

Export contract list to excel

To export data from contract list to excel, follow the below steps.

Start by going to "All Contracts".

[bild: 127_1_en.png]

Once inside all contracts, select All Contracts or only those you want to export.

[bild: 127_2_en.png]

Then select - "select select action" and export to Excel. If you want to do the same for the archived contracts, use the same steps but from within the "Archived Contracts" view.

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Select a name for the export file and "run action"

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Tap the top right of the ringer and tap on the export you want to download. Then it will download an Excel file to your computer.

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[bild: 127_6_en.png]

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