

Clients – Actions – Export

From the main View Clients page your eBoss database allows you to quickly Export data for a Client or Clients.

Filter & Select Multiple Clients

- Navigate to the Clients screen in your main navigation menu on the left
- Select the desired Clients either by:
 - Selecting individually using the checkbox to the left
 - Selecting all Clients on the screen by clicking the checkbox to the top of the column
 - Using the 'Select All' link to the right of the Filter button at the top of the list – this differs from the above in that you will select all the Clients, from all the Pages listed
 - Using Advanced Search to filter your list of Clients

Exporting the Client Data

- Select 'Export' from the dropdown at the top of the Client list
- Click Apply
- Select the Fields to Export
- Review the list of Clients to be Exported
- Click Submit
- Select Open, or Save as required and click OK

Your Client Data is now Exported.