My activities    |    Submit a request         Sign in
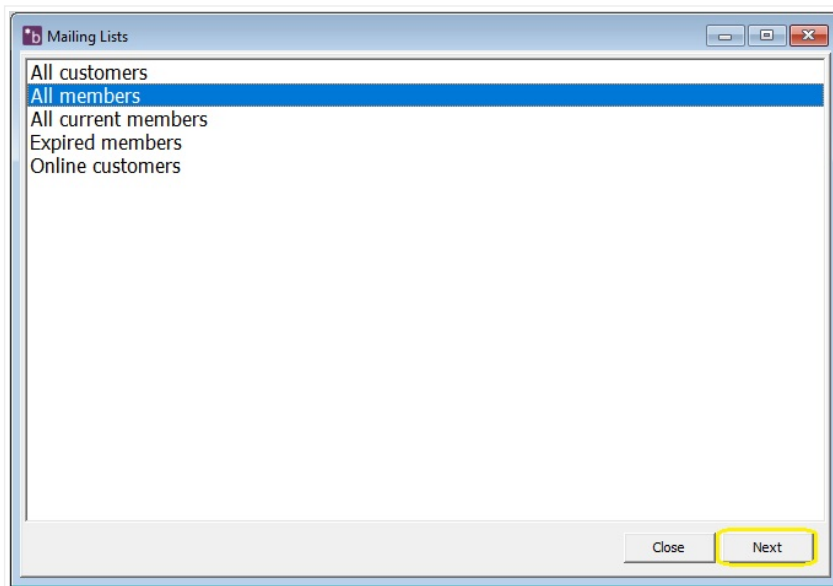
# Exporting Membership Information on Back Office

Follow

Before you can do this, you will need to add a new menu option on Back Office called **'Mailing List'**. This will give you the information needed to export the file. To do this first, click here.

1. Double click on the **'Mailing List'** icon.
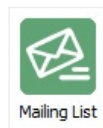


2. Select **'All Members'** and then click **'Next'**.


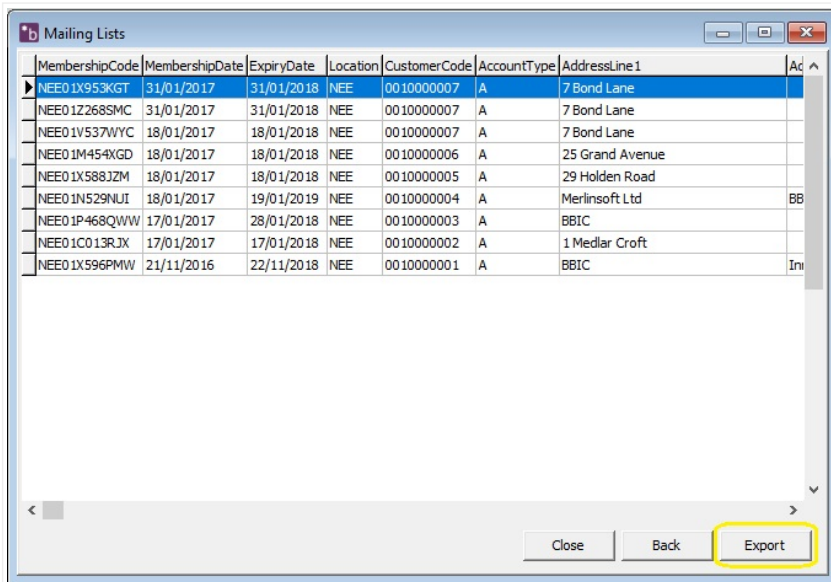
3. The next window will show your membership customers. Click **'Export'.**

