

2.5 Exporting from Maintenance Console

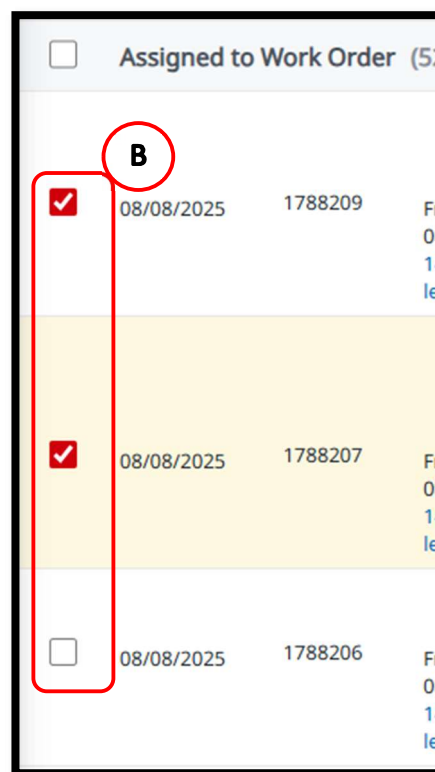
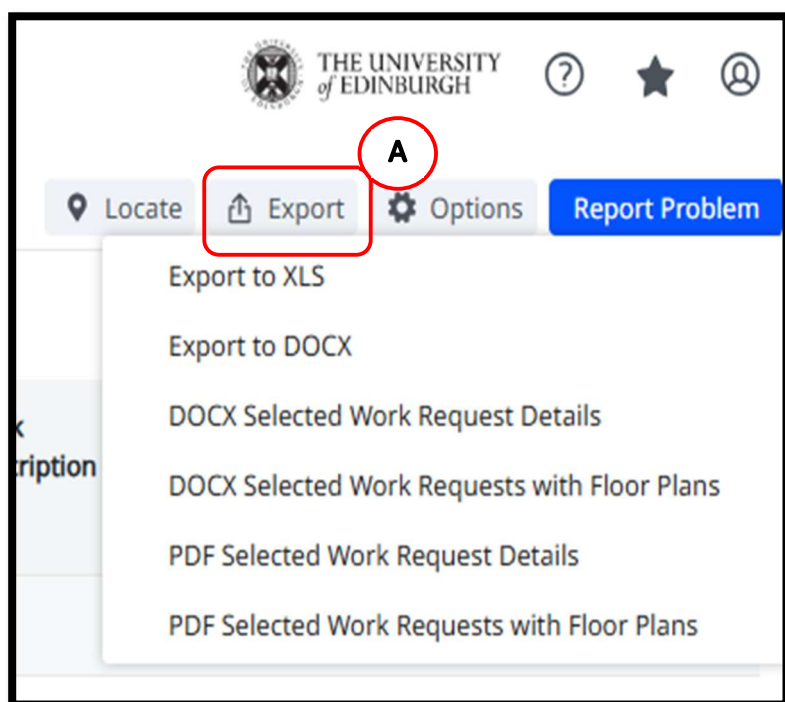
On occasion it is useful to export information from the Maintenance Console, either to share electronically or print to paper.

Note: Print to paper is the current work around if a Craftsperson is unable to use their mobile app to access and update WRs. Ensure any issues with the mobile app are reported to Archibus.Support@ed.ac.uk

There are various options available to export in different formats, all options are accessed through the **(A) Export** button at the top right of the console view.

The main formats available are Excel (XLS), Word (DOCX) and PDF.

The option allows you to either export everything shown on screen or to select specific WRs from a those shown in console, using the **(B) Tick Boxes**.



Export to XLS	Exports all work requests in current view into an excel spreadsheet, including all columns on show and in a format which is similar to the console layout.
Export to DOCX	Exports all work requests in current view into a word document, including all columns on show and in a format which is similar to the console layout.
DOCX Selected Work Request Details	Exports all work requests selected from current view into a word document. Each WR is given a separate page with a summary table of key details, a list of steps history and details of any Craftsperson assignments/work logs already against work request.
DOCX Selected Work Requests with Floor Plans	Exports all work requests selected from current view into a word document. Each WR is given a separate page with a floor plan* and a footer which contains WR number, problem type, equipment code and location information. If a room code has also been included in WR location this will be highlighted on the floor plan.
PDF Selected Work Request Details	Exports all work requests selected from current view into a Pdf document. Each WR is given a separate page with a summary table of key details, a list of steps history and details of any Craftsperson assignments/work logs already against work request.
PDF Selected Work Requests with Floor Plans	Exports all work requests selected from current view into a Pdf document. Each WR is given a separate page with a floor plan* and a footer which contains WR number, problem type, equipment code and location information. If a room code has also been included in WR location this will be highlighted on the floor plan.

Once you have clicked on your selected export option a pop-up screen will appear showing progress of export. Note: the more information being exported the longer this may take, especially if exporting with floor plans.

Once completed you will need to click on the **(C)** Link which appears. The document will then be retrievable from your downloads folder.

