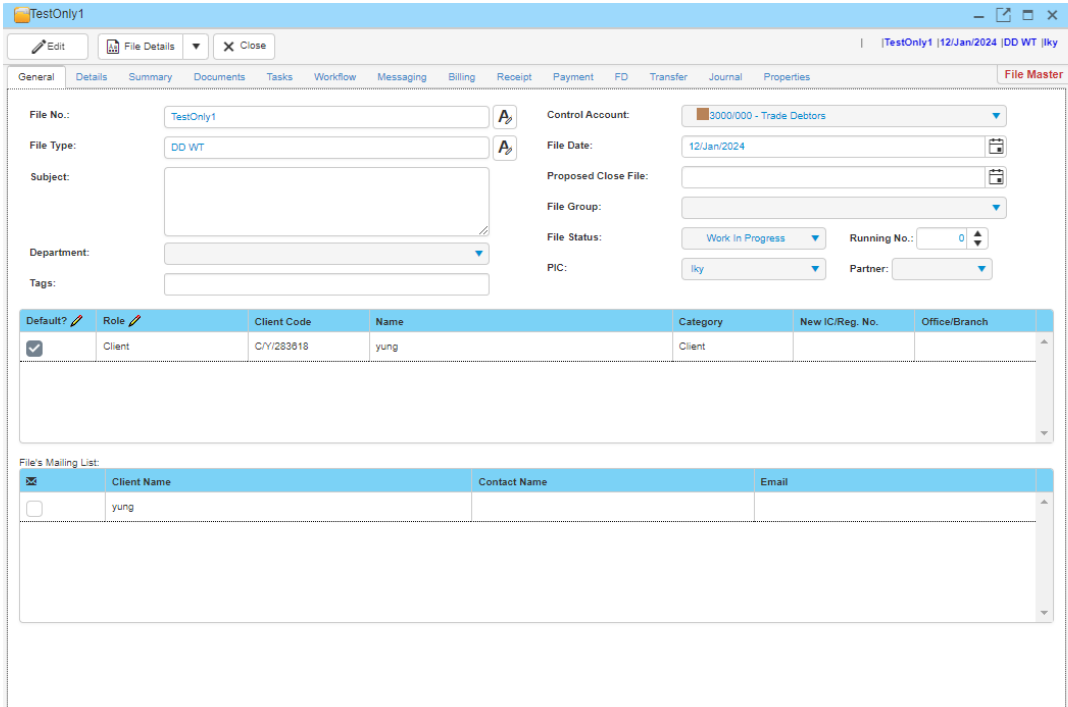
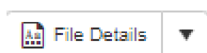
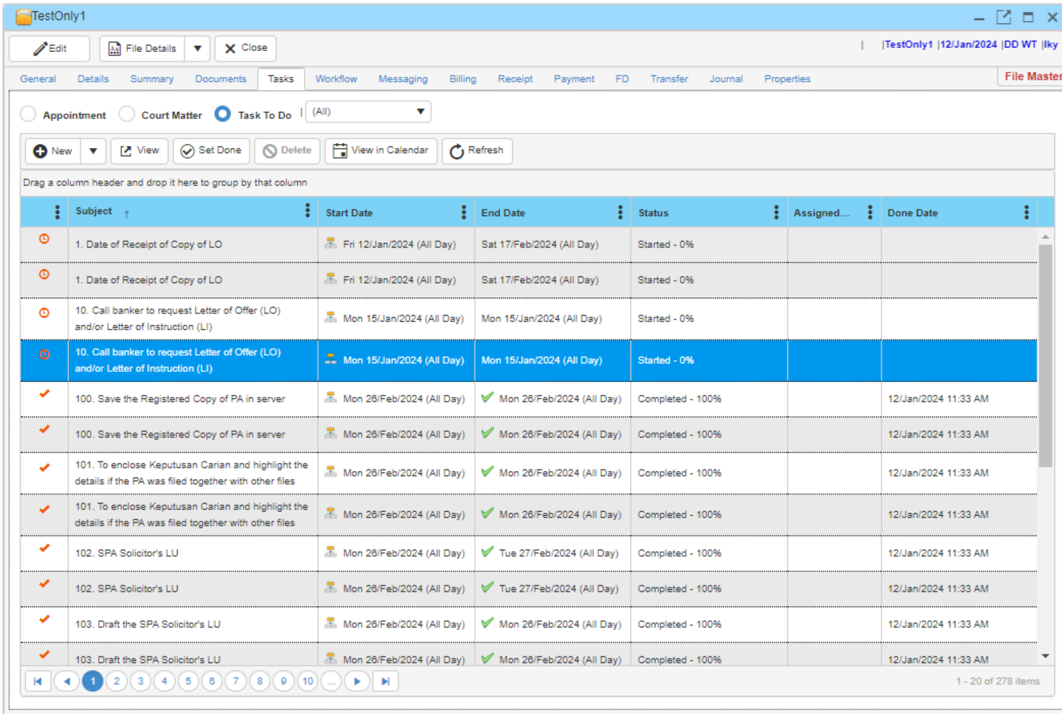
File Detail Spreadsheet - File Details and workflow



