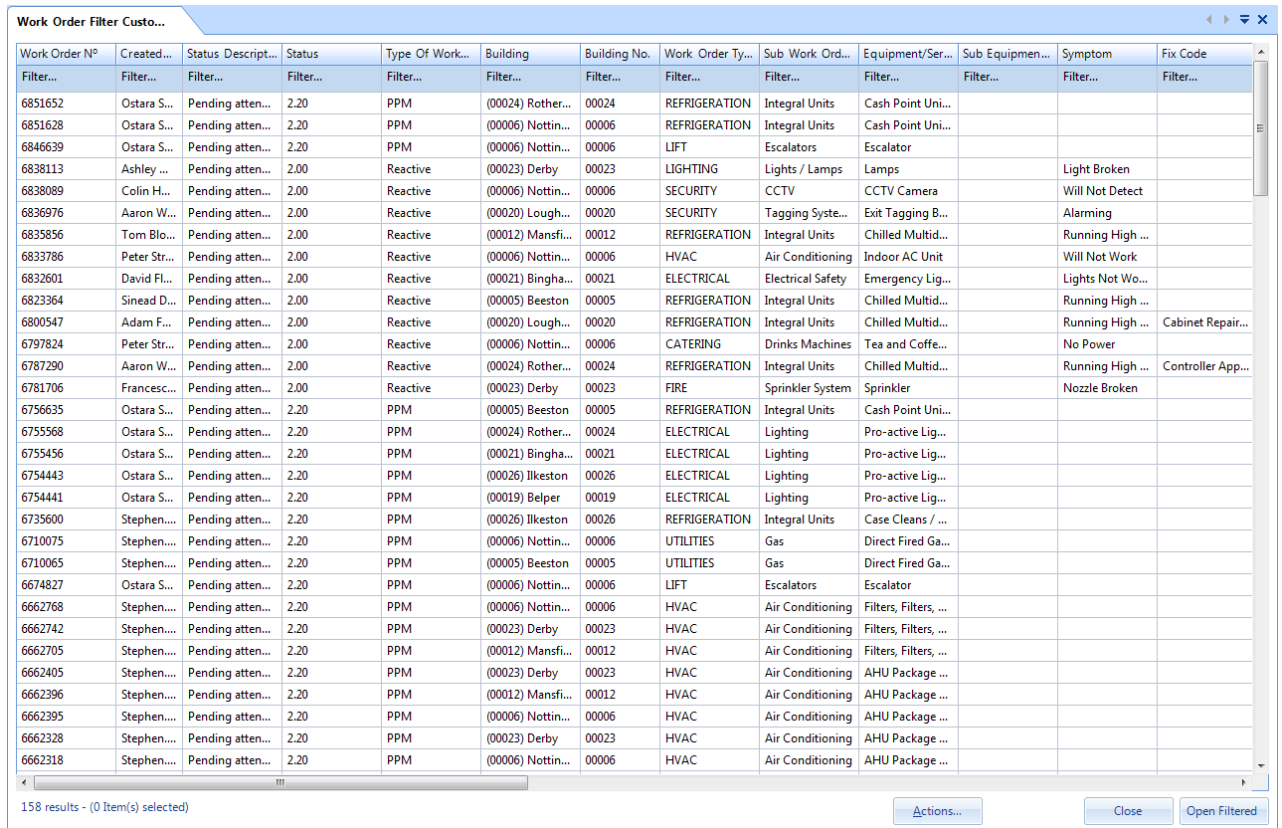


Copy to Clipboard Functionality

Wed, Jan 17, 2024 Common Practices

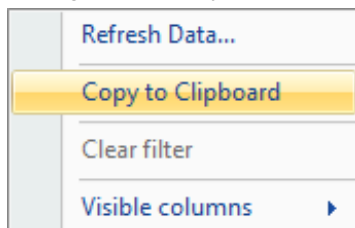
A common feature used in many list views throughout the system is the "Copy to Clipboard" Functionality. This allows the user to copy any list/grid view and paste it into Excel in order to make things easier and to save time running reports. To use this functionality please follow the steps below:

