

Export Purchaser Detail Report for Millennium

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

Export Millennium Report

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

Summary

Show entries Search:

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 Millennium software, to complete the import.