

Export Account-wide Contacts as a Spreadsheet

SUMMARY

Master Admins can use this feature to export contacts across all transactions.

Short version: 1) From the transaction, click [All Contacts] from the "Downloads" section of the left menu. 2) Once downloaded, sort and filter as needed to generate your desired contact list.

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Export All Contacts as a Spreadsheet

To export all contacts as a spreadsheet:

- 1 From the Transactions page, click [All Contacts] from the "Downloads" section of the left menu. Once downloaded, sort and filter as needed to generate your desired contact list.

