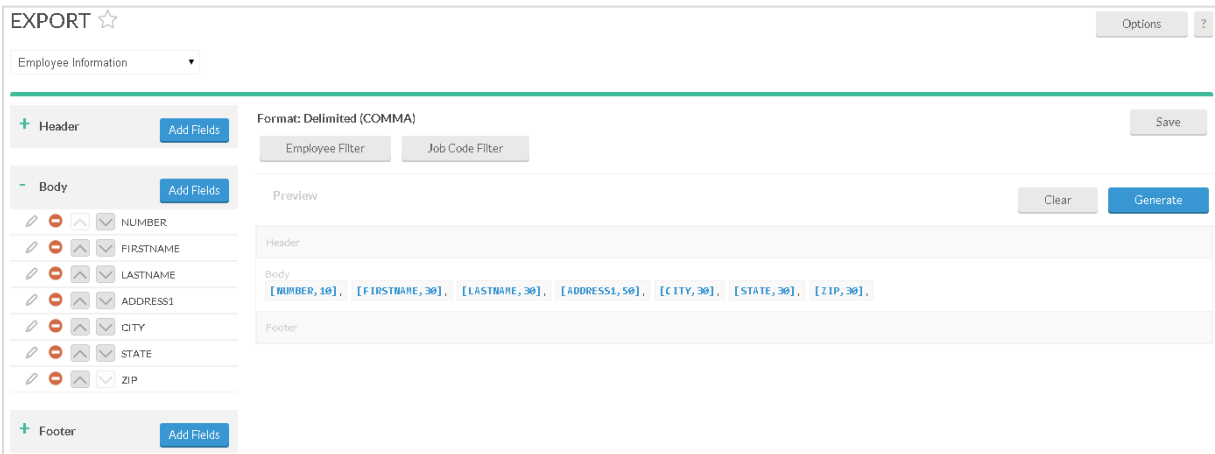


## Export Essentials



The **Export** feature allows you to export information (such as employee information or segments worked) for other software. The export is customized and generated as a plain text file with commas separating the different fields.

### Exporting Information

1. Select the type of information you'd like to export from the drop down menu in the upper left corner of the screen.
2. If you would like to customize the header of the export, click **Add Fields** under **Header**.
3. To add fields to the body of the export file, select **Add Fields** under **Body**.
4. If you want to export information on different lines, add the **New Line** field.
5. If you would like to include a footer, configure it in the same way that you configured the header.
6. Click **Save** if you would like to store this configuration for future use, then click **Generate** to create a copy of the export.
7. Click **Download** to save a local copy of the report in .csv format.

For assistance please call Customer Support at: (325) 223-9300  
M-F, 9AM to 5PM CST, Excluding Holidays