



# GAMEDAY

## How do I export my organisation's settlement information?

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### Overview

Through GameDay's Finances module, administrators can export their **Settlements** to a CSV file to assist with breaking down and analysing settlement information.

### Step-by-Step

#### Step 1: Open your Settlement list

In the left-hand menu, expand the **Finances** menu, then select **Manage Finances > SETTLEMENTS**

#### Step 2: View a settlement

Find the settlement you want to export and click **VIEW**

#### Step 3: Export the settlement

At the top of the itemised table, click the **Export** icon. Your download will then appear in the **Notifications** widget at the top of the page

### Watch

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