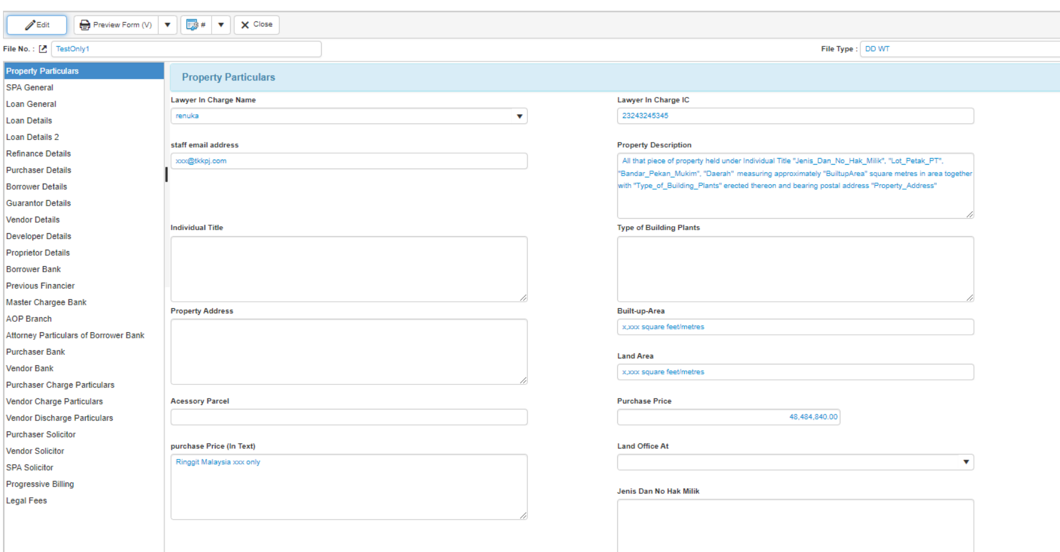
Before generating the report, make sure to update the task status and file details. Click on 

