



Generate report without holding up the system

If report size is great, it may takes time to generate report and holding up the system.

Direct excel output is function which can generate report without holding up the system.

User may use other functions in the system or even logout.

Sorted By 3 | Item code | Ascending

Press <Excel> in the report to export the file to the file pool as excel file.

Submit | Reset | Cancel | **Excel**

Reports generated will be output to own file pool, you can download the report under

Report > File pool

Excel file pool

Please press [browse] select file

Press the file name to download the report.

Last updated time	File name	Rename	Send file to other users	Delete
12-Jul-2018 14:44	Member_Account_Report_12Jul2018_14_44.xlsx	OK	<input type="checkbox"/> OK	<input type="checkbox"/> Delete

Other users have no rights to view report of other user file pool.

Users can rename the file.

Users can delete the file.

Central | Name and user name keywords | Input key

Users can also send the file to other users.

Amy (S007)	Anna (S004)	Anna Tsui (Anna)	Gary (S002)	Joan (S005)
Judy (S008)	Lee (S003)	Lisa (S006)	Peter Wong (Peter)	Susan Chan (Susan)

Excel file pool

Please press [browse] select file C:\Users\nick\Desktop\Carmen\Member_Account_Report_12Dec2018.docx

Upload

Please avoid upload file name include ', !, @, \$, #, %, ^, &, *, comma, space.

Users can upload the file to their own file pool.

Last updated time	File name	Rename	Send file to other users	Delete
12-Jul-2018 14:44	Member_Account_Report_2018年7月12日_14_44.xlsx	OK	<input type="checkbox"/> OK	<input type="checkbox"/> Delete