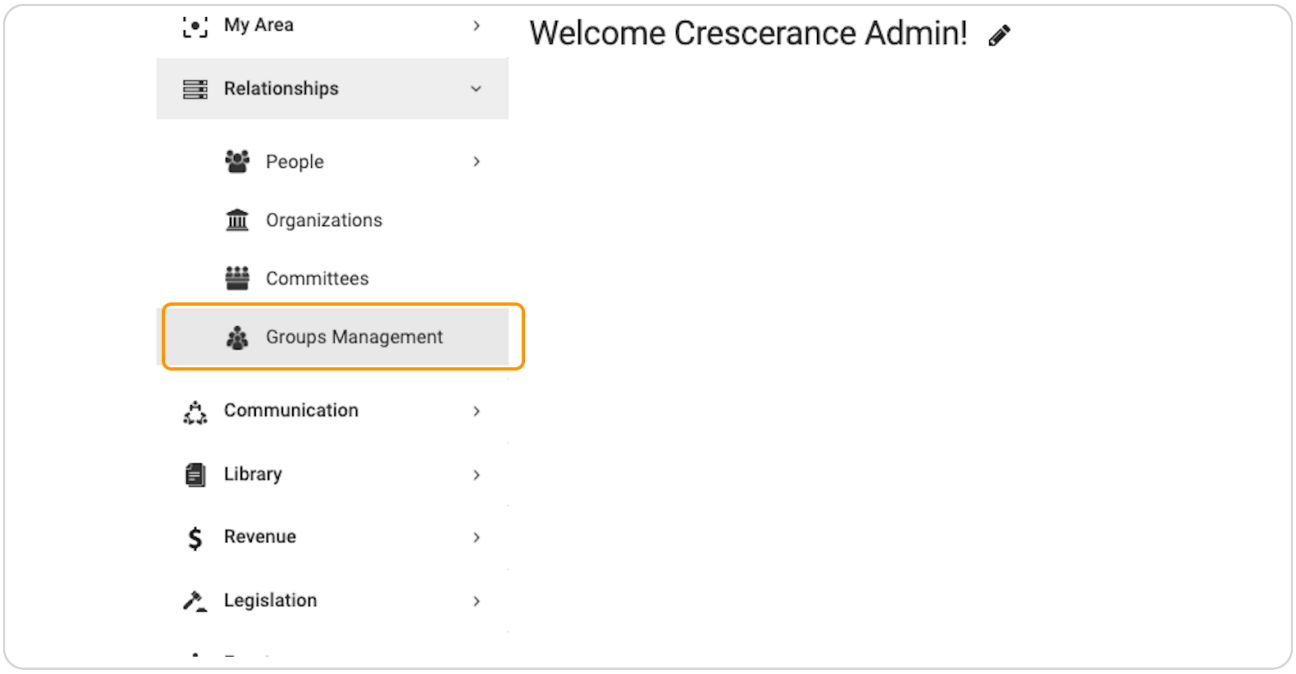
Export Groups

11 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	March 28, 2024	March 28, 2024

