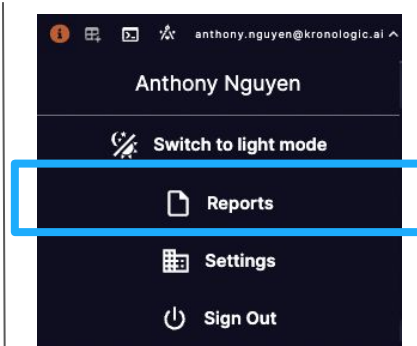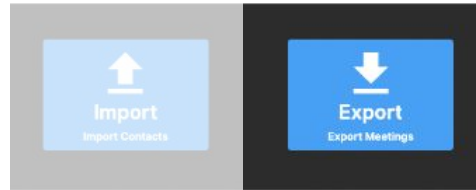# KRONOLOGIC

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**
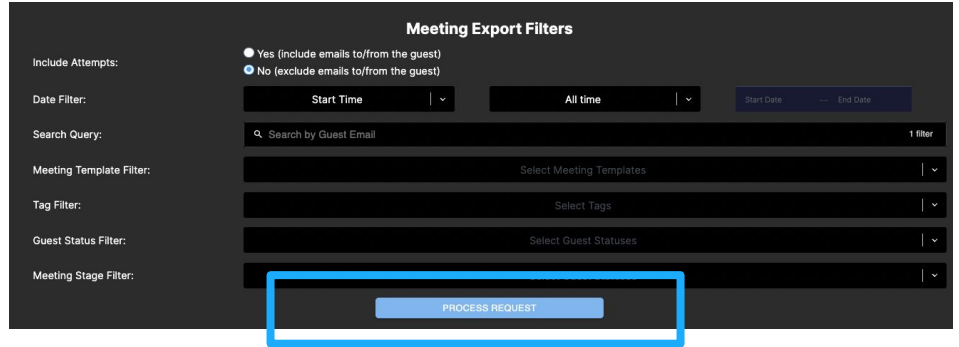
Select **Export (Export Meetings)**

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
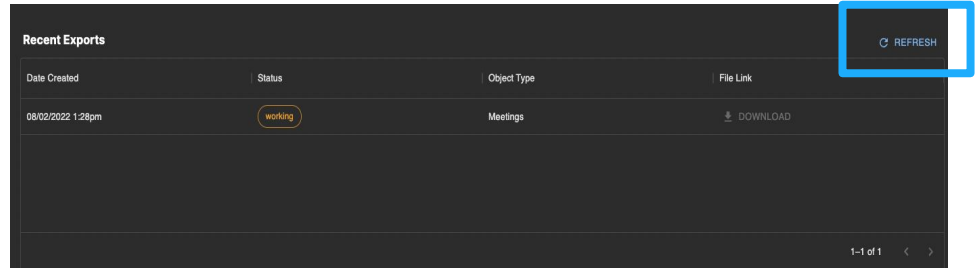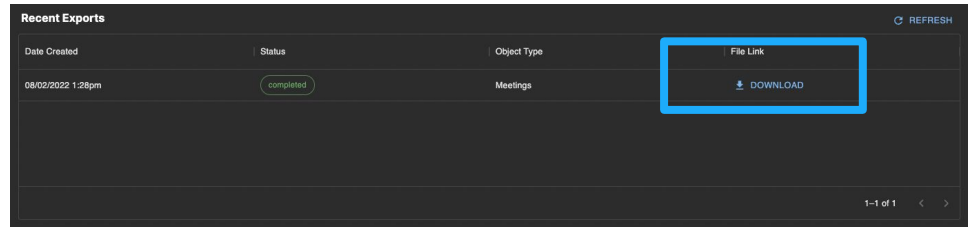
File ready for download

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

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