

Download & Print Responses

When you have completed an RFX, you can run a report that will summarise your responses. This report can be exported out of the system and retained for your records

Steps

1. To create a report, click the **Run RFI Report** link.
2. Click **OK** from the **Edit Report Parameters** window.

Note: The Edit Report Parameters allows for customised reporting.

Type of Responses: Report can include Valid, Invalid or Cancelled responses.

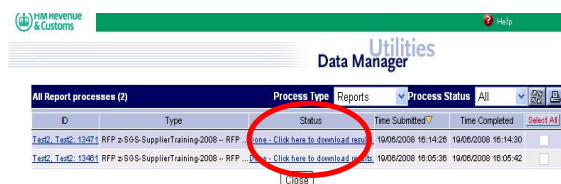
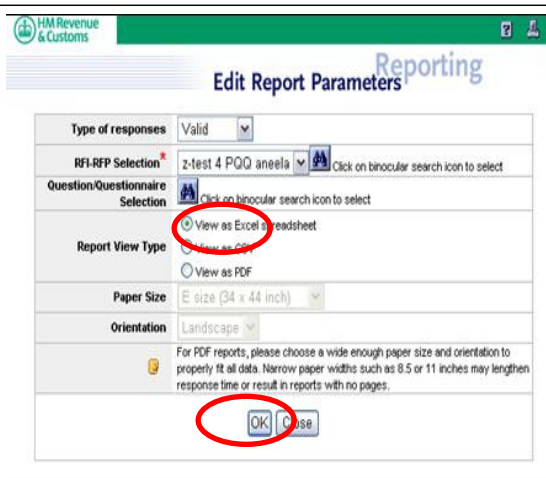
RFI/RFP Selection: Search on all events that you have participated in.

Question/ Questionnaire: Search and report on specific question/ questionnaires.

Report View Type: View as an Excel spreadsheet (recommended), CSV, or PDF file.

3. In **Data Manager**, with the mouse over 'Done- Click here to download results', **Right mouse click on the Attachment Content and click "Save Target As..."**.

4. The file can then be opened or saved in an appropriate location.



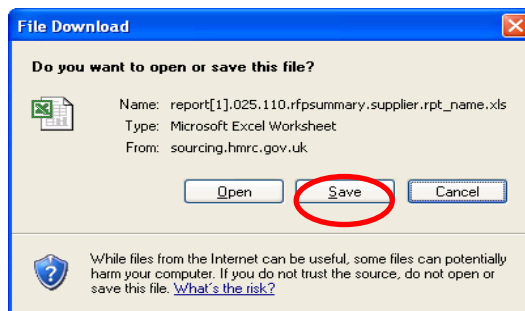
Your process may take several minutes or longer, depending on the level of activity in the system.

You can always check the status of your process by accessing this screen through the Utilities > Import/Export > Data Manager menu option.

When the process is "Done", you can go the appropriate screen to view the results. For example, if you were cloning a RFP, go to the RFP list page to access the RFP. If you were analyzing a scenario, go to the RFP, and the analysis tab to access the results.

If your process status shows "Failed", click on the status link to see the error message.

If you are exporting, right click the link and select "Save Target As..." to save the file. (Only for import/export jobs)



Tips

When you export this information out of the system, it is recommended that you export into Excel format. This format will allow you to customise the look and feel of the spreadsheet.