Volume 107: Viewing Record Totals

Fast Class File



Viewing Record Totals

The Total Records section in a list screen allows users to view 50 records at a time or loads an entire list of records at once.

To view a listing of all available Individual Contact Records:

- Click the Quick Add/Search drop-down and select Individual Contact.
- Leave the Enter Name field blank.
- Click the **Go** button.
- If there are more than 50 records listed, click the **Total Records 51+** link to view a list of all Individual Contact Records.
- A confirmation window will display. Click Yes.

Previous Page	1	~	Next Page	Total Records: 51+ (Click here to list all)
Figure 1: Total Records section				

Note: If you have a considerable amount of records (more than 1500) it could cause a drain on system resources. SmartOffice limits the amount of records loaded to 1500. If the number exceeds the limit of 1500, only a partial list will display.

To view a list of more than 1500 records:

- Run a Dynamic Report that meets your search criteria.
- Check the Tag All box.
- Click the **Spreadsheet Export** button.

🖉 SmartOffice Webpage Dialog					
Export Spreadsheet Contents to Local Computer					
This function will export all of the data from the current spreadsheet to the local computer in the selected format/application.					
Export Options					
Format of Exported Data XLS - MS Excel					
Post Message to SmartPad of the Exported Contacts					
OK Cancel					
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Figure 2: Export Spreadsheet window



- In the Export Spreadsheet window, click on the Format of Exported Data dropdown, and select XLS – MS Excel.
- Click **OK**.
- SmartOffice opens the data in an Excel Template.

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