

Schedule Exports

Exporting Schedules

Schedules can be exported individually or in bulk directly from the **Plan**.

To export a single schedule:

1. Navigate to the **Plan**
2. Select the **options menu (⋮)** on the relevant schedule line
3. Select **Reports > Export Schedule**

The schedule will be generated and downloaded to the user's local **Downloads** folder.

To export multiple schedules in one file:

1. Select the checkbox on the left of each schedule to be exported
2. Select the **options (ⓘ)** menu
3. Choose **Reports > Export Schedule**

All selected schedules will be exported into a single Excel workbook, with each schedule displayed on a separate worksheet.

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