

Exporting Auction Members

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Exporting members allows administrators to keep an offline copy of their registered bidders should they ever require it.

Quick Steps: Go to **Auction > Members > Export**

Exporting Members:

1. Within the Management Console, select **Auction** from the top menu, then **Members** from the left menu.
2. Click **Export** at the top of the page to download a list of your members to an Excel spreadsheet.
3. Depending on your browser, this will automatically download your file, or ask you whether you wish to Open or Save As.

Exporting Members allows you to keep track of your auction bidders offline as well as tracking their changes online.

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