

How to Export an Attendance Sheet

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Sometimes you want to [export data from an attendance report](#) into a different program.

Events allows you export data into either **Excel or Comma Separated Value (CSV) format**.

Excel is a popular Microsoft spreadsheet program.

CSV format creates a text based file that can be read by any number of standard text readers or word processing programs.

These formats allow you to view the data in a program of your choosing and manipulate it according to your needs.

Exporting an [attendance report](#) is simple.

Simply click the Export to Excel or Export to CSV button.

Your computer will likely prompt you to save or open the file, according to your desire.

Saving the file will allow you to later open it with whatever external software you choose.

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