




Export a File Upload Report

Overview


The Maintenance and Utilization module File Upload Report Export process provides the ability to print or save the status in different formats.

Navigation


Utilities > File Upload > Various File Upload > *VARIOUS PROCEDURAL STEPS* > Transaction Status >  > File Upload Report Export page

Procedures




Export the File Upload Report

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select . *The previous File Upload page appears.*

Search the Results

1. Select the empty field  Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

