

## Exporting to Excel

The Windows version of Gold has direct export to excel facilities.

Lists on screen, for example the Customer Enquiry Current Tab, can be exported to excel using a single button.

All reports can be exported to excel, printed to a Windows local or shared printer, printed to a network printer or previewed.

### Set Up

To enable the export facility the default path to Microsoft Excel must be set up on the Terminal Identity File.

#### Terminal Identity Maintenance

*(System Management, Security, Terminal Identity Maintenance)*

- The current terminal ID will be displayed by default. To select an alternative terminal, delete the current identifier and press <Enter> for a list. The Find (F3) function is available to locate an entry on the list.
- **Details** Tab – a number MUST be set for Windows sessions.
- **Windows** Tab –
  - Excel Option - select either “Execute” to run the Excel application on export or “Notify” to save the Excel file to the Excel Data path set.
  - Excel Path –  
This is the location of the Excel.exe file on the pc and is usually C:\Program Files\Microsoft Office\Office.
  - Excel Data –  
This is the directory to which any Excel files will be saved by default. For windows pc enter “C:\tmp” or if terminal server in use enter “tmp”. tmp can be any directory that is shared on the pc.

#### Printer

The Windows pc must have a default printer set up.

If Terminal Server is in use this printer must be set up on the Terminal Server.

#### Terminal Server

An additional program must be run if operating a Terminal Server. See the section on “Set Up for Terminal Server” at the end of this fact sheet if more information is required.

### Exporting Lists to Excel

Within Gold any screen with a list of transactions may be exported directly to Excel.

Some examples are:

- Customer Enquiry – Current Tab or History Tab
- Supplier Enquiry – Current Tab or History Tab
- Nominal Account Enquiry – Current, Deferred, Previous or Last Year Tabs
- Cash Book Enquiry – Statement or Transaction Tabs
- Workshop – Job Search Screen, Parts Tab or Labour Tab
- Parts Control – Part Search Screen, Audit Trail or History By Customer

To export any of these lists click on the green Excel Export button from the left hand toolbar.



The list will be displayed in excel.

The xml and csv icons may also be used from the left hand toolbar to export to xml or csv file.

XML is used to share data across systems particularly via the internet.

CSV creates the file in Excel comma separated variable format.

### Exporting Reports to Excel

When running a report in the Windows version of Gold the following icons are available from the left hand toolbar.



Prints the report to a local windows printer.



Previews the report on screen using default printer driver.



Exports the report to Excel.

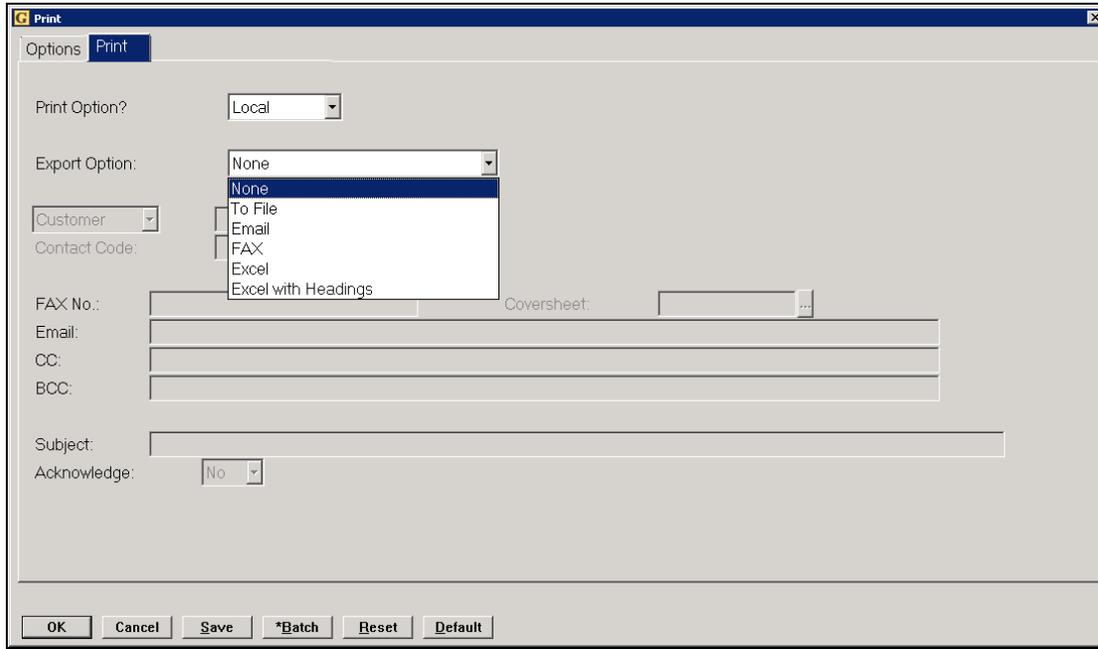


Prints the report to a network (samba) printer.

Using these icons will produce the report using the report defaults, saved defaults or entered criteria.

## Print Tab

Each report in Windows has a Print tab that contains some additional options.



## Print Options

- Local – prints to a local windows defined printer.
- Preview – previews report on screen.
- Server – uses XF server to produce the report.

## Export Options

- None – no export.
- To File – not yet available.
- E-Mail – email the print or report to an entered email address.
- FAX – fax the print or report (requires the set up of Hylafax).
- Excel – exports to excel as raw data with no column headings.
- Excel With Headings – exports to excel with column headings.

Using these icons will produce the report using the report defaults, saved defaults or entered criteria.

### Printer Set up

There is no specific printer set up required but each pc must have one printer set as default in Windows Control Panel.

### Set Up for Terminal Server

If using Terminal Server it is recommended that the Excel Option on the terminal identity file is set to "Notify". If this is the case there are no additional settings for Terminal Server.

If the terminal identity is set to "Execute" and is running on Terminal Server then an additional program needs to be installed and run on each pc so that the Terminal Server may export directly to Excel on the pc.

- Open a Windows explorer screen by double-clicking on the "My Computer" icon or right-clicking on the **Start** button and selecting "Explore".
- Enter the following into the address line - [\\servername\IBCO\\$](#) where "servername" is the name of your server. Contact Ibcos support if further information is required or the server name is not known.
- Double-click on the file gold6cmd.exe to run the program.
- After a few minutes a Setup screen will be displayed, click on the "OK" button to continue.



- There should be no need to change the default installation location.



- Click on this icon to continue the installation.
- When complete the following screen should be displayed.



- Click on the "OK" button to complete the installation.

This program needs to be running at all times in order for the Terminal Server to export to the Excel on the local pc. It is therefore recommended that the program is placed in the "Start Up" menu on the pc to ensure that it is always run.

- Using a Windows explorer screen navigate to C:\Program Files\IBCOSGold6Cmd
- Right-click on the file gold6cmd.exe and select "Copy" from the menu.
- Navigate to C:\Documents and Settings\username\Start Menu\Programs\Startup
- Right-click on the Startup folder and select "Paste" from the menu.
- The gold6cmd program then will run automatically each time the pc is started.