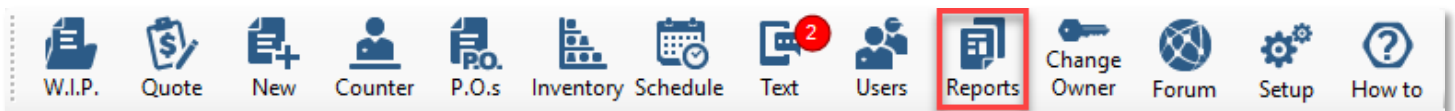# Create a Manager SE Data Export File for Excel (csv)

The resulting file named **followup.csv** will include the following data fields:
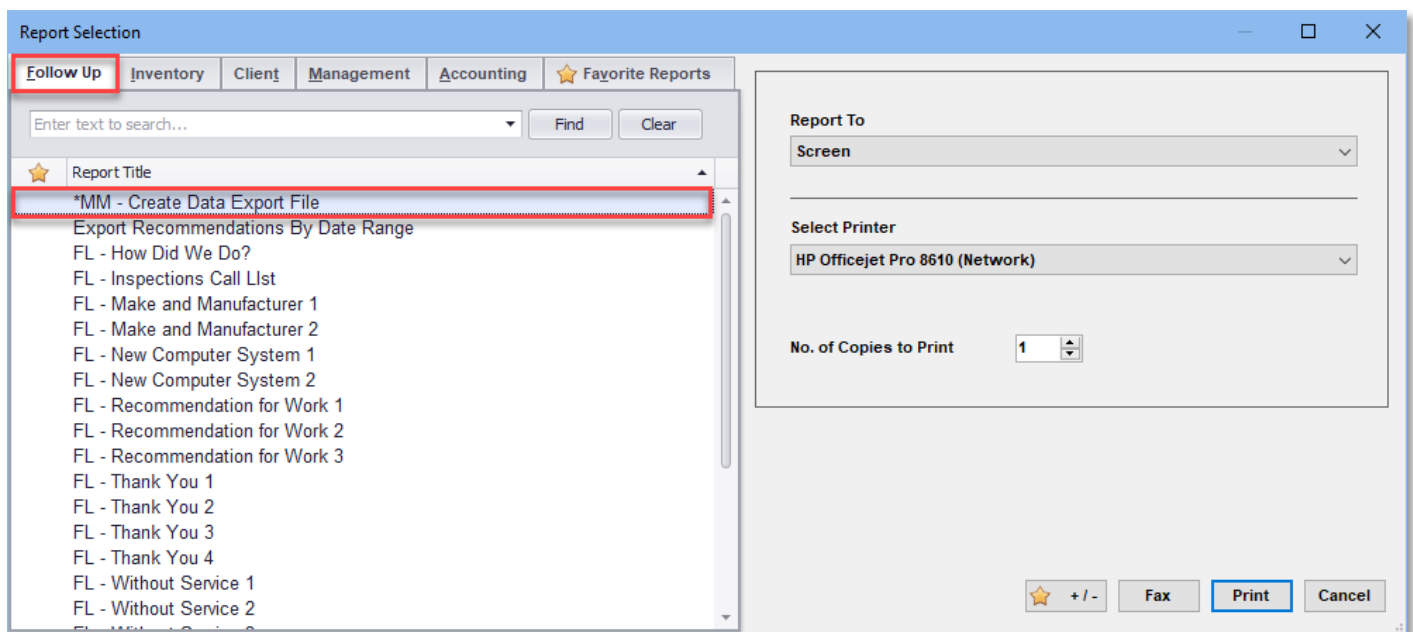
FirstName	LastName	SpouseName	Title	DOB	EmailAddress	
Address	City	State	ZipCode	Company	CustId	
VehicleId	Year	Make	Model	Engine	License	UnitNo
LastInDate	InspDate	MilesPerDay	BalanceDue	CreditAmt	AverageRO	
YTDTotal	CreditHistory	CategoryDescription		MembershipNo		
Remarks	LifetimeTotal	FirstVisited	LastVisited	LifetimeVisits		
PhoneNum1	PhoneDesc1	PhoneNum2	PhoneDesc2	PhoneNum3	PhoneDesc3	
PhoneNum4	PhoneDesc4	PhoneNum5	PhoneDesc5	PhoneNum6	PhoneDesc6	
PhoneNum7	PhoneDesc7	PhoneNum8	PhoneDesc8	PhoneNum9	PhoneDesc9	
PhoneNum10	PhoneDesc10					
OdometerIn	OdometerOut					