to update the task status and click on 

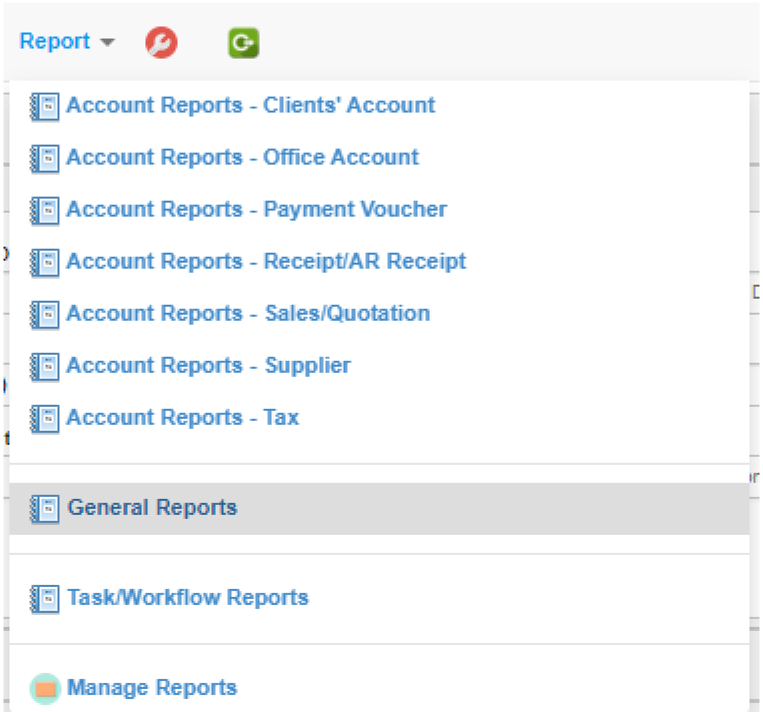
to update the file details.



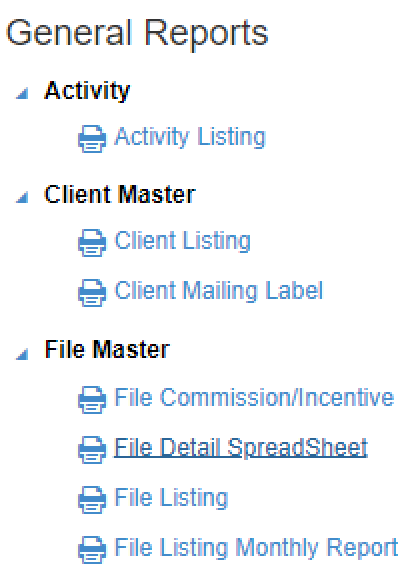
Click on the red button for the task has been completed. After click, the red button will be means the tasks have been completed.



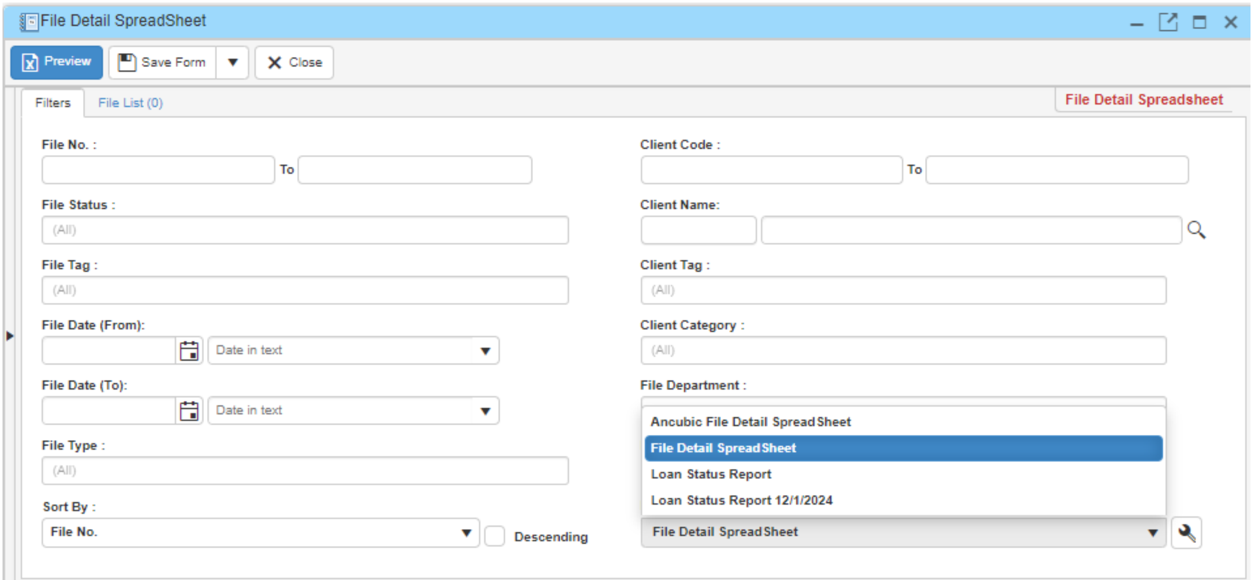
Next, also fill in all the file details you are able to fill in before generating the status report.