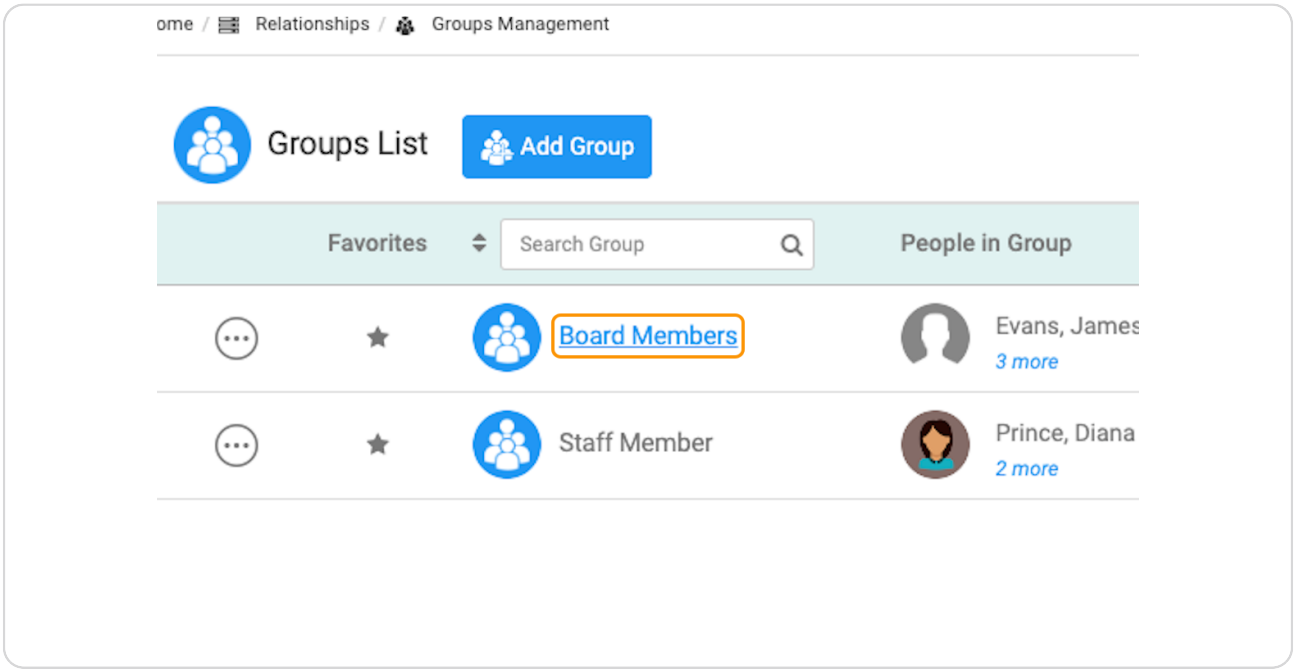
STEP 1

Click on Relationships and then Groups Management



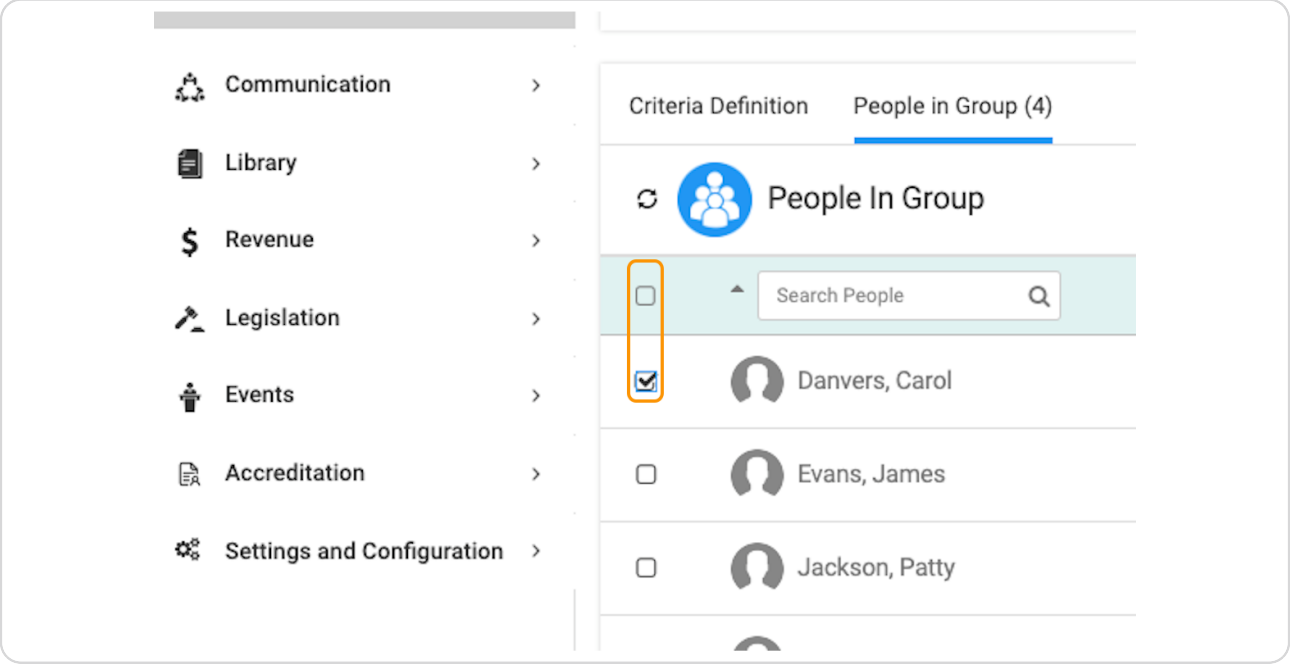
STEP 2

