

Interface

Tip The content in this article is limited to the features of BrightWork 365 Free. To access the Knowledge Base for the full BrightWork 365 paid product, click **Home** at the top of the screen. Click [HERE](#) to return to the BrightWork 365 Free - Knowledge Base home page.

Microsoft Excel

View Excel Data in BrightWork 365 Free

When Microsoft Excel is added to Power Apps, Excel becomes a data source. You can view the Excel table data within Power Apps. For more information see this [View Excel Data](#) article.

Open BrightWork 365 Free Table Data in Excel

By opening table data in Microsoft Excel, you can quickly and easily view and edit data by using the Microsoft Power Apps Excel Add-in. For more information see this Microsoft [Excel Table Data](#) article.

Note If a large number of project records are updated via an import, and then a subsequent import is initiated shortly thereafter to update the same records, the associated Flow can fail. In this case, you will need to retry the import at a later time.

Search

The **Search** function in BrightWork 365 Free is used to filter a data source by finding records that contain a specified text string within one or more designated columns. It is case-insensitive and returns a table of matching records.

For more information see the Microsoft [Search](#) help article.

Printing

This article explains an option to print content from within the BrightWork 365 Free solution. The provided scenario is for printing status reports, but the instructions can be used for other solution areas such as the Charter tab of projects (results may vary

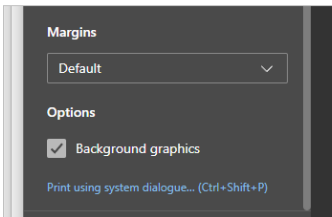
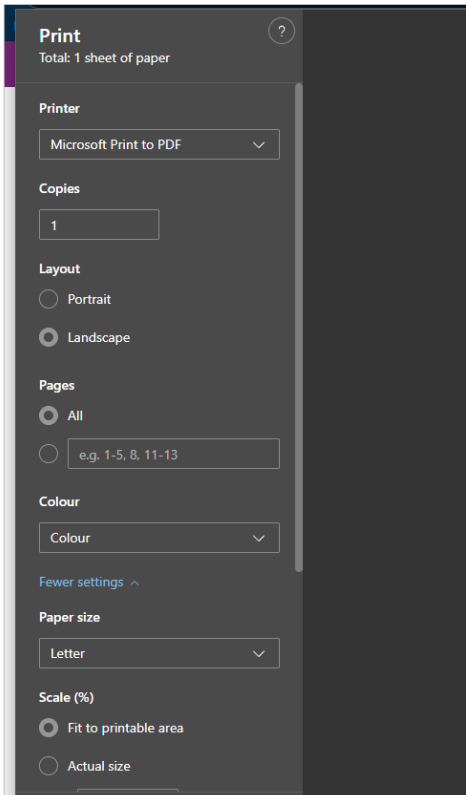
depending on the specific content).

Example: Printing a Status Report

1. Update the data in a project's **Status** tab as necessary.
2. Collapse the left navigation.



3. Click **Ctrl-P** on your keyboard, select **Microsoft Print to PDF** as the printer, and set up as below (you may need to adjust the **Scale** setting to achieve a better outcome).



4. **Print** to paper or share as an attachment.