

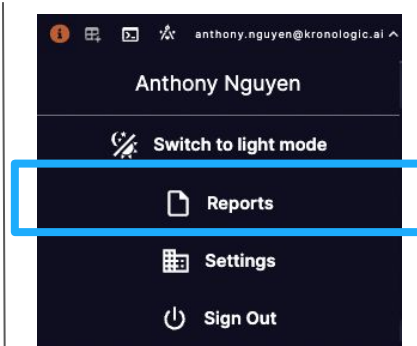
KRONOLOGIC

HOW TO GUIDE

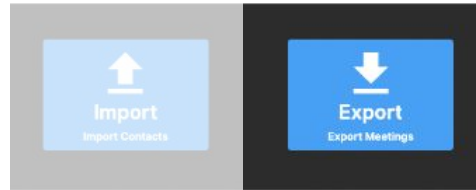
Export Meetings to CSV

Navigate to the Account Menu

Open up the Account menu by clicking on your email in the upper right corner and Select **Reports**



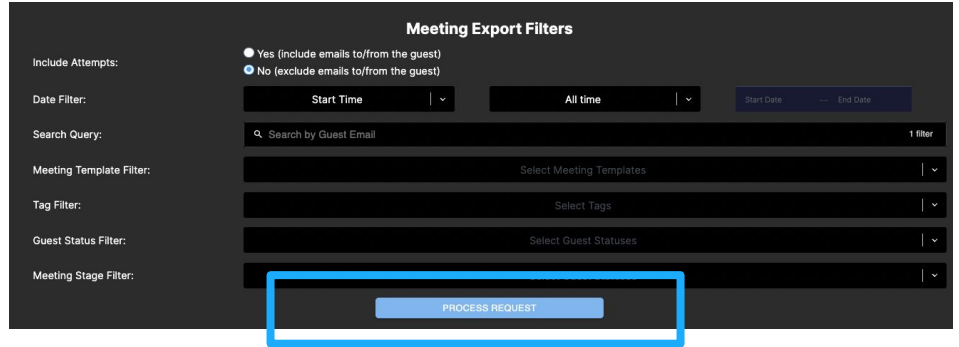
Select **Export (Export Meetings)**



Apply Filters to Report

Select and choose the appropriate filters for the report then click **Process Request**. Your request will be submitted and Kronologic is preparing your report to download.

Click **Refresh** to see the status of the request in the **Recent Exports** section



Meeting Export Filters

Include Attempts: Yes (include emails to/from the guest) No (exclude emails to/from the guest)

Date Filter: Start Time | All time | Start Date | End Date

Search Query: Search by Guest Email 1 filter

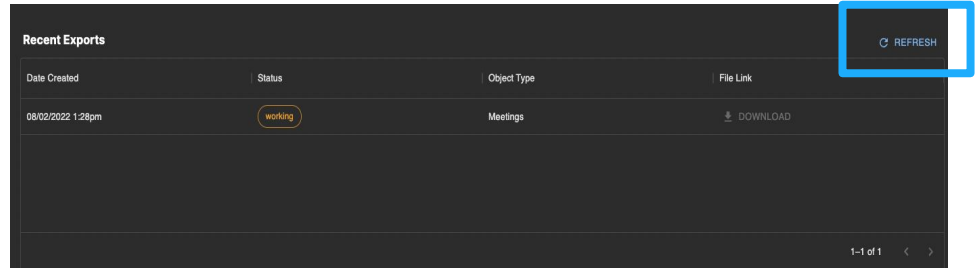
Meeting Template Filter: Select Meeting Templates

Tag Filter: Select Tags

Guest Status Filter: Select Guest Statuses

Meeting Stage Filter:

PROCESS REQUEST



Recent Exports

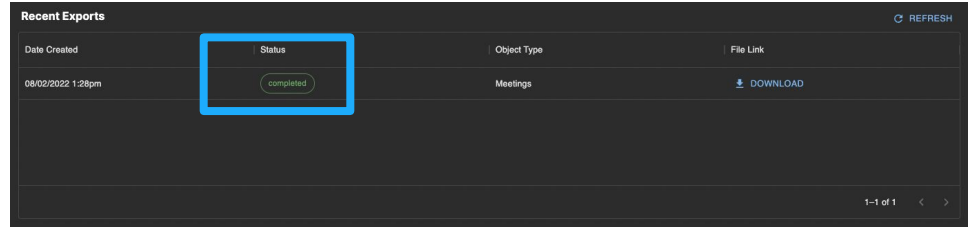
Date Created	Status	Object Type	File Link
08/02/2022 1:28pm	working	Meetings	DOWNLOAD

1-1 of 1

File ready for download

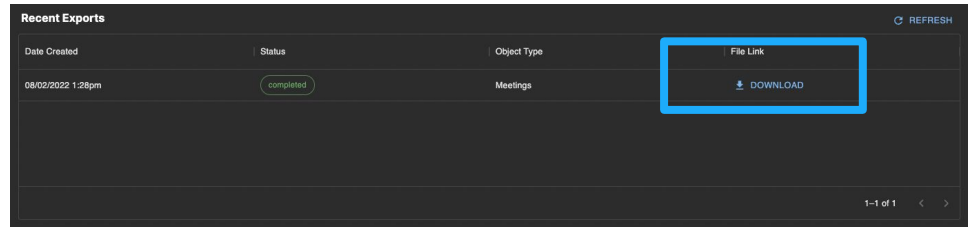
Once the Status is **COMPLETED**, the file is ready for download

Click **DOWNLOAD** and the file will be downloaded onto your computer



A screenshot of a 'Recent Exports' table. The table has four columns: 'Date Created', 'Status', 'Object Type', and 'File Link'. The first row contains the data: '08/02/2022 1:28pm', 'completed', 'Meetings', and a 'DOWNLOAD' button with a download icon. The 'Status' column is highlighted with a blue box.

Date Created	Status	Object Type	File Link
08/02/2022 1:28pm	completed	Meetings	DOWNLOAD



A screenshot of a 'Recent Exports' table, identical to the one above. The 'File Link' column is highlighted with a blue box.

Date Created	Status	Object Type	File Link
08/02/2022 1:28pm	completed	Meetings	DOWNLOAD