

Chase List Exports

Exporting Chase Lists

Chase Lists are generated from the Plan Lines reporting area.

To export a Chase List:

1. Navigate to the plan and select the **Reporting** tab
2. Choose **Plan Lines**
3. Apply the **Master Medium** filter
4. For Magazines and Press, also apply the **Medium Type** filter
5. Select **Load Report** to retrieve the data.

Once the data is loaded:

1. Select the appropriate **Grid Layout** for the medium
2. Open the Plan Lines Report **options menu** (ⓘ) and select the required **Translation**
3. Open the blue **options menu** (ⓘ) menu again and select **Export (Excel)**

In the Export pop-up:

1. Select the appropriate **Template** for the chase list
2. Select **Export**

The Chase List will be generated and downloaded to the local **Downloads** folder.

Revision #4

Created 9 January 2026 18:04:18 by Holly

Updated 19 January 2026 14:16:41 by Holly