

3.5.3 Export

The export process allows the records to be saved in a csv file. Click on the icon to open a menu in which the export criteria can be selected.

Contacts > Export

Export Search Criteria Records:

Export with search records

Export without search records

Export Records Types:

Export all data

Export data in current page

Export selected records

Cancel

Export Contacts

Export with search records	Export only records returned in search results
Export without search records	Export all records irrespective of search results
Export all data	Export all records
Export data in current page	Export records shown in current page
Export selected records	Export only flagged records

When you click on “Export” the browser will prompt you to save the data on your computer.