

# VEKA meldingsplicht – rapport in excel

Inloggen op uw testo Pro+ webapplicatie via volgende link: [app.testocloud.be](http://app.testocloud.be)

The screenshot displays the 'Rapporten' (Reports) section of the testo Pro+ web application. The interface includes a sidebar menu on the left with the following items: Dashboard, Klanten, Werkbonnen, Meetinstrumenten, Technici, Koelmiddelboekhouding, Reporting (highlighted), Financieel, Profiel, Administratief, Berichten, and Help. The main content area is titled 'Proheat : Klant & installatie rapport' and contains the following filters: 'Datum van' (1-11-2022), 'Datum tot' (30-11-2022), and 'Regio' (Flamish). A blue button labeled 'Aanmaken rapport' is visible below the filters. The browser window at the bottom shows the URL 'https://stagingapp.testocloud.be' and an open Excel file named 'test\_export\_16716...xlsx'. The interface also includes a user profile 'Koen VN' in the top right corner and a copyright notice 'Copyright © 2019' at the bottom right.

- 1) Selecteer het tabblad "reporting" in het menu
- 2) Kies uw start- en einddatum via de knop kalender
- 3) Open het keuze menu regio en kies de regio waarvoor u dit overzicht wenst
- 4) Klik op aanmaken rapport
- 5) De excel wordt klaargemaakt en kan u dan openen