Click on Group you wish to export



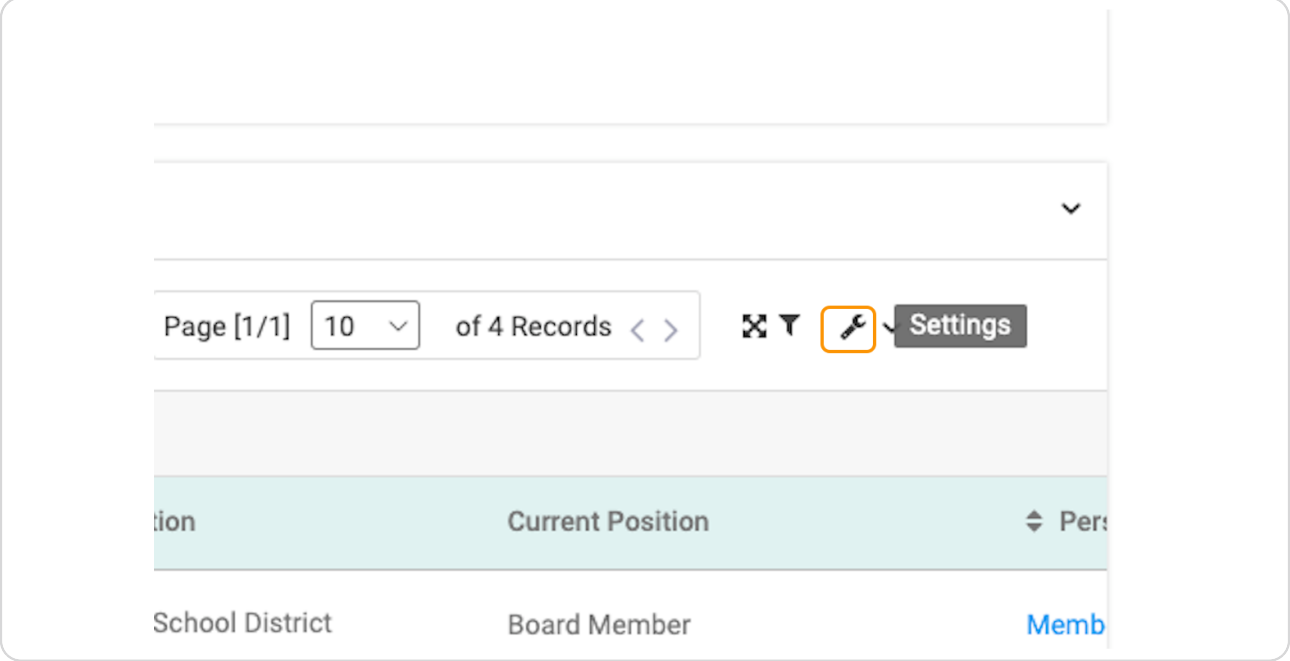
STEP 3

Check the people individually or you can select all by checking the top box.



