PowerTool

Business Central

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# 1 Installation

Import Export PowerTool can be installed from the Microsoft Extension Marketplace. This section will guide you through the steps of installing and configuring the extension for initial use.

## 1.1 Installing the Extension

Installation of the extension can be achieved via the Microsoft Extension Marketplace.

- In Business Central navigate to the "Extensions" page.
- From the "Extensions" page open the "Extension Marketplace"
- This will open an external web site (Marketplace)
- In the "Search Microsoft AppSource" field at the top of the page type in "Import Export PowerTool".
- Click on the "Import Export PowerTool" entry.
- Click on the "Free Trial" button to begin the installation of the extension.
- Once signed in you will be brought back to Business Central to complete the installation.
- Choose your installation language and press "Install".

## 1.2 Configuring the Extension

Once the Import Export PowerTool extension has been installed open the setup page to complete the configuration.

- In Business Central navigate to the "Import Export PowerTool Setup" page.
- Adjust the configuration options to suit your business needs.
- Close the setup page.

## 2 Exporting Data

The Import Export PowerTool extension allows you to easily export data from either specified tables or from pre-generated configuration packages. To export data, open the "Import Export PowerTool" page in Business Central.

### 2.1 Exporting Table Data

To export table data, choose the "Operation" option of "Export". Once chosen, the "Export Options" grouping will be made available. The "Table ID Filter" should be entered with at least one table number but additional export tables can be specified by using the standard business central filter options. E.g., 14|18|27.

Pressing the "Export Data" menu action will generate a text file that can be downloaded/saved that contains the table(s) indicated in the "Table ID Filter".

Note: All fields in the tables(s) will be exported.

### 2.2 Exporting Configuration Packages

To export a configuration package, choose the "Operation" option of "Export". Once chosen, the "Export Options" grouping will be made available. The "Configuration Package" should be entered with name of the configuration package to export.

Pressing the "Export Data" menu action will generate a text file that can be downloaded/saved that contains the table(s) specified in the configuration package.

Note: Only the fields specified in the configuration package table(s) will be exported.

## 3 Importing Data

The Import Export PowerTool extension allows you to easily import data that has been previously exported. To export data, open the "Import Export PowerTool" page in Business Central.

### 3.1 Importing Table Data

To import table data, choose the "Operation" option of "Import". Once chosen, the "Import Options" grouping will be made available. Pressing the "Import Data" menu action will prompt to select the text file previously exported.

During the import process, new records can be allowed or disallowed depending on the "Allow Record Inserts" configuration option. Similarly, record updates can be allowed/disallowed depending on the "Allow Record Updates" configuration option.