



Export Data to Word and Excel

Export Data to Word and Excel

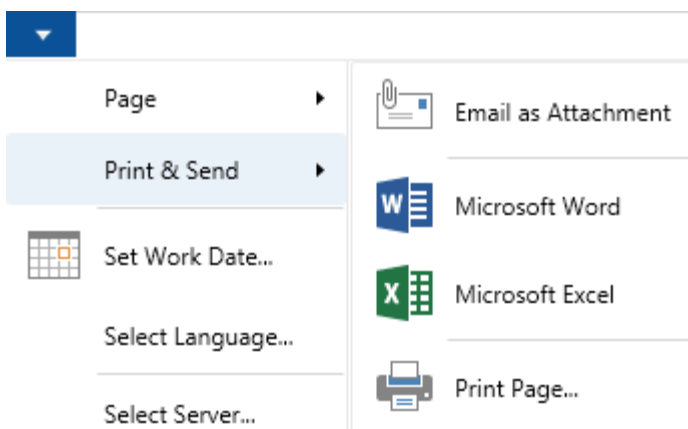
You can export NAV / Ceres data from certain page types to Microsoft Word and Excel.

To export NAV / Ceres data to Microsoft Word, navigate to List page for the data you wish to export. In this example we'll use the Vendor List.

Note: you may apply standard filters to the List page prior to exporting to Word. In this example, the Vendor List has been filtered for Vendors having a "Location Code" of YELLOW.

No.	Name	Responsi...	Location ...	Phone No.	Contact	Sear
20000	AR Day Property Managem...	NEW YORK	YELLOW		Mr. Frank Lee	AR D
20300190	Malay-Dan Export Unit Sdn ...		YELLOW		Mr. Fabrice Perez	MAL
33012999	Club Euroamis		YELLOW		M. Francois GERARD	CLUE

Navigate to the Application menu  then Print & Send → Microsoft Word.





A new Microsoft Word file will open containing the NAV / Ceres data.

Vendors

No.	Name	Responsibility Center	Location Code	Phone No.	Contact	Search Name
20000	AR Day Property Management	NEW YORK	YELLOW		Mr. Frank Lee	AR DAY PROPERTY MANAGEMENT
20300190	Malay-Dan Export Unit Sdn Bhd		YELLOW		Mr. Fabrice Perez	MALAY-DAN EXPORT UNIT SDN BHD
33012999	Club Euroamis		YELLOW		M. Francois GERARD	CLUB EUROAMIS



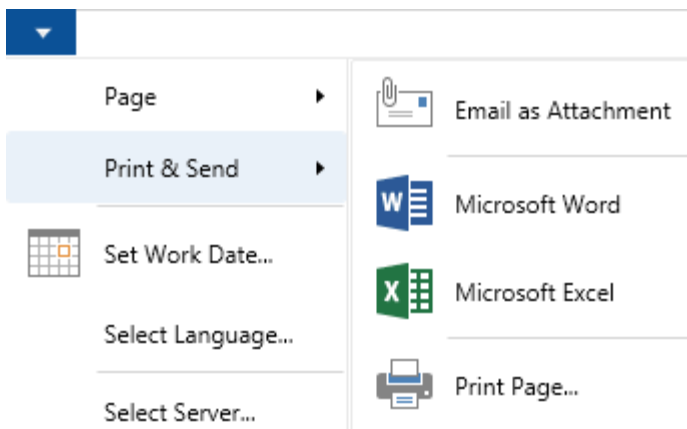
To export NAV / Ceres data to Microsoft Excel, navigate to List page for the data you wish to export. In this example we'll use the Vendor List.

Note: you may apply standard filters to the List page prior to exporting to Excel. In this example, the Vendor List has been filtered for Vendors having a "Location Code" of YELLOW.

Vendors YELLOW | Location Code

No.	Name	Responsi...	Location ...	Phone No.	Contact	Sear
20000	AR Day Property Managem...	NEW YORK	YELLOW		Mr. Frank Lee	AR D
20300190	Malay-Dan Export Unit Sdn ...		YELLOW		Mr. Fabrice Perez	MAL
33012999	Club Euroamis		YELLOW		M. Francois GERARD	CLUE

Navigate to the Application menu  then Print & Send → Microsoft Excel.



A new Microsoft Excel file will open containing the NAV data.

: CRONUS USA, Inc.

Vendor List : 4/6/2016 9:48:38 AM

No.	Name	Responsibility Center	Location Code	Phone No.	Contact	Search Name
20000	AR Day Property Management	NEW YORK	YELLOW		Mr. Frank Lee	AR DAY PROPERTY MANAGEMENT
20300190	Malay-Dan Export Unit Sdn Bhd		YELLOW		Mr. Fabrice Perez	MALAY-DAN EXPORT UNIT SDN BHD
33012999	Club Euroamis		YELLOW		M. Francois GERARD	CLUB EUROAMIS