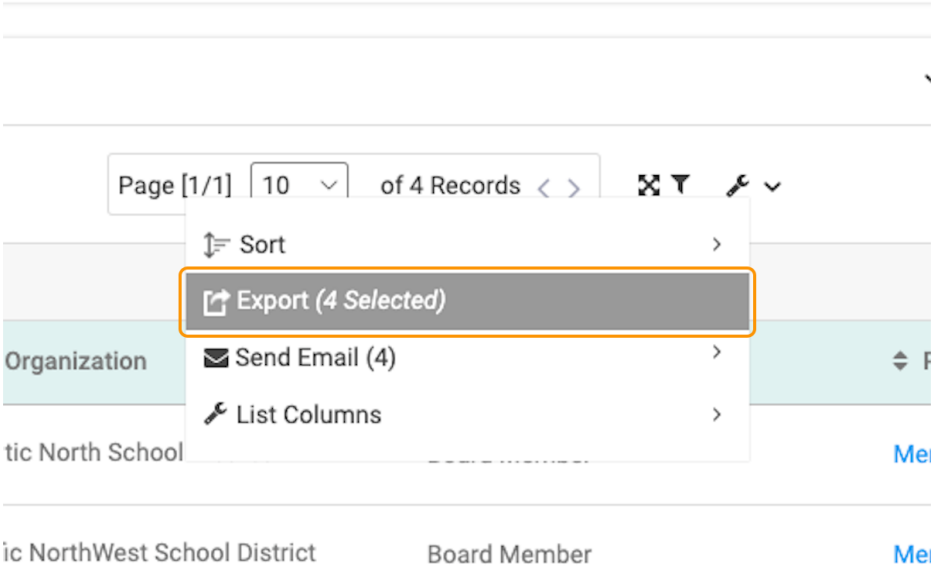
STEP 4

Click on the wrench icon



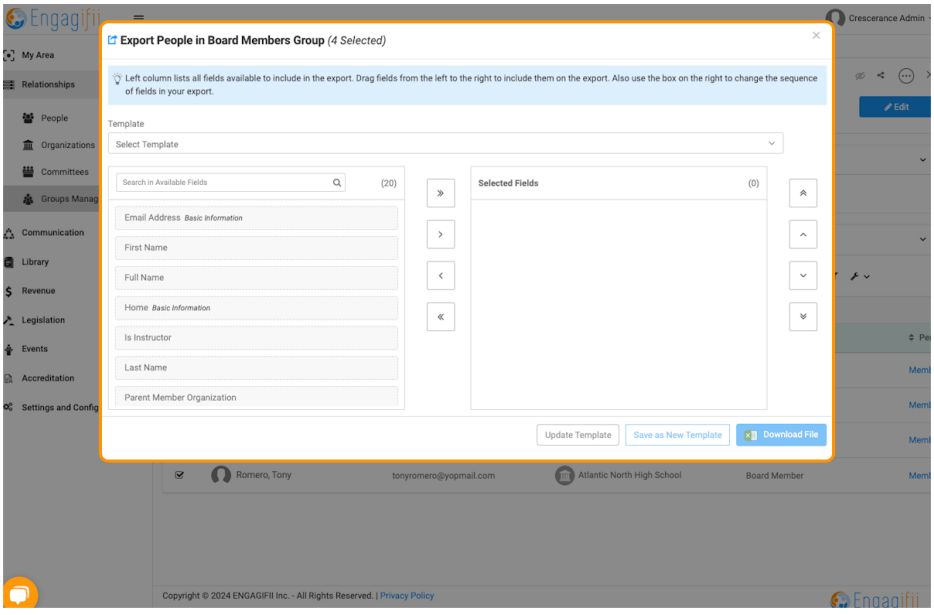
STEP 5

Click on Export. You will see the number of people selected in the export in parenthesis.



