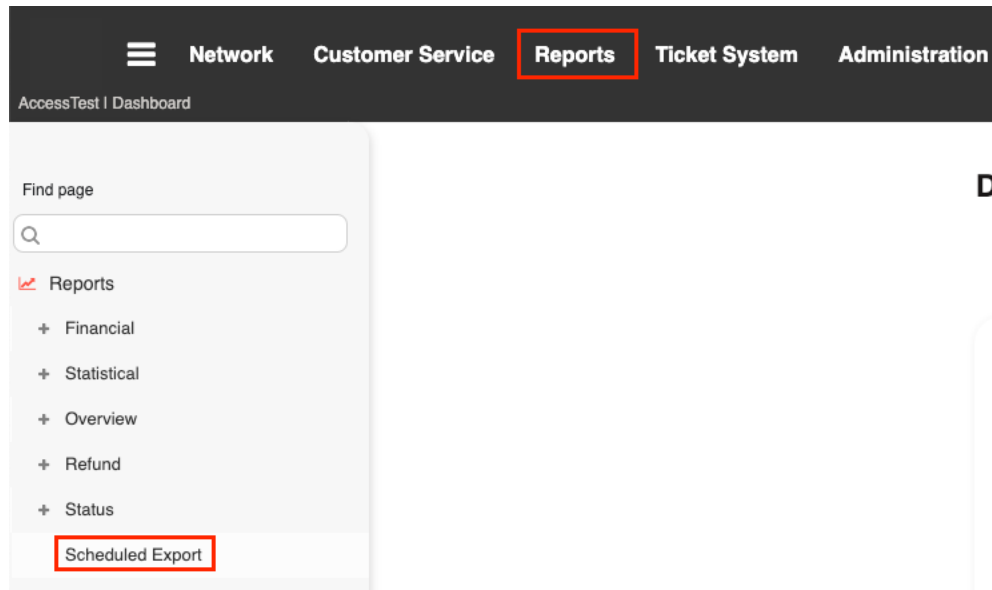Smart Store Platform Support:
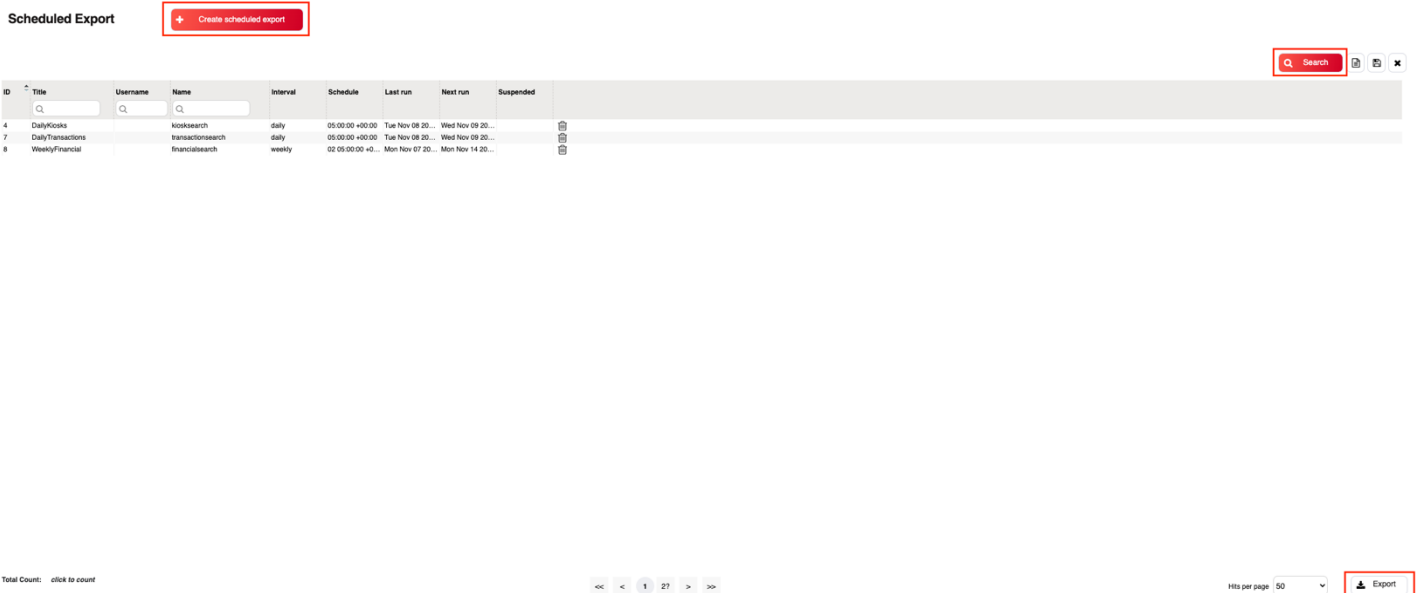
Schedule Export Guide

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Schedule Export

To find the Schedule Report in admin go to: Reports->Schedule Export

1. Start by pressing the *Create scheduled export* button.

Follow the next coming steps to fulfil the Scheduled Export:

2. Title - Choose a name that the export should be called.

3. UserID - Select What userID the export should have.

4. Interval - Choose how often the export should collect the information, e.g. daily, weekly, monthly or yearly.

5. Weekday - Select which specific day and hour it should collect the information.

6. Culture - Choose type of formatting, dates, numbers, etc. as well as in CSV and what characters act as separators.

7. Filetype - Select export file type that you want to export.

8. Timezone - Select the time zone you want to use in the export.

9. Report – Select where you want to export the report from.

10. Fill out the filters that are specific to the report you want to export.

11. Finish by pressing Save to save the selections.

12. Press search to see what for reports that can be exported.

13. Press export button for making the export

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