

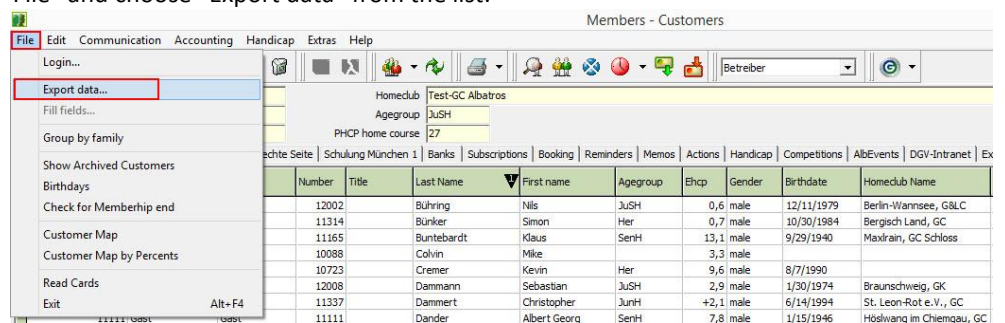
## FAQ | Membership Administration

### Export Data

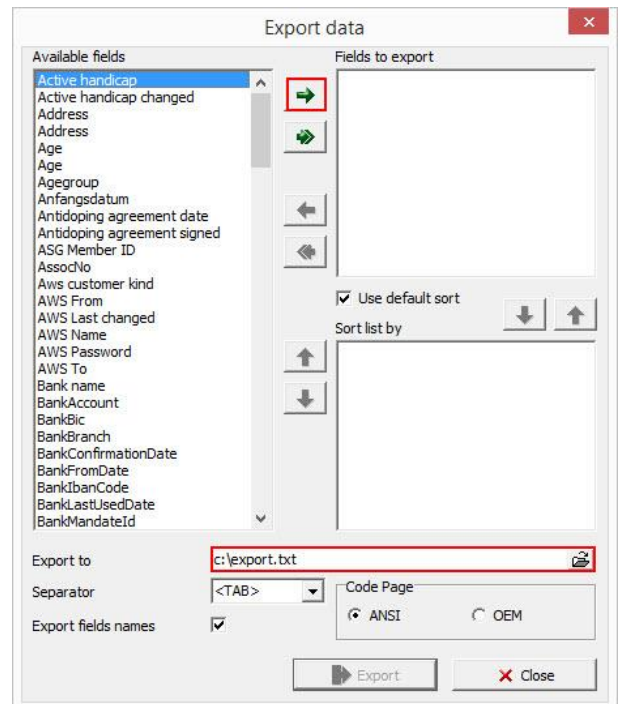
1 [2]

This function is very helpful to export data from your Albatros Membership Administration straight into programs such as Excel.

1. In the menu bar, click on “File” and choose “Export data” from the list.



2. Then, select all the fields you want to export (e.g. surname, first name, cell, email, birthdate) from the left-hand side (“Available fields”) and drag them to the right-hand side (“Fields to export”).
3. Now select the location where you want to export the file to (next to “Export to”) and click “Export”.  
The export process only takes a few seconds.

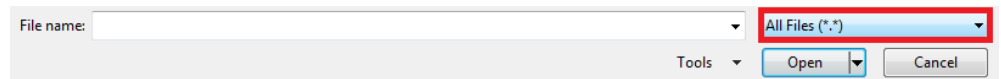


4. Then open Excel, click “Open document”, select “All Files (\*.\*)” under file format and select the export document from where you saved it.

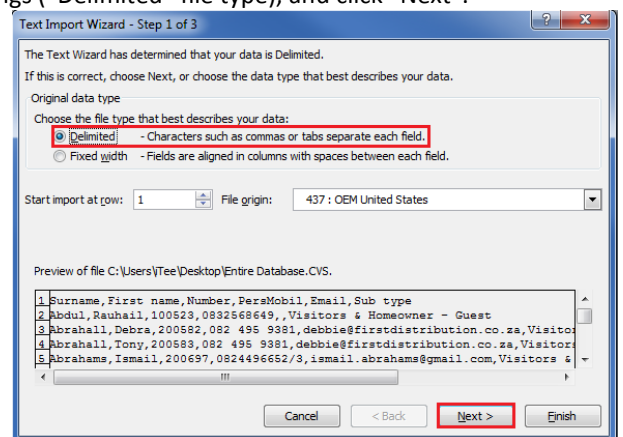
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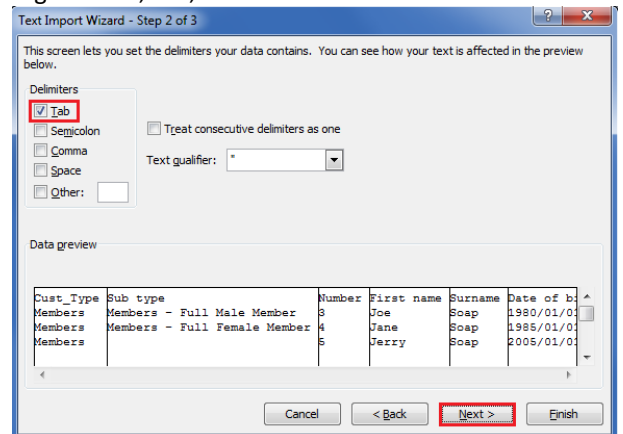
2 [2]



5. In the first window that will pop up, accept the default settings (“Delimited” file type), and click “Next”.



6. Accept the default settings (“Delimiters”, “Tab”) in the following window, too, and click “Next”.



7. The column data format can be changed from “General” (default) to “Text”. When done click “Finish”.

You will then have all the selected information in a spreadsheet which can be customized according to your requirements.

