

## How to Configure Exports

Administrators can specify which columns are outputted when performing CSV exports from the various databases in their account. To configure the exports for a particular database:

- Hover over **My Account** and select **Administration**
- Select **Export Columns** from the Configuration section on the left-hand side
- Choose the relevant section from the sub-menu on the left-hand side. For example, select 'Staff' if you wish to edit the export columns for the Staff area of your account
- Select the fields that you would like to be outputted when performing a .CSV export in this area
- Click **Save**

The default export columns for this area will now be updated.