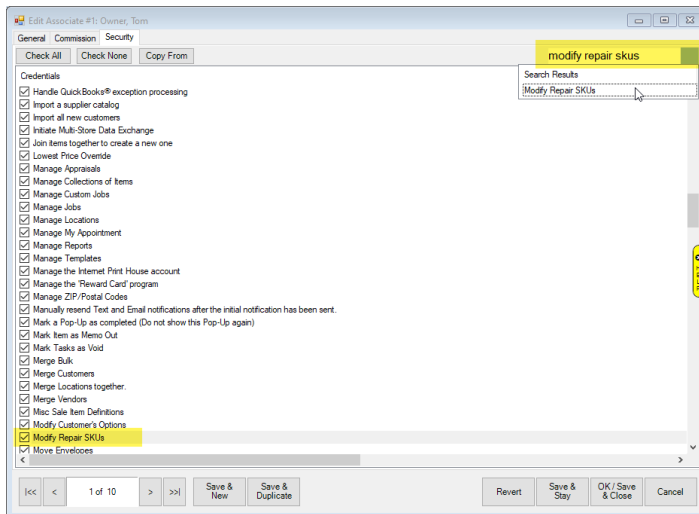# Repair Task SKU Wizard

Overview

The **Repair Task SKU Wizard** supports exporting and importing Repair SKU changes with Microsoft Excel, with the additional convenience of modifying Repair SKUs directly within the Wizard upon import. It can also be used to conveniently update pricing and details **for many Repair SKUs at once** from directly within the Wizard without needing to export and import back into Edge.

Permissions

Modifying pricing and details for Repair SKUs using the **Repair Task SKU Wizard** requires an **Associate Permission** to gain access to this feature.

To assign the permission:

1. Click **Administrative > Associates > Associates List**.

2. Select the **associate** who is to be assigned the permission.

3. Click the **Security** tab.

4. Use the search window and type **Modify Repair SKUs** to locate the permission then **check** the box and click **OK/Save & Close** to apply the permission.
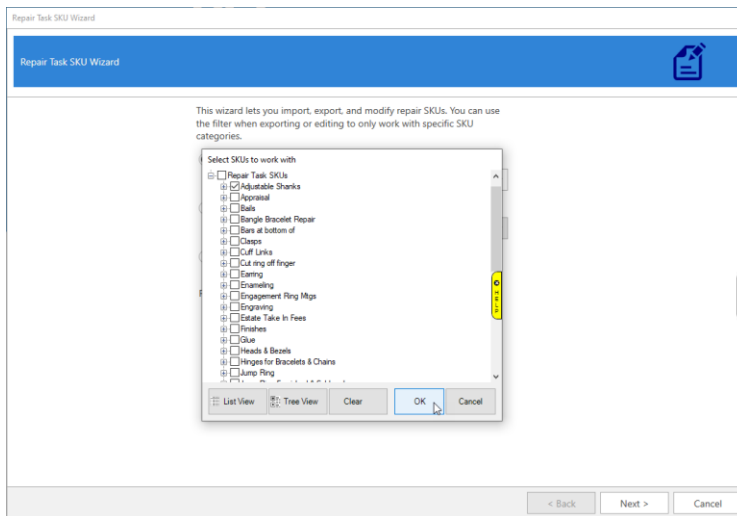

Exporting

Repair SKUs can be exported to Microsoft Excel. Pricing and details can then be updated via Excel and the changes can be imported back into The Edge.
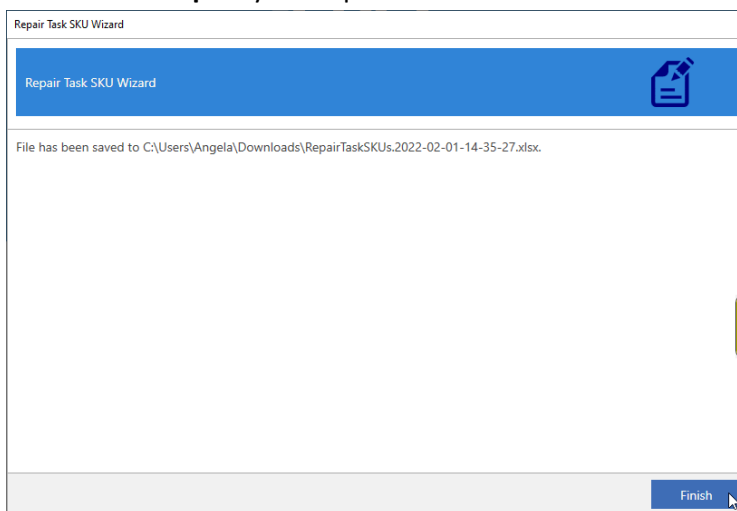
To export Repair SKUs:

1. Click **Administrative > Repair > Repair Task SKU Wizard**.

2. Choose **Export to File** and select a location to **save** your **Export file**.

3. Click the **Filter** drop-down to select the Repair SKUs you wish to export.

4. There are **two views** for selecting Repair SKUs**: List View** and **Tree View**.

   a. **List View** – Provides a single alphabetical list of each Repair Task SKU allowing you to check off each individual SKU for updating.

   b. **Tree View** – Provides a categorized list of each Repair Task SKU allowing you to select a group of SKUs for updating at once. **Note:** Clicking the box next to Repair Task SKUs will automatically check all SKU groups with all the corresponding SKUs within each group. Click the + to expand the SKU group tree to select your SKU groups for editing.

5. Once selections have been made click **OK**.

6. Click **Next** to **export** your Repair SKUs.

7. Click **Finish** to close the Wizard.

You can now open the exported file in Microsoft Excel and make your changes.

Importing

After updating Repair SKU prices and details in Excel, you can import the changes back into The Edge. If desired, you may also make additional edits from the **Inline Edit** screen upon successful import.

To import:

1. Make sure you have saved your changes and closed Excel. You will not be able to import the file if you leave it open in Excel.

2. Click **Administrative > Repair > Repair Task SKU Wizard**.

3. Choose **Import from File**.

4. Locate your updated Excel file and click **OK**.

5. Click **Next**. The file will be imported into the Wizard and will display the Repair SKUs along with pricing and information fields with your changes. As mentioned, it is possible to edit any additional details here, too, prior to completing the import.

6. Click **Next** to apply the changes to your Repair SKUs.

7. Click **Finish** to close the Wizard.

Editing

The Wizard can also be used to **update Repair SKUs directly** rather than exporting to Excel.

To edit Repair SKUs:

1. Click **Administrative > Repair > Repair Task SKU Wizard**.

2. Choose **Edit Current SKUs**.

3. Click the **Filter** drop-down to open the Select SKUs to Work With window and use either the **List View** or **Tree View** to select the Repair SKUs you wish to update, then click **OK**. **Note:** Visit the **Exporting** section for a description of each **View** option.

4. Click **Next**. Your selected Repair SKUs will display in the window along with pricing and information fields.

5. By **default**, the Repair SKUs display in **numerical order**. If desired, you may instead choose to sort your SKUs by an alternative method, such as price, by clicking on the corresponding column header.

6. Once you have finished making your changes, click **Next** to apply your changes.

7. Click **Finish** to close the Wizard**.**