## 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

| - CAMEDAM |  |
| :---: | :---: |
| Dashboard |  |
| My Organisation | $\checkmark$ |
| Finances | - |
| Finances |  |
| Financial Settings |  |
| Members | $\checkmark$ |
| Membership Forms | $\checkmark$ |
| Products \& Questions |  |
| Promotions | NEW |
| Events | $\checkmark$ |
| Reports |  |

2. At the top of the page, click the Export


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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