



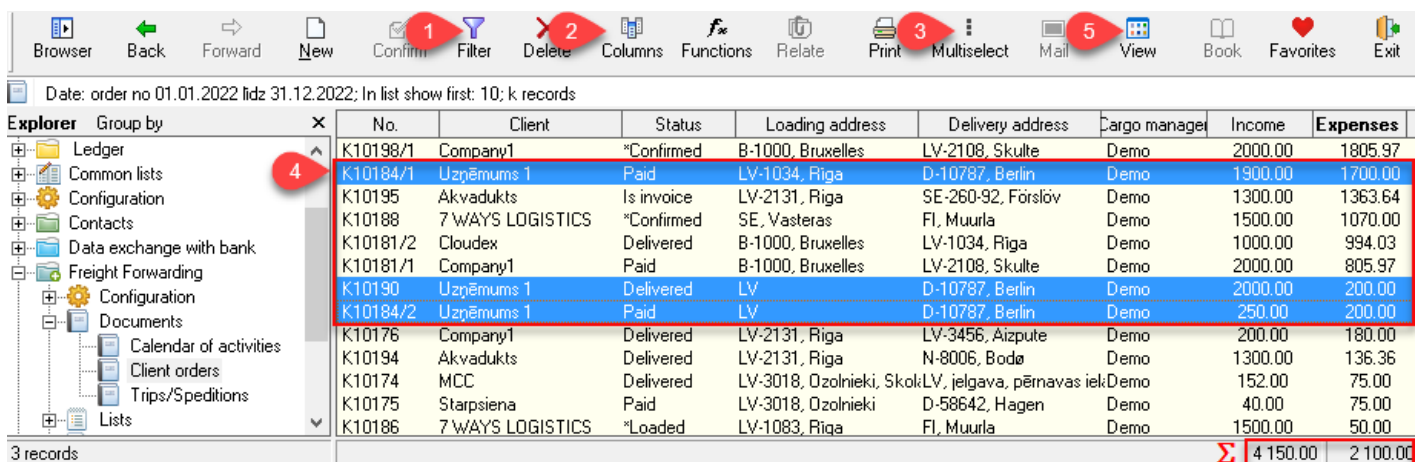


Print or export selected data to Excel

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

Created Mon, Aug 29, 2022 1:50 PM by [Janis Veldre](#)

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