

8. Click [Next](#)
9. Select the fields you want to see updates on. You will be moving the fields you want to include in your report from the left hand box to the right box. After the field name you will see a name in parenthesis, this name indicates which category that contains that particular field.

Load a saved Export Fields List:

Please Choose ▼

Select additional data fields:

Click here to select fields ▼

Available Member Fields

- suffix (Home Contact)
- Last Name (Home Contact)
- Maiden Name (Home Contact)
- First Name (Home Contact)
- Home Phone (Home Contact)
- Address 1 (Home Contact)
- Nickname (Home Contact)
- Zip code (Home Contact)
- Address 2 (Home Contact)
- gender (Home Contact)

Selected:

>>

<<

Move Top

Move Up

Move Down

Move Bottom

10. Click [Next](#)
11. The next screen allows you to sort the fields in a particular order if necessary.

I want to view / sort the items in the Export Fields List...



Constituent ID (IDENTIFIER)	Move Top
suffix (Home Contact)	
Last Name (Home Contact)	Move Up
Maiden Name (Home Contact)	
First Name (Home Contact)	
Home Phone (Home Contact)	Move Down
Address 1 (Home Contact)	
Nickname (Home Contact)	
Zip code (Home Contact)	Move Bottom

I want to save the Export Fields list...

- Do not save this Export Fields List
 Save this Export Fields List

12. Click [Next](#)
13. The next page shows you a preview of what your export will look like. It only shows a few records that will actually be in the export. [Click Next](#)

14. You will need to enter a Name for the Export along with an optional description. Next you will enter a starting and Ending date and the frequency with which you want to receive the export.

Export Member Data - Schedule Export

Export Name	Description	Type	Start Date	Frequency	End Date
Version 1.0 Fields - All Identifier Fields	Will export all fields if any are updated	Updated - SFTP	7/8/2009	Daily	(none)

* * * * *

15. Once you have entered this information click on the [disc icon](#) that will save the report.
16. The next page will allow you to select who to send the email notification to as well as indicating that you want to receive your export via SFTP. First, click on [Set File Retrieval via Secure FTP](#)

Export Member Data - Email Notification



Set File Retrieval via email notification with embedded link.

To Be Included:

Additional Emails:

From Name: *

From Email:

Subject: *

Body: *

Font Name Siz: A Custom Links Paragraph Sty

The Test scheduled export for Banner Model is ready to be retrieved. ##File Link## to retrieve the file.

Or alternately, paste the URL shown below into your internet browser's address to retrieve the file:
##File URL##

Best regards,

iMODULES Support
support@imodules.com

Set File Retrieval via Secure FTP

Accessing your Export File(s)

19. The export file(s) will be located in the folder called Scheduled_Exports

- This folder is created after the export report runs for the first time

Filename	Filetype	Last modified
..		
scheduled_exports	File folder	1/9/2015 1:58:00 AM
config	File folder	10/16/2014 4:06:00 PM

Last Updated: Jan 2015