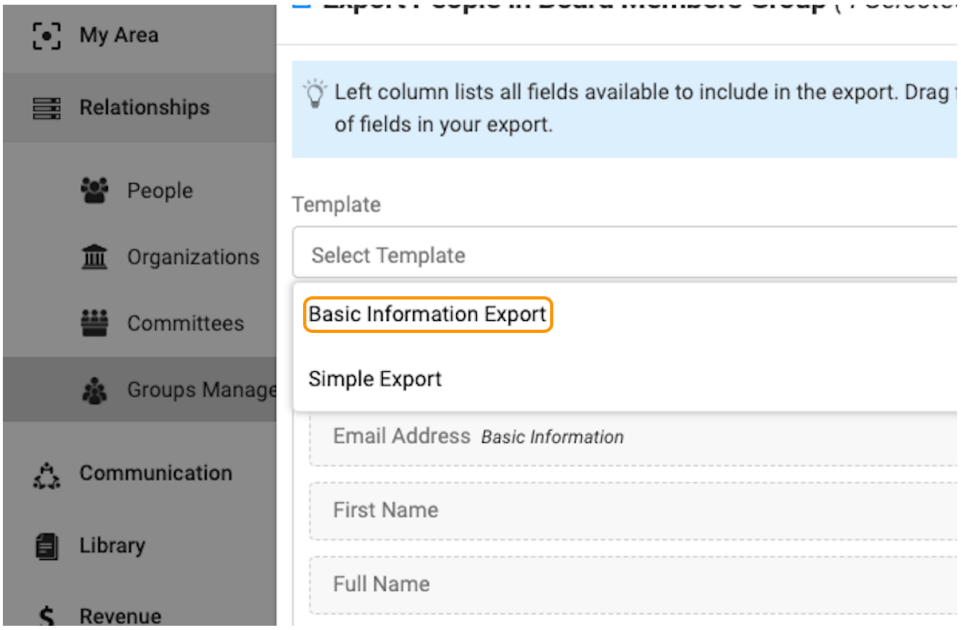
STEP 6

A pop up box appears, allowing you to select the fields you want on your download.



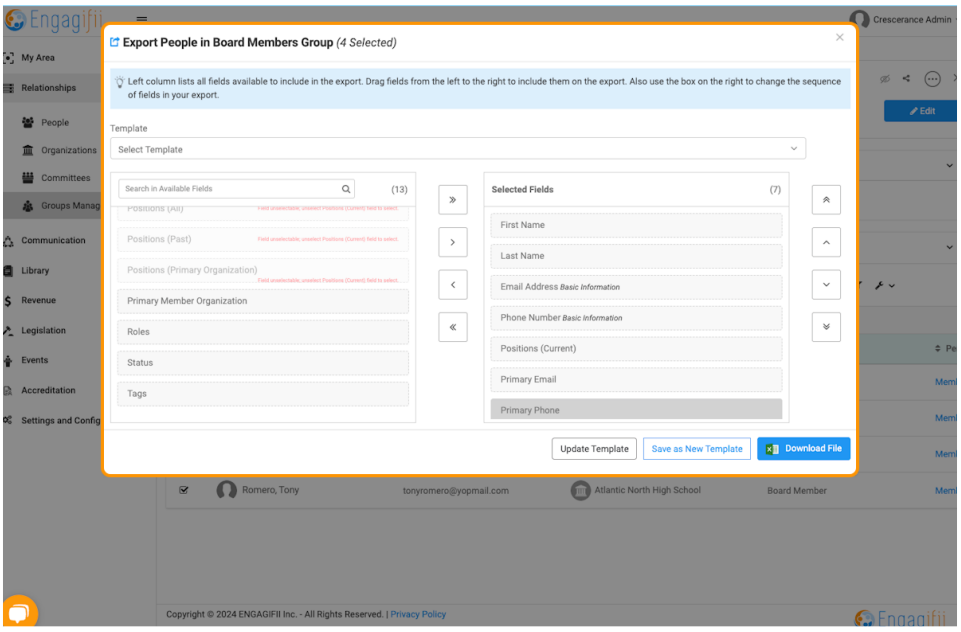
STEP 7

You have the ability to select existing export templates, or you can create a new template.



