

LOOP 2.9 | Exporting File Options

1	Click <b>Export Spreadsheet</b> to download order details anywhere you see the button.	
2	<p>A. Click <b>My Orders</b> from the menu on the left side of the Dashboard.</p> <p>B. Click <b>Export List</b> to download a list of all of your recent orders.</p>	<p><b>then</b></p>  
3	Click the <b>Ellipses (...)</b> button at the end of the order row to display more options on the <b>My Orders</b> page, then click <b>Export Spreadsheet</b> . This will download order details in a spreadsheet format.	
4	Navigate to Order Templates, open a template and click <b>Export Spreadsheet</b> . This will download the selected Order Template in a spreadsheet format.	