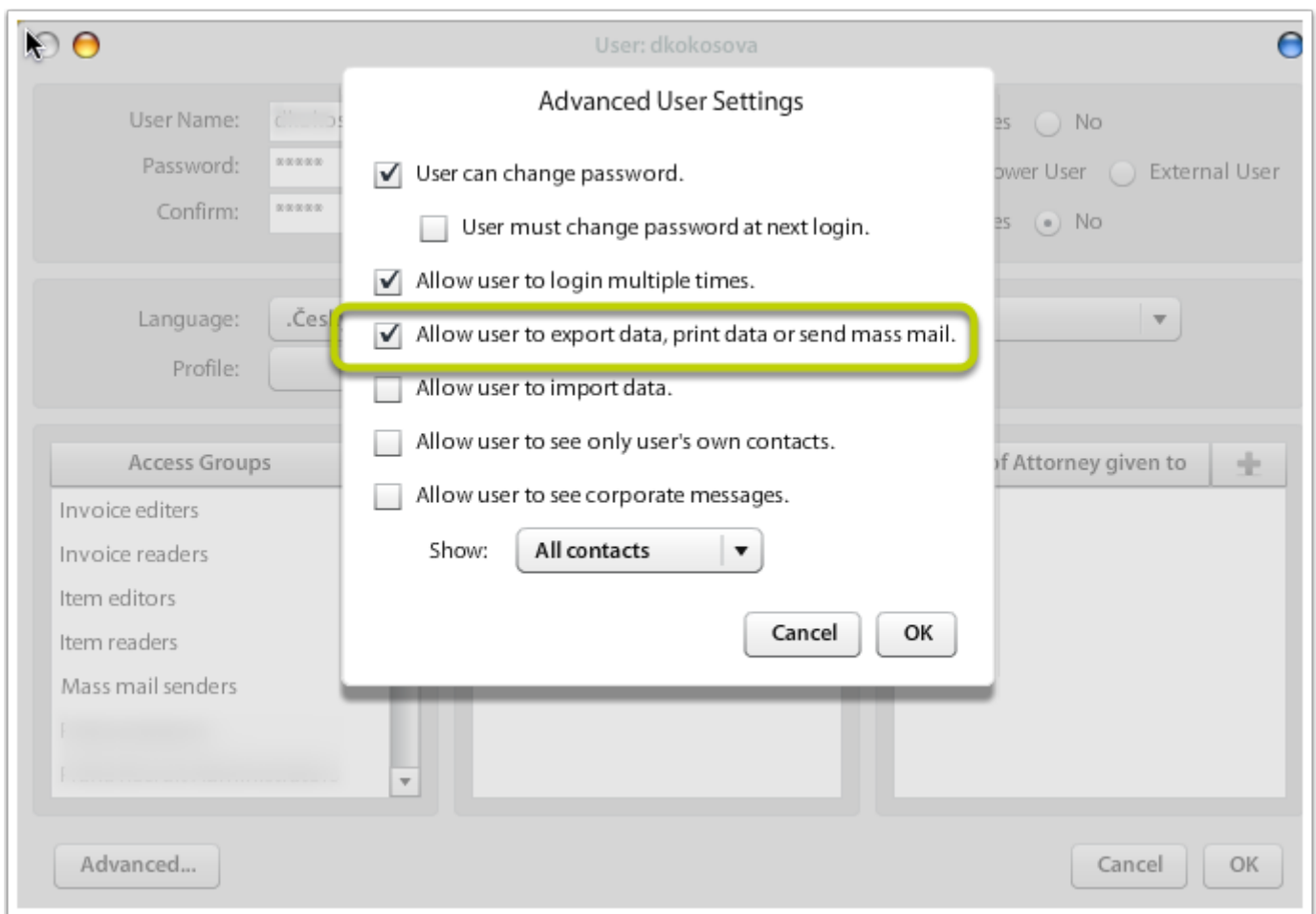# Working with Generic Reports

Export / Print Functions

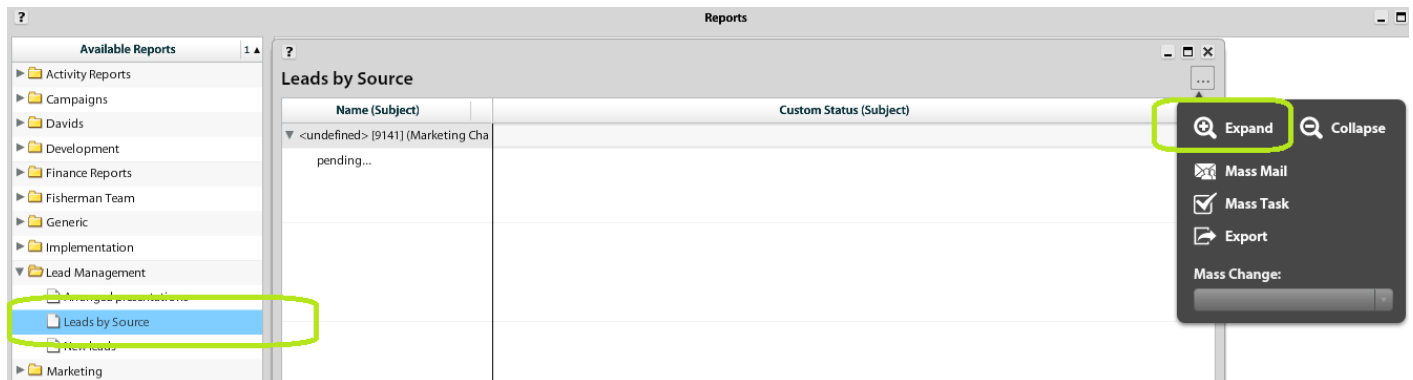### Enable / disable export / print function

It is possible to disable export / print functions from Reporting. You can change these options in User Settings (Options & Tools > Users). In advanced options, check / uncheck the option to Export / print.
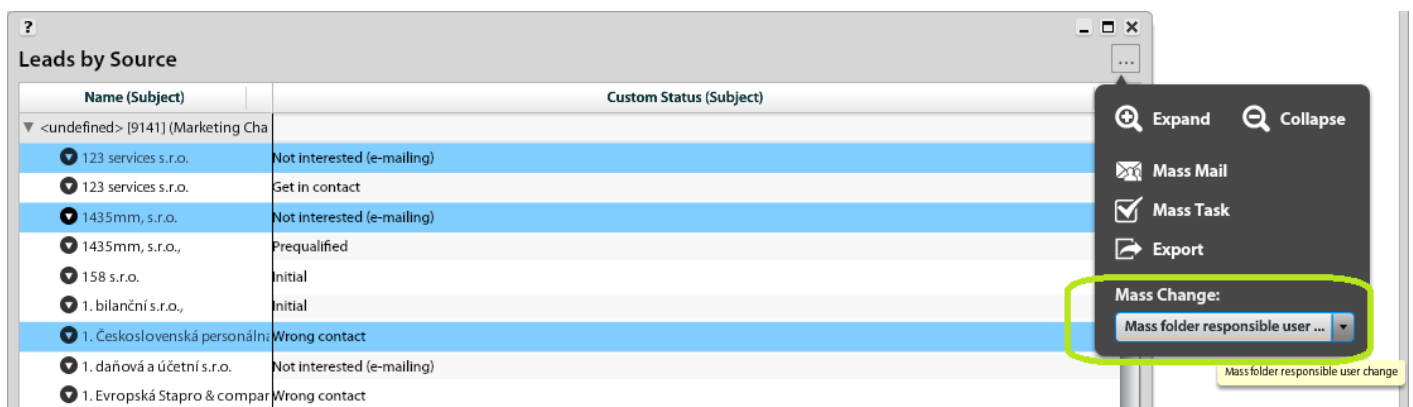

Export / Mass changes on Clients

Mass folder responsible user change / Mass function

The mas changes are being done in section Report, where you will choose in tree structure Leads **Management / Leads by Source**. By double click, you will open the window, with your all clients.

*) if you have only one-row use function Expand

Then choose by highlight two or more clients, where you need to make a change. For change use function Mass folder responsible user change.

In a new open window, you can choose User (user to replace) and Replace with (new responsible user).

Revision #1
Created 21 March 2020 06:57:33 by Jan Safka
Updated 21 March 2020 07:00:06 by Jan Safka