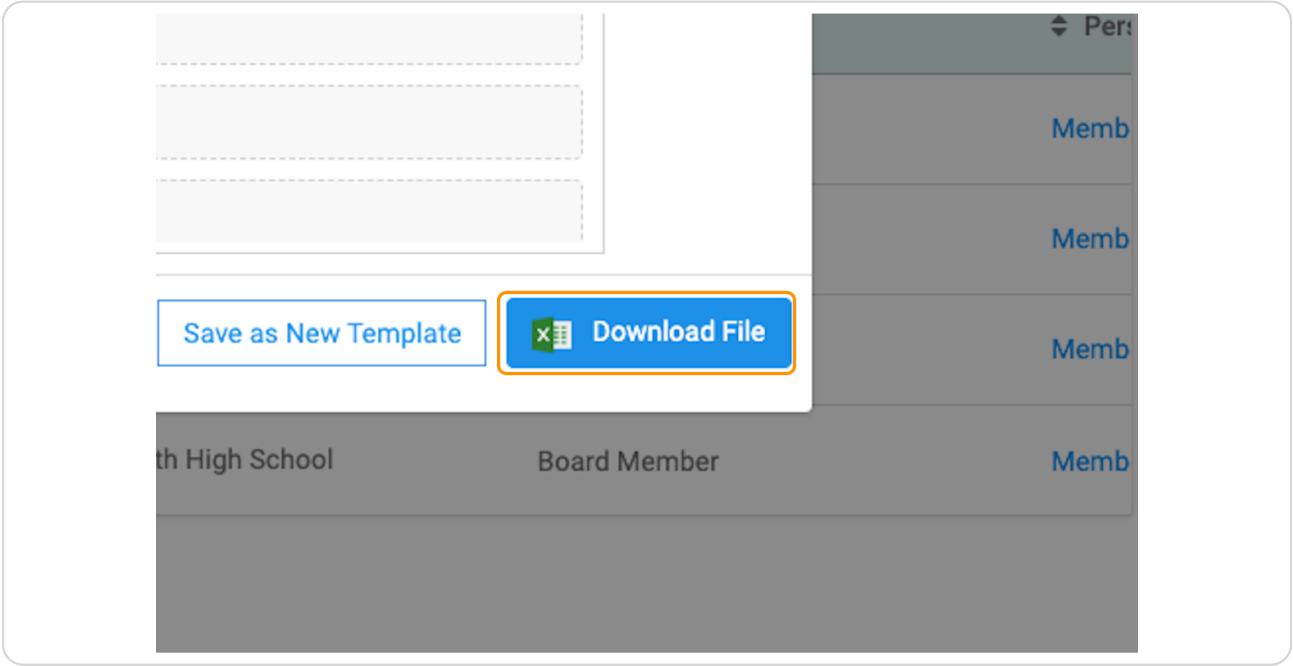
STEP 8

You can drag and drop fields to manually create your export.



