

# RELEASE

## NOTES

### TASKS

Functionality	Form Print and Download in Excel Feature
Completed	Wireless Forms/Templates- Approval Process
Version	21.08.04

## Verified and Released On

03rd August 2021, 04th August 2021

## Objectives

This feature allows the user to Print the form and save to PDF and Download to Excel.

- Download in Excel
- Print Forms On View

#### Steps - Download in Excel

- O Login to the portal
- O User has already filled/submitted the form with approval process or without approval process
- O Go to Wireless Forms
- O Select the form from the form the wireless form list
- O Click on view icon button
- O The form view should be visible on the popup with all the prefilled data.
- O On the bottom of the form view Download Excel button will be visible
- O Click on the Download Excel button
- O The data values will be available on the excel in the format

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#### Download Excel Button on View Form

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**Excel View** 

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**View Form** 

Steps - Print Forms on View/ or download

in excel

- O Login to the portal (Allen Flavors Account)
- O Generate PO/Order
- O As submitted the admin user role will receive an email
- O Go to email inbox
- O Select the email to open received for order placed
- O Click on the link given in email for viewing full order details
- O User will be redirected to the view form screen
- O Here user will have two button Print Form and Download Excel
- O If user clicks on the Print Form button user will have the option to save the form as PDF
- O If the user clicks on the Download Excel Button the file will be saved as a .xlsx/.xls file with the same form name in the system.

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Print Form and Download Excel Button

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#### **PDF View**

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#### **Excel View**