1. Go to any list/grid view in the application:



Work Order N°	Created...	Status Descript...	Status	Type Of Work...	Building	Building No.	Work Order Ty...	Sub Work Ord...	Equipment/Ser...	Sub Equipmen...	Symptom	Fix Code
6851652	Ostara S...	Pending atten...	2.20	PPM	(00024) Rother...	00024	REFRIGERATION	Integral Units	Cash Point Uni...			
6851628	Ostara S...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	REFRIGERATION	Integral Units	Cash Point Uni...			
6846639	Ostara S...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	LIFT	Escalators	Escalator			
6838113	Ashley ...	Pending atten...	2.00	Reactive	(00023) Derby	00023	LIGHTING	Lights / Lamps	Lamps		Light Broken	
6838089	Colin H...	Pending atten...	2.00	Reactive	(00006) Nottin...	00006	SECURITY	CCTV	CCTV Camera		Will Not Detect	
6836976	Aaron W...	Pending atten...	2.00	Reactive	(00020) Lough...	00020	SECURITY	Tagging Syste...	Exit Tagging B...		Alarming	
6835856	Tom Blo...	Pending atten...	2.00	Reactive	(00012) Mansfi...	00012	REFRIGERATION	Integral Units	Chilled Multid...		Running High ...	
6833786	Peter Str...	Pending atten...	2.00	Reactive	(00006) Nottin...	00006	HVAC	Air Conditioning	Indoor AC Unit		Will Not Work	
6832601	David Fl...	Pending atten...	2.00	Reactive	(00021) Bingha...	00021	ELECTRICAL	Electrical Safety	Emergency Lig...		Lights Not Wo...	
6823364	Sinead D...	Pending atten...	2.00	Reactive	(00005) Beeston	00005	REFRIGERATION	Integral Units	Chilled Multid...		Running High ...	
6800547	Adam F...	Pending atten...	2.00	Reactive	(00020) Lough...	00020	REFRIGERATION	Integral Units	Chilled Multid...		Running High ...	Cabinet Repair...
6797824	Peter Str...	Pending atten...	2.00	Reactive	(00006) Nottin...	00006	CATERING	Drinks Machines	Tea and Coffe...		No Power	
6787290	Aaron W...	Pending atten...	2.00	Reactive	(00024) Rother...	00024	REFRIGERATION	Integral Units	Chilled Multid...		Running High ...	Controller App...
6781706	Francesc...	Pending atten...	2.00	Reactive	(00023) Derby	00023	FIRE	Sprinkler System	Sprinkler		Nozzle Broken	
6756635	Ostara S...	Pending atten...	2.20	PPM	(00005) Beeston	00005	REFRIGERATION	Integral Units	Cash Point Uni...			
6755568	Ostara S...	Pending atten...	2.20	PPM	(00024) Rother...	00024	ELECTRICAL	Lighting	Pro-active Lig...			
6755456	Ostara S...	Pending atten...	2.20	PPM	(00021) Bingha...	00021	ELECTRICAL	Lighting	Pro-active Lig...			
6754443	Ostara S...	Pending atten...	2.20	PPM	(00026) Ilkeston	00026	ELECTRICAL	Lighting	Pro-active Lig...			
6754441	Ostara S...	Pending atten...	2.20	PPM	(00019) Belper	00019	ELECTRICAL	Lighting	Pro-active Lig...			
6735600	Stephen...	Pending atten...	2.20	PPM	(00026) Ilkeston	00026	REFRIGERATION	Integral Units	Case Cleans / ...			
6710075	Stephen...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	UTILITIES	Gas	Direct Fired Ga...			
6710065	Stephen...	Pending atten...	2.20	PPM	(00005) Beeston	00005	UTILITIES	Gas	Direct Fired Ga...			
6674827	Ostara S...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	LIFT	Escalators	Escalator			
6662768	Stephen...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	HVAC	Air Conditioning	Filters, Filters, ...			
6662742	Stephen...	Pending atten...	2.20	PPM	(00023) Derby	00023	HVAC	Air Conditioning	Filters, Filters, ...			
6662705	Stephen...	Pending atten...	2.20	PPM	(00012) Mansfi...	00012	HVAC	Air Conditioning	Filters, Filters, ...			
6662405	Stephen...	Pending atten...	2.20	PPM	(00023) Derby	00023	HVAC	Air Conditioning	AHU Package ...			
6662396	Stephen...	Pending atten...	2.20	PPM	(00012) Mansfi...	00012	HVAC	Air Conditioning	AHU Package ...			
6662395	Stephen...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	HVAC	Air Conditioning	AHU Package ...			
6662328	Stephen...	Pending atten...	2.20	PPM	(00023) Derby	00023	HVAC	Air Conditioning	AHU Package ...			
6662318	Stephen...	Pending atten...	2.20	PPM	(00006) Nottin...	00006	HVAC	Air Conditioning	AHU Package ...			

2. Right click anywhere on the grid and this menu will appear:



3. Click on Copy to Clipboard. This can now be pasted into Excel by right clicking and clicking on the paste option.

4. It is also possible to copy text from both the Help File and Reports by using Ctrl-A, selects/highlights all (text can also be highlighted using the mouse). Ctrl-C, which will copy any highlighted text and Ctrl-P, which will paste any copied text.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=393>