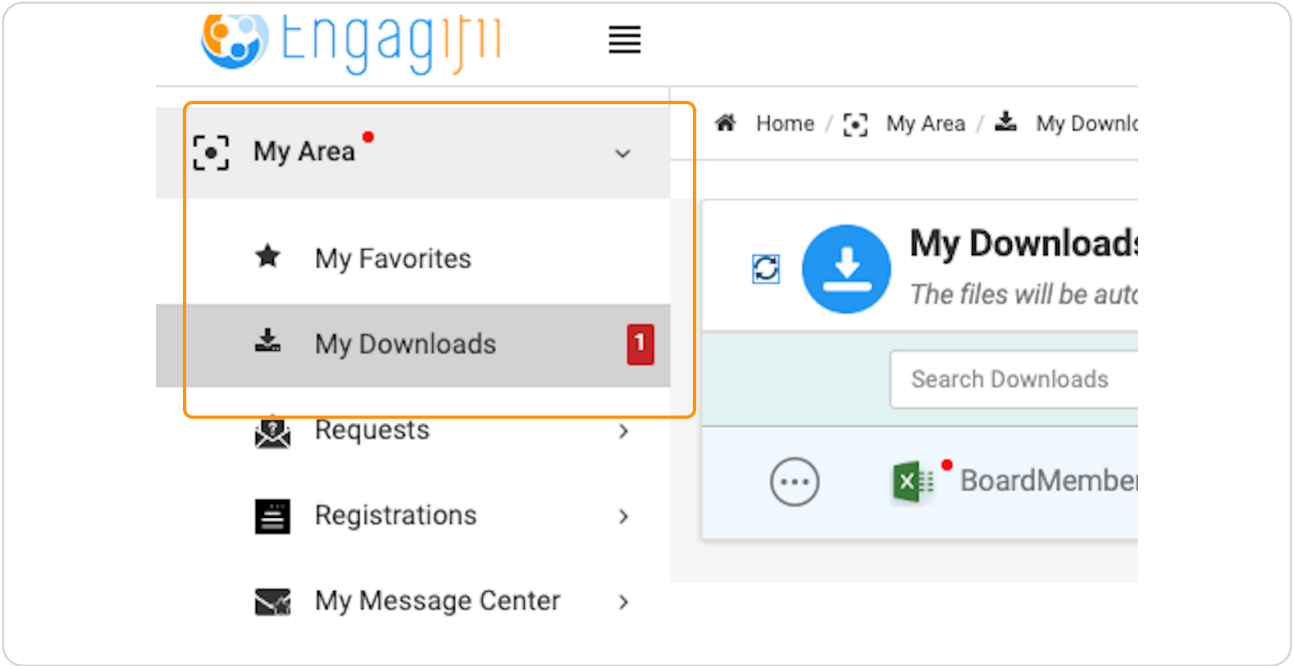
STEP 9

Click on Download File once you have finished with the selections.



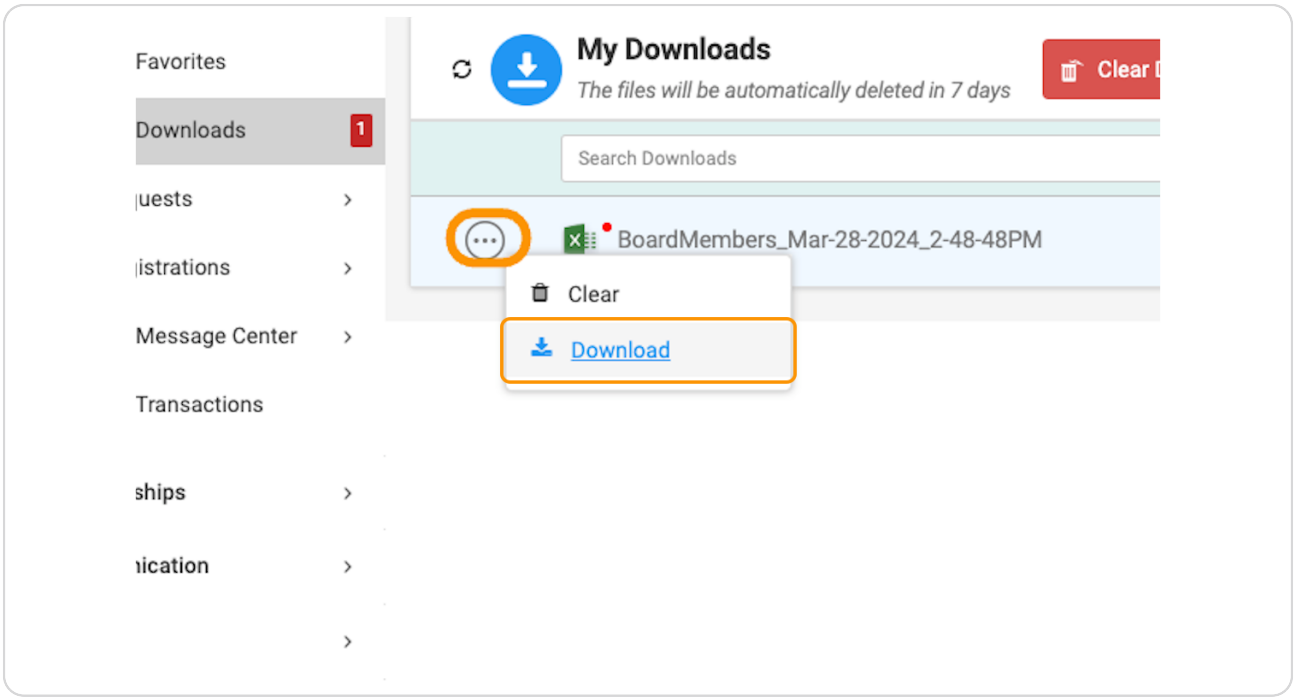
STEP 10

Go to My Area and then My Downloads to access your exported file.



STEP 11

Click on 3 dots and Download to get your exported file.



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