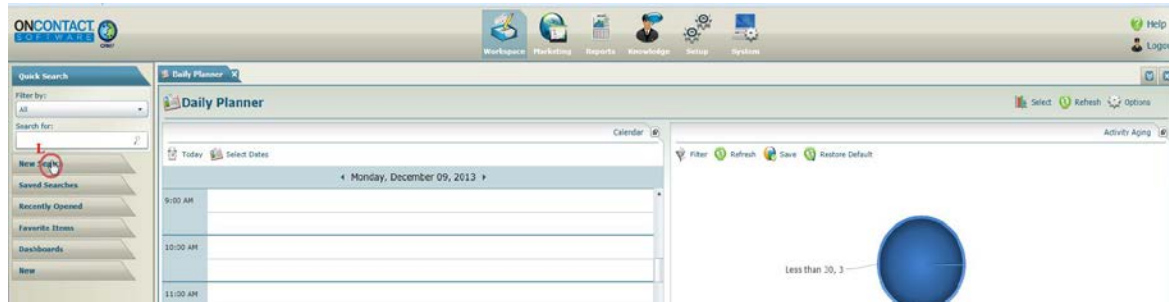
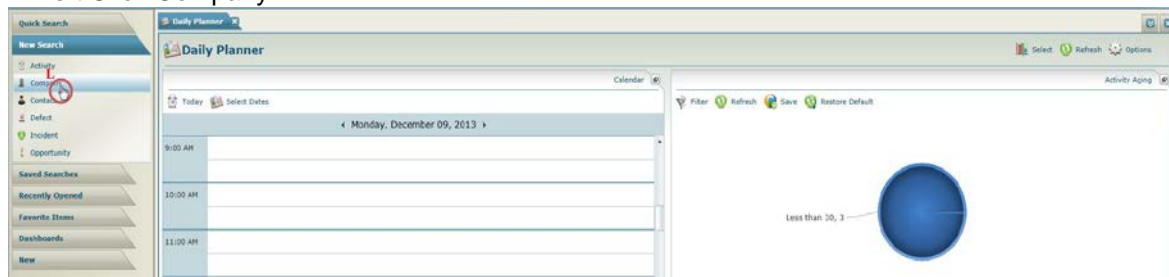


Export Data

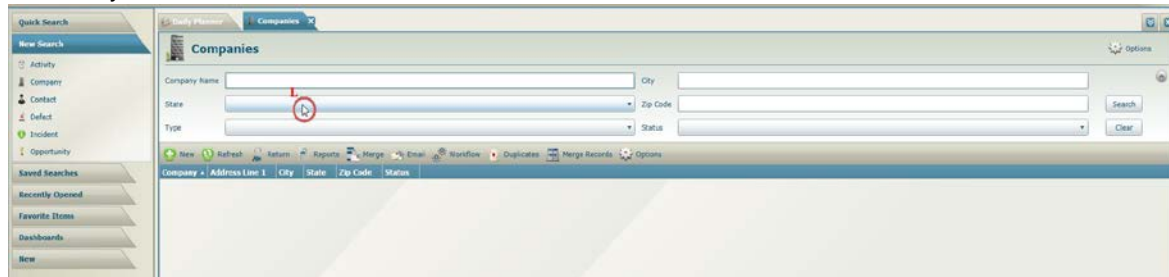
1. Search for the records you would like to export. In this example, we'll look for Companies in Illinois and Wisconsin. Click New Search.



