

Payments Insider

Updates on how to export a report

Hello.

We've got great news for all our Payments Insider users that generate reports to help run their business.

We've created a new reporting enhancement that allows you to run a report and let it download behind-the-scenes. This new capability let's you to initiate a download, leave the screen to continue working on other projects, and receive alert notifications with a link to each of your reports when they're ready.

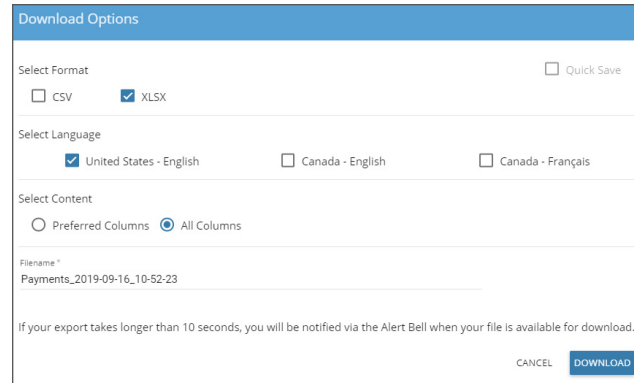
Although most reports can still be requested and downloaded within seconds, this process improves your experience when downloading larger reports that could have kept you watching the process for many minutes.

This enhancement offers the benefits of:

- Saving time by eliminating the downtime from waiting on one screen for several minutes while the report is generated; now continue working on tasks and projects while your report is being created.
- Getting more done by having the ability to queue up multiple reports to run behind-the-scenes and receive individual alerts once those reports are ready.
- Avoiding the run around of having to resubmit a report request because the large report timed-out during processing.

Visit Payments Insider today and check out the changes we made to improve the way you run the reports for your business.

Experiencing the Changes



The screenshot shows a 'Download Options' dialog box with the following settings: 'Select Format' has 'XLSX' selected; 'Select Language' has 'United States - English' selected; 'Select Content' has 'All Columns' selected. The 'Filename' field contains 'Payments_2019-09-16_10-52-23'. There are 'CANCEL' and 'DOWNLOAD' buttons at the bottom right. A note at the bottom states: 'If your export takes longer than 10 seconds, you will be notified via the Alert Bell when your file is available for download.'

1. Generate your report in your usual process and create a unique name for the report.
2. Start the download by clicking the “download” button.
3. If the download begins in 10 seconds, you will see the file in your browser (A) ready for use.
4. If the download takes longer than 10 seconds, you will receive a notification (B) and you can leave the screen.

A



B

Your request is taking time. You will receive a notification once it is completed.

5. Continue working on other projects, tasks, or reports, and the alert bell will signal when your report is ready.



6. Click the alert bell to see a link to download your requested report. This link is active for 48 hours, so you can return to this link at any time during that period.

