Export Purchaser Detail Report for FR50

The Purchaser Details report allows an admin to import the information back into FR50.

Export FR50 reports

1. From the **Admin Navigation**, select **Reports** > **Overview**.
2. Scroll down to Export Section on the left (it will be near the bottom of the list).
3. Select **FR50**.
4. A report will generate on the right.
5. At the top of the report is the option to export the report in the desired format.

Summary

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6. Select the format, and the report will be automatically downloaded.
7. Once the report has been downloaded, use the instructions that are found on the FR50 software, to complete the import.