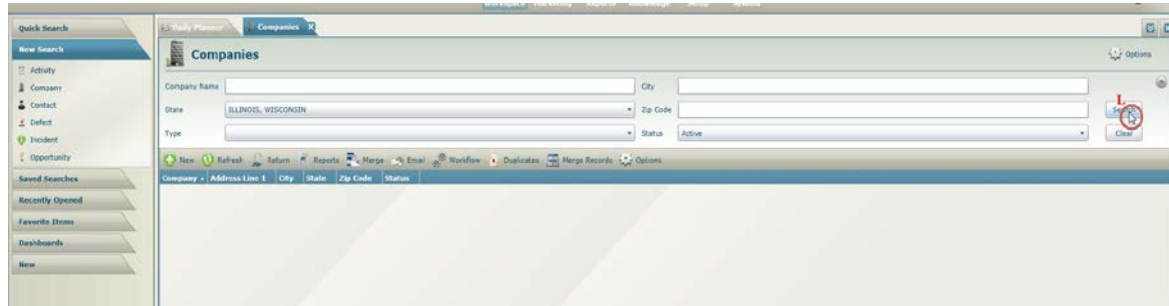
2. Left Click Company.



3. Enter your search criteria.

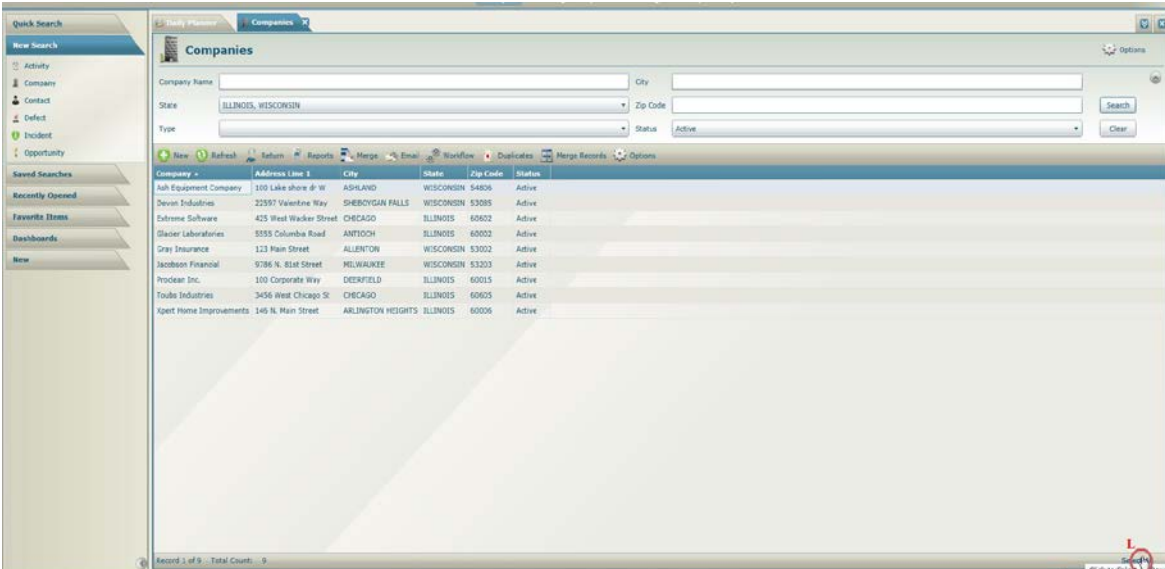


4. Left Click Search.

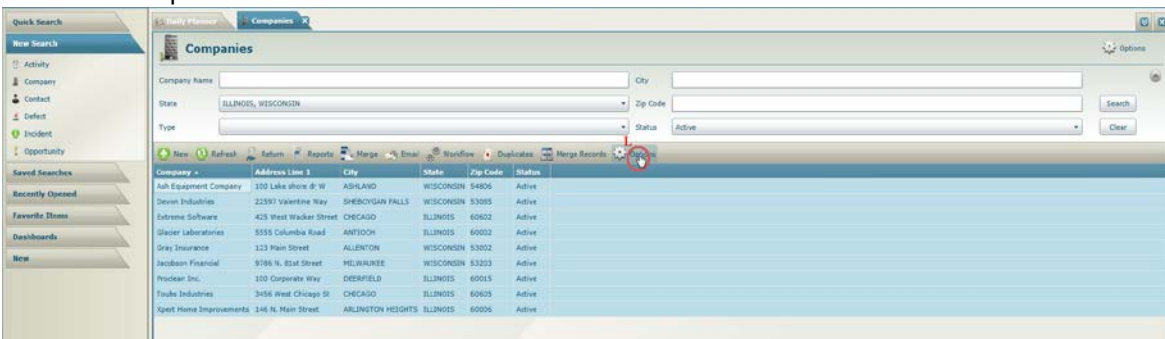


Export Data

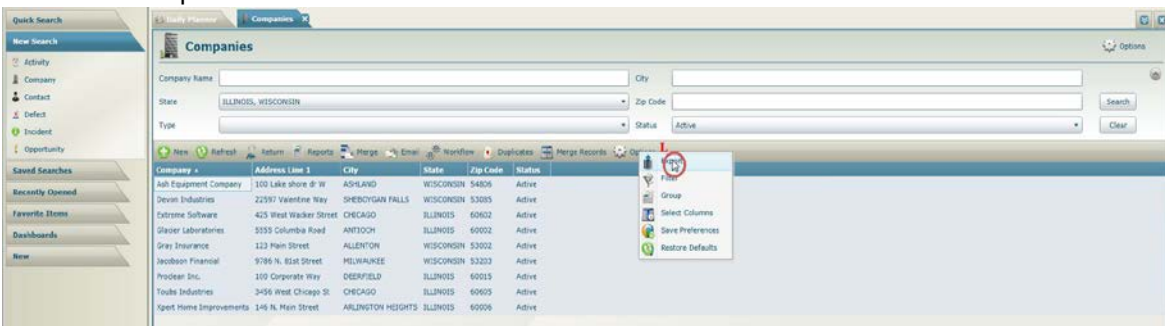
5. Select the record(s) you would like to export.



6. Left Click Options.

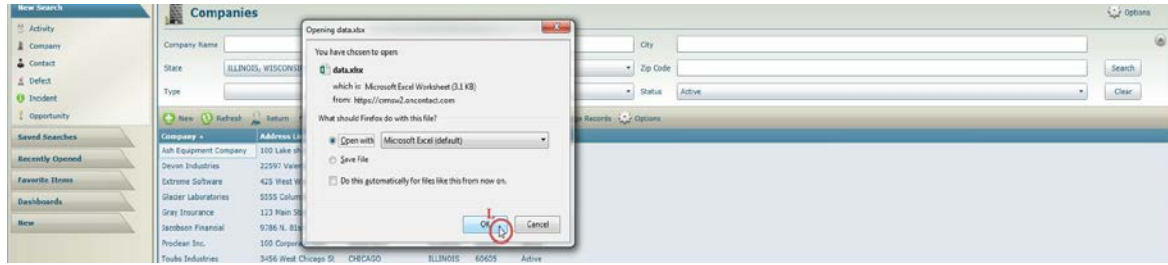


7. Left Click Export.



Export Data

8. Left Click- OK.



9. Your records will be exported into an Excel file.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Company	Address Line 1	City	State	Zip Code	Status
Ash Equipment Co	100 Lake shore dr	ASHLAND	WISCONSIN	54806	Active
Devon Industries	22597 Valentine V	SHEBOYGAN FALLS	WISCONSIN	53085	Active
Extreme Software	425 West Wacker	CHICAGO	ILLINOIS	60602	Active
Glacier Laboratori	5555 Columbia Ro	ANTIOCH	ILLINOIS	60002	Active
Gray Insurance	123 Main Street	ALLENTON	WISCONSIN	53002	Active
Jacobson Financia	9786 N. 81st Stree	MILWAUKEE	WISCONSIN	53203	Active
Proclean Inc.	100 Corporate Wia	DEERFIELD	ILLINOIS	60015	Active
Toubs Industries	3456 West Chicagi	CHICAGO	ILLINOIS	60605	Active
Xpert Home Impr	146 N. Main Stree	ARLINGTON HEIG	ILLINOIS	60006	Active