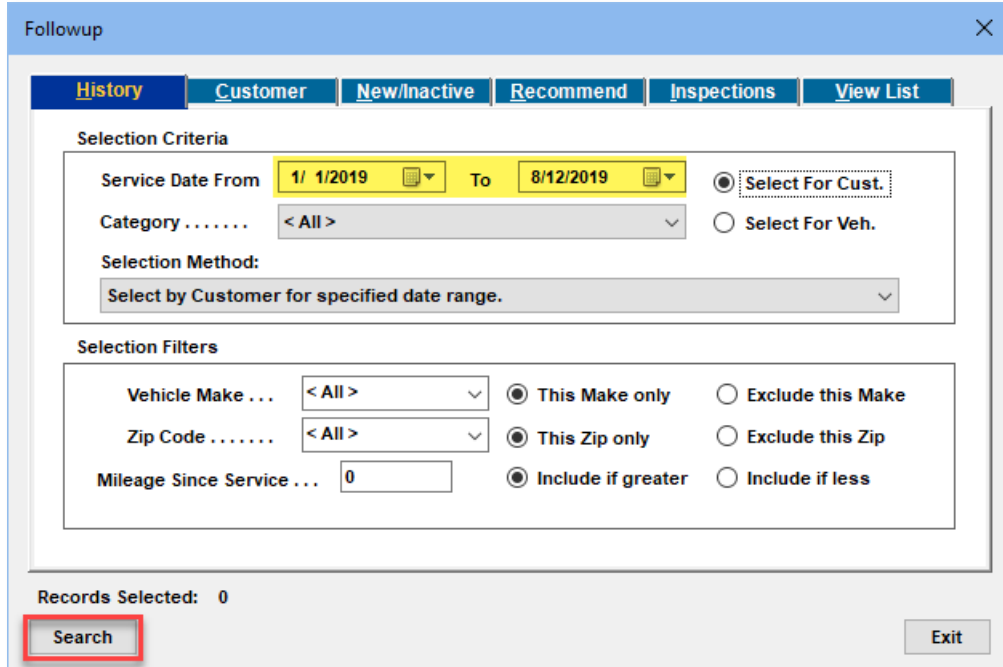NOTE: Tech Support cannot assist with questions on this; it is up to the user to possess skills required

