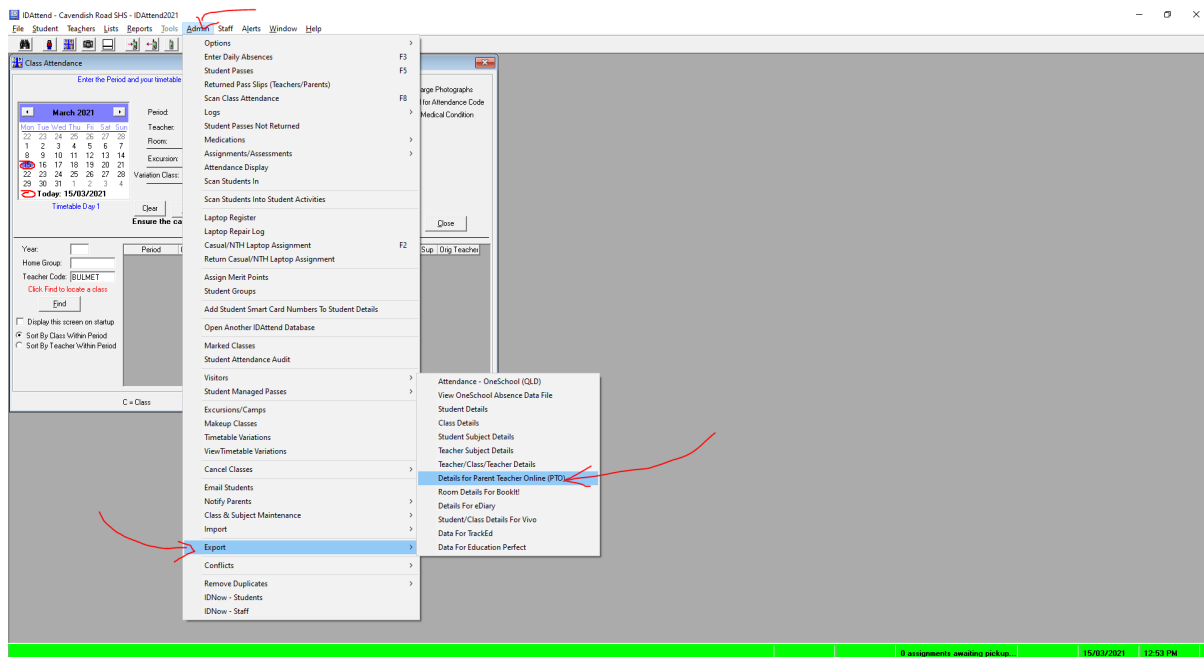
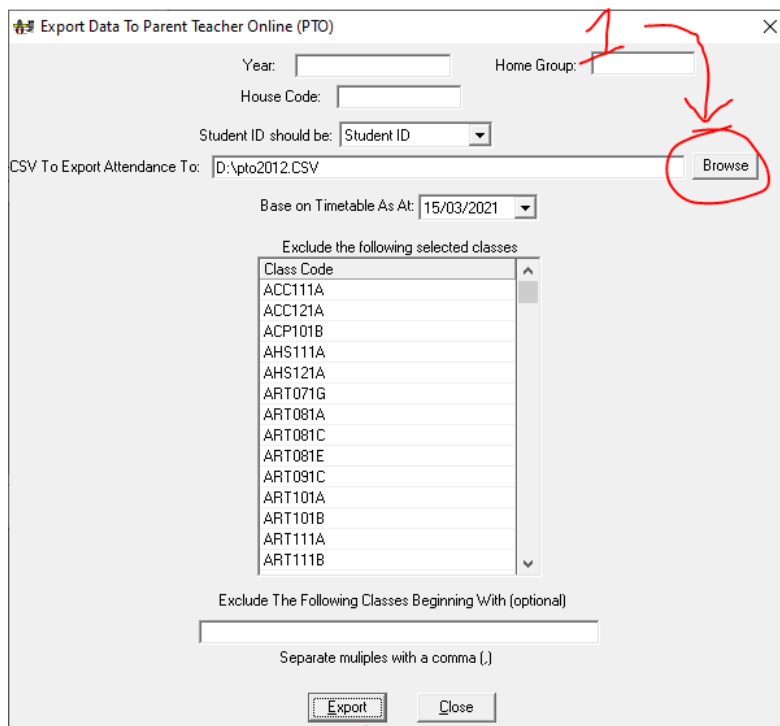