Now, after completing all the details can click one **Report** button and in the dropdown menu click the **General Reports**.



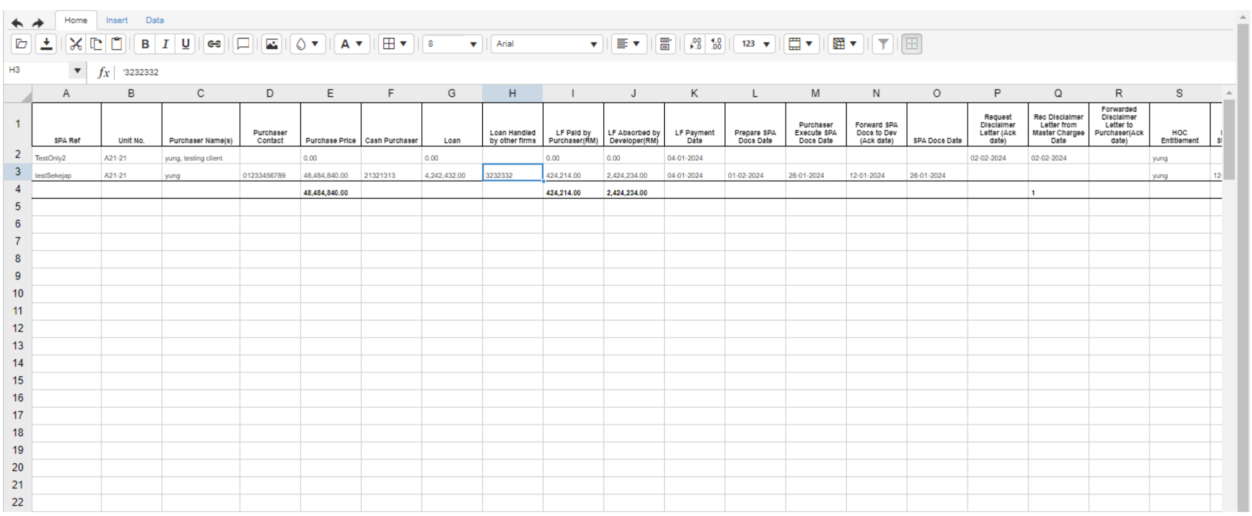
Next, click one **File Detail SpreadSheet.**



After that, at the right bottom side pick the **report** you want to export. And also fill in the criteria on the filters list to filter up the result you want.

After these all completed can click 

to generate the report.



