



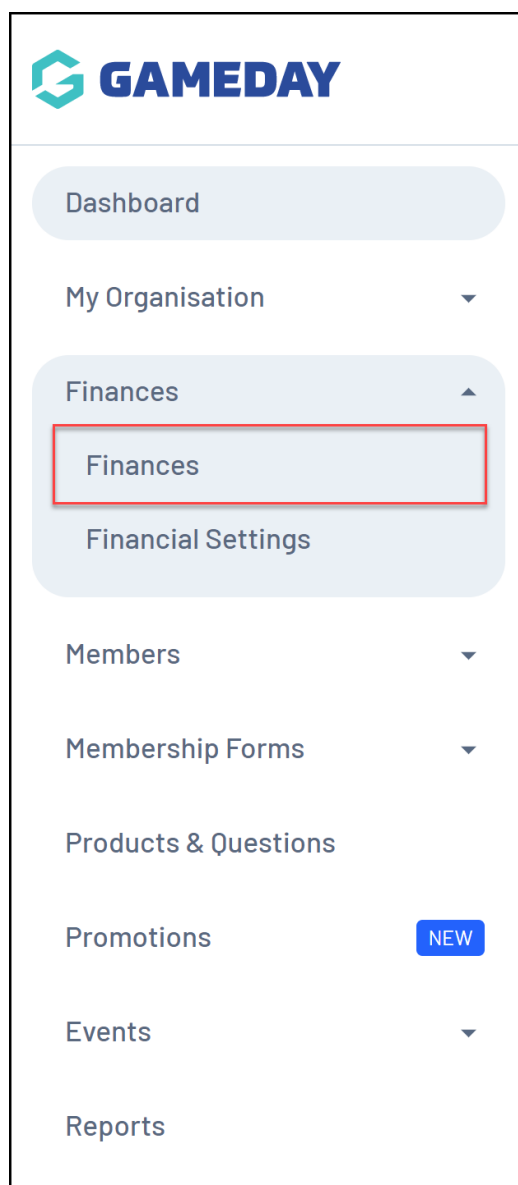
How do I export my organisation's order information?

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Through GameDay's Finances module, administrators can export a list of their **Orders** to a CSV file.

To export your organisation's settlement listing:

1. In the left-hand menu, expand the **Finances** menu, then select **FINANCES**.



2. In the Orders tab, scroll to the bottom of the page and click **EXPORT CSV**.

This will begin downloading a CSV file, which you can find in your **Notifications** widget and open in Excel to see a list of your orders.

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