1) Click on **Reports**

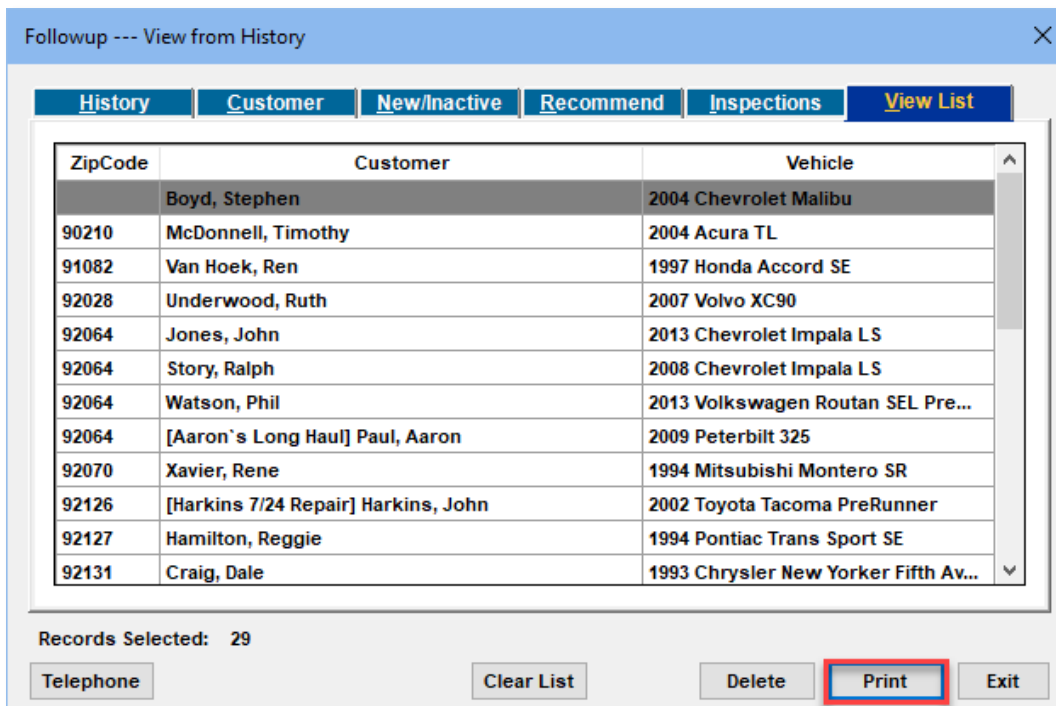## 2) Click on **Follow Up** tab and then select the ***MM – Create Data Export File** entry.

Mitchell1
In your shop, at your side

Forum

<= managerforum.net
m1training.net =>

Get2Know
Mitchell 1 Product Training & Tips

3) Enter the desired date range and consider filters; then click on **Search** to build the customer list.

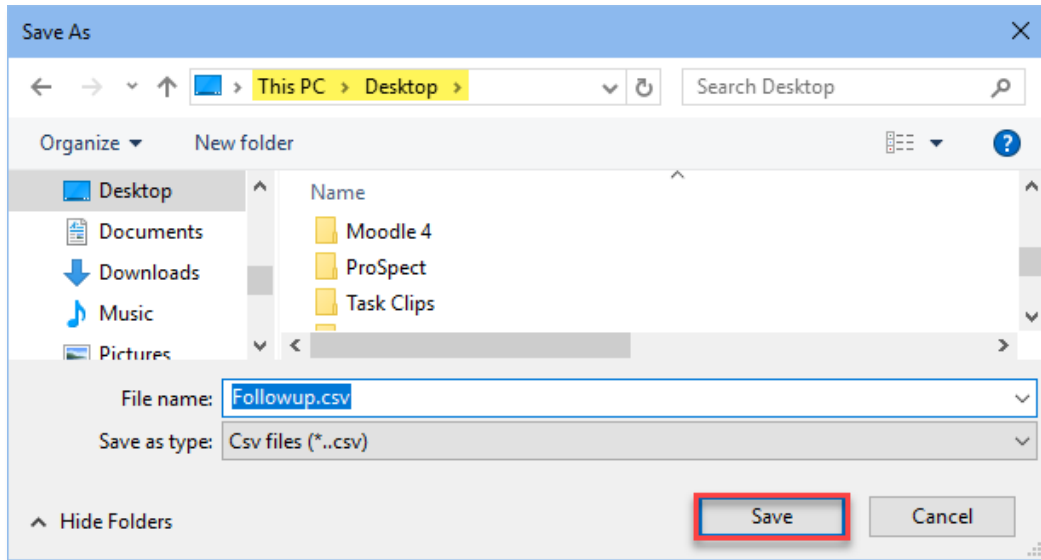4) Review the customer list; use Delete option if needed to trim list. Then click on **Print** to save the file.

5) Enter an easy to find location for the csv file and then click on **Save**.

NOTE: You may also rename the file and change location as desired.

6) Double-click on your Followup.csv file to open with Microsoft Excel and begin applying sorting, filters, etc.