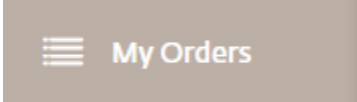

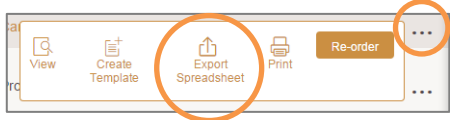



## LOOP 2.9 | Exporting File Options

1	Click <b>My Orders</b> on the left side of the Dashboard.	
2	2. Click <b>Export List</b> to download a list of all your recent orders.	
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	<p>Navigate to Order Templates, open a template, and click <b>Export Spreadsheet</b>. This will download the selected Order Template in a spreadsheet format.</p> <p><b>Note:</b> If you do not have a template created, you will not see the spreadsheet hyperlinks.</p>	
	<p><b>Note:</b> You can use the export spreadsheet function any time you see the button.</p>	