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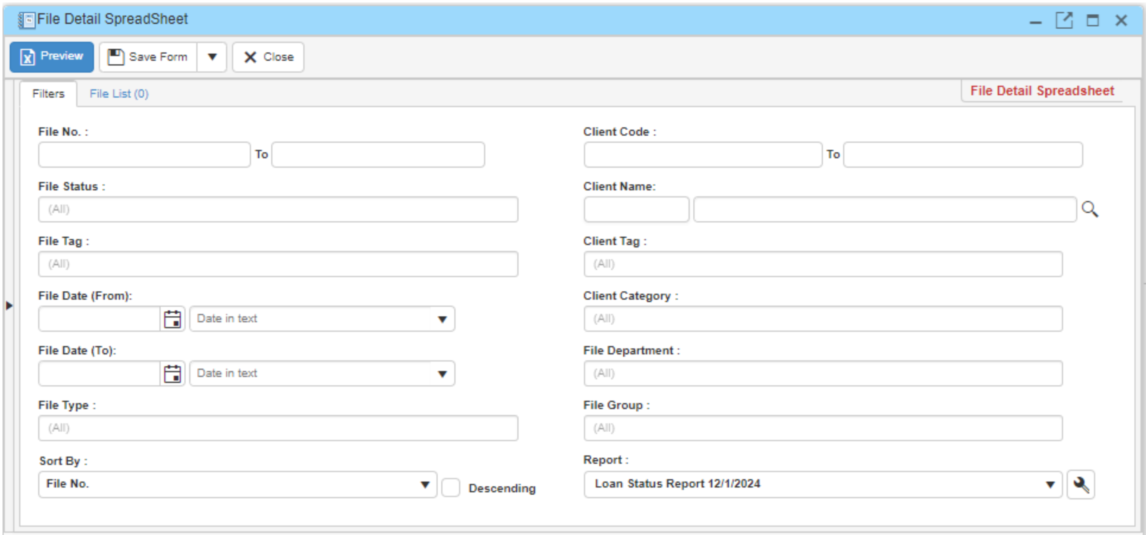
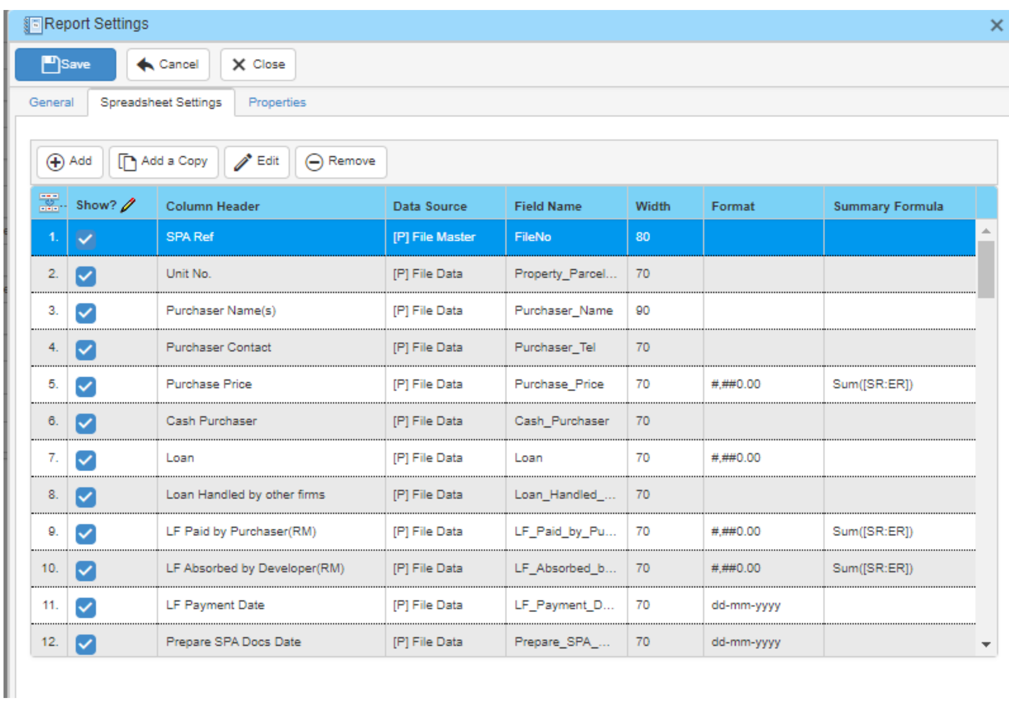
Modify Report



