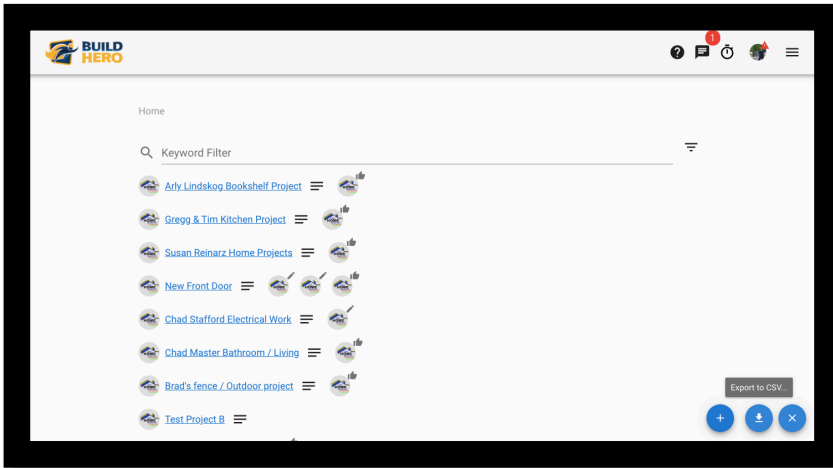


Exporting:



Exporting:

To export items from Build Hero, click the blue circle at the bottom of the "homepage" screen. Then click the export to CSV.

Exporting:

Features of Exporting:

- **Clear Out Notifications:** Click the type of data you would like to export.
- **Exporting Data:** The type of data that can be exported includes. Expenses, Tasks, Discussions, Time-Clock Entries, and Invoices.
- **Set Time Period:** This will allow you to choose a date range for the data you would like to export.
- **Click Save:** This will export your data for you.

