
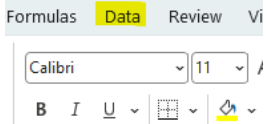
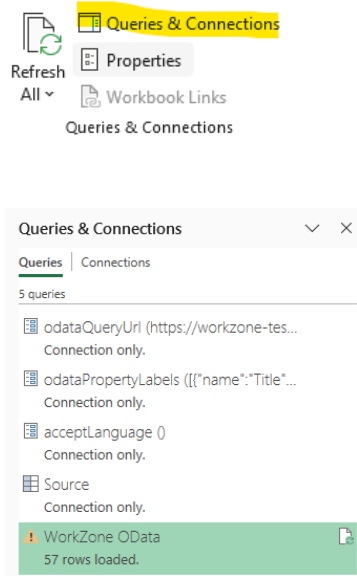


Remove data queries in Excel

<p>This guide describes how to remove data queries in Excel so that you can save an Excel sheet exported from Workzone on your PC without the Excel sheet updating with new data from Workzone.</p>		
Instruction	Explanation	Navigation
<p>Download Excel sheet</p>	<p>Perform a search or find a list in Workzone</p> <p>Click the small Excel icon in the taskbar The Excel sheet will open.</p> <p>If this is the first time you are downloading an Excel sheet via Workzone, you need to adjust the settings. Use the guide: Adjust Excel security setting</p>	
<p>Open data queries</p>	<p>Click Data in the ribbon at the top of the Excel sheet</p> <p>Select Queries & Connections</p> <p>A new box will open on the left side of the Excel sheet</p>	 

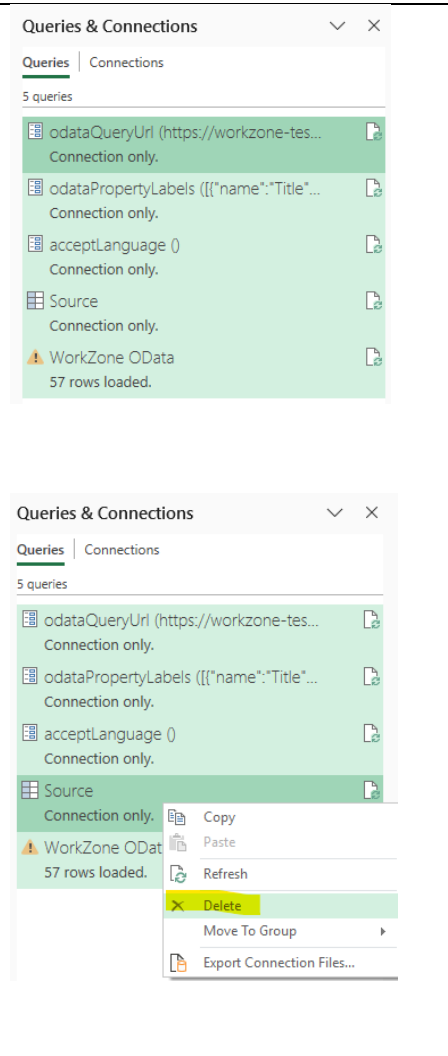
Remove data queries

Hold the shift-key and select all queries.

Right-click and choose **Delete**.

A confirmation box will appear. Confirm the action by selecting **Delete**.

The list of queries is now empty, and the Excel sheet is no longer connected to Workzone and cannot update data.



Queries & Connections

Queries | Connections

5 queries

- odataQueryUri (https://workzone-tes... Connection only.
- odataPropertyLabels ({"name":"Title"... Connection only.
- acceptLanguage () Connection only.
- Source Connection only.
- WorkZone OData 57 rows loaded.

Queries & Connections

Queries | Connections

5 queries

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Context menu options:

- Copy
- Paste
- Refresh
- Delete**
- Move To Group
- Export Connection Files...

Delete Queries

Are you sure you want to delete these queries? If you delete these queries, any data that was loaded by these queries will not be refreshable.

Delete Cancel