In IDAttend, Select Admin -> Export -> Details for Parent Teacher Online (PTO)



1. Browse for a location to export the file to

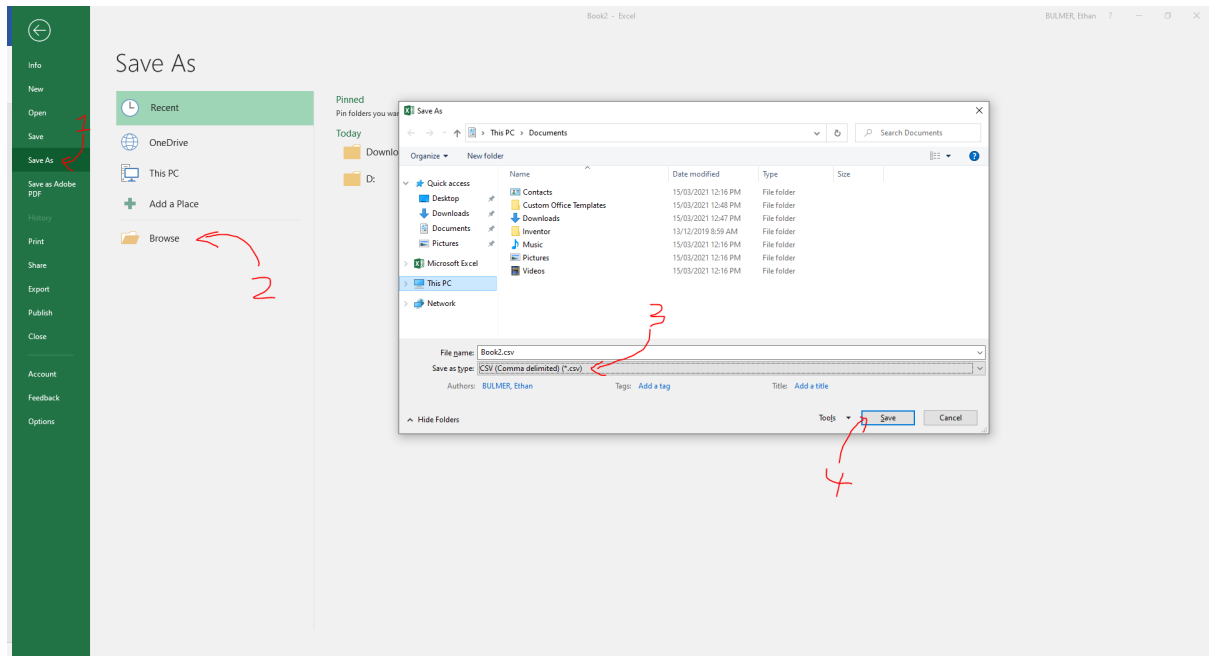
2. Export it



[illegible]

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Help', and 'Acrobat'. The 'Home' tab is active, showing options for 'Clipboard', 'Font', 'Paragraph', 'Number', 'Styles', 'Cells', and 'Editing'. The 'Styles' section shows the 'Normal' style selected. The spreadsheet area displays a list of email addresses in column A, starting from row 1. The first cell, A1, is highlighted with the 'Normal' style. The status bar at the bottom indicates 'Ready' and 'Sheet1'.

1. Save as
2. Browse
3. Select Save as type: CSV (Comma delimited) (*.csv)
4. Save



Upload this file you just saved to the admin page