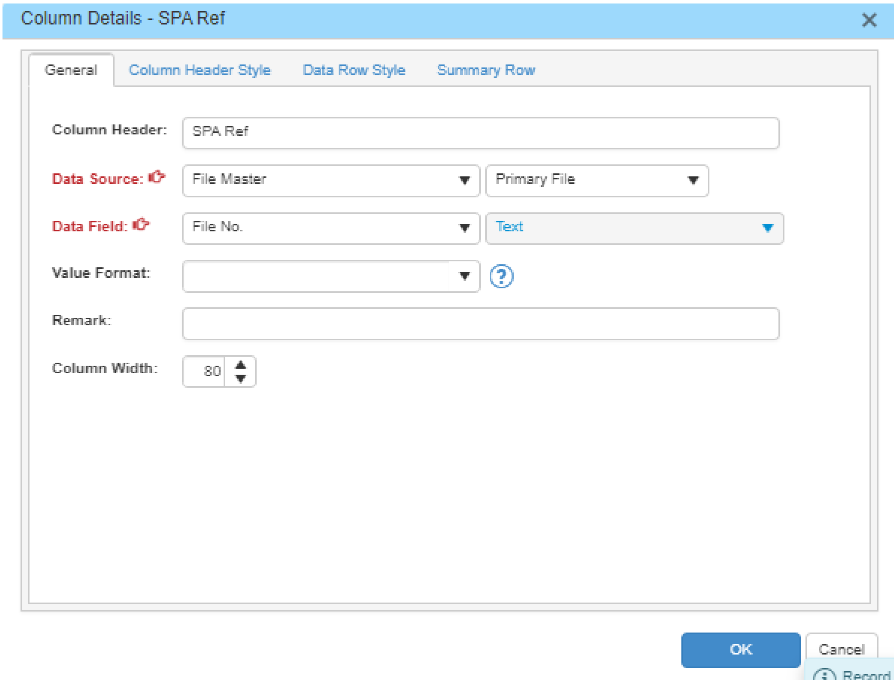
User can click on  to customize the report.



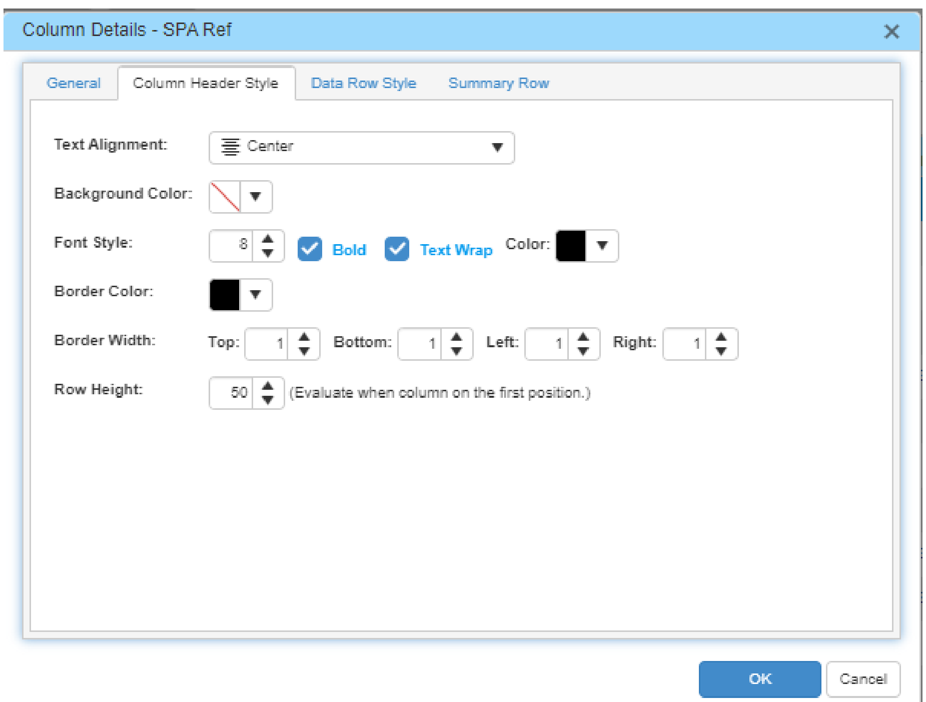
	Show?	Column Header	Data Source	Field Name	Width	Format	Summary Formula
1.	✓	SPA Ref	[P] File Master	FileNo	80		
2.	✓	Unit No.	[P] File Data	Property_Parcel...	70		
3.	✓	Purchaser Name(s)	[P] File Data	Purchaser_Name	90		
4.	✓	Purchaser Contact	[P] File Data	Purchaser_Tel	70		
5.	✓	Purchase Price	[P] File Data	Purchase_Price	70	#,##0.00	Sum([SR:ER])
6.	✓	Cash Purchaser	[P] File Data	Cash_Purchaser	70		
7.	✓	Loan	[P] File Data	Loan	70	#,##0.00	
8.	✓	Loan Handled by other firms	[P] File Data	Loan_Handled_...	70		
9.	✓	LF Paid by Purchaser(RM)	[P] File Data	LF_Paid_by_Pu...	70	#,##0.00	Sum([SR:ER])
10.	✓	LF Absorbed by Developer(RM)	[P] File Data	LF_Absorbed_b...	70	#,##0.00	Sum([SR:ER])
11.	✓	LF Payment Date	[P] File Data	LF_Payment_D...	70	dd-mm-yyyy	
12.	✓	Prepare SPA Docs Date	[P] File Data	Prepare_SPA_...	70	dd-mm-yyyy	

