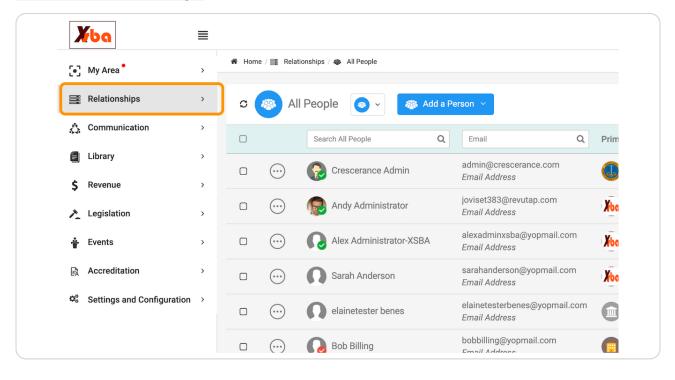
# **Exporting People**

15 Steps <u>View most recent version</u>

Created by Engagifii Inc. Creation Date October 23, 2023 Last Updated October 23, 2023



## **Click on Relationships**



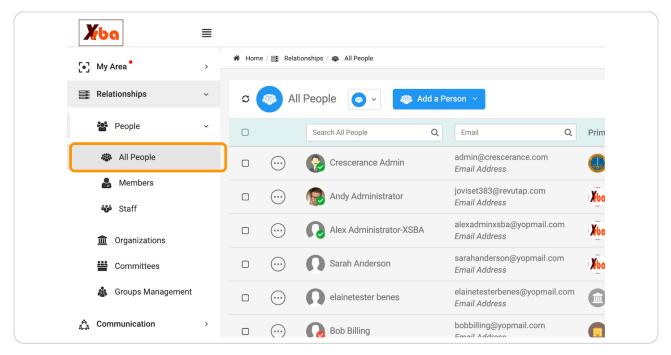


# **Click on People**

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្តុំ Communication >		····)	😱 Bob Billing	bobbilling@yopmail.com	

#### **STEP 3**

## **Click on All People**





# Check the select all box

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## STEP 5

# **Click on Settings**

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# **Click on Export**

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### STEP 7

# Check on the main tab fields to ensure all fields you wish to be added are there

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с <b>(</b>	al	l People 🛛 💿 🗸	Select Fields
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	)	R Andy Administrator	Field
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# **Click on Next**

		· · · · · · · · · · · · · · · · · · ·	
		Cancel Next	
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	Member	Board Vice Chair	

## STEP 9

## Create a file name

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# Click on Download

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## STEP 11

# Click on Okay

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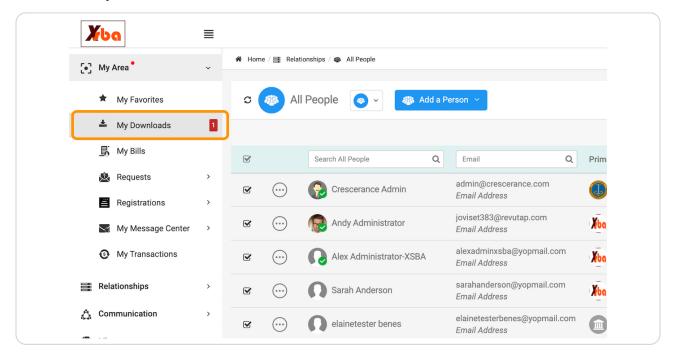


## **Click on My Area**

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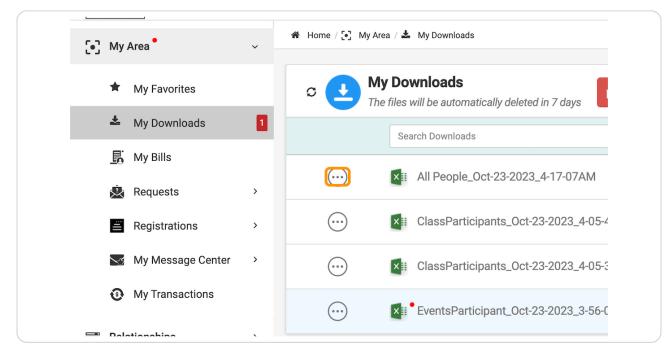
#### STEP 13

## Click on My Downloads...





# Click on the button incase you wish to cancel the export



#### **STEP 15**

## **Click on Clear**

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