

File Pool



Generate report without holding up the system

If the report has a large file size, it might take some time to generate the report, holding up the system.

Direct excel output is a function which can help generate reports without holding up the system.

Users 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. Users can download the report under

Main menu > File pool

Logout | Main menu | 中文

Excel file pool

select file Choose File No file chosen Upload Clear selection

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

Last updated time	File name	Rename	Send file to other users	Delete
9-Sep-2019 12:11	trtJournal_rpt_9-Sep-2019_121141.xlsx	OK	<input type="checkbox"/> OK	<input type="checkbox"/> Delete

Press the file name to download the report.

Users can rename the file.

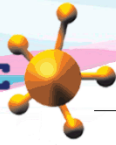
Users can delete the file.

Users can also send the file to other users.

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

Central Name and user name keywords Input keywords and press [Enter] will filter following list

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



Users can upload the file to their own file pool.



Excel file pool

Please press [browse] select file No file chosen

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