

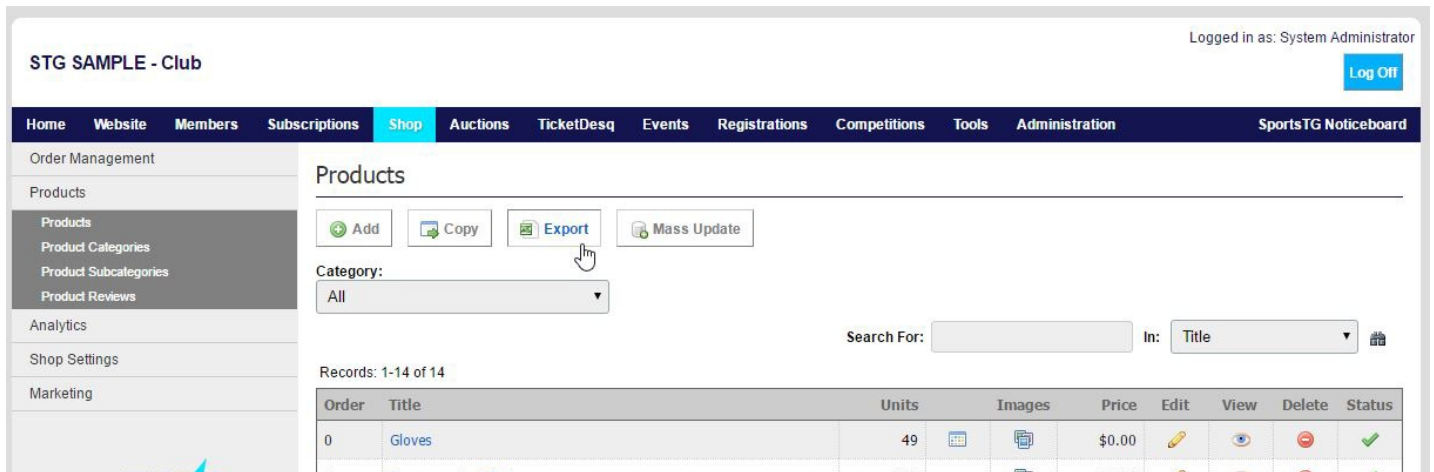
Exporting Products

Last Modified on 26/09/2016 4:38 pm AEST

Quick Steps: Shop > Products > Products > Export

Exporting Products allows you to pull a CSV file of all your products and certain information pertaining to those products. This information includes Product Name and Meta Tags, Pricing Levels, Gender, Order and Display Status.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Products** from the expanded left menu.
3. Click on **Export** at the top of the page.



The screenshot shows the Management Console for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar menu is expanded to 'Products', with sub-items: 'Products', 'Product Categories', 'Product Subcategories', and 'Product Reviews'. The main content area is titled 'Products' and features buttons for 'Add', 'Copy', 'Export', and 'Mass Update'. The 'Export' button is highlighted with a mouse cursor. Below the buttons is a 'Category:' dropdown menu set to 'All'. A search bar is present with the text 'Search For:' and a dropdown for 'In:' set to 'Title'. Below the search bar, it says 'Records: 1-14 of 14'. A table displays product data with columns: Order, Title, Units, Images, Price, Edit, View, Delete, and Status. The first row shows '0' in the Order column, 'Gloves' in the Title column, and '49' in the Units column. The Price column shows '\$0.00'. The Edit, View, Delete, and Status columns contain icons for each function.

4. This will pull a CSV file for you to view a list of all your products and their prices, as well as those that are currently set to online.

Note: Exporting Products is an easy way for you to see an overview of all products contained on the system, as well as their current prices and order to make it easier for you to update if needed.

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