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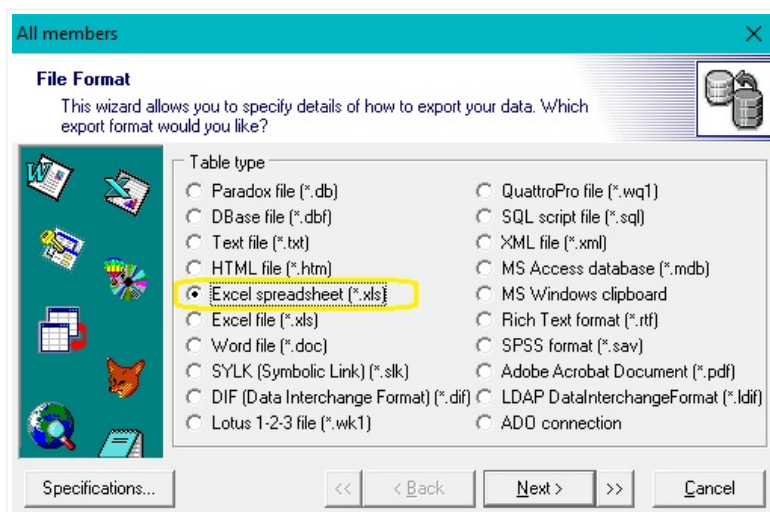
Removing Stock Items

4. You need to select a format to export the file, you may used whichever format you prefer. We use **'Excel Spreadsheet.*xls'.** Click **'Next'**.
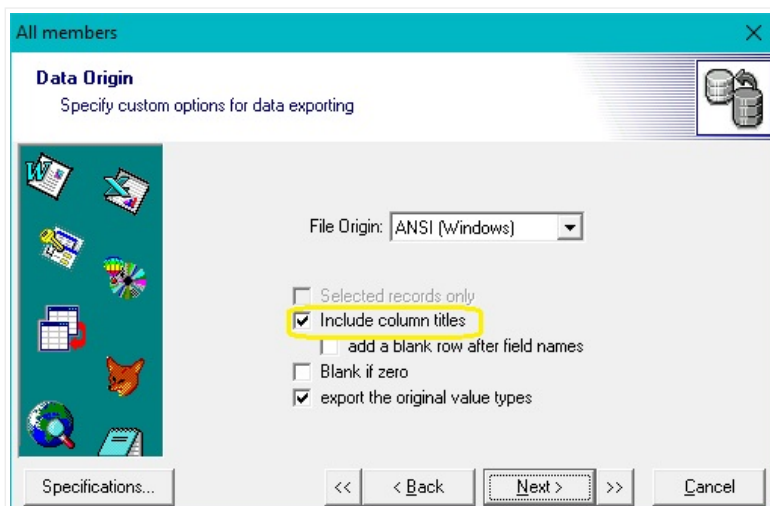


5. Make sure the '**Include Column Titles**' check box is ticked. Click '**Next'.**



6. Click **'Next'** through the next four, till you get to the last page; **'File Name'**.

Make a note of where the document will be saved and then click **'Execute'**.
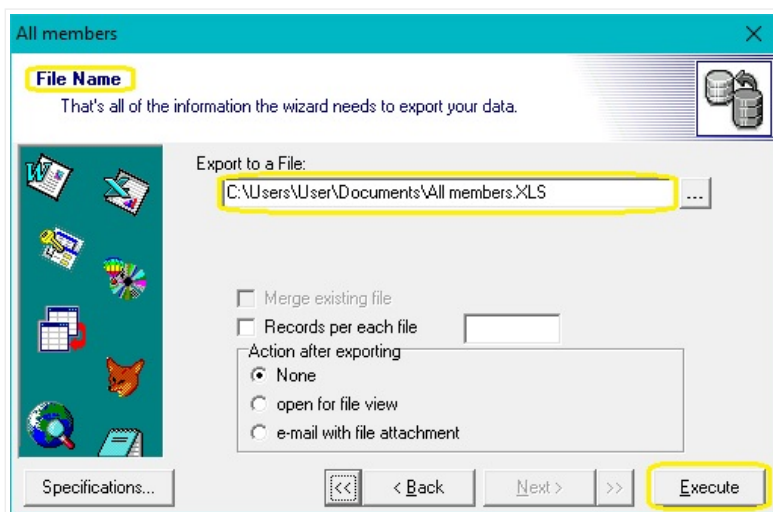
7. Once this has been done, you will be able to open the file and access the information required.

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