

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.

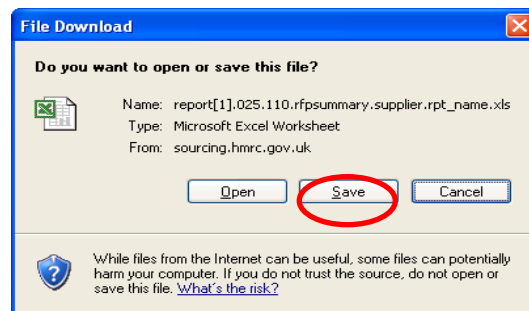
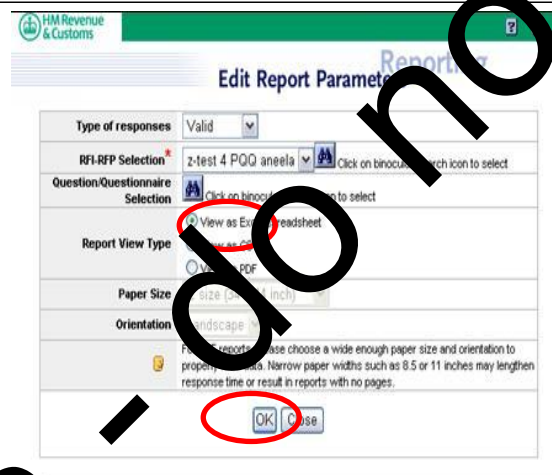
RFI/RFP Selection: Search on all events that you have participated in.

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**, click on **Done**. Click here to download results once the report has been run.

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



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.