

Subscriptions Export

Last Modified on 19/08/2016 12:06 pm AEST

Quick Steps: Membership > Financial > Subscriptions > Actions > Export

1. Go to the **Membership** module
2. Click on the **Financial** tab on the left menu
3. Within the **Financial** tab select **Subscriptions**.
4. Now you will be presented with the Subscriptions Listing. Apply any filters to this listing by selecting the filter icon next to the search bar.
5. Insert any date ranges, payment status, and any other applicable fields. Click **Apply Filter**.
6. The Subscription Listing will now display the fields inserted into the filter criteria.
7. Select **Actions** in the top right menu > **Export**.
8. An xls spreadsheet will commence downloading onto your computer.
9. Open and save the file to your computer once complete.

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