After that , click on the spreadsheet setting and 

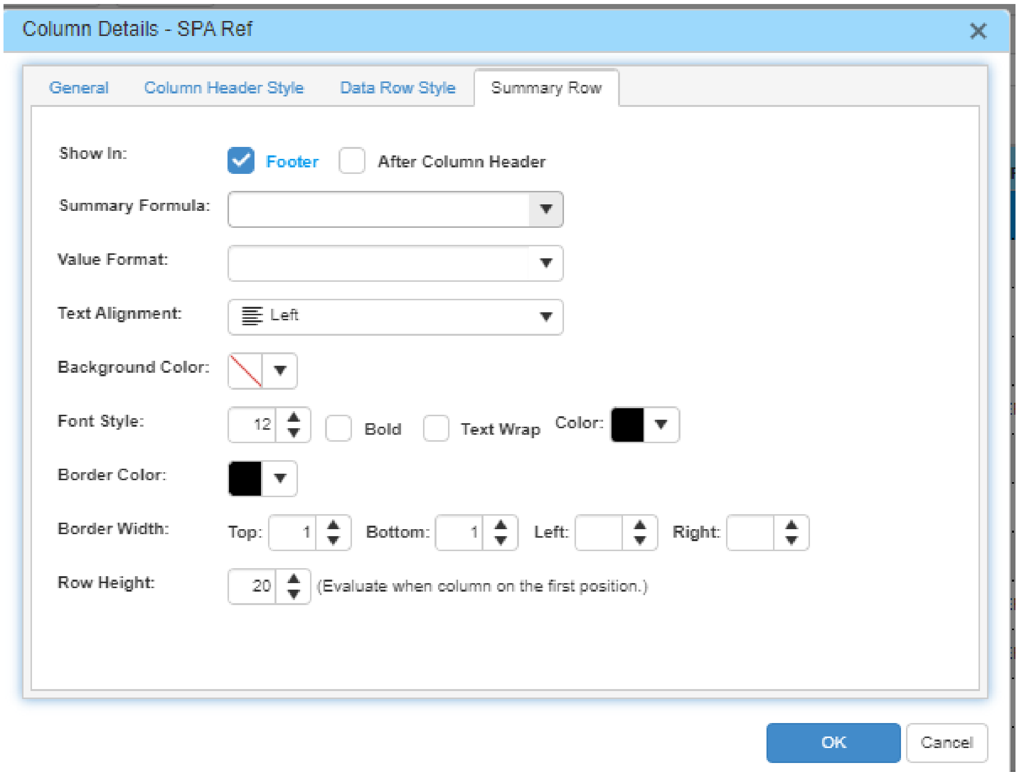
to customize the report. For example add and remove the column and also can modify the existing column.



Can edit the data source and the column width.



Next, can edit the column header and data row pattern such as border style , font style , row height and text alignment.



For summary row can add the formula to customize and summary the row data. And also can change the pattern for the summary row the same as the previous one.