

## To export your database from SharperAgent:

### Go to Contact Manager

1. Check the contacts that you would like to download or choose Check All
2. On the right side choose Download contacts
3. Select the fields you would like to download or choose Select All
4. Click the arrow button >> to move the fields to the column on the right
5. Click Done
6. Click the Download button
7. Choose Save
8. Title the file and save it to your computer

The file will be saved to your computer as a CSV file.

- Contact Manager -

The screenshot shows the 'Contact Manager' interface with several navigation buttons at the top: 'Contacts', 'Groups', 'Find a Contact', 'Add a Contact', 'Import Contacts', 'Manage Groups', and 'Send Email'. On the left, a list of contacts is displayed with checkboxes, and a 'Check All' button is visible. The main area is titled 'Select the fields to include in your file' and contains two columns: 'Fields Available' and 'Fields Selected'. The 'Fields Available' column lists various fields like 'Zip4-2', 'Address3', 'City3', etc. The 'Fields Selected' column lists fields like 'Prefix', 'First Name', 'Last Name', etc. A red box highlights the '>>' arrow button between the columns, labeled 'Step 4'. Below the 'Fields Available' column, a red box highlights the 'SELECT ALL' button, labeled 'Step 3'. Below the 'Fields Selected' column, a red box highlights the 'SELECT ALL' button. At the bottom of the main area, a red box highlights the 'DONE' button, labeled 'Step 5'. On the right side, a 'Choose An Action Below' panel lists various actions, with 'Download Contacts' highlighted by a red box and labeled 'Step 2'. At the bottom left, there are statistics: '55 Total' and '41' with a '>>' button.

### File Created

Click the "Download" button and choose "Save" to download your file to your computer.

**DOWNLOAD**

Please be patient. This process may take a while if you are working with a lot of contacts.