

# **Graphical Factsheets Hold**

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## Graphical Factsheet Hold

In the menu Reporting > Standard > Graphical Factsheet Hold you can arrange a query of selected objects of different criteria.

It is advisable to choose the option: Export in the background when you have long reports, complex calculations or when your system uses a VPN or goes through a firewall.

With the button: query you start the report, during this you can see on the top right of your screen a message that the engine works on the report. Additionally you can choose the option: Notification with E-Mail (if not you just see on the top right a small popup, with the announcement of the generating report. In this case you have to configure in an E-Mail address. For security reasons the compiled tables will remain for by default one month in the system.

With the button: Setting Back you can remove all filter fields in one step

With the button query you start the report and when finished you get an Excel-Map with addresses on each sheet.

**Yet you have another question leave it on this site for the metamagix-support-team.**