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:

Vork Order Nº	Created	Status Descript	Status	Type Of Work	Building	Building No.	Work Order Ty	Sub Work Ord	Equipment/Ser	Sub Equipmen	Symptom	Fix Code
ilter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
851652	Ostara S	Pending atten	2.20	PPM	(00024) Rother	00024	REFRIGERATION	Integral Units	Cash Point Uni			
851628	Ostara S	Pending atten	2.20	PPM	(00006) Nottin	00006	REFRIGERATION	Integral Units	Cash Point Uni			
846639	Ostara S	Pending atten	2.20	PPM	(00006) Nottin	00006	LIFT	Escalators	Escalator			
838113	Ashley	Pending atten	2.00	Reactive	(00023) Derby	00023	LIGHTING	Lights / Lamps	Lamps		Light Broken	
838089	Colin H	Pending atten	2.00	Reactive	(00006) Nottin	00006	SECURITY	CCTV	CCTV Camera		Will Not Detect	
836976	Aaron W	Pending atten	2.00	Reactive	(00020) Lough	00020	SECURITY	Tagging Syste	Exit Tagging B		Alarming	
835856	Tom Blo	Pending atten	2.00	Reactive	(00012) Mansfi	00012	REFRIGERATION	Integral Units	Chilled Multid		Running High	
833786	Peter Str	Pending atten	2.00	Reactive	(00006) Nottin	00006	HVAC	Air Conditioning	Indoor AC Unit		Will Not Work	
832601	David Fl	Pending atten	2.00	Reactive	(00021) Bingha	00021	ELECTRICAL	Electrical Safety	Emergency Lig		Lights Not Wo	
823364	Sinead D	Pending atten	2.00	Reactive	(00005) Beeston	00005	REFRIGERATION	Integral Units	Chilled Multid		Running High	
800547	Adam F	Pending atten	2.00	Reactive	(00020) Lough	00020	REFRIGERATION	Integral Units	Chilled Multid		Running High	Cabinet Repair
797824	Peter Str	Pending atten	2.00	Reactive	(00006) Nottin	00006	CATERING	Drinks Machines	Tea and Coffe		No Power	
787290	Aaron W	Pending atten	2.00	Reactive	(00024) Rother	00024	REFRIGERATION	Integral Units	Chilled Multid		Running High	Controller Ap
781706	Francesc	Pending atten	2.00	Reactive	(00023) Derby	00023	FIRE	Sprinkler System	Sprinkler		Nozzle Broken	
756635	Ostara S	Pending atten	2.20	PPM	(00005) Beeston	00005	REFRIGERATION	Integral Units	Cash Point Uni			
755568	Ostara S	Pending atten	2.20	PPM	(00024) Rother	00024	ELECTRICAL	Lighting	Pro-active Lig			
755456	Ostara S	Pending atten	2.20	PPM	(00021) Bingha	00021	ELECTRICAL	Lighting	Pro-active Lig			
754443	Ostara S	Pending atten	2.20	PPM	(00026) Ilkeston	00026	ELECTRICAL	Lighting	Pro-active Lig			
754441	Ostara S	Pending atten	2.20	PPM	(00019) Belper	00019	ELECTRICAL	Lighting	Pro-active Lig			
735600	Stephen	Pending atten	2.20	PPM	(00026) Ilkeston	00026	REFRIGERATION	Integral Units	Case Cleans /			
710075	Stephen	Pending atten	2.20	PPM	(00006) Nottin	00006	UTILITIES	Gas	Direct Fired Ga			
710065	Stephen	Pending atten	2.20	PPM	(00005) Beeston	00005	UTILITIES	Gas	Direct Fired Ga			
674827	Ostara S	Pending atten	2.20	PPM	(00006) Nottin	00006	LIFT	Escalators	Escalator			
662768	Stephen	Pending atten	2.20	PPM	(00006) Nottin	00006	HVAC	Air Conditioning	Filters, Filters,			
662742	Stephen	Pending atten	2.20	PPM	(00023) Derby	00023	HVAC	Air Conditioning	Filters, Filters,			
662705	Stephen	Pending atten	2.20	PPM	(00012) Mansfi	00012	HVAC	Air Conditioning	Filters, Filters,			
662405	Stephen	Pending atten	2.20	PPM	(00023) Derby	00023	HVAC	Air Conditioning	AHU Package			
662396	Stephen	Pending atten	2.20	PPM	(00012) Mansfi	00012	HVAC	Air Conditioning	AHU Package			
662395	Stephen	Pending atten	2.20	PPM	(00006) Nottin	00006	HVAC	Air Conditioning	AHU Package			
662328	Stephen	Pending atten	2.20	PPM	(00023) Derby	00023	HVAC	Air Conditioning	AHU Package			
662318	Stephen	Pending atten	2.20	PPM	(00006) Nottin	00006	HVAC	Air Conditioning	AHU Package			

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

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.

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