



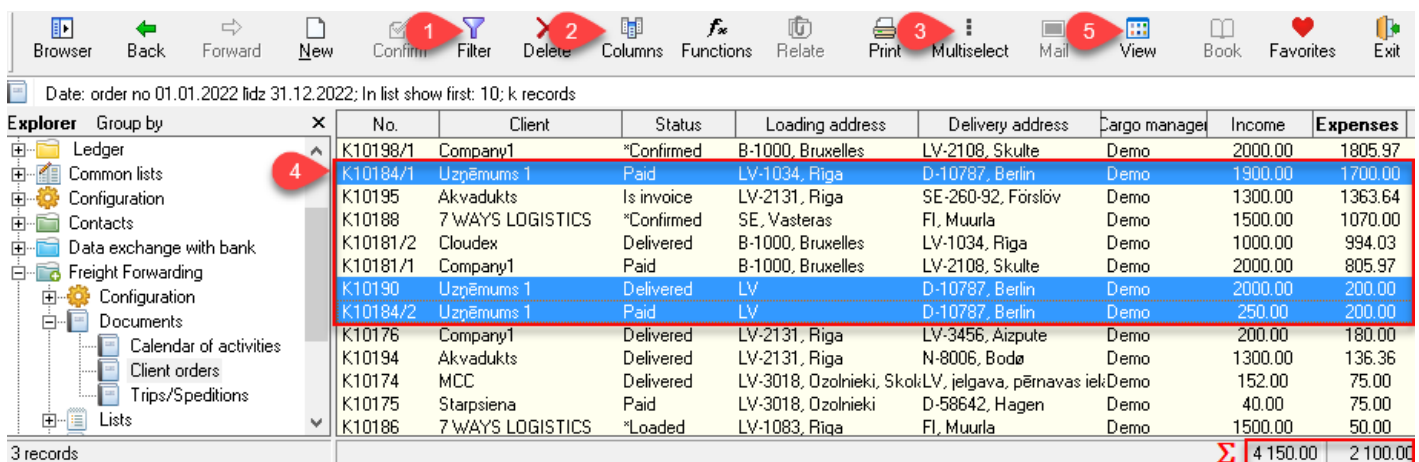


# Print or export selected data to Excel

Ozols TMS enables you to select the desired data in tables and print or save in Excel:

1. Choose **Filter**  (shortcut **Ctrl+F**) from the toolbar and select the data you want to select.
2. On the toolbar, choose **Columns**  (shortcut **Ctrl+K**) and choose the columns you need. There is an option to save this column selection in the **Defined Columns section**.
3. If you need to select only some rows, select **Multi select**  from the toolbar. (shortcut **Ctrl+Y**)
4. Similar to Excel, holding the **Ctrl** or **Shift** keys with the mouse selects the desired rows
5. Choose **View**  from the toolbar (shortcut **Ctrl+H**). At this point, a table with the selected data will be displayed in the main window.
6. **Right-** click anywhere in the newly created table and select **print or export to Excel**



Date: order no 01.01.2022 līdz 31.12.2022; In list show first: 10; k records

No.	Client	Status	Loading address	Delivery address	Cargo manager	Income	Expenses
K10198/1	Company1	*Confirmed	B-1000, Bruxelles	LV-2108, Skulte	Demo	2000.00	1805.97
K10184/1	Uzņēmums 1	Paid	LV-1034, Rīga	D-10787, Berlin	Demo	1900.00	1700.00
K10195	Akvadukts	Is invoice	LV-2131, Rīga	SE-260-92, Förslöv	Demo	1300.00	1363.64
K10188	7 WAYS LOGISTICS	*Confirmed	SE, Vasteras	FI, Muurla	Demo	1500.00	1070.00
K10181/2	Cloudex	Delivered	B-1000, Bruxelles	LV-1034, Rīga	Demo	1000.00	994.03
K10181/1	Company1	Paid	B-1000, Bruxelles	LV-2108, Skulte	Demo	2000.00	805.97
K10190	Uzņēmums 1	Delivered	LV	D-10787, Berlin	Demo	2000.00	200.00
K10184/2	Uzņēmums 1	Paid	LV	D-10787, Berlin	Demo	250.00	200.00
K10176	Company1	Delivered	LV-2131, Rīga	LV-3456, Aizpute	Demo	200.00	180.00
K10194	Akvadukts	Delivered	LV-2131, Rīga	N-8006, Bodø	Demo	1300.00	136.36
K10174	MCC	Delivered	LV-3018, Ozolnieki, Skol	LV, jelgava, pārnavas iel	Demo	152.00	75.00
K10175	Starpsiena	Paid	LV-3018, Ozolnieki	D-58642, Hagen	Demo	40.00	75.00
K10186	7 WAYS LOGISTICS	*Loaded	LV-1083, Rīga	FI, Muurla	Demo	1500.00	50.00
						Σ 4 150.00	2 100.00

3 records

To send the data to a **printer** or export to **Excel**, click **View** and follow the instructions.

## See also:

- 1) [Calculator](#) - sums of highlighted rows
- 2) [